

American Liberty University
Excellence in Higher Education

CATALOG



August 1, 2012 to July 31, 2013

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IMPORTANT NOTES

1: This catalog pursuant to section 94909 of the Code, shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

2: American Liberty University is a private university and is approved to operate by BPPE.

"American Liberty University's application for approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education".

3: "Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at **2535 Capitol Oaks Drive Suite 400, Sacramento, CA 95833**, www.bppe.ca.gov, **Toll-Free telephone number (888) 370-7589** or by fax **(916) 263-1897.**"

4: "As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement."

5: "A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling **(888) 370-7589 toll-free** or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov."

6: It is the student's responsibility to obtain and read the Student Handbook and American Liberty University Catalog.

7: LICENSING AND CREDENTIALS

Most professional organizations, societies, states and licensing jurisdictions have specific requirements for licensure, membership or certification. If licensing or credentialing is an objective, students are advised to first check the standards of their particular states, school districts, professional associations and agencies for specific license requirements.

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8: ALU ADDRESS

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9: Period Covered by this Catalog: August 1, 2012 to July 31, 2013

American Liberty University

Excellence in Higher Education



INTRODUCTION

American Liberty University has been established to provide quality educational programs for serious students desiring to learn, research and work in a number of professions.

American Liberty University offers its students extraordinary opportunities by providing a strong and supportive liberal arts and professional education within a variety of options.

American Liberty University's curriculum in each field of education combines a fresh new approach paired with ancient and time-honored techniques.

Academic excellence has always characterized American Liberty University, a private on/of campus, research and Digital Virtual University in the U.S.A. It combines the breadth and scope of a world-class research, on/off-campus, and on-line study institution with the intimacy and faculty contact of a liberal arts college.

MISSION STATEMENT AND PHILOSOPHY

The mission of American Liberty University is to provide an education of exceptional quality in liberal arts and sciences as well as selected professional programs, the curricular design and application of which is aimed toward preparation of students for service to a changing community, nation and world.

American Liberty University's philosophy and continuing mission is to produce highly trained graduates who embody the finest principles of ideal profession in every field by combining ethical and professional qualities through a world class curriculum that meets needs as well as creates a new order in elevation of general standards within each respective field.

It is the university's belief that its graduates best serve their communities by possessing profound mastery in their respective fields, and a genuine commitment to the highest standards of personal and professional conduct.

At American Liberty University, a balance between accomplishment, service, and integrity is encouraged through an underlying belief system which instills optimal standards on a daily curricular activity within which all students are challenged on a knowledge based system as to how they may best achieve their goals.

INSTITUTIONAL OBJECTIVES AND GOALS

The following are the formal institutional Objectives and Goals of American Liberty University:

1. To instill a spirit of excellence, professionalism, and responsibility among our students.
2. To measure the effectiveness of the institution's training by soliciting reviews of workplace performance, taken in accordance to individual profession assisted questionnaires. This task is fulfilled during annual alumni council meetings where graduates bring ownership of education through their objective evaluations pertinent and specific to their individual professions.
3. To regularly re-evaluate the curriculum and instructional methods in order to ensure that the programs are responsive to current professional standards for ideal application of learned material to professional practice.

4. To provide a curriculum that stresses sound analytical reasoning and cognitive development of an applied understanding of concepts and its relation to course material memorization.
5. To encourage assessment by employees, students, graduates, Advisory Committee members, employers in each profession, and faculty in order to ensure continual improvement of the institution and its educational programs.
6. To maintain the professional development of staff and faculty by encouraging membership in professional organizations and participation in pertinent educational workshops, conferences, and seminars.
7. To fully sponsor continuous professional development seminars and lectures conducted regularly (bi-monthly and free of charge to faculty and staff as well as alumni) by qualified members of various departments.
8. To provide students with personal and professional guidance in association with members in various departments and guidance counselors to assist them in satisfying their current and future academic and professional goals; and to foster the development of lifetime educational growth.
9. To maintain updated admission standards for the purpose of making quality education available for qualified students who are interested to enroll in a post-secondary program.
10. To meet regularly with an Advisory Committee consisting of individuals who are knowledgeable of trends, developments, and issues in their respective fields for the purpose of receiving counsel and implementing important recommendations regarding the curriculum, faculty, institutional development, professional career opportunities, continuing education and other matters affecting the successful achievement of the institutional goals herein.
11. To develop and incorporate progressive teaching methods which encourage the learning process through the use of innovative and contemporary ideas submitted by faculty, students, employers in individual fields and the American Liberty University Advisory Committee.
12. To actively seek, achieve and maintain the accreditation of the institution and its programs by appropriate agencies and approval bodies.
13. To align the institution's corporate and academic operations with the established business plan and to operate in a profitable and ethical manner, thus allowing the other stated objectives of the institution to continue.

QUALIFIED, ACCESSIBLE FACULTY

American Liberty University's faculty members are highly educated, experienced and professionally skilled individuals in their respective fields, who have achieved recognition in multiple areas of research and professional service. Many have addressed major conferences on areas related to their specialties. Of equal importance, faculty members pride themselves on the personal attention each student receives. Their primary focus is on classroom teaching, group study, and research combined with community service. Augmented by a strong adjunct faculty, professors at American Liberty University are genuinely committed to preparing students for successful careers in each specific field of education.

CULTURAL ENRICHMENT

American Liberty University is dedicated to recruiting and assisting all students, regardless of affiliation, including African Americans, Asian Americans, Hispanic Americans, Native Americans, and any and all interested residents of other countries.

As American Liberty University grows, it endeavors continue to expand both the diversity of its student population and the community opportunities available to all of its students.

American Liberty University is firmly committed to responding to the needs of all of its students, from any racial and ethnic background, so that they may reach their highest potential. University faculty and staff are always available to provide academic, career and financial-aid counseling services.

American Liberty University's programs are designed to prepare students in becoming distinguished members and leaders of their professional communities. These programs offer exciting opportunities for dedicated individuals to also expand their personal goals best served by their latest academic achievements, and to

provide needed professional skills for making significant contributions to the well-being of humanity and society.

EQUAL OPPORTUNITY STATEMENT

It is American Liberty University's policy that admissions, employment and promotion processes for all positions and programs are free of any discriminatory practices based on race, age, sex, creed, national origin, physical handicap, political affiliation, or sexual.

FINANCIAL RESOURCES AND FINANCIAL REPORTS

- American Liberty University has satisfactorily maintained and continues to maintain the financial resources required to ensure its educational quality and operational stability.
- American Liberty University has no pending petition in bankruptcy nor operates as a debtor in possession.

ALU FACILITIES

The American Liberty University's physical facilities, and any equipment used on the University's premises or sold to students, comply with applicable health and safety requirements. The University's facilities and equipment are used in accordance with health and safety requirements.

ALU LOCATION

ALU is located at: 20101 S.W. Birch St., Suite 220, Newport Beach, CA 92660.

Phone: (949) 838-8800

Fax: (949) 838-8700

www.aluniversity.edu

E-mail: education@aluniversity.edu

American Liberty University campus is located near five of the major freeways in Orange County, Los Angeles County and San Diego County (405, 5, 22, 55, and 73). It is also convenient to many city arteries. The building may houses classrooms, administrative offices, the library, and the bookstore.

CLASS AND CLINIC SCHEDULES

Classes are held mornings, afternoons and evenings, seven days a week. The clinic may open seven days a week and some evenings.

MULTIMEDIA CENTER

The Multimedia Center is designed to establish a living laboratory for interactive multimedia training, research, and development for all educators and organizations. The center contains up-to-date hardware and software including a color printer, laser printer, flat-bed scanner, CD, DVD, and multimedia software. Various workshops and seminars are offered throughout the year.

AUDIO/VISUAL CENTER

American Liberty University offers state-of-the-art audio/visual equipment to optimize learning opportunities from all available sources.

Educational materials, seminars and productions from around the world are presented here to further our students' awareness of new techniques and technologies.

PARKING

The free parking lot is provides for students, faculty and patients.

CLINIC AND RESEARCH CENTER

American Liberty University Clinic and Research Center operates a multi-specialty clinic which is conveniently located on the University's campus.

At American Liberty University Clinic and Research Center, patients receive high quality, cost-efficient care from doctors and health care providers who put their patients first.

American Liberty University Clinic and Research Center is a community-oriented teaching clinic. It is established to provide ALU's students with a professional setting in which to complete their research and internship requirements for the Acupuncture and Traditional Oriental Medicine program.

A highly educated and skilled faculty closely supervises each student. ALU's students are placed in program that is taught by experts in both traditional acupuncture and oriental medicine techniques and also the current western medical practices. In addition to their medical training, ALU's students are instructed to live and conduct themselves in ways that exemplify the integrity of our healing tradition.

The primary objective of the American Liberty University Clinic and Research Center is to provide effective, low-cost treatments for a wide variety of ailments using Oriental Medicine, Western Medicine and other healing methods.

We emphasize on oriental medicine. We want our students to realize that they play an important role in meeting health care needs. ALU's faculties are here to assist students and researchers in learning and strengthening their practices.

LIBRARY

The library collection is comprised of health, science, medicine (conventional, alternative), business, management, general education, books, bound journals, and other reference material.

For more reference and research and to support students, in addition American Liberty University introduces a variety of web site addresses and on-line services.

Students with a valid American Liberty University student ID card may use the University's library services during posted hours.

Other city, county, and local Universities in the area may also be utilized by students.

LIBRARY RESOURCES

For those students and faculty who rely on access to library resources not in their possession, here are several options that they can choose to utilize:

1. Students and faculty in our off-campus program may use the online libraries that are listed above.
2. Students are recommended to check with their instructors for suggestions as to where to purchase their textbooks.
3. Students and faculty may acquire books and other materials from the A.L.U.'s library through the mail, facsimile, telephone, or via e-mail.
4. Students may check with their local libraries and bookstores.
5. Students may order from the publisher directly, or order from an on-line bookstore.
6. A variety of information can also be found in places like the Electric Library

As to help our students with their booking fees, A.L.U. will pay up to \$50.00US annually toward their membership fee if there's one required.

Student may utilize their local public libraries, surrounding college and university libraries, and the internet for their research needs.

If students have access to the Internet, a wealth of information can be found in places like the Electric Library. The Electric Library is an on-line public library with access to over 7 million past and present magazine, books, text books, newspapers, maps, pictures, and TV and radio transcripts. New editions are added to this library each day.

The Electric Library is located at www.elibrary.com on the Internet, and can be accessed and utilized by anyone.

BOOKSTORE

The American Liberty University Bookstore may orders all textbooks and reference books required.

Students also have several options for purchasing books. These include:

- **Amazon.com** The online bookseller offers new books at up to 20 percent off the list price. The links go directly to each book's page on the company's web site. Amazon.com has a secure ordering page and can usually ship books within 24 hours.
- **Big Words** and **Textbooks**. These companies sell new and used textbooks at a discount. You will need to do searches on their sites for the books you want to purchase. Make sure you have the right edition of any book before you buy it.
- **Book Bazaar**. This service allows students to buy and sell used textbooks. Use of this service is for students, alumni, staffers, and faculty members and is subject to certain conditions.
- **Barnes & Noble** and **Borders**. These companies have stores and on-line sites with a wide selection of books.
- **Half.com** and **Elephant.com**. This service allows students to buy and sell used textbooks.

Also students should check with their instructors for suggestions as to where to purchase their textbooks. Students may check with their local libraries and bookstores, order from the publisher directly, or order from an on-line bookstore such as:

www.abebooks.com
www.alibris.com
www.bibliofind.com
www.elibrary.com

STUDENT SERVICES

The American Liberty University is especially committed to providing personalized service for each student.

STUDENT AFFAIRS

The Student Affairs Office helps to maintain an environment that enables students to get the most out of their management education. Student success and satisfaction are supported directly and indirectly through a variety of programs and services.

Direct support to students includes advising on matters such as course selection, academic problems, team effectiveness and personal issues that may affect academic performance. Policy and procedure guidance is provided to students who are petitioning for transfer of credit or applying for international exchange programs.

ACADEMIC ADVISING

Each academic program has a specific administrator available to counsel students on any aspect of the programs. These administrators provide advice regarding course work, waivers, and transfers, in addition to general program planning and information.

ALU SCHOLARSHIPS

American Liberty University may offers scholarships to help students who need financial assistance to pursue their studies. The Financial Aid Office provides information and evaluates students' eligibility for the available student financial aid programs.

Scholarship Program:

- Up to 30 partial-tuition scholarships are awarded annually to qualified students entering the Certificates/Diplomas program
- Up to 30 partial-tuition scholarships are awarded annually to qualified students entering the BBA Program.
- Up to 50 partial-tuition scholarships are awarded annually to qualified students entering the Masters and Ph.D. Degree Program.

PROFESSIONAL DEVELOPMENT

The Professional Development Center offers workshops and seminars focused on helping students develop their professional skills. In addition, the center provides resources to enhance students' success in establishing a career in the demanding arenas of health care.

CAREER PLANNING & JOB PLACEMENT

ALU does not provide job placement assistance or guarantee jobs upon graduation. Students are encouraged to speak with the Internal Director regarding career and professional planning. The University will provide valuable links with job opportunities in its website.

FEDERAL AND STATE FINANCIAL AID PROGRAMS

American Liberty University does not participate in any federal and state financial aid programs.

LOANS:

STATEMENT - CEC 94909(a)(11):

- If a student obtains a **loan** to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
- If the student has received **federal student financial aid funds**, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

INTERNATIONAL STUDENT SERVICES

1) The International Student Services Office in American Liberty University assists international students for ESL Programs in all matters related to admission, immigration, and visas.

2) International applicants for Degree Programs whose native language is not English are required to submit a minimum score of 550 on the Test of English as a Foreign Language (TOEFL) and certified transcripts that have been translated into English. Information concerning the availability of this test in foreign countries can be obtained by contacting TOEFL, Educational Testing Service, Princeton, NJ 08540, USA. Such applicants complete the Evidence of Financial Support form and submit it to the Office of Admissions.

ON-SITE ASSISTANCE

For students enrolled at American Liberty University, a student services coordinator is available to assist them with registration, housing, financial aid, and other special needs.

STATISTICS AND MODELING

This service is offered to assist doctoral students with the research skills needed for progression through the dissertation process. Presentations cover research design, instrumentation, data base construction, and step-by-step progression for quality research papers.

STUDENT ASSOCIATIONS

Student associations operate on each Department of American Liberty University and all students are eligible to become members. All students pay a Membership Fee on enrolment and these funds enable student associations to provide facilities and services.

American Liberty University has a student association that is governed by a student committee made up of directly elected student representatives and office bearers. This committee is responsible for administering the finances of the association. The student associations aim to enhance University life by providing the best possible facilities, services and opportunities for participation. They aim to represent and safeguard the interests of students in matters affecting common rights and privileges through advocacy and representation. The student associations are a recognized means of communication between students and other parts of the University.

Services they provide may include:

- academic support and advocacy

- education interest groups
- housing and accommodation services
- financial advice on student-related matters
- bookstore
- publications
- social and cultural activities
- clubs and societies
- sporting and recreational activities

Student associations exist for the benefit of members and all students are actively encouraged to participate. Participation can be a bonus activity recognized by prospective employers.

There are many areas of interest within the college/department associations that can enhance University life. Involving yourself in the cultural, social, sporting and educational forums offered through your college/department association can be rewarding both personally and professionally.

Each student enrolled at American Liberty University will be a member of the Student Association operating under the guidance of the Dean of Students Affairs, the Student Association also sponsors for fundraising events and other activities to enhance the social atmosphere and provide extracurricular release and stimulation

The Student Association will be headed by a President, Secretary and Treasurer who also function as liaison of the student body in dealing with the University's Administration.

HOUSING

American Liberty University does not provide on-campus housing and does not have a formal placement service. However, employment offering and listings may be posted in various bulletin and ALU website.

STUDENT VISA (F-1) - Especially Designed for ESL Program Candidates ONLY

Students in ESL programs who want to travel to the USA in order to study need to meet the following visa requirements. Other countries (UK, Canada, etc.) have different requirements which play an important role when deciding where to study English abroad. These student visa requirements can also change from year to year. Here is an overview of student visa requirements for the USA.

Student Visa Requirements

Visa: F-1 (student visa). The F-1 visa is for full-time students enrolled in an academic or language program. F-1 students may stay in the US for the full length of their academic program plus 60 days. F-1 students must maintain a full-time course load and complete their studies by the expiration date listed on the I-20 form.

Who needs to apply: If your course of study is more than 18 hours a week, you will need a student visa. If you are going to the U.S. primarily for tourism, but want to take a short course of study of less than 18 hours per week, you may be able to do so, on a visitor visa.

Waiting time: Three stage process: 1) Obtain interview appointment 2) Take interview 3) Processing

Tip! Allow six months for the entire process.

Cost: Currently a \$100 Visa application processing fee (non-refundable if application turned down)

Extra considerations: Students are also expected to show financial means to support themselves during their stay in the USA. Students are sometimes allowed to work part-time at the school they are attending.

Student Visa Requirements:

- Acceptance by university or learning institution

- Knowledge of English language (usually established through TOEFL scores)
- Proof of financial resources
- Proof of non-immigrant intent

For more detailed information visit the [US State Department's F-1 information page](#)

ACADEMIC INFORMATION

1. Bachelor in Business Administration (BBA)
2. Master in Business Administration (MBA)
3. Doctor of Philosophy in Business Administration (Ph.D.)
4. Doctor of Philosophy in Oriental Medicine (Ph.D.)
5. Master of Science in Acupuncture and Oriental Medicine (MSAOM)
6. Diploma in Acupuncture (D.A.) - especially designed for Medical Doctors.
7. Therapeutic Clinical Massage Certificate (TCMC)
8. English as a Second Language (ESL)

BACHELOR DEGREE

In the Bachelor degree completion programs, working professionals who have earned some college credit follow a practical path to degree completion. Through previous college/university credit and experiential learning, and completion of a solid group of core courses and specialized courses, students can complete the degree programs while working full-time.

MASTER'S DEGREE

There is a Plan "A" and a Plan "B" program of study.

Option A

This requires the preparation of a thesis. The thesis is typically a written formal document, which addresses, in an original fashion, some important concern of the discipline.

A thesis may require an on-campus defense.

A thesis involves significant independent work and academic credits are allowed for its preparation.

Option B

The option B degree does not require a thesis. Instead, more credits are earned in other types of courses and/or a scholarly paper is required.

Ph.D. DEGREE

The Ph.D. is the highest academic degree offered by the University. Those who earn it must demonstrate significant intellectual achievement, high scholarly ability, and great breadth of knowledge. The nature of the degree program will vary greatly depending on the discipline involved. In addition, doctoral work requires heavy participation in research or other kinds of creative activity. Particular projects may assume any of an almost infinite number of forms.

LANGUAGES OF STUDY

All American Liberty University academic programs are given in English (except in some courses and classes). The Acupuncture and Oriental Medicine courses may be completed in English, Chinese, or Korean (by California Acupuncture Board Law).

ENGLISH FLUENCY FOR INTERNATIONAL APPLICANTS

Proficiency in reading, writing, and understanding English is essential to your success at American Liberty University. Students are to demonstrate their proficiency in English language. At the Office of Admissions' discretion, proficiency may be demonstrated by:

- An official score report of a standardized exam, such as Test of English as a Foreign
- Language (TOEFL), TOEFL ITP, or International English Language Testing System (IELTS); or
- Completion of college level certificate or degree program in a country where English is primary language; or
- Completion of a post-secondary ESL course or college-level English course in postsecondary institution; or
- Proof of English proficiency through other English tests, or submission of a writing sample.

ACADEMIC YEAR

American Liberty University operates on a 15-week Trimester system

- Fall Trimester - September through mid-December
- Spring Trimester - January through mid-April
- Summer Trimester - May through mid-August

MINIMUM SEMESTER UNITS REQUIRED FOR COMPLETION

Minimum of 120 semester units, for Bachelor in Business Administration (BBA)

Minimum of 45 semester units above Bachelors Degree for Master in Business Administration (MBA)

Minimum of 72 semester units above Masters Degree for Doctor of Philosophy in Business Administration (Ph.D.)

Minimum of 174.5 semester units (3113 hours) above AA/AS Degree for Master of Science in Acupuncture and Oriental Medicine (MSAOM)

Minimum of 81 semester units above Masters Degree for Doctor of Philosophy in Oriental Medicine (Ph.D.)

Minimum of 35 semester units, for Diploma of Acupuncture (D.A.)

Minimum of 500 hours, for Therapeutic Massage Certificate (TMC).

There is no minimum for ESL classes.

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ON-LINE CLASSES

Online courses are an exceptionally accessible, flexible resource whether your goal is gaining new skills, working towards your degree, or advancing your career with a program certificate.

You can come to class whenever it's convenient for you by choosing when and where you participate in class. Your course is conducted according to a schedule, but there are usually no "live" classes to attend. Instead, lectures, coursework, and discussions all take place at your convenience. You choose the place - at home, at school - wherever you have access to a computer, modem, and an Internet Service Provider (ISP). You'll get the same high-quality instruction and course content that you demand, but without the day-to-day obstacles that prevent so many of us from pursuing other goals. With online learning, commuting to campus and paying for childcare are things of the past.

Online courses can be quite varied in their overall approach to the teaching and learning process, but they often have certain characteristics in common. In all online courses, students use a computer to connect to a course site on the World Wide Web. Standard classroom books and printed materials are typically used in combination with online lectures, assignments, and supplementary course materials. Some courses have formal lectures, similar in length and content to lectures given in face-to-face classes. Online lectures may be entirely text-based or consist of some combination of text, graphics, sound and video. Other courses break the content up into smaller units or abandon the lecture entirely, instead relying on group discussion and others types of learning activities.

The course is designed so that you receive course assignments, complete them on your own time (but with a scheduled due date), and then return them as electronic documents. Your instructor will evaluate them and provide feedback. Many courses will also use, as an integral part of the course, a threaded discussion forum which you can use to share information, collaborate, and interact with other members of your class. Instructors will also provide updated course materials at the beginning of the each class session that is designed by our faculty to better deliver materials to students through reliable technology sources.

Depending on the course design, you probably will take your tests or exams online. The time involved in achieving the student's degree goal will vary from individual to individual. A few courses may require that you come to a testing room on campus. Additionally, some courses and programs may require predetermined trips to campus, which you should plan for before registering. You can find out about the course requirements in the schedule of classes.

You should expect to spend as much time for study, or perhaps more, as a classroom course since you are managing your own learning using the online information and materials. This requires that you be self-disciplined, motivated, and have some skills using a networked computer and a Web browser. The content and rigor of the online courses offered by American Liberty University is equivalent to the on-campus version of the same course. In fact, in some cases, on-campus and off-campus students are combined into the same course section.

DISTANCE EDUCATIONAL PROGRAMS (California Code of Regulations 71715 & 71716 Disclosures)

(a) As an institution offering a distance educational program where the instruction is not offered in real time, American Liberty University will transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.

(b) The student shall have the right to cancel the agreement and receive a full refund pursuant to section 71750 (**Withdrawals and Refunds**) before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. American Liberty University will make the refund pursuant to section 71750. If American Liberty University sent the first lesson and materials before an

effective cancellation notice was received, American Liberty University will make a refund within 45 days after the student's return of the materials.

(c)(1) American Liberty University will transmit all of the lessons and other materials to the student if the student: (A) has fully paid for the educational program; and (B) after having received the first lesson and initial materials, requests in writing that all of the material be sent.

(2) If American Liberty University transmits the balance of the material as the student requests, American Liberty University will remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but will not be obligated to pay any refund after all of the lessons and material are transmitted.

(d) The enrollment agreement shall disclose American Liberty University's and student's rights and duties under California Code of Regulations 71716.

ONLINE COURSES/PROGRAMS

******With the exception of the policies listed below, all of American Liberty University's policies and procedures listed in the INTRO, ADMISSIONS, FINANCIAL SERVICES, STUDENT SERVICES, and ACADEMICS sections of the catalog apply to online students******

ADMISSIONS REQUIREMENTS

Students enrolling in online courses and programs face challenges in addition to those faced by traditional students. **To help ensure that online students have the skills and competencies to succeed in a distance learning environment, online students will have their basic reading, writing, mathematics, and computer literacy skills assessed, and meet additional admissions requirements prior to enrolling in the program or course of study.** Also, Students will be **required to take a mandatory pre-admission questionnaire** that can be filled out online or in-person at American Liberty University's campus.

In addition to ALL other published admissions requirements, students enrolling in online courses or programs must:

- A. Have a high school diploma with a GPA of 2.0, or achieve a minimum passing scores on the ACT, SAT or TOEFL.
- B. Have credits attempted relative to the maximum credits attempted that are allowed.
- C. Receive approval from a American Liberty University Academic Advisor, Campus Academic Dean, or Program Chair, who will confirm that the student has access to the minimum system requirements (as detailed below) and will confirm the student's commitment to completing an online course or program of study.

ADMISSION REQUIREMENTS FOR BACHELOR'S PROGRAMS

The General Requirements is a High School Diploma or an Associates Degree; or a minimum of 60 semester hours (or 90 quarter hours) of undergraduate credit. At least 30 semester hours (or 45 quarter hours) must be in general education (G.E.R.) courses.

ADMISSION REQUIREMENTS FOR MASTER'S PROGRAMS

The General Requirements is a Bachelor's Degree from an institution accredited by an institutional accrediting agency, recognized by the United States Department of Education; or an institutional accrediting agency recognized by the Council for Higher Education Accreditation (CHEA), or a state approved institution, or from a non-U.S. institution- an educational institution approved by equivalent authorities.

ADMISSION REQUIREMENTS FOR DOCTORAL PROGRAMS

The General Requirements is a Master's Degree preferably in the same discipline as the Doctoral program to be undertaken. Persons not having the Masters Degree may be required to enroll in the concurrent Masters/Doctoral Program

TRANSFER CREDIT

Transfer credit needed to complete degree requirement. Courses a student wishes to be considered for transfer credit must adhere to the following guidelines:

1. Course work must have been completed at an accredited or recognized institution.
2. A grade of "C" or higher for BBA, and grade of "B" or higher for MS, MBA and Ph.D.
3. Course work must have been completed within the past seven years.
4. Course content must approximate that of the program in which the applicant is enrolled.

*American Liberty University accepts transfer credit from State approved and/or USDOE accredited institutions set forth by State of California.

NOTE: American Liberty University has not entered into an articulation or transfer agreement with any other college or university for any online courses

CREDIT FOR EXPERIENTIAL LEARNING

American Liberty University does not grant any credit for prior experiential learning.

B.S. programs:

Maximum 75% transfer credit may be awarded for the courses completed at accredited or recognized colleges/universities. This 75% transfer credit is for the total units required for the Bachelor's.

M.S. programs:

Maximum 20% transfer credit may be awarded for courses completed at accredited or recognized colleges/universities.

Ph.D. programs:

Maximum 30 units transfer credit may be awarded for courses completed at accredited or recognized colleges/universities.

MINIMUM UNITS REQUIRED FOR COMPLETION ON-LINE DEGREE

Minimum of 120 units, for Bachelor in Business Administration (BBA)

Minimum of 45 units above Bachelors Degree for Master in Business Administration (MBA)

Minimum of 72 units above Masters Degree for Doctor of Philosophy in Business Administration (Ph.D.)

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Refund Policy for Distance Learning program:

For purposes of determining the scheduled length of program for refund calculations, multiply the number of courses required for the degree by 15 weeks, expected completion time per course. The institution refund policy for students who have received 60% or less of the course of instruction shall be a pro rata refund. The refund shall be the amount the student paid for instruction less the cost of the instruction received. Students are responsible for tuition fees for courses in which they are enrolled.

Students who have paid in full and received all course and lesson materials, as they requested, will not be entitled to a refund. However, they are entitled to receive all instruction they ordered for, provided that they comply with the academic policies and procedures of the University. For withdrawal beyond 60% completion, there are no refunds; nor is there any refund if a student completes a course in a shorter period of time than prescribed.

Students who have paid in full and who have requested a refund in writing and have received all of their instructional materials are not entitled to a refund after the material is mailed. However, they are entitled to receive all of the instruction they ordered for, provided that they comply with the academic policies and procedures of the University.

Refund Example: If a student completes 15 weeks of a 72 weeks (for MBA) program and has paid \$8,775.00 in tuition, the student would receive a refund calculated as follows: $\$8,775.00 \times 57/72 = \$6,946.80 - \$110$ (Application Fee).

MINIMUM SYSTEM REQUIREMENTS

Each student must have access to a computer that meets the following minimum system requirements:

BUSINESS ADMINISTRATION PROGRAMS

- Microsoft® Windows® XP, Vista or Windows 7
- XP – 800MHz or faster processor; Vista – 1GHz or faster processor; Windows 7 – 1GB+
- XP – 256MB RAM (512MB recommended); Vista – 512MB
- RAM (1GB+ recommended); Windows 1GB RAM
- DVD-ROM/CD-R/-RW drive (DVD±R/±RW recommended)
- 15GB of AVAILABLE hard-disk space
- Speakers/Headphones
- Internet connection – Broadband (DSL, Cable)

American Liberty University students may be required to upgrade hardware and or software during their education

ALL OTHER DEGREE PROGRAMS

- Microsoft® Windows® XP, Windows Vista or Windows 7
- 1.3GHz or faster processor
- 2GB RAM (2GB+ recommended)
- DVD-ROM/CD-R/-RW drive (DVD±R/±RW recommended)
- 25GB of AVAILABLE hard-disk space
- Speakers/Headphones
- Internet connection – Broadband (DSL, Cable)

Please note: The requirements for graphics cards are dependent on the software used and may change during the course of a student's education.

ATTENDANCE AND PARTICIPATION REQUIREMENTS FOR ONLINE CLASSES

A student is considered to be attending an online class if he/she submits one or more of the assignments set forth in the course by his/her faculty. Failure to abide by the guidelines set forth in this policy will result in the student being marked absent for the week.

Possible assignments may include:

- Threaded discussion
- Quiz
- Study Guides
- Examinations (Midterms and Finals)
- Dissertation

Coursework, ranging from threaded discussion posts to quizzes will be evaluated, graded and returned to the student within 10 school days, after the work has been received by American Liberty University.

Projects and Dissertations will be evaluated by the American Liberty University Dean's, Department Chair's and the Academic Board of Directors. American Liberty University will return the graded/evaluated material to the student within fifteen business days from the time that it was submitted. Some time is needed to grade the material, due to its sensitivity and value to the completion of the degree.

***Please note, this list is not extensive and is subject to change at the discretion of the faculty.**

All students are required to actively participate and contribute to the discussion in online courses. This interaction is expected to be both efficient and frequent. Participation is a component of grading. Failure to participate can have a serious effect on a student's ability to make academic progress. Policies on participation and make-up work may vary by individual course and are detailed in the course syllabus.

Students success has shown to be much greater when the steps below are followed properly throughout the educational process.

- Complete the Orientation program.
- Read the course catalog to ensure understanding of academic progress, degree requirements, and resources available.
- Tracking academic progress to catalog requirements will ensure that a student will complete the program in the designated timeframe.
- Log into classes at a minimum of five times per week and complete threaded discussions as stated by the instructor.
- Student engagement is one critical key to success in the online environment; therefore, attendance is mandatory.
- Ensure all deadlines are met by doing all assignments and tests on time. Be aware that there are midweek and weekend deadlines for threaded discussions, assignments or tests.
- Read textbooks regularly as guided by the instructor
- Access personalized grade book that will track grades, which will be updated by the instructor throughout the term, which will help keep students on track for success.
- **Utilize faculty members as a resource. Faculty are available to assist students with questions. To ensure access to faculty members, there are various contact methods for communication which are outlined in the course syllabus.**
- Understand that tests are administered online. These exams are true/false, multiple-choice and short-answer, and have a time limit for completion.
- Attend classes during Week 1. Students must attend at least once per course during Week 1 of the term. This is the minimum requirement to be counted as attending.

NOTE: *Individual faculty may impose stricter attendance requirements as needed to support educational objectives. These requirements will be disclosed in the course syllabus.

Definition of Attendance – student submission of a gradable item.

Gradable items include:

- Threaded Discussion
- Any assignment submitted by the student via the “drop-box”
- Quiz
- Test

*By the end of the first two weeks, the expectation is that for a student to be successful, he/she must obtain a minimum of 50% average in his/her courses.

ONLINE CLASS ATTENDANCE RECORDS/ABSENCES

Online Attendance records are regularly maintained by the University through the use of electronic sign-in sheets and instructor roll notes. Electronic Sign-in sheets list all of the students officially registered in the class. All American Liberty University students are required to attend a minimum of eighty percent (80%) of the scheduled online sessions in each class, according to University policy. Therefore, if students are marked as absent in more than twenty percent (20%) of the scheduled sessions in a particular class, they are subject to administrative automatic failure ("F" grade) in the class for failure to meet American Liberty University's attendance requirements.

Students are cautioned that maintaining track of personal attendance in courses registered is the student's responsibility, not the University's. The University cannot provide telephone or personal assistance in verifying attendance/absence information in courses. Students are held strictly accountable for knowing how many absences have been incurred in each of their registered courses and for understanding the ramifications of failure to meet the attendance requirements in a course or courses.

*NOTE: In online courses, there will be a section designated for the viewing of attendance records and individual grade sheets. ALL of these records are private and only the student can view his/her individual status in the course.

OFFICIAL ONLINE MAKE-UP CLASS

Students may officially make up a missed online class session by attending another section of the same class in the same week as the online class session missed, OR, the student must arrange a future time for their missed online work to be completed with the instructors permission.

Midterm and Final examinations must be taken in the registered online class section. If a student misses an online course examination, they will be required to arrange a proper time with the instructor to complete necessary material or risk failure in the course.

SATISFACTORY ACADEMIC PROGRESS

To be in good academic standing with the university and to be eligible to receive financial aid or services help, students must maintain satisfactory academic progress.

At the end of each term, each student is evaluated on two components to determine if he/she is maintaining satisfactory academic progress:

1. Final Grades
2. Successful course completion rate

GRADE DISTRIBUTION - ONLINE COURSES

All assignments that contribute towards a final grade are graded on a percentage basis.

The following scale is used for conversion:

A	4.00 Grade Points (G.P.)	95-100%	Excellent
A-	3.70 Grade Points (G.P.)	90-94%	
B+	3.40 Grade Points (G.P.)	87-89%	Above Average
B	3.20 Grade Points (G.P.)	83-86%	
B-	3.00 Grade Points (G.P.)	80-82%	
C+	2.80 Grade Points (G.P.)	77-79%	Average
C	2.50 Grade Points (G.P.)	70-76%	
C-	2.00 Grade Points (G.P.)	65-69%	
F	0.00 Grade Points (G.P.)		Failure

P	Pass (not included in the G.P.A.)
I	Incomplete
AU	Audit
CR	Credit
CRC	Credit for Challenge Examination
TCR	Transfer Credit (Approval required)
NP	Not Passing
W	Withdrawal
DS	Dismissal

1. Grade points for each completed course are computed as a product of the earned grade number and the number of units. The Grade Point Average (GPA) is computed for American Liberty University units only.
2. The lowest passing grade at the Undergraduate is a "C" (2.0), and at the graduate and post graduate level is a "B" (3.0).
3. A grade of "I", indicating incomplete work, is assigned to a student who has attended class but who, because of an emergency, has failed to complete all assigned work for the course. The "I" grade is given only to students whose work, at the time the "I" grade is assigned, is at least passing. Incomplete grades are given only for compelling reasons, as determined by the instructor and as approved by the University Dean; documentation, provided by the student, is necessary. Students must formally request that an incomplete grade be issued, prior to the end of the academic term. Students receiving an "I" grade must contact the course instructor and/or University Dean and make up the deficient course work within six months following the end of the course for which the "I" grade was issued; otherwise the "I" will be changed to "F."

GRADE REPORTS

Official grade reports are issued for each class and mailed to each student by Registrar after the end of each semester. Grade reports will not be given over the telephone or in person.

GENERAL ONLINE COURSE INFORMATION

If this is your first online class, you are in for a great experience. But to be successful, you must keep a few things in mind.

1. Online classes at ALU follow the same academic schedule as our other classes. The classes start on the day published in the schedule of classes and you must find your class and sign in on or before that date, or you may lose your place in the class. If you have any problems finding your class or getting in, email your professor as soon as possible.

2. Online classes at ALU are all asynchronous-paced classes. This means you do not have to be online at any particular time, but you must complete assignments according to the schedule established by your instructor. This is very important! You cannot work at your own pace, but must adhere to the class's schedule. You will probably have assignments the first week of class, so again it is important that you find your class and sign in.
3. Online classes offer the opportunity to fit classes into your busy schedule and are fun, exciting learning experience. They have the same requirement for class hours and outside assignments as traditional classes. They are not for everyone. Online classes require a great deal of self discipline and time management. You must read everything posted on the class web site very carefully!
4. Most online classes at ALU can be found by going to <http://aluniversity.edu/elearning>. Once there you will need to **Create New Account**. You will find a link with a tutorial on how to do this on the main page.
5. In order to take a online class you need three things:
 - o A reliable computer with a reliable internet connection. The syllabus for your class, which you will find when you login to your online class's web site will outline the exact computer and software requirements. Remember you can use the various computer labs on ALU's campus to do your online work, but you must factor into your schedule when these labs are available.
 - o The ability to use a browser and basic windows skills (cut, copy, paste, create folders, save and retrieve files etc.)
 - o An active Email Account. You can NOT take an online class if you do not have an email account. If you do not have a currently active one, you can get one free from <http://yahoo.com> , <http://hotmail.com> , or <http://gmail.com> . If you have an email already, you can use it in your online class.
6. Often online classes will offer an orientation session. The schedule for this session is published here in the class schedule. These sessions are very important for your online success and should not be missed.
7. Depending on specific courses and common needs, a tutorial class meeting under the guidance of a University-appointed tutor is a definite plus. While not compulsory, such tutorials definitely offer students extra learning reinforcement.

LENGTH OF THE DEGREE: The time frame will depend upon the transfer credits the student brings into the program, the number of courses assigned to the student after an evaluation of the application materials, and the effort the student desires to put into the program.

ACADEMIC CALENDAR: The American Liberty University operates on a semester basis. The nature of the Distance Learning allows for open enrollment year round. The student's semester begins upon enrollment.

METHOD OF INSTRUCTION

Distance education as defined in section 94834 of the Code, does not require the physical presence of students and faculty at the same location but provides for interaction between students and faculty by such means as telecommunication, correspondence, electronic and computer augmented educational services, postal service, and facsimile transmission.

UNDERGRADUATE INDEPENDENT PROJECT

Each student may select one independent study projects in lieu of a textbook-based course to fulfill the course work requirements. The student will be required to submit to his/her faculty advisor the topic of the proposed independent project for approval. Each topic must be directly related to the fields of Business Administration. Each submission will be graded in the same manner as a textbook course.

DIRECT STUDY AND ELECTIVE RESEARCH PROJECT

Each student may undertake a direct study or elective research project by utilizing his/her knowledge to handle a practical problem in the field. The learning outcome is to acquire new knowledge and be able to apply such knowledge by problem solving specific issues. The student is required to submit a study/project proposal to the University for approval. The final project must be typed and a proper citation, bibliography and glossary of terms should be included.

EVALUATION OF LESSONS SUBMITTED BY STUDENTS

Students' lessons will be evaluated within ten business days. Final projects will be graded within fifteen business days.

STUDENT INTERACTION

As with any distance learning program with students throughout the world, it is difficult for students to convene in traditional study groups for learning purposes. The University provides for electronic interaction between students and their faculty members to offset this limitation. Through electronic means, students are in direct one-on-one contact with their faculty members and staff to enhance their learning.

If study groups are requested by students, the American Liberty University will aid by providing names, email addresses and phone numbers of other students enrolled in the same program.

Distance Learning Skill Survey (Scoring Scale)

How well would distance-learning courses fit your circumstances and lifestyle? Circle an answer for each question and score as directed below. Students who tend to be most successful are those individuals who are self-directed and self-motivated in their learning and study habits. Answer honestly no one will see this but you!
(This questionnaire is adapted from "Are Telecourses for Me?" from PBS-Adult Learning Service, The Agenda, Spring 1994.)

1. My need to take this course now is:

- High I need it immediately for a specific goal.
- Moderate I could take it on campus later or substitute another course.
- Low It could be postponed.

2. Feeling that I am part of a class is:

- Not particularly necessary to me.
- Somewhat important to me.
- Very important to me.

3. I would classify myself as someone who:

- Often gets things done ahead of time.

- b. Needs reminding to get things done on time.
- c. Puts things off until the last minute or doesn't complete them.

4. Classroom discussion is:

- a. Rarely helpful to me.
- b. Sometimes helpful to me.
- c. Almost always helpful to me.

5. When an instructor hands out directions for an assignment, I prefer:

- a. Figuring out the instructions myself.
- b. Trying to follow the directions on my own, then asking for help as needed.
- c. Having the instructions explained to me.

6. I need faculty comments on my assignments:

- a. Within a few weeks, so I can review what I did.
- b. Within a few days, or I forget what I did.
- c. Right away, or I get very frustrated.

7. Considering my professional and personal schedule, the amount of time I have to work on a distance-learning course is:

- a. More than enough for an on-campus course.
- b. The same as for a class held on campus.
- c. Less than for a class held on campus.

8. Coming to campus on a regular schedule is:

- a. Extremely difficult for me I have commitments (work, family or personal) during times when classes are offered.
- b. A little difficult, but I can rearrange my priorities to allow for regular attendance on campus.
- c. Easy for me.

9. As a reader, I would classify myself as:

- a. Good I usually understand the text without help.
- b. Average I sometimes need help to understand the text.
- c. Slower than average.

10. When I need help understanding the subject:

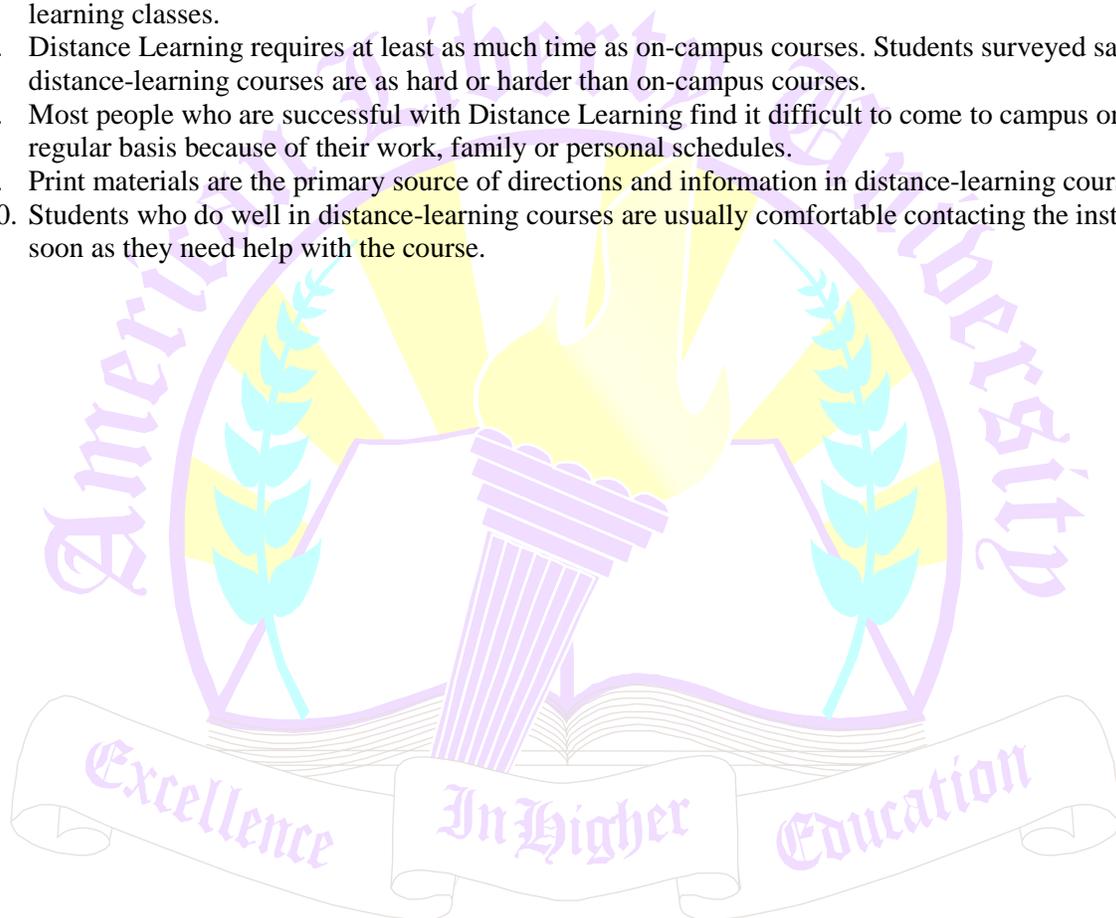
- a. I am comfortable approaching an instructor to ask for clarification.
- b. I am uncomfortable approaching an instructor, but do it anyway.
- c. I never approach an instructor to admit I don't understand something.

Scoring

Add 3 points for each "a" that you circled, 2 for each "b," and 1 for each "c." If you scored 20 or more, a distance-learning course is a real possibility for you. If you scored between 11 and 20, distance-learning courses may work for you, but you may need to make a few adjustments in your schedule and study habits to succeed. If you scored 10 or less, distance learning currently may not be the best alternative for you; talk to your counselor.

Explanations

1. Distance-learning students sometimes neglect their courses because of personal or professional circumstances. Having a compelling reason for taking the course helps motivate the student to stick with the course.
2. Some students prefer the independence of Distance Learning; others find the independence uncomfortable and miss being part of the classroom experience.
3. Distance-learning courses give students greater freedom of scheduling, but they can require more self-discipline than on-campus classes.
4. Some people learn best by interacting with other students and instructors. Others learn better by listening, reading and reviewing on their own. Distance-learning courses provide less opportunity for group interaction than most on-campus courses.
5. Distance Learning requires you to work from written directions.
6. It may take as long as two to three weeks to get comments back from your instructor in distance-learning classes.
7. Distance Learning requires at least as much time as on-campus courses. Students surveyed say that distance-learning courses are as hard or harder than on-campus courses.
8. Most people who are successful with Distance Learning find it difficult to come to campus on a regular basis because of their work, family or personal schedules.
9. Print materials are the primary source of directions and information in distance-learning courses.
10. Students who do well in distance-learning courses are usually comfortable contacting the instructor as soon as they need help with the course.



ADMISSIONS POLICIES

APPLICATION FOR ADMISSION INFORMATION

Applications are evaluated only after all the necessary information and materials have been received by the American Liberty University Office of Admissions. Completed files will be processed and evaluated by the admissions office and other designated individuals.

Applicants will be notified of the admission decision by mail, within four weeks of receipt of transcripts and completion of the file. Full consideration cannot be assured to applicants who fail to meet application deadlines.

ADMISSION REQUIREMENTS FOR BACHELOR'S PROGRAMS

The General Requirements is a High School Diploma or an Associates Degree; or a minimum of 60 semester hours (or 90 quarter hours) of undergraduate credit. At least 30 semester hours (or 45 quarter hours) must be in general education (G.E.R.) courses.

ADMISSION REQUIREMENTS FOR MASTER'S PROGRAMS

The General Requirements is a Bachelor's Degree from an institution accredited by an institutional accrediting agency, recognized by the United States Department of Education; or an institutional accrediting agency recognized by the Council for Higher Education Accreditation (CHEA), or a state approved institution, or from a non-U.S. institution- an educational institution approved by equivalent authorities.

ADMISSION REQUIREMENTS FOR DOCTORAL PROGRAMS

The General Requirements is a Master's Degree preferably in the same discipline as the Doctoral program to be undertaken. Persons not having the Masters Degree may be required to enroll in the concurrent Masters/Doctoral Program

UNITS OF CREDIT

American Liberty University operates on the semester system, with three fifteen-week semesters each academic year. Study units at American Liberty University are computed on a credit-unit basis reflecting the total number of hours spent in the classroom. **15 hours of classroom instruction or 30 clock hours of clinical/internship and laboratory or 22.5 hours of self-study time equate to one semester unit of credit.**

CREDIT EVALUATION

Students are required to submit official transcripts from all post-secondary institutions attended prior to formal admission to American Liberty University. If students have completed classes at recognized institutions and the courses are equivalent to those offered by American Liberty University, they may request transfer credit for the courses.

INTERNATIONAL STUDENTS

The University admits students living outside the continental United States to all degree programs. The student must be able to correspond with the University and respond to the course instructions in English. Credit earned at most accredited foreign schools will be accepted toward fulfilling the degree requirements. Official transcripts are required. If a transcript or a document is not in English, a certified translation must accompany it. All tuition and fees must be paid in U. S. currency and all checks drawn on a U.S. bank.

CREDIT BY EXAMINATION

Credit by Examination may come through the following means:

- The College Level Examination Program (CLEP)
- American College Testing - Proficiency Examination Program (ACT-PEP)
- College Entrance Examination Board Advanced Placement Examinations (AP)

- Defense Activity for Non-Traditional Education Support (DANTES)
- United States Armed Forces Institute (USAFI)
- Certified Professional Secretary Examinations (CPSE)

CHALLENGE EXAM

For transfer credit classes, students may be required to take and pass an American Liberty University administered Challenge Exam for each class petitioned for credit, at the discretion of the Dean of Academic Affairs. Upon passage of the Challenge Exam, course and tuition credit will be allowed. If a course is challenged under this section, and the student fails the challenge examination, the student must complete the course, and will be charged the normal tuition for the course.

CREDIT FOR EXPERIENTIAL LEARNING

American Liberty University does not grant any credit for prior experiential learning.

TRANSFER CREDIT

Transfer credit needed to complete degree requirement. Courses a student wishes to be considered for transfer credit must adhere to the following guidelines:

1. Course work must have been completed at an accredited or recognized institution.
2. A grade of "C" or higher for BBA, and grade of "B" or higher for MS, MBA and Ph.D.
3. Course work must have been completed within the past seven years.
4. Course content must approximate that of the program in which the applicant is enrolled.

*****American Liberty University accepts transfer credit from State approved and/or USDOE accredited institutions set forth by State of California.**

NOTE: American Liberty University has not entered into an articulation or transfer agreement with any other college or university

B.S. programs:

Up to 100% transfer credit for General Educations and up to 50% transfer credit may be awarded for special courses completed at accredited or recognized (by the US Department of Education) colleges/universities.

B.S. Transfer Credit from Non-Regionally/State Accredited Colleges

Transfer students or returning students wishing to transfer credits from a college/university not accredited by a recognized national, regional, or state agency may be admitted provisionally. To validate credit from non-accredited institutions, the institution or the student must satisfy the following criteria:

1. The non-regionally accredited institution must be listed in the latest edition of Higher Education Directory.
2. Course work must be evaluated by and acceptable to the Evaluation Committee, Dean and Program Director.
3. The student must maintain a grade point average of 2.0 for the first 30 semester hours at the American Liberty University. If English or math courses are required, these must be taken in the first 30 hours at the University. No course will be accepted with a grade lower than a "C-".
4. The student may be required to show evidence of proficiency by writing summary papers explaining knowledge obtained.
5. The transfer credits will not appear on the student's transcript until 30 semester hours have been completed at the American Liberty University.

If a student is accepted provisionally, an American Liberty University transcript will be established, but will not include transfer from the non-accredited institution until the provisions have been satisfied. Only after the

student has met the criteria outlined above would the credit from a non-regionally accredited school be placed on a transcript.

M.S. programs:

Maximum 20% transfer credit may be awarded for courses completed at accredited or recognized colleges/universities.

Ph.D. programs:

Maximum 30 units transfer credit may be awarded for courses completed at accredited or recognized colleges/universities.

GENERAL EDUCATION

General education units completed at other accredited institutions which are determined by American Liberty University to be equivalent to American Liberty University general education courses will normally transfer directly toward a student's degree requirements, provided that such courses have been completed by the student prior to the end of the first term of study at American Liberty University and an official transcript from the institution at which the course(s) was completed is received by American Liberty University by the end of the student's second term of study at American Liberty University. Credit for units approved for transfer pursuant to this process will be added to a student's official transcript at the completion of the quarter in which the official transcript and petition for transfer credit were received and approved, and such credits will not be calculated into the student's American Liberty University grade point average. Students may also earn general education college credits toward the Associate degree through the nationally recognized college equivalency-testing program offered by the College Board under the designation College Level Examination Program (CLEP). CLEP examinations must be completed and official scores submitted to American Liberty University prior to the end of the student's second quarter of study at American Liberty University.

STUDY TIME

Students are cautioned that all American Liberty University programs require a strong commitment and dedication to the goal of program completion. This commitment must come from the student and is greatly enhanced by strong support from the student's family and friends. Students are encouraged to discuss their educational plans with family members before starting the program in order to facilitate a smooth adjustment for all concerned. Students can expect to spend a minimum of two hours of study time for each hour of class time in each course. Several of the courses may require study time closer to three or four hours per hour of classroom time. The University provides free tutoring services to any students experiencing academic difficulties.

GROUP STUDY

The American Liberty University draws in a fascinating cross-section of people from a wide variety of the social matrix. Tele-learning students can range from adults with professional and/or familial responsibilities to young people in remote locations. All have the opportunity to connect with a network of people with similar interests to enable lively and stimulating discussions and provide a framework for professional networking.

Off-campus and on-campus learning can be blended in many of our programs, offering pupils a wide range of options for access and success. Students are supported in all areas of endeavor, logistics and acclimation by ALU's motivated and efficient staff including the various aspects of general services, the extensive library and bookstore.

Students are encouraged to form study groups with other American Liberty University students enrolled in the same program. Study groups strongly aid in the learning process through group discussion and exam and research preparation.

Students are cautioned that all American Liberty University instructors require that each student submit his/her own original work. Any student(s) violating this policy by turning in work copied from another student may be subject to the consequences for unethical practices set forth in this catalog.

WEEKEND SCHOOLS

Perhaps the most enjoyable of scholastic options is that offered by our Saturday & Sunday class opportunities. These offer each student an optimal opportunity for personal interaction between fellow students and our academic staff. Personally attended lectures are always a bonus, and tutorial one-on-one meetings and unit-team forums invariably provide for an enriched academic experience. Depending on the specific courses involved, weekend schooling is variably scheduled as to best advantage, whether it be once a week or more, with the duration dictated by student interest and participation.

Classes meet on five consecutive Saturdays or/and Sundays from 8 in the morning until 5 in the afternoon. This permits completion of one three credit hour course every five weeks. The accelerated program permits students from more distant locations the opportunity to complete a degree by only requiring a visit to campus once or twice during the week.

Note: The Weekend School may not be offered on all courses.

CANCELED CLASSES

When enrollment for the class is less than 15 students it causes a class to be canceled. After registration, students will be notified promptly and requested to select an alternate class.

ADDING A CLASS

Additional classes may be added to a student's active schedule for the term, increasing the total number of units actively registered, up through the end of the second week of a semester. Students who wish to add a class must submit to Administration a formal petition requesting the change and indicating the course name, number and section. Any class sessions not attended prior to the addition of the class will be considered absences.

DROPPING A CLASS

An individual class or classes may be dropped from a student's active schedule for the term, decreasing the total number of units actively registered. Students may not drop a class(es) which reduces their actively registered unit load below the minimum number required by their enrollment status. Students must file with Administration a formal petition, which clearly indicates the class or classes that the student wishes to drop from his/her current schedule within the first two weeks of the semester.

STUDENT EVALUATIONS

Near the end of each semester, all students in all American Liberty University courses will be asked to complete a Course Evaluation Form. These forms provide students with the opportunity to rate the class curriculum, instructional materials, and instructor, University and its educational programs, and provide comments and suggestions for improvements.

THE Ph.D. DEGREE

The degree of Doctor of Philosophy (PhD) is the highest supervised degree offered by American Liberty University. It is awarded for a dissertation which is an integrated and coherent report that demonstrates a candidate's ability to carry out independent research and analysis at an advanced level in a particular field of study. The dissertation may consist of several studies or cases, in which event their relationship to one another must be demonstrated. The dissertation may consist of a candidate's published or unpublished or a combination of both, provided this has not been used for the award of any other academic qualification. The PhD degree normally involves a maximum of 81 semesters unites research, on/of-campus class, seminar, on-line, and group study. It can be undertaken in most disciplines taught in the University.

While the style and format of dissertation differ according to the conventions of their disciplines, there are some general criteria against which a dissertation is assessed at its completion, namely, that the dissertation as a whole should make an original contribution to the knowledge of the subject with which it deals, and the candidate should understand the relationship of the thesis to the wider context of knowledge in which it belongs.

DISSERTATION

Dissertation Proposal

The student must submit a written dissertation proposal, which includes a rationale for the selection of the research topic; a research design; a focused review of the literature relevant to the proposed research; and a data analysis plan. The proposal should include an abstract of no more than 100 words, a two-page executive summary; narrative material of 20-40 pages, and a bibliography. When the written proposal has been accepted by the Proposal Committee, the student may make an oral presentation of his or her proposal before the committee, ALU faculty, fellow students, and other scholars. The oral defense should be scheduled through the Doctoral Program Coordinator at least two weeks in advance to ensure proper notice.

Guidance Committee

Upon successful completion of the all courses at the Doctorate level, the student and the major advisor will select a guidance committee for continuing course work and independent study. The guidance committee must have a minimum of three members, one of whom will be the committee chair. The guidance committee will recommend course work, independent study and readings in the major and cognate areas. The student will present a proposal for the dissertation to this committee, which will be reviewed at the time of the qualifying examination.

Qualifying Examination

The qualifying examination must demonstrate qualification in both major and minor fields for doctoral candidates and will be conducted by the guidance committee. The examination will include written and/or oral components.

Dissertation Committee

After the qualifying examination has been passed and a dissertation topic approved, the guidance committee shall be known as the dissertation committee upon recommendation to the Dean of Department. One of the three members must be from outside the major department. The dissertation and the defense or final oral must have the unanimous approval of the dissertation committee.

Dissertation and Oral Defense

An acceptable dissertation based on original investigation is required. The dissertation must show technical mastery of a special field, capacity for independent research and scholarly ability. The chair of the dissertation committee will be the principal research advisor. The dissertation should be completed within one year of the date of approval of the proposal.

PROFESSIONAL LICENSING

Acupuncture License

California Acupuncture Board

Individuals wishing to practice acupuncture in California must first obtain a state license, which requires qualifying for and passing California's written examination administered by the Acupuncture Board.

California does not recognize out-of-state licensing for practice in this state. The Acupuncture Board believes that, because it has no oversight authority of education and examination standards outside of California, it

cannot ensure basic competency of those licensees to California consumers. Licensees from out-of-state may not practice in California until they have taken and passed the California exam and received their California license.

The total number of hours of all theoretical training shall consist of a minimum of 1,548 hours and the total number of hours of clinical instruction shall consist of a minimum of 800 hours, and the course work shall extend over a minimum period of four (4) academic years, eight (8) semesters, twelve (12) quarters, nine (9) trimesters, or thirty-six (36) months.

Massage Therapy License

California Massage Therapy Council (CAMTC)

There are two levels of certification with different education requirements:

- Certified Massage Therapist (CMT) - Required to complete at least 500 hours of massage education and training at an approved massage therapy school.
- Certified Massage Practitioner (CMP) - Generally must complete at least 250 hours of education and training. There is also a conditional certification for the CMP category.

GRADUATION

American Liberty University holds graduation twice a year during the month of June and December. The following recognitions and awards are presented at the graduation ceremonies:

ACADEMIC HONORS: Academic Honors at graduation are based upon a student's cumulative grade point average after completing all of the units require for the program and are as follows:

Graduation with Honors: For students with a cumulative grade point average of 3.75 to 3.94 at completion of the program.

Graduation with High Honors: For students with a cumulative grade point average of 3.95 or above at completion of the program.

CERTIFICATES OF APPRECIATION: Certificates of Appreciation are presented to the officers of the American Liberty University Student Body, the University's administration and staff and for those individuals who help or cooperate with University and/or Students.

DISTINGUISHED STUDENT AWARD: Each year the faculty of American Liberty University selects that student who, through academic success, has distinguished him/herself as a scholar. The Distinguished Student Award is an academic award, which seeks to recognize intelligence, dedication to academic tasks, and superior academic performance.

PRESIDENT'S AWARD: This award is presented to those students who have made a positive contribution to the administration of the school, academic achievement and excellence. The President's Award is the most coveted award presented each year. This award recognizes American Liberty University's top scholar.

ETHICAL PRINCIPLES AND PRACTICES

American Liberty University requires each student to present his/her own work and considers any form of cheating to be an unethical practice. American Liberty University has established the following procedure for handling claims or allegations against students for unethical student activities such as plagiarism, selling of exams, term papers, projects, reports, or copying of other students' work:

Procedure and Appeal Process for Unethical Student Conduct

Should a student be charged by an instructor with unethical conduct, the student may make an appeal of this determination, within 30 days, in the following manner:

1. The student should meet with the instructor who made the allegation to discuss and try to resolve this problem.
2. If a satisfactory resolution is not reached, the instructor or student can petition for a meeting with the Academics Dean for review and resolution.
3. If after review by the Academics Dean, a satisfactory resolution has still not been reached, the matter may be appealed to the Disciplinary Committee. This Committee consists of a member of the Student Body Association, a faculty member, and the President of the American Liberty University. The decision of the Disciplinary Committee is final.

Consequences of Unethical Student Conduct

Should it be determined that a student has behaved in an unethical manner, the student may be subject to the following disciplinary actions dependent upon the nature and scope of the offense as determined by the Committee:

- a) The student may not receive credit for the work completed.
- b) The student may not receive credit for the class.
- c) The student may be administratively disenrolled from the program.

PROBATION & DISMISSAL

All students in the American Liberty University are subject to the following regulations governing probation and dismissal.

Probation

A student shall be placed on probation if, at the close of any semester, his/her grade-point average is less than 2.0 (a C- average) computed on the total of all final letter grades, except P or NP, received in core courses. If final grades are delayed in transmission to the faculty, disqualification may be postponed for 1 semester.

A student may be placed on academic probation for unprofessional behavior as documented in a School Committee Report (SCR). A student who receives 3 or more SCRs, or a SCR of a serious nature, or who fails to engage in remediation for documented unprofessional behavior may be placed on probation upon review by the Professional Committee. The student will be required to meet with the Dean or designee in order to define the criteria for remediating the unprofessional behavior.

A student placed on probation is subject to supervision by the faculty of related school/department and his/her study list and course of study will be determined by the Dean of Academic Affairs.

Dismissal

A student shall be subject to dismissal if he/she:

1. fails to maintain a 2.0 cumulative grade point average in core courses during 2 out of 3 consecutive semester, or
2. fails to receive a grade equivalent to C- or higher in at least 6 units of core courses during any semester, or
3. receives a total of 6 or more units of grade F or NP in core courses,
4. has not completed all requirements for the Doctor of Philosophy degree within 3 years of the date he/she entered as a 1st-year student, with the exclusion of mandated leaves of absence or

- demonstrates a continued pattern of documented unprofessional behavior despite attempts at remediation.

At the discretion of the faculty, a student subject to dismissal may be:

- permitted to remain in attendance,
- dismissed with stated provisions for returning, or
- dismissed.

If a grade of NP, W or I in a course required for graduation is not removed within the time limitations described, the student is subject to academic probation or dismissal.

With respect to professional disqualification, and in accordance with the provisions of the Regulations of the ALU, when the behavior of a student is judged by competent authorities using established procedures, to be detrimental to the interests of the University, or incompatible/inconsistent with the profession of school/department that person is subject to dismissal from the School.

GRADING SYSTEM

All assignments that contribute towards a final grade are graded on a percentage basis.

The following scale is used for conversion:

A	4.00 Grade Points (G.P.)	95-100%	Excellent
A-	3.70 Grade Points (G.P.)	90-94%	
B+	3.40 Grade Points (G.P.)	87-89%	Above Average
B	3.20 Grade Points (G.P.)	83-86%	
B-	3.00 Grade Points (G.P.)	80-82%	
C+	2.80 Grade Points (G.P.)	77-79%	Average
C	2.50 Grade Points (G.P.)	70-76%	
C-	2.00 Grade Points (G.P.)	65-69%	
F	0.00 Grade Points (G.P.)		Failure
P	Pass (not included in the G.P.A.)		
I	Incomplete		
AU	Audit		
CR	Credit		
CRC	Credit for Challenge Examination		
TCR	Transfer Credit		
NP	Not Passing		
W	Withdrawal		
DS	Dismissal		

- Grade points for each completed course are computed as a product of the earned grade number and the number of units. The Grade Point Average (GPA) is computed for American Liberty University units only.
- The lowest passing grade at the Undergraduate is a "C" (2.0), and at the graduate and post graduate level is a "B" (3.0).
- A grade of "I", indicating incomplete work, is assigned to a student who has attended class but who, because of an emergency, has failed to complete all assigned work for the course. The "I" grade is given only to students whose work, at the time the "I" grade is assigned, is at least passing. Incomplete grades are given only for compelling reasons, as determined by the instructor and as approved by the University Dean; documentation, provided by the student, is necessary. Students must formally request that an incomplete grade be issued, prior to the end of the academic term.

Students receiving an "I" grade must contact the course instructor and/or University Dean and make up the deficient course work within six months following the end of the course for which the "I" grade was issued; otherwise the "I" will be changed to "F."

GRADE REPORTS

Official grade reports are issued for each class and mailed to each student by Registrar after the end of each quarter. Grade reports will not be given over the telephone or in person.

STUDENT RECORDS

This institution maintains all educational records of students in accordance with the Family Right and Privacy Act of 1974 (Public law 93-380, Section 438) and Reform Act as amended. All information retained in a student's file at American Liberty University is available for inspection and review by that student upon request in writing for such review. An appointment will be scheduled through the Administration Office for the student to review the file with a representative from the University. Enrollees are advised and cautioned that state law (Reform Act) requires this educational institution to maintain all records will be maintained at the primary administrative location for a minimum period of five years, and all student transcript records will be retained **Permanently**.

In addition to permanently retaining a transcript as required by section 94900(b) of the Code, American Liberty University maintain for a period of 5 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal.

The American Liberty University regarding admission to and attendance at the University maintains the following types of records.

1. Original application for admission and self-evaluation.
2. Original records of high school graduation or equivalent and/or transcripts from other colleges and/or universities attended.
3. Enrollment Agreement.
4. Letter(s) of recommendation.
5. Immigration and Naturalization Service documents and evidence of financial support (international students only).
6. Educational record of courses taken and grade points earned.
7. Course Enrollment Forms.
8. Student Academic program Form
9. Any changes in educational status or in scholastic programs.
10. Changes of address or employment status, and telephone numbers.
11. Applications or data pertinent to loans or student financial aid.
12. Student Calendar Form
13. Records of all enrolments and evidence of academic progress
14. Student Transcript
15. A copy of Payment Card.
16. A copy of student work products.
17. Student-instructor Assignments Notification (off-campus programs).

MAINTENANCE OF RECORDS

(a) American Liberty University maintain all records required by the Act and this chapter. The records shall be maintained in this state.

(b)(1) In addition to permanently retaining a transcript as required by section 94900(b) of the Code, American Liberty University maintain for a period of 5 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal.

(2) Notwithstanding (b)(1), American Liberty University maintain records relating to federal financial aid programs as provided by federal law.

(c) A record is considered current for three years following a student's completion or withdrawal. A record may be stored on microfilm, microfiche, computer disk, or any other method of record storage only if all of the following apply:

(1) The record may be stored without loss of information or legibility for the period within which the record is required to be maintained by the Act;

(2) For a record that is current, American Liberty University maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. The devices shall be maintained in reasonably close proximity to the stored records at American Liberty University's primary administrative location in California. For a record that is no longer current, American Liberty University shall be able to reproduce exact, legible printed copies within two (2) business days.

(3) American Liberty University has personnel scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation of the devices to any person authorized by the Act to inspect and copy records; and

(4) Any person authorized by the Act or this chapter to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall, upon request, reimburse American Liberty University for the reasonable cost of using American Liberty University's equipment and material to make copies at a rate not to exceed ten cents (\$0.10) per page.

(d) American Liberty University maintain a second set of all academic and financial records required by the Act and this chapter at a different location unless the original records, including records stored pursuant to subdivision (b) of this section, are maintained in a manner secure from damage or loss. An acceptable manner of storage under this subsection would include fire resistant cabinets.

(e) All records that American Liberty University is required to maintain by the Act or this chapter shall be made immediately available by American Liberty University for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.

(f) If American Liberty University closes, American Liberty University and its owners are jointly and severally responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained by the Act and this chapter for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, without charge except as allowed under subdivision (c)(4) of this section, during normal business hours by any entity authorized by law to inspect and copy records.

The **Family Educational Rights and Privacy Act** affords students certain rights with respect to their educational records.

Record Inspection

Students have the right to inspect and review their education records. Access to education records should occur within a reasonable period of time, not to exceed 45 days from the time the request was made. Students should submit to the registrar, dean, director or other appropriate official, written requests that identify the record(s) they wish to inspect.

The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

BUCKLEY AMENDMENT

In compliance with public Law 93-380, Section 438 (The Buckley Amendment), any student grades, records, or personal information may not be given out to third persons without the written consent of the student. Permission must be given by students in order 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.

ATTENDANCE

American Liberty University's attendance policy is designed to ensure that students maintain satisfactory progress in all courses in their program (if attendance required). Students are expected to attend classes, seminar or group study be on time, and be prepared to participate in class.

Full-Time Attendance:

In the standard (full-time) schedule, students attend classes an average of 16 to 20 hours per week, spread over two to five days.

Part-Time Attendance:

In the ultimate (part-time) attendance, students attend classes an average of 8 to 16 hours per week, spread over one to four days.

CLASS ATTENDANCE RECORDS/ABSENCES

Attendance records are regularly maintained by the University through the use of sign-in sheets. Sign-in sheets list all of the students officially registered in the class, and provide a signature line for each student. All American Liberty University students are required to attend a minimum of eighty percent (80%) of the scheduled sessions in each class. Therefore, if students are marked as absent in more than twenty percent (20%) of the scheduled sessions in a particular class, they are subject to administrative automatic failure ("F" grade) in the class for failure to meet American Liberty University's attendance requirements. **If a student attends a scheduled class session, and forgets to sign in on the class sign-in sheet, he/she will be marked absent for that class session.**

Students are cautioned that maintaining track of personal attendance in courses registered is the student's responsibility, not the University's. The University cannot provide telephone or personal assistance in verifying attendance/absence information in courses. Students are held strictly accountable for knowing how many absences have been incurred in each of their registered courses and for understanding the ramifications of failure to meet the attendance requirements in a course or courses.

TARDINESS

Tardiness disrupts a good learning environment and is discouraged. Two tardiness without a legitimate reason may be counted as one unexcused absence in a class at the instructor's discretion.

CONSEQUENCES OF UNSATISFACTORY ATTENDANCE

Regular class attendance is necessary to ensure a meaningful educational experience at the University.

Students who fail to meet the attendance requirements in a course or courses will receive an automatic "F" grade in the courses(s). Exceptions to this policy are made only at the discretion of the Dean.

Administrative Class Failure in all registered courses in a term due to unsatisfactory attendance may result in administrative disenrollment from the program. To be considered for readmission to the program after disenrollment from the program for unsatisfactory attendance, students must file a petition with the University documenting valid extenuating circumstances explaining the non-attendance and failure to follow proper administrative procedures. Readmission to the program will be discretionary, based upon the evidence presented in the petition.

OFFICIAL MAKE-UP CLASS

Students may officially make up a missed class session by attending another section of the same class in the same week as the class session missed. Midterm and Final examinations must be taken in the registered class section.

LEAVES OF ABSENCE

In accordance with federal regulations, students are allowed to take a leave of absence during their course of study, to a maximum leave period of sixty (60) days. No more than one leave of absence may be granted for the same student in any 12-month period. Leaves of Absence can be no longer than sixty (60) days of scheduled instructional time. Students must file a formal written petition requesting the Leave of Absence. The petition should detail legitimate reasons for the leave request and define the period of the leave. A Leave of Absence may be granted at the University's discretion, with the understanding that the leave will extend a student's study program. Students who successfully complete units during a term are not required to request a Leave of Absence.

SATISFACTORY PROGRESS

In order to remain enrolled at American Liberty University, students must maintain satisfactory progress towards completing their course of study. Satisfactory progress involves two criteria: Quantitative Progress and Qualitative Progress. The conditions for both criteria are outlined below.

APPLICATION OF SATISFACTORY PROGRESS STANDARDS

These satisfactory progress standards apply to all students, on-campus, off-campus and research, part-time or full-time.

QUANTITATIVE PROGRESS

A student's program must be completed within the maximum time frame set forth by their enrollment status. The maximum time frame is 150% of the standard program length.

QUALITATIVE PROGRESS

Students must complete all courses at American Liberty University with a minimum grade 2.0 or better for under graduate programs, 3.0 or better graduate and post graduate Programs. The administration evaluates qualitative progress at the end of each semester. Official transcripts of all grades earned in a term are prepared for each student. If students earn a grade point average which causes their cumulative grade point average to fall below 2.0 for undergraduate programs, below 3.0 for graduate and post graduate Programs, they are no longer making satisfactory academic progress, and will either be placed on probation as outlined below, or academically dismissed from the program, depending on the actual cumulative grade point average earned.

ACADEMIC WARNING

Any student who achieves a semester grade point average (GPA) of less than 2.0 for undergraduate programs, 3.0 for graduate and post graduate Programs, or who fails one or more classes during a term, but who has a cumulative GPA 2.0 or better for undergraduate programs, 3.0 or better for graduate and post graduate programs, and has not been placed on academic probation or dismissed from the program, will be placed on Academic Warning for the following semester. Students on Academic Warning should retake and pass those courses failed during the following semester whenever possible. Academic Warning status does not affect a student's eligibility for, or status, with regard to financial aid. Students on Academic Warning should have a counseling appointment with the Dean and will be offered special remedial tutoring if needed.

STUDENT GRIEVANCE PROCEDURE

American Liberty University, in the administration of discipline, guarantees procedural fairness to an accused person, whether the person is an American Liberty University student or staff/faculty member. In pursuit of its policy of openness, accountability, and responsiveness to students, the University administration provides established grievance procedures. The Dean of Academic Affairs shall maintain a file on each grievance reported, including the procedures followed and the final disposition of the case.

DEFINITION

A grievance is a complaint arising out of any alleged, unauthorized, or unjustified act or decision by a student, faculty member, administrator, or staff person, which in any way adversely affects the status, rights, or privileges of a member of the student body. The burden of proof shall rest with the complainant.

If students have a grievance and wish it to be recognized as such, a written complaint must be submitted to American Liberty University. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

STEPS TOWARDS REDRESS

Based upon the information presented in the grievance, steps toward redress shall begin with informal discussions headed by the Dean of Academic Affairs. Resolution shall be attempted at the most basic level. If a satisfactory solution cannot be reached within a reasonable time frame, the grievance shall be scheduled for presentation to the Disciplinary Committee for hearing and appropriate action. Informal discussion between persons directly involved in a grievance is essential in the early stages of a dispute reconciliation, and shall be encouraged at all stages of the grievance procedure.

PROCEDURES FOR OFFICIAL HEARINGS

If informal recourse fails to resolve the grievance within a reasonable time after filing, the Dean will schedule a Disciplinary Committee meeting. The voting members of this Committee shall be comprised of the President, the Dean of Academic Affairs, the Dean of Students, Director of Student Body Association, and a representative of the faculty who shall sit on the Committee on a rotating basis.

A copy of the grievance shall be given in writing to the person(s) against whom the complaint is brought. The Committee shall review and consider documentary records which relate to the case, including the grievance and its supporting documentation, and any documentary evidence or statement by the person(s) against whom the complaint was filed. Committee members shall arrive at a judgment in consultation among themselves. A majority vote of such qualified members may make recommendations as appropriate for disciplinary actions or for changes in policy to the appropriate administrative officials.

The following information is required in the entering of a complaint:

1. The approximate date that the problem occurred.
2. The name of the individual involved in the problem.
3. The nature of the problem.
4. Copies of important information regarding the problem.

STUDENT CONDUCT

Students are expected to exercise respect and self-discipline at American Liberty University. The following behaviors may result in dismissal from American Liberty University:

1. Defacing, stealing or mutilating any school property.
2. Falsification or misrepresentation of material information in any records, financial documents, or sign-in sheets, whether inadvertent or deliberate.
3. Unethical conduct.

4. Activities creating a safety hazard to other persons at the University.
5. Disobedience or disrespect towards another student, an administrator, a faculty member or a staff member.
6. A single serious incident or repeated less-serious incidents of intoxication from any substance, as well as possession of drugs or alcohol on University premises.

DRUG AND ALCOHOL ABUSE POLICY

American Liberty University prohibits the use, possession, and sale of all alcoholic or illegal drug substances by any person in classes, seminars, or on campus property. Incidents violating this policy should be reported immediately to the Dean of Academic Affairs or Dean of Students. Abuse of the University's drug or alcohol abuse policy will result in any or all of the following:

1. Anyone involved in selling or possessing alcohol or an illegal substance will be asked to leave campus property immediately.
2. Students will be put on immediate probationary status and will have to show active participation in a clinical program to correct such substance abuse.

SAFETY AND SEXUAL ASSAULT

In an effort to maintain a safe and comfortable campus, the Governing Board of American Liberty University has adopted and hereby maintains the following policy with respect to safety and sexual assault on campus:

1. American Liberty University shall operate its facility with the goal of providing a safe environment to its visitors, students, faculty and staff. American Liberty University shall implement a notification process through which students, faculty and staff members may notify the institution of conditions, events, or individuals which may pose a threat to the safety of the individuals who use and/or occupy this facility.
2. American Liberty University shall provide for monetary resources necessary to maintain the building and its parking lot in such a condition to reasonably provide for the safety of the visitors, students, faculty, and staff members. American Liberty University shall ensure adequate lighting; removal of debris and spills; and timely repair of any and all objects which fall into disrepair, which shall in any way cause injury to individuals who are present on the premises operated by American Liberty University.
3. American Liberty University shall report to the appropriate emergency personnel any activity of any individual if such activity is deemed to be a threat to the safety of the visitors, students, faculty or staff members of American Liberty University.
4. Faculty and staff members shall report any breach of security to the President of American Liberty University. A breach of security includes, but is not limited to, theft, trespass, embezzlement, loitering, sexual harassment, assault, rape, and any other act, criminal or otherwise, which poses a threat to the security of the property of American Liberty University and the individuals who occupy and/or use the premises operated by American Liberty University.
5. American Liberty University shall educate its students and employees regarding sexual assault on campus and shall present to them information regarding the signs, dangers, and avoidance of sexual assault and the legal, medical and psychological help available to victims of sexual assault.
6. American Liberty University shall maintain strict confidentiality of all matters relating to any sexual assault which occurs on this campus or which involves a student or employee of American Liberty University; except as otherwise set forth in this policy statement information may be released to emergency personnel and law enforcement personnel in an effort to assist the victim

and shall, whenever possible, be released with the victim's consent. No employee of American Liberty University shall release any information pertaining to a sexual assault on campus to members of the press, students, faculty or any third party unless the victim has given his/her written consent authorizing such disclosure, except as set forth above. American Liberty University shall make a reasonable effort to have those individuals who are present at the time of the incident sign a statement which provides for their agreement to maintain such matters in confidence as outlined herein.

POLICY ON TUITION AND FEES

TUITION & FEES

American Liberty University operates on a semester academic calendar system, with three equal 15-week academic terms in each calendar year. Students in all American Liberty University programs must select, register for and attend a schedule of individual classes, until such time as all of the required classes in the student's enrolled program have been successfully completed.

The student enrollment agreement indicates both the total tuition for the student's chosen program and the per-unit tuition rate for the student's enrollment. Actual student tuition charges for each semester are based upon the tuition rate shown on the student's enrollment agreement. The college earns student tuition throughout each student's program on a strict pro rata basis based upon the total number of units each student attempts, as determined by the number of units registered on the student's Registration Form for each term. The total tuition charged to a student over his/her study program may exceed the total program tuition indicated on the enrollment agreement if the student fails to satisfactorily complete any required classes as registered and must, as a result, repeat the class (es) prior to graduation from the program, or if the student completes classes which are not a part of his/her required program as set forth in the Enrollment Agreement.

MONTHLY PAYMENT PLAN

American Liberty University offers a unique financial plan for those students interested. We offer an interest free monthly payment plan equal to the number of months for the duration of studies, so the student can complete payment prior to graduation.

Note: Each semester's tuition and fees must be paid in full during same semester, either at the start or with equal monthly payments.

CREDIT CARDS

American Liberty University accepts VISA, MASTER CARD, and AMERICAN EXPRESS from students for tuition expenses and textbook purchases.

SCHEDULE OF TUITION AND FEES

FEES AND CHARGES. The student is responsible for the following fees and charges:

Application Fee	\$110.00**
STRF Fee (California Residents ONLY)\$2.50 per \$1,000 of charges(as required by BPPE)**	
Bachelor of Business Administration Degree (BBA)	\$175.00 per units*
Master of Business Administration Degree (MBA)	\$195.00 per units*
Doctor of Philosophy in Business Administration Degree (Ph.D.)	\$240.00 per units*
Doctor of Philosophy in Oriental Medicine Degree (Ph.D.)	\$240.00 per units*
Student Association	\$55.00 annually
Foreign Student Processing	\$150.00**
Returned Check	\$50.00**
Repeat processing	\$75.00**
Transcripts (duplicate)	\$10.00

Catalog Fee	\$15.00
Registration	\$35.00** per semester
Course Make-Up Exam	\$100.00
Assessment fee for Transfer Credit	No Charge
Fees to Transfer Credit	No Charge
Late Registration	\$50.00**
Late Ad Fee	\$20.00**
Course Challenge Exam	\$125.00
Late Tuition Payment	%5 of payment due**
Credit Card	3% convenience fee charge
Graduation Ceremony and Banquet	Announced annually
Ph.D. Dissertation Processing Fee	\$1,275.00**

**Mandatory

Acupuncture and Oriental Medicine

Diploma in Acupuncture (D.A.)

Application Fee	\$110.00*
Tuition (35 SU)	\$7,500.00**
Registration Fee (2 Semester X \$35.00)	\$70.00*
Books & Supplies (Estimate)	\$500.00*
Malpractice Insurance (Estimate)	\$20.00*
Student Association Fee (1 years X \$55.00)	\$55.00*
Other Fees (Estimate)	\$100.00*
STRF Fee (California Residents ONLY)	as required by BPPE*
TOTAL CHARGES	\$8,535.00

Master of Science in Acupuncture and Oriental Medicine

Application Fee	\$110.00*
Tuition (14.5 SU X \$170.00)	\$24,055.00**
Clinic (Internship) 990 Hours X \$10.00	\$9,900.00**
Pre-Clinical Exam	\$75.00*
Final Exam	\$100.00*
Registration Fee (12 Semester X \$35.00)	\$420.00*
Books & Supplies (Estimate)	\$1,500.00*
Graduation processing Fee (Estimate)	\$415.00*
Malpractice Insurance: 8 Semester X \$110 (Estimate)	\$880.00*
Student Association Fee (4 years X \$55.00)	\$220.00*
Other Fees (Estimate)	\$400.00*
STRF Fee (California Residents ONLY)	as required by BPPE*
TOTAL CHARGES	\$38,075.00

Ph.D. in Oriental Medicine

Application Fee	\$110.00*
Tuition (81 SU X \$240)	\$19,440.00 **
Registration Fee (9 Semester X \$35.00)	\$315.00*
Books & Supplies (Estimate)	\$800.00*
Graduation Fee (Estimate)	\$415.00*
Malpractice Insurance (Estimate)	\$200.00*
Student Association Fee (3years X \$55.00)	\$165.00*
Other Fees (Estimate)	\$200.00*

Dissertation Processing Fee (Estimate)	\$1,275.00*
STRF Fee (California Residents ONLY)	as required by BPPE*
TOTAL CHARGES	\$22,920.00

****Refundable *Nonrefundable SU: Semester Unite**

Business Administration

Bachelor of Business Administration (BBA)

Application Fee	\$110.00*
Tuition (120 SU X \$175)	\$21,000.00**
Registration Fee (12 Semester X \$35.00)	\$420.00*
Graduation Fee (Estimate)	\$415.00*
Student Association Fee (4 years X \$55.00)	\$220.00*
Digital Resource & Technology (including e-library)	\$500.00*
STRF Fee (California Residents ONLY)	as required by BPPE*
TOTAL CHARGES	\$22,665.00

Master of Business Administration (MBA)

Application Fee	\$110.00*
Tuition (45 SU X \$195)	\$8,775.00**
Registration Fee (6 Semester X \$35.00)	\$210.00*
Graduation Fee (Estimate)	\$415.00*
Student Association Fee (2 years X \$55.00)	\$110.00*
Digital Resource & Technology (including e-library)	\$400.00*
STRF Fee (California Residents ONLY)	as required by BPPE*
TOTAL CHARGES	\$10,020.00

Ph.D. in Business Administration (Ph.D.)

Application Fee	\$110.00*
Tuition (72 SU X \$240)	\$17,280.00**
Registration Fee (9 Semester X \$35.00)	\$315.00*
Graduation Fee (Estimate)	\$415.00*
Student Association Fee (3 years X \$55.00)	\$165.00*
Digital Resource & Technology (including e-library)	\$500.00*
Dissertation Processing Fee (Estimate)	\$1,275.00*
STRF Fee (California Residents ONLY)	as required by BPPE*
TOTAL CHARGES	\$20,060.00

****Refundable *Nonrefundable SU: Semester Unite**

Therapeutic Clinical Massage Diploma

Therapeutic Clinical Massage Specialist (504 hours)

Application Fee	\$110.00*
Tuition Specialist (504 hours)	\$4,500**
Registration Fee (2 Semester X \$35.00)	\$70.00*
Graduation Fee (Estimate)	\$415.00*
Malpractice Insurance (Estimate)	\$100.00*
Student Association Fee	\$55.00*
Books & Supplies (Estimate)	\$300.00*
STRF Fee (California Residents ONLY)	as required by BPPE*

TOTAL CHARGES **\$5,550.00**

Therapeutic Clinical Massage Master (1009 hours)

Application Fee	\$110.00*
Tuition Specialist (504 hours)	\$8,500**
Registration Fee (3 Semester X \$35.00)	\$105.00*
Graduation Fee (Estimate)	\$415.00*
Malpractice Insurance (Estimate)	\$100.00*
Student Association Fee	\$55.00*
Books & Supplies (Estimate)	\$500.00*
STRF Fee (California Residents ONLY)	as required by BPPE*
TOTAL CHARGES	\$9,785.00

****Refundable *Nonrefundable SU: Semester Unite**

ESL Programs

Application Fee	\$110.00*
STRF Fee (California Residents ONLY)	as required by BPPE*
Textbooks (average per session)	\$120 - \$220
Housing	may vary
Transportation	may vary
Living Expenses (<i>estimated</i>) Room, meals, health insurance, and personal expenses	may vary
Home-stay Placement	may vary
Transportation	may vary
Airport Pick-up or Return Los Angeles	\$100.00*
Airport Pick-up or Return Orange County	\$70.00*
Private Instruction Per Hour	\$75.00*
International Express Mail	\$40.00 and up*

<u>Tuition (Full-Time)</u>	<u>15 Weeks - one Semester</u>	<u>Half-Semester</u>	<u>Weekly Rate</u>
30 hrs/week, 6hrs/day	\$4,950**	\$2,475**	\$360**
20 hrs/week, 4hrs/day	\$3,300**	\$1,650**	\$240**

<u>Tuition (Part-Time)</u>	<u>15 Weeks - one Semester</u>	<u>Half-Semester</u>	<u>Weekly Rate</u>
15 hrs /week, 3hrs/day	\$2,475**	1,250**	\$180**
10 hrs /week, 3hrs/day	\$1,650**	\$825**	\$120**

****Refundable *Nonrefundable**

All fees and tuition are payable in full at the time of enrollment for each course unless other arrangements are made through the Office of Business and Financing.

REFUND POLICY

CANCELLATION AND REFUNDS

Students may cancel their enrollment at any time and will receive a refund for the part of the program not taken. To cancel enrollment, students must mail or deliver a signed and dated copy of the Notice of Cancellation form, or a written statement requesting cancellation, to the American Liberty University. Any

notification of withdrawal or cancellation, and/or requests for refunds, should be submitted to the American Liberty University in writing.

REFUND POLICY BEFORE ACCEPTANCE OF ENROLLMENT BY UNIVERSITY

If enrollment is declined by the University, any tuition fees paid to the University will be refunded in full. (The \$110.00 Application Fee is non-refundable.)

REFUND POLICY AFTER ACCEPTANCE OF ENROLLMENT BY UNIVERSITY

A seven-day full refund period is in force after acceptance by the University. During this period, all tuition monies paid will be refunded upon written notice of cancellation if received within seven (7) business days following the day of the first scheduled class in the student's program. The Notice of Cancellation must be received by the University within that seven-day period to receive a full refund. The \$110.00 application Fee is non-refundable.

If students cancel or withdraw after this seven-day period, they may be entitled to a partial refund. Students have a right to withdraw from the University at any time and request a refund for the part of the program paid for but not taken. The amount of that refund shall be prorated according to the percentage of the program completed less the cost of an administrative fee. The refund shall be calculated in the following manner:

Percentage of Course Conducted	Tuition Refund
10%.....	90%
25%.....	75%
50%.....	50%
60%.....	40%
75%.....	25%
76%.....	No Refund

Refund Policy for Distance Learning program:

For purposes of determining the scheduled length of program for refund calculations, multiply the number of courses required for the degree by 15 weeks, expected completion time per course. The institution refund policy for students who have received 60% or less of the course of instruction shall be a pro rata refund. The refund shall be the amount the student paid for instruction less the cost of the instruction received. Students are responsible for tuition fees for courses in which they are enrolled.

Students who have paid in full and received all course and lesson materials, as they requested, will not be entitled to a refund. However, they are entitled to receive all instruction they ordered for, provided that they comply with the academic policies and procedures of the University. For withdrawal beyond 60% completion, there are no refunds; nor is there any refund if a student completes a course in a shorter period of time than prescribed.

Students who have paid in full and who have requested a refund in writing and have received all of their instructional materials are not entitled to a refund after the material is mailed. However, they are entitled to receive all of the instruction they ordered for, provided that they comply with the academic policies and procedures of the University.

Refund Example: If a student completes 15 weeks of a 72 weeks (for MBA) program and has paid \$8,775.00 in tuition, the student would receive a refund calculated as follows: $\$8,775.00 \times 57/72 = \$6,946.80 - \$110$ (Application Fee).

STUDENT'S RIGHT TO CANCEL: You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

You may cancel this enrollment agreement and receive a refund by providing a written notice to **The Office of the Registrar, American Liberty University, 20101 S.W. Birch St., Suite 220. Newport Beach California, 92660.**

REFUND INFORMATION: The student has a right to a full refund of all charges less the amount of \$110.00 for the application fee if he/she cancels this agreement within seven days of registration.

All Notices of Cancellation and/or requests for withdrawal/refunds will be processed promptly upon receipt by American Liberty University. Appropriate refunds will be sent by check within forty-five (45) days after American Liberty University receives the Notice of Cancellation form or written withdrawal/refund request. Refunds due directly to students will be mailed to the address written on the Notice of Cancellation or withdrawal request.

NOTE: The number of days represented above pertains to the number of days following the student's signing of a Course Enrollment Request Form.

WITHDRAWALS AND REFUNDS

(a) American Liberty University shall make refunds that are no less than the refunds required under the Act and this Division.

(b) American Liberty University may not enforce any refund policy that is not specified in the catalog as required pursuant to section 94909(a)(8)(B) of the Code, and must refund all institutional charges upon a student's withdrawal. Withdrawal policy procedures pursuant to section 94909(a)((8)(B) of the Code shall include, at a minimum: the acceptable methods of delivery of a notice to withdraw; whether withdrawal can be accomplished by conduct, and if so, how; the position or positions to whom the notice to withdraw must be delivered; and the date that the notice to withdraw is considered effective, which shall be no later than the date received by American Liberty University.

(c) A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

(1) The amount owed equals the daily charge for the program (total charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

(2) Except as provided for in subdivision (a)(3) of this section, all amounts paid by the student in excess of what is owed as calculated in subdivision (a)(1) shall be refunded.

(3) Except as provided herein, all amounts that the student has paid shall be subject to refund unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an application fee or deposit not more than \$250.00, books, supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable. Except when American Liberty University provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, any assessment paid pursuant to section 94923 of the Code is non-refundable.

(4) For purposes of determining a refund under the Act and this section, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in its catalog.

(d) If American Liberty University has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and American

Liberty University has not paid the money to the third party at the time of the student's withdrawal or cancellation, American Liberty University shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

(e) American Liberty University shall refund any credit balance on the student's account within 45 days after the date of cancellation or withdrawal.

Student Tuition Recovery Fund (STRF)

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

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

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

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

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

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against American Liberty University for a violation of the Act."

COLLEGE OF HEALTH SCIENCE

Department of Acupuncture and Oriental Medicine

INTRODUCTION

The College of Health Science has been established to provide quality educational programs for serious students desiring to learn, research and work within the essential field of alternative health treatment methods. American Liberty University's curriculum combines a fresh new approach with such ancient and time-proven techniques as acupuncture and oriental medicine. Our study program has been formed to fulfill a strong need for qualified and fully prepared alternative medicine specialists. This is in direct response to both societal request and the high level of interest displayed by prospective health care practitioners.

The American Liberty University Department of Health Science has clearly established, and is now expanding, a national and international reputation for excellence in teaching and researching.

One of the many strengths of the Department of Health Science is its teaching of the scientific basis for health practice, leadership, and such related investigations.

MISSION STATEMENT AND PHILOSOPHY

American Liberty University's philosophy and continuing mission is to produce highly trained graduates who embody the finest principles of ethical professionalism.

It is the university's belief that its graduates will best serve their communities when they possess, in addition to a mastery of their field, a genuine commitment to the highest standards of personal conduct and the healing profession.

This balance between accomplishment, service, and integrity is encouraged through an underlying belief system in which optimal values are achieved on a day-to-day basis. Students will be challenged as to how they may best achieve their goals and ensure their patients' well being.

The College of Health Science offers two degrees and one diploma as follows:

- 1- Diploma of Acupuncture (D.A.)**
- 2- Master of Science in Acupuncture and Oriental Medicine (MSAOM)**
- 3- Doctor of Philosophy in Oriental Medicine (Ph.D.)**

The American Liberty University Department of Health Science has an exceptionally well-qualified faculty, many of whom have earned national and international reputations for excellence in their fields. The innovative curriculum is responsive to all essential needs in health care and the diversity of the patient population. Education in this University with its full range of academic disciplines provides a rich environment for preparation in the health sciences.

Students at all levels learn relevant theory, research, acquire practice skills, and are socialized into the profession. Increasing levels of complexity and sophistication of learning and integration are expected of students in the various programs. Whether at the beginning, advanced, or scholarly level, students learn to apply knowledge, skills, and professional attitudes in their practice, which may include educative, administrative, and research arenas. Just as students have the right and responsibility to participate in their own learning, faculty members have the right and responsibility to structure the teaching environment to maximize opportunity. Individual academic counseling and a variety of one-on-one tele-meeting; group study, seminars, internet, and interactive instructional formats assist students in attaining program and individual learning goals.

Dedicated to this goal, the faculty continues collaborative relationships with scientists and clinicians in other schools and departments at other university campuses, and at cooperative clinical and research-oriented institutions locally, regionally, and internationally.

Method of Instruction/Study

During the M.S. in Acupuncture and Oriental Medicine program at the American Liberty University, students explore content related to theoretical, clinical and research bases for history and philosophy of OM, diagnose and treatment. The M.S. courses include lecture, research, on-line study, group discussion, independent study, and clinical practice. In addition, students participate in professional seminars designed to develop group leadership skills.

The Equipment to be used for Acupuncture and Oriental Medicine programs

Class/Lecture Rooms:

Computer - Projector - Monitors - PowerPoint - Projector's Screen - some Computer Software and Books

Clinic:

Treatment rooms, Treatment Table, Electric Acupuncture Machine, Special Acupoints Lights, Disposal Needles, Medical Charts, Anatomy & Physiology Charts, Anti Bacteria Soap - Special Oil, Disposal Gown - Special Medical Clinic Equipment, Herbal Medicine Laboratory, Herbal Medicine Machines.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

“The transferability of credits you earn at *American Liberty University* is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree/certificate/diploma you earn in the Acupuncture and Oriental Medicine program is also at the complete discretion of the institution to which you may seek to transfer. If the degree/certificate/diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending *American Liberty University* to determine if your degree/certificate/diploma will transfer.”

FACULTY QUALIFICATIONS:

Dong Hee Bae, L.Ac., MBA, M.S.

M.S. in Oriental Medicine, Kyung Sun University, Garden Grove, California 1994-97
Ph.D. in Oriental Medicine, American Liberty University, 2007
M.B.A. in Management, Chung Ang University, Seoul, Korea 1979-81
B.E. in Chem. Engineer, Chung Ang University, Seoul, Korea 1968-72
California Licensed Acupuncturist
NCCAOM. Licensed

Ronald Brenner, D.C.

Doctor of Chiropractic, Life Chiropractic College, Atlanta, GA
Post Doctoral Studies, Dept. of Exercise Physiology, Florida International University, Miami, FL
New York College of Chiropractic, Old Brookville, Long Island, NY
B.S. from New York Institute of Technology, Old Brookville, Long Island, NY

Licenses/Certifications:

Doctor of Chiropractic License (California & Florida Licensures)
Certified Strength and Conditioning Specialist
Certified in Manipulation under Anesthesia
National Strength and Conditioning Association
Acupuncture/Meridian Therapy

Yuzhen Cade, A.Lc., Ph.D.

M.S. in Traditional Chinese Medicine, ShanXi TCM University, Tai Yuan, China
Ph.D. in Oriental Medicine, American Liberty University, California
Professor at Shan Xi TCM University
California Licensed Acupuncturist

Yong C. Cha, L.Ac., M.S.

M.S. in Oriental Medicine, South Baylo University, Garden Grove, CA 1991
M.S. in Metallurgical Engineering, Pusan National University, Pusan, Korea 1981-83
B.S. in Material Engineering, Pusan National University, Pusan, Korea 1974
Licensed Acupuncturist
Administrative Experience:
South Baylo University, CA
Teaching Experience: OM Diagnosis & Physics, South Baylo University, CA

Eva Mun-Wa Chau, L.Ac., O.M.D, Ph.D.

O.M.D, San Francisco College of Acupuncture and Oriental Medicine, San Francisco, California 1984
Ph.D. in Oriental Medicine, American Liberty University, California 2006
Chinese Medicine, Chinese Medical Ins., 1963-66
Acupuncture, Chinese New Acupuncture CNT, Hong Kong 1972-79
California Licensed Acupuncturist
Chinese Medicine Certification of Taiwan
Chinese Medicine and Acupuncture Certification of Hong Kong
Teaching: Five Branch Institute of Oriental Medicine, San Francisco

Shawn Chen, L.Ac., M.D. (China)

M.D. in Medicine, Shanghai Medical University, China 1982
M.S. in TCM Research, University Of Traditional Chinese Medicine, China 1986
Ph.D. in Oriental Medicine, American Liberty University, 2005
Qigong, Training Program, China 1986
Member of the Board of Directors, CCAA, San Francisco, California 2000-now
California Licensed Acupuncturist

Kenny Cherng, M.S., L.Ac., Ph.D.

M.S. in Oriental Medicine, Samra University, Los Angeles, CA
B.S. in Medical Technology, Chung-Shan Medical College
Ph.D. in Oriental Medicine, American Liberty University, 2008
Administrative Experience: 2 time California Acupuncture Board Member
Licensed Acupuncturist

Ehsan Daynim, L.Ac., M.D. (Iran)

M.D., Tehran University School of Medicine 1961-69
M.S., in Oriental Medicine, Royal University, Los Angeles. 1990-93
American College Of International Physician
National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM)
American Society of Acupuncturist
Member of World Alternative Medicine Organization (WAO)

China Acupuncture and Massage, Los Angeles, California
Health Professional Alliance
California Licensed Acupuncturist

Bruce W. Fissette, D.C.

M.S. in Acupuncture & Oriental Medicine, South Baylo University
Doctorate of Chiropractic (D.C.), Los Angeles College of
Chiropractic
B.S. in Pre-Medical, Excelsior College
Control Data Institute, Computer Hardware
Orange Coast College, Law & Medicine,
Coastline Community College, 1994
Saddleback Community College, 1994
New College of California, Sciences
Abraham Lincoln University of Law,
X-Ray Supervision/Operator (RHC)
Certified Manipulation Under Anesthesia, Qualified Medical
Evaluator, Injury Prevention Specialist, Paralegal, B1 Contractors
License, Electronic Technician
Publications:
Health Tips by fax, a weekly publication targeting corporate
executives

Mehrdad Ghaffarian, L.Ac., Ph.D.

M.S. in OM, South Baylo University, Garden Grove, CA 1995
Ph.D. Oriental Medicine, American Liberty University, CA. 2010
BA in Mat., UTA. Texas
California Licensed Acupuncturist

Farhad Hemmati, Ph.D.

Ph.D. in Insect Pathology, University of Reading, Reading, England
1995-99
M.S. in Plant Pathology, University of Ahwaz, Ahwaz, Iran 1977-80
B.S. in Agronomy & Plant Breeding, University of Ahwaz 1973-77

Ben Hekmatnia, L.Ac., OMD, QME AS, Biology, Rio Hondo College, 1980-82

BS in Majored in Microbiology, California State University, Los
Angeles, CA 1982-84
Emperor's College of Oriental Medicine, Majored Oriental Medicine
1984-87
OMD at Samra University, Los Angeles, CA 1987-88
National Acupuncture Detoxification Association 1990
HIV/AIDS Training Program 1995
California Licensed Acupuncturist

Tina Hou, L.Ac., P.h.D.

M.S., Samra University., California
B.A., China Junior College of Medical Technology
A.A., Chung Jun School of Nursing
Ph.D. in Oriental Medicine, American Liberty University, 2008
R.N., Taiwan
California Licensed Acupuncturist

Sohaila Iradji, R.N., L.Ac., Ph.D.

M.S. in Oriental Medicine, Emperor's College, Los Angeles 1995-99
B.S. in Nursing, NIOC Nursing School, Iran 1973- 76
Ph.D. in Oriental Medicine, American Liberty University, 2010

California Licensed Acupuncturist
California Nursing Licensed (R.N.)

Howard M. Kim, L.Ac., Ph.D.

M.S. in Oriental Medicine, South Baylo University, Anaheim, California 1997
B.A. in Civil Eng., Chung-Ang University in Seoul, Korea 1978-1981
Ph.D. in Oriental Medicine, American Liberty University, 2006
Business Administration, UC Berkeley, California 1982
Oriental Medicine & Acupuncture, Kyung San University, L.A., California 1995-1996
Chairman of 21 Century Oriental Herbal Medicine Research Institute of America 1998-2000
Professor, South Baylo University 1999
President of 21 Century Inter Trading Company 1992- Present
President of Genesis Inter Trading Group 1986-1991
President of trans Systems Services, INC 1983-1991
President of M.C. Gold Minor Co. 1983-1991
Certificates of U.C. Irvine – Anatomy 1997
California Licensed Acupuncturist 1998-Present

Kay Lam, L.Ac., Ph.D., M.D. (China)

Ph.D. in Oriental Medicine, S.F. College of Acupuncture and Oriental Medicine, SF, California 1984
M.D., Medical School Kong Sia, China 1965
Ph.D. in Oriental Medicine, American Liberty University, 2006
Member of the Board of Directors, CCAA, San Francisco, California 2000-now
California Licensed Acupuncture

Harvey Lam, L.Ac., Ph.D., M.D. (China)

Ph.D. in Oriental Medicine, S.F. College of Acupuncture and Oriental Medicine, SF, California 1984
M.D, Medical School, Kong Sia, China 1965
Ph.D. in Oriental Medicine, American Liberty University, 2006
Member of the Board of Directors, CCAA, San Francisco, California 2000-now
California Licensed Acupuncture

Dennis Y. Lee, L.Ac., QME, Ph.D.

M.S. in Oriental Medicine, Royal University, Los Angeles, California 1991-96
B.S., California State University, Los Angeles 1987-91
Ph.D. in Oriental Medicine, American Liberty University, 2006
California Licensed Acupuncturist
Qualified Medical Evaluator

Hoda Meisamy, L.Ac., MBA, Ph.D.

MBA in Business Administration, Woodbury University, Burbank, California 1996-98
M.S. in Acupuncture and Oriental Medicine, South Baylo University, Los Angeles, CA 2003
BS. South Baylo University, Los Angeles, CA 2000
Ph.D. in Oriental Medicine, American Liberty University, 2010
California Licensed Acupuncturist

National Herbalogy, National Oriental Medicine, National Acupuncture

Susan Moein, D.C.

D.C., Doctor of Chiropractic, Cleveland Chiropractic College, Los Angeles, CA 1987
B.A. in Natural Science, United States International University, 1982
Graduate Studies, Psychology (emphasis on Marriage, Family, and Child Counseling) United States International University, 1983
B.S. in Human Biology (B.S.), Cleveland Chiropractic College, 1988
M.D. (M.A.) (Sri-Lanka) The Open International University for Complementary Medicines.

Professional Licenses/Certificates:

Doctor of Chiropractic License
Qualified Medical Examiner
Certified in Industrial Disability Evaluator
Diplomat of American Academy Pain Management
Medical Director for California for Manipulation Under Anesthesia
Certified in Manipulation Under Anesthesia (MUA)
Certified in Hospital Protocols and Operating Room Protocols
Certified by American Academy of Manual and Physical Medicine in Hospital Protocols
Certification in Naturopathic Physician by American Naturopathic Medical Certification and Accreditation Board, Inc.
Certification in Naturopathic Physician by American Naturopathic Medical Association
Diplomat American Board of Disability Analysts
Registered as Entertainment Industry Health Practitioner by the Austin Agency of Health of Professionals.

Lectures:

Instructor/Lecturer, "Manipulation Under Anesthesia"

Homa Molavian, L.Ac., R.N., Ph.D.

M.S. in Traditional Chinese Medicine, Emperors College and Clinic of Traditional Chinese Medicine 1996-99
B.S. in Nursing, Ashraf Pahlavi University, Tehran 1966-69
Ph.D. in Oriental Medicine, American Liberty University, 2006
Specialized Orthopedic Acupuncture, Royal University
California Licensed Acupuncturist
California Nursing Licensed

Tareq Nabulsi, M.D.

Doctor of Medicine, Medical University of the Americas, Devens, MA 2003-09
B.A. in Philosophy, University of California, Riverside, Riverside, CA 1998-2002
EMT Certification, Riverside Community College, Moreno Valley, CA 2002

Work Experience:

Pacific College of Oriental Medicine, Chicago, IL
Taught courses: Clinical Science 1 & 2, Pathophysiology 1 & 2, Physical Exam/Diagnosis, Western Nutrition, General Biology and Lab

Wenji Piao, L.Ac., Ph.D., M.D. (China) M.S., Samra University, Los Angeles, CA 1999
M.D., Bei Quen Medical University, Chang Chun, China 1989
Medical School, He Long University, Yeon Ban China 1988
Ph.D. in Oriental Medicine, American Liberty University,
California, 2007
California Licensed Acupuncturist

Mikio Sankey, Ph.D., L.A.c. Ph.D. in Health Sciences, specializing in Iridology & Nutrition,
Honolulu University, Hawaii 1992
Doctor of Naturopathy, Clayton School of Natural Healing,
Birmingham, Alabama 1990
Ph.D. in Oriental Medicine, American Liberty University, CA 2006
M.S. in Oriental Medicine, Samra University, Los Angeles, CA 1993
Cal-State L.A., Dominguez Hill 1967-69
University of Maryland 1966-67
California Licensed Acupuncturist
Publications:
Climbing Jacob's Ladder Workbook: Esoteric Acupuncture Volume III; Mountain Castle Publishing
Discern the Whisper: Esoteric Acupuncture Volume II; Mountain Castle Publishing
Esoteric Acupuncture: Gateway to Expanded Healing, Volume I; Mountain Castle Publishing

Nan M. Tran, L.Ac., DC, Ph.D. DC, Doctor of Chiropractic, Los Angeles College of Chiropractic
1997-2000
MS, Oriental Medicine, South Baylo University, CA 1997
B.S. University of California, Irvin (UCI), 1992-97
Ph.D., Oriental Medicine, American Liberty University, CA 2007

David Twicken, L.A.c., MBA, DOM Doctor of Oriental Medicine (DOM), New Mexico
Advanced Chinese Medicine, Shanghai Medical University
M.S. in Oriental Medicine, Emperors College of Oriental Medicine, CA
M.S. in Business Administration, Claremont Graduate School of Management
B.S. in Business Administration, Northeastern University
California Licensed Acupuncturist
Columnist for Acupuncture Today
Publications:
I Ching Acupuncture, Medical I Ching, Taoist Time Acupuncture, Eight Extraordinary Channels and Taoist Cosmology, Flying Stars Feng Shui Made Spiritual Qi Gong and Treasures of Tao.
Faculty of Emperor's College, Yo san university and Samra University.

Ke Yang, L.Ac., DAOM DAOM, Doctor of Acupuncture and Oriental Medicine, South Baylo University, Anaheim, CA 2009
B.M. (Bachelor of Medicine) Shanghai University of Traditional Chinese Medicine in P.R. China (1998-2003)
Certificate, Acupuncture and Tui-Na Theory, Shanghai Research Institute of Acupuncture and Meridian

California Acupuncture License
Certificate of Acupuncture, Tui-Na Therapy
Certificate for Qualifications of Doctor, P.R., China

Szu-Hui Yeh, Ph.D.

M.S. in Oriental Medicine, South Baylo University, Anaheim, CA
2004-08
M.A. in Biology (Immunology), California State University,
Fullerton 1992-96
B.S. in Medical Terminology, Taipei Medical University, Taiwan
1983-89
Ph.D. in Oriental Medicine, American Liberty University, CA 2008
Molecular (Genetic Engineer and Lecturer, Research Assistant),
National Institute of Biomedical Sciences Academia Sinica, Taiwan
1991
Military Medical Doctor, Taught First Aid courses, National Army,
Based in Taipei 1989
Immunology, Nutraceutical Courses Lecturer, R/D Team Instructor,
Viva Life Science, Costa Mesa CA
President, Nutraceuticals Instructors, Yes Nutraceuticals, Tustin, CA
California Licensed Acupuncturists

Yu You, L.Ac., OMD, Ph.D.

Ph.D. in Oriental Medicine, South Baylo University, CA 1988
Doctor of Oriental Medicine, South Baylo University, California
1990
MD, Nanjing Medical University, Nanjing China 1963-70
M.S. in Medical Science, Shanghai Medical University, Shanghai,
China 1972-82
Post Graduate, Department of Internal Medicine, Hua Shan Hospital,
China 1979-82
California Licensed Acupuncturist
MD Licensed - China
Diploma, National Commission for the Certification of
Acupuncturist
Certified Clinic Director, Council for Private Postsecondary and
Vocational Education, California
Certified instructor in Anatomy, Acupuncture and Oriental Medicine
Member of Nationwide Register' WHO'S WHO in Executives
Member of National Registry of WHO'S WHO in Profession
Member of Chinese Medical Association, Shanghai
Academic Counselor, American Institute of Chinese Medicine
Standing director, International Association of Integrated Medicine
Publications: 6 Books, 3 in Cardiology

DIPLOMA OF ACUPUNCTURE (D.A.)

Especially Designed for Medical Doctors

OBJECTIVE:

This course of studies is designed to offer a sufficient understanding and overview of acupuncture techniques to already accredited Medical Doctors desiring to utilize acupuncture in their practice. Upon completion of this program, graduates will be able to apply this knowledge to augment the treatment of their patients.

CRITERIA:

Total Units: 35 Units
 Pre-requisite: Be a Licensed M.D.

APPLICATION PROCEDURES:

1. Complete the Application for Admission and submit it with a non-refundable check or money order for \$110 payable to American Liberty University.
2. Provide two recent color passport size photos.
3. Request an official transcript from the institution that awarded the doctorate degree and submit a copy.
4. Provide a copy of your present State or/and National License which makes our program of interest to you.
5. Submit a 1-2 page Statement of Educational purpose (basically, a letter in your own words) that gives us an idea of your future career objectives, issues in education important to you, or a brief statement of your experiences in the medical field, which make our program of interest to you.

D.A. Curriculum

<u>Course #</u>	<u>Course Title</u>	<u>Units</u>
DA310	Intro to Oriental Medicine	3
DA320	Acupuncture Anatomy and Physiology	3
DA330	Introduction to Meridian/Points	3
DA340	Oriental Medicine Diagnosis I	3
DA341	Oriental Medicine Diagnosis II	4
DA350	Acupuncture Technique I	4
DA351	Acupuncture Technique II	4
DA360	Clinical Point Location	4
DA370	Clinical Observation	7
TOTAL		35

COURSE DESCRIPTIONS

DA310 Introduction to Oriental Medicine

This is an introduction to the basic theories and Philosophy of Oriental Medicine and the association with their historical backgrounds and clinical application.

Prerequisites: None

DA320 Acupuncture Anatomy and Physiology

An introduction to channel and collateral theory and examination of internal and external pathways.

Prerequisites: None

DA330 Introduction to Meridian/Points

An introduction to Meridian and Points location including channels and collateral point location, ear point location.

Prerequisites: DA310

DA340 Oriental Medicine Diagnosis I

DA341 Oriental Medicine Diagnosis II

An introduction to traditional methods of Oriental diagnosis, including observation, auscultation/olfaction, inquiry, and pulse analysis.

Prerequisites: None

DA350 Acupuncture Technique I

DA351 Acupuncture Technique II

Principles and techniques of the Acupuncture with lectures and demonstrations including practice sessions, insertion, sedation, tonification, and removal techniques.

Prerequisites: DA330

DA360 Clinical Point Location

This course of clinical point location practice on life model include measurement, located the point and insertion, sedation, tonification, and removal techniques.

Prerequisites: DA 350

DA370 Clinical Observation

Practical experiences in the clinic and presentation and discussion of cases attended by interns.

Prerequisites: 360

MASTER OF SCIENCE IN ACUPUNCTURE AND ORIENTAL MEDICINE (MSAOM)

OBJECTIVE

The American Liberty University Department of Acupuncture and Oriental Medicine offers a course of study leading to the M.S. in Acupuncture and Oriental Medicine (MSAOM). The M.S. program is designed to provide the theoretical, clinical and scientific knowledge necessary for scholarly pursuit in oriental medicine. Students are required to show competence in Acupuncture and Oriental medicine by completing theory, clinical and research courses in oriental medicine and related disciplines.

This program is offered to students who have completed their two years college and are looking forward to continuing their academic and professional goals to the licensing in the area of Acupuncture and Oriental Medicine.

The M.S. in Acupuncture and Oriental Medicine is a comprehensive educational program encompassing Acupuncture, Chinese Medicine, Herbal Medicine, Western Medical Sciences, therapeutic exercises,

MISSION STATEMENT AND PHILOSOPHY

The mission of the American Liberty University School of Acupuncture and Oriental Medicine is to produce Acupuncture and Oriental Medicine specialists and leaders through academic excellence in the integration of teaching, research and practice, and the design of innovative health-care programs, in partnership with the communities we serve.

The mission will be accomplished by: generating and disseminating knowledge relevant to oriental medicine and other disciplines; advancing oriental medicine scholarship; influencing the health-care system to be responsive to a multicultural and global society; and fostering individual development through a commitment to lifelong learning.

American Liberty University's philosophy and continuing mission is to produce highly trained graduates who embody the finest principles of ethical professionalism.

It is the university's belief that its graduates will best serve their communities when they possess, in addition to a mastery of their field, a genuine commitment to the highest standards of personal conduct and the healing profession.

This balance between accomplishment, service, and integrity is encouraged through an underlying belief system in which optimal values are achieved on a day-to-day basis. Students will be challenged as to how they may best achieve their goals and ensure their patients' well being.

The graduate of the M.S. program will:

- Synthesize and critique knowledge in Oriental Medicine and identify future directions for knowledge development;
- Generate Oriental Medicine theory that contributes to medical science;
- Conduct research that contributes to the development of Oriental Medicine science;
- Discovery in patient care and theoretical knowledge
- Integration of sciences, humanities and technology in caring
- Application of theory in teaching, research and practice
- Articulate the ethical, social, legal and moral responsibilities involved in Oriental Medicine;
- Articulate the Oriental Medicine science perspective in interdisciplinary dialogue;
- Collaborate with others to promote the use of Oriental Medicine to improve health care.

Method of Study

During the MS program at the Department of Acupuncture and Oriental Medicine, students are enrolled in oriental medicine courses and support courses. They explore content related to theoretical bases for diagnose, treatment and understanding values of research. The MS courses include lecture, research, group discussion, independent study, and clinical practice under supervision of licensed acupuncturists professors. In addition, students participate in professional seminars designed to develop group leadership skills.

Clinical Practice/Curriculum

Students have clinical practice under the guidance of qualified faculty in the ALU's Clinic. Clinical practice may begin after 4th semester of full-time study or after the 8th semester of the part-time study, Clinical practice is a significant part of each succeeding semester, and culminates in an intense practicum.

To progress through the curriculum, students must pass periodic exams prior to their internship.

Students may spend a minimum of 1110 hours in clinical practice, within the clinical practice students must be seen minimum 60 new patients and 360 treatments must be given.

Transfer Credit

A maximum of 12 semester hours of post-baccalaureate academic courses from an accredited school may be transferred and will be credited toward meeting the MSN degree requirements. Selected courses may be challenged at the discretion of course faculty and at a charge of \$75 per examination.

Education Requirements

General Education/Prerequisites

These courses may be taken at any accredited university or liberal arts college.

Physical Sciences - 6 courses

- 1 general (inorganic) chemistry
- 1 organic chemistry
- 1 statistics
- 2 anatomy and physiology (including laboratory)
- 1 microbiology (including laboratory)

Humanities -- 4 courses

- 1 English composition
- 3 electives

Social Sciences -- 4 courses

- 1 introductory psychology
- 1 introductory sociology
- 1 human growth and development
- 1 history or economics, or political science

Electives to bring the total to 60 semester hours (or 90 quarter hours)

Note:

1. Applied art and music courses are not transferable; and
2. Anatomy, physiology and biology must have been taken within seven years prior to admission.

Admission Information and Requirements

All applicants are considered on an individual basis. Applications and supporting credentials should be submitted as early as possible in the academic year prior to entrance; however, applications will be reviewed as long as class space is available.

The School of Acupuncture and Oriental Medicine selects those applicants who are best qualified academically and personally. After all application materials are received, the Admissions Committee reviews the applicant's credentials and makes the decision to accept, defer, or deny admission or to request more data. Final acceptance is contingent upon satisfactory completion of prerequisites. A final transcript must be submitted prior to matriculation.

M.S. Applicants Must:

1. Complete the Application for Admission and submit it with a non-refundable Check or money order in the amount of \$110.00 payable to American Liberty University.
2. Submit official college transcripts. A preference will be given to applicants with a 3.0 or better grade-point average (on a 4.0 scale) from all previous college-level work; applicants must have a minimum 2.5 GPA (on a 4.0 scale) to be considered for admission. A minimum grade of C is required for all prerequisite general education courses.
3. Three letters of reference affirming the applicant's potential for scholarly, investigative, and creative endeavors in oriental medicine.
4. Obtain Basic Life Support CPR certification prior to matriculation.
5. Submit proof of immunization or immune status as required for clinical practice.
6. Official transcripts from the previous colleges and/or universities.
7. Proof of malpractice insurance.
8. A statement of educational objectives, oriental medicine program and career goals.
9. Two current color passport size photos.
10. Optional: It is recommended that applicants submit course descriptions of previous courses/classes to assist the Admissions Committee in determining if prerequisites have been met.

Graduation Requirements

1. Completion of course requirements with grade "C" or higher.
2. Completion of all courses and classes and research projects.
3. Successfully completion of **2123** hours of classroom instruction.
4. Successfully completion of **990** hours of clinical practice.
5. Completion of all clinical and lab courses.
6. Successfully pass Comprehensive Examination.
7. Maintain a cumulative 2.5 GPA.
8. Completion of course requirements within 6 ½ years of entrance to the program

9. If a candidate does not meet any of the above requirements within the allowed time, his/her candidacy will be terminated and the candidate will not receive a degree from ALU.

Personal interviews may be required by the Dean/Director of Admissions or they may be requested by the applicant.

MSAOM Core Curriculum

Oriental Medicine

	Course Title	Units	Hrs
OM310	Fundamentals of Oriental Medicine	2	30
OM320	OM Diagnosis I	3	45
OM330	OM Diagnosis II	3	45
OM340	OM Diagnosis III	3	45
OM 410	OM Diets & Nutrition	2	30
OM420	Tai Qi Chuan & Exercise Therapy	1	15
OM430	Medical Qi Gong & Breathing Exercises	1	15
OM510	OM Internal Medicine I	2	30
OM520	OM Internal Medicine II	2	30
OM530	OM Internal Medicine III	2	30
OM611	OM Dermatology	2	30
OM612	OM Pediatrics	2	30
OM613	OM Gynecology	2	30
OM614	OM Sports Injury	2	30
TOTAL		29	435

Acupur

	Course Title	Units	Hrs
AC310	Fundamentals of Acupuncture	1	15
AC311	Acupuncture Meridians I	3	45
AC320	Acupuncture Meridians II	3	45
AC321	Acupuncture Meridians III	3	45
AC322	Acupuncture Adjunctive Modalities	3	45
AC410	Acupressure	1	15
AC420	Tui Na & Manual Therapies	2	30
AC510	Acupuncture Techniques I	2	30
AC511	Acupuncture Techniques II	2	30

AC512	Acupuncture Techniques III	2	30
AC610	Acupuncture Specialty Treatments I	2	30
AC620	Acupuncture Specialty Treatments II	2	30
TOTAL		26	390

Herbal Medicine

	Course Title	Units	Hrs
HB310	Fundamentals of Herbal Medicine	1	15
HB320	Herb Pharmacopoeia I	3	45
HB321	Herb Pharmacopoeia II	3	45
HB321	Herb Pharmacopoeia III	3	45
HB410	Herb Formulae I	3	45
HB411	Herb Formulae II	3	45
HB412	Herb Formulae III	3	45
HB420	Advanced Formulation Skills	2	30
HB510	Herb / Drug Interaction	2	30
HB511	Herbal & Dietary Supplement Counseling & Recommendations	2	30
HB610	Shang Han Lun	2	30
HB620	Wen Bing Xue	2	30
HB630	Jin Gui Yao Lue	2	30
TOTAL		31	465

Western Sciences

	Course Title	Units	Hrs
WS200	General Chemistry	2	30
WS205	General Biology	2	30
WS210	Western Medical Terminology	2	30
WS215	General Physics	2	30
WS220	Biochemistry	2	30
WS225	General Psychology	2	30
WS230	Anatomy & Physiology I	3	45
WS231	Anatomy & Physiology II	3	45
WS310	Pathophysiology I	3	45
WS311	Pathophysiology II	3	45
WS312	Integrated Case Management I	3	45

WS313	Integrated Case Management II	3	45
WS320	Medical History	1	15
WS325	Medical Ethics	1	15
WS415	Western Physical Assessment	2	30
WS420	Public Health	2	30
WS425	Western Clinical Nutrition	2	30
WS430	CPR/First Aid & Psychology of Patient Care	1	15
WS510	Western Clinical Medicine I	3	45
WS511	Western Clinical Medicine II	3	45
WS512	Western Clinical Medicine III	3	45
WS520	Clean Needle Technique	0.5	8
WS525	Research Methodology & Evidence Based Medicine	1	15
WS610	Western Pharmacology	2	30
WS615	Clinical Diagnosis by Radiology and Lab Data	2	30
WS620	Clinical Practice Management	2	30
TOTAL		55.5	833

Clinical Practice/Internship

CL410	Clinical Observation I	5	150
CL510	Clinical Internship/Practice Phase I	8	240
CL511	Clinical Internship/Practice Phase II	10	300
CL610	Clinical Internship/Practice Phase III	10	300
TOTAL		33	990

TOTAL HOURS	3113
TOTAL UNITS	174.5

- Didactic classes – one unit equal 15 hours
- Clinical Practice/Internship - one unit equal 30 hours
- * Didactic classes

Acupuncture Competency Exam I, II, III

MSAOM COURSE DESCRIPTIONS

OM310	Fundamentals of Oriental Medicine	2	30
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An introduction to the basic theories of Traditional Chinese Medicine including the history of Oriental Medicine, the relationship of Yin and Yang, the five elements, physiological functions of the Zang-Fu (hollow and solid) organs, the formation and function of Qi, Blood, and Body Fluid.

Prerequisite: None.

OM320	OM Diagnosis I	3	45
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Prerequisite: OM 502.

An introduction to the four methods of diagnosis in Oriental Medicine with emphasis on tongue observations and pulse diagnosis. Also covered an analysis of symptoms and signs of diseases.

Prerequisite: Fundamentals of Oriental Medicine

OM330	OM Diagnosis II	3	45
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To differentiate diseases according to Zang-Fu theory and Five-Elements theory. And to differentiate diseases according to the Six-Stage theory, the Four-Levels theory and the SanJiao theory.

Prerequisite: OM Diagnosis I

OM430	Medical Qi Gong & Breathing Exercises	1	15
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Exercises combing motion with meditation and breathing to nourish energy with lifestyle counseling, and self-care recommendations.

Prerequisite: None.

OM420	Qi Chuan & Exercise Therapy	1	15
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An introductory course to Chinese system of movement and meditation, which the Chinese perform to maintain good health and prolong longevity by promoting free flow of Qi.

Prerequisite: None.

AC420	Tui Na & Manual Therapies	2	30
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An introductory course to Chinese system of movement and meditation, which the Chinese perform to maintain good health and prolong longevity by promoting free flow of Qi.

Prerequisite: None.

OM 410	OM Diets & Nutrition	2	30
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This course teaches the concept of Chinese Diet Therapy & its relation to Western Nutrition. Using the Eight Parameters as a reference, the class will discuss Dietary Transition, Water and Protein/ Vitamin B 12, Oils & Fats, Sweeteners, Salt, Other Condiments, Vitamins, Calcium and Green Food Products, Food Enjoyment/Timing/ Combining, Fasting & Children's Diet, Five Elements & Five Flavors, Using Food in the Treatment of Diseases, Food Energetics, and Nutritional Suggestions. There will be discussions on applying Chinese Diet Therapy in the clinical setting.

OM510	OM Internal Medicine I	2	30
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This course is a study of clinical oriental medicine dealing with syndromes of different body systems such as the respiratory, cardiovascular system. Consideration is given to etiopathology, clinical manifestations, analysis, and treatment plan, including important herbal treatments and basic formula. Also discussed in detail is how to add herbs to a basic formula according to disease progress and different syndromes. Acupuncture treatments are also mentioned.

Prerequisite: at least one Acupuncture Therapeutics, and one Herbal Prescription.

OM520	OM Internal Medicine II	2	30
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This course is a study of clinical oriental medicine dealing with syndromes of different body systems, especially focused on gastrointestinal system. Consideration is given to etiopathology, clinical manifestations, analysis, and treatment plan, including important herbal treatments and basic formula. Also discussed in detail is how to add herbs to a basic formula according to disease progress and different syndromes. Acupuncture treatments are also mentioned.

Prerequisite: *OM Internal Medicine I*

OM530	OM Internal Medicine III	2	30
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.This course is a study of clinical oriental medicine dealing with syndromes of different body systems, especially focused on urinary system and also dealing with traumatology and emergency care. Consideration is given to etiopathology, clinical manifestations, analysis, and treatment plan, including important herbal treatments and basic formula. Also discussed in detail is how to add herbs to a basic formula according to disease progress and different syndromes. Acupuncture treatments are also mentioned.

Prerequisite: *OM Internal Medicine II*

OM611	OM Dermatology	2	30
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This course focuses on the diagnosis and treatment of common skin disorders arising from allergies, viral infections, autoimmune conditions and iatrogenic causes. The course includes preparation and use of Chinese herbal ointments, poultices and creams.

Prerequisites: *TCM Internal Medicine I, II*

OM612	OM Pediatrics	2	30
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This course presents an overview of TCM Pathophysiology, diagnosis, and treatment of selected common pediatric diseases. Upon completion of this course, students should have acquired the knowledge of TCM syndrome differentiation and differential treatment of selected common pediatric disorders.

Prerequisites: *TCM Internal Medicine I, II*

OM613	OM Gynecology	2	30
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This course reviews the anatomy, physiology and pathology of the female reproductive system from a Western perspective as well as the TCM paradigm. Students will learn to diagnose, differentiate and develop treatment plans for general gynecological disorders and to use correct treatment strategies to treat a range of gynecological disorders.

Prerequisites: *TCM Internal Medicine I, II*

OM614	OM Sports Injury	2	30
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This course provides students with an introduction to the principles of pharmacology, medical terminology, and documentation used in the care of physically active individuals by Oriental Medicine.

Prerequisites: *TCM Internal Medicine I, II*

AC310	Fundamentals of Acupuncture	1	15
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This course presents an in-depth discussion of the traditional functions, major laws and principles, and the cautions and contraindications of the major Acupuncture points. Students will learn the properties of the major points, including their traditional and empirical usages, the significance of their nomenclature, and their therapeutic effects. Students will also be exposed to the major groupings of the Acupuncture Points on the 12 Main Meridians, the Ren and Du Channels, and the Special point categories

Prerequisites: *Anatomy & Physiology*

AC311	Acupuncture Meridians I	3	45
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This course familiarizes students with the concepts of channels and meridians and presents a survey of the 12 primary and 8 extraordinary meridians and the various pathways and collaterals associated with each meridian. It also presents the traditional system of proportional measurement combined with anatomical landmarks as a guide for locating points along a pathway.

Prerequisites: Anatomy & Physiology

AC320	Acupuncture Meridians II	3	45
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This course continues to examine in detail the location and energetics of acupuncture points. This module presents acupuncture points along the urinary bladder, kidney, pericardium, triple burner, and gall bladder meridians.

Prerequisites: Acupuncture Meridians I

AC321	Acupuncture Meridians III	3	45
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The third of a three-part series on acupuncture point location and energetic. This course covers the location of acupuncture points on the Liver, Governing (Du) and Conception (Ren) meridians; it also describes in detail various 'extra points' commonly used in acupuncture and TCM. Students will also learn the energetic of group points including the Font-mu, Back-Shu, Confluent, Influential and group Luo points.

Prerequisites: Acupuncture Meridians II

AC410	Acupressure	1	15
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This course presents lectures, demonstrations and practice in to the practical use of hand and finger pressure on acupuncture points and channels.

Prerequisites: Acupuncture Meridians I

AC322	Acupuncture Adjunctive Modalities	3	45
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This course presents lectures of effective acupuncture treatments for a variety of health concerns. Specialties include pain management, weight loss, anxiety, smoking addiction, and women's health issues. Acupuncture in addition to adjunctive modalities like heat therapy, cupping, oriental bodywork, food therapy, and herbal therapy are used to provide lasting results.

Prerequisites: Acupuncture Meridian I,II,III

AC510	Acupuncture Techniques I	2	30
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This course presents lectures, demonstrations and practice in safe needling techniques. Students will be introduced to different types of needles, needle selection, management of needle-stick incidents, sterilization and clean needle procedures. Students will be taught the basic techniques of needle insertion, manipulation and withdrawal; students will also be taught the basic tonification and sedation methods.

Prerequisites: Acupuncture Meridian I,II,III

AC511-512	Acupuncture Techniques II & III	4	60
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This course presents lectures, demonstrations and practice in advanced acupuncture techniques and their clinical application. Students will learn cupping, moxibustion, electro-acupuncture, application of acupressure beads and magnets, equipment safety and the use of special needling techniques such as cutaneous acupuncture and classical needling methods.

Prerequisites: Acupuncture Meridian I,II,III

AC610	Acupuncture Specialty Treatments I	2	30
<p>This course reviews the methods and clinical application of micro system acupuncture, focusing on the systems of scalp and auricular acupuncture, integrating lectures, demonstrations and practice sessions within the course.</p> <p><i>Prerequisites: Acupuncture Techniques I & II</i></p>			
AC620	Acupuncture Specialty Treatments II	2	30
<p>This course presents an in depth discussion of therapeutic strategies and clinical point combinations for major channel and zang-fu disorders. Students will learn how to analyze and combine acupuncture points to treat a variety of syndromes and diseases.</p> <p><i>Prerequisites: Acupuncture Techniques I & II</i></p>			
HB310	Fundamentals of Herbal Medicine	1	15
<p>An introduction to Chinese herbal medicine, this course presents the major herbs and herb groups in Chinese Herbalogy, with an overview of their herbal characteristics and therapeutic uses.</p> <p><i>Prerequisites: None</i></p>			
HB320	Herb Pharmacopoeia I	3	45
<p>This is the first of a three-part series that examines in detail the herbal characteristics, entering channels, therapeutic actions, clinical indications, contraindication, dosages, preparations and special properties of the major medicinal substances in Chinese herbal medicine. In this module, medicinal substances from the following categories will be studied in detail: diaphoretic herbs, herbs that clear heat, anti-malarial herbs, downward draining herbs, diuretic herbs, and aromatic damp transforming herbs.</p> <p><i>Prerequisites: Fundamentals of Herbal Medicine</i></p>			
HB321	Herb Pharmacopoeia II	3	45
<p>This is the second of a three-part series that examines in detail the herbal characteristics, entering channels, therapeutic actions, clinical indications, contraindication, dosages, preparations and special properties of the major medicinal substances in Chinese herbal medicine. In this module, medicinal substances from the following categories will be studied in detail: anti-rheumatic, anti-tussive, phlegm resolving, emetic, digestive, carminative, hemostatic, blood invigorating and interior warming herbs and medicinal substances.</p> <p><i>Prerequisites: Herb Pharmacopoeia I</i></p>			
HB322	Herb Pharmacopoeia III	3	45
<p>This is the third of a three-part series that examines in detail the herbal characteristics, entering channels, therapeutic actions, clinical indications, contraindication, dosages, preparations and special properties of the major medicinal substances in Chinese herbal medicine. In this module, medicinal substances from the following categories will be studied in detail: herbs that calm the spirit, herbs that extinguish internal wind, substances that stabilize and bind, substances that open the orifices, anti-parasitic herbs, substances for external application as well as the various Qi, Blood, Yin and Yang tonics.</p> <p><i>Prerequisites: Herb Pharmacopoeia II</i></p>			
HB410	Herb Formulae I	3	45
<p>The first of a three-part series that analyzes in detail herbal composition, formulation strategies, therapeutic actions, clinical indications / contraindication, dosages, and preparation methods of the major Chinese herbal prescriptions. This module focuses on formulas that treat external conditions, clear heat, harmonize, moisten, drain downward, expel dampness and warm interior cold.</p> <p><i>Prerequisites: Herbal Pharmacopoeia series I & II</i></p>			

HB411	Herb Formulae II	3	45
<p>The second of a three-part series that analyzes in detail herbal composition, formulation strategies, therapeutic actions, clinical indications / contraindication, dosages, and preparation methods of the major Chinese herbal prescriptions. This module focuses on formulas that tone and formulas that regulate Qi, invigorate blood and stop bleeding, <i>Prerequisites: Herbal Formulae I</i></p>			
HB412	Herb Formulae III	3	45
<p>The third of a three-part series that analyzes in detail herbal composition, formulation strategies, therapeutic actions, clinical indications /contraindication, dosages, and preparation methods of the major Chinese herbal prescriptions. This module focuses on formulas that astringe and bind, calm the spirit, expel wind, resolve phlegm, relieve food stagnation and expel parasites. <i>Prerequisites: Herbal Formulae II</i></p>			
HB420	Advanced Formulation Skills	2	30
<p>This course focuses on the development of herbal formula writing skills; students will learn the principles and strategies of herbal combinations and apply these skills and strategies in constructing an herbal formula and modifying formulas to suit the individual needs of their patients. <i>Prerequisites: Herbal Formulas I, II, and III</i></p>			
HB510	Herb / Drug Interaction	2	30
<p>This class is designed to further instruct the student a out the potential toxicities and contraindications for the use of Chinese herbal medicines. Students will also learn about the different drugs imported in Chinese herbal remedies. <i>Prerequisites: Herbal Pharmacopoeia</i></p>			
HB511	Herbal & Dietary Supplement Counseling & Recommendations	2	30
<p>This course looks into the nature and functions of herbal and dietary supplements and their practical application as therapeutic and preventive health measures based on theories and principles of traditional Chinese medicine. <i>Prerequisites: Herbal Pharmacopoeia</i></p>			
HB610	Shang Han Lun	2	30
<p>The classic theories of infectious diseases caused by exogenous wind and cold factors; etiology, clinical manifestations, pulse and tongue signs, indications and complications at different stages and basic therapeutic herbal formulas. <i>Prerequisites: Herbal Formulas I, II and III, OM Diagnosis I and II, Acupuncture Point</i></p>			
HB620	Wen Bing Xue	2	30
<p>The treatises on acute epidemic febrile diseases, epidemic fevers, detailed analysis of epidemic disease, and outline of epidemic febrile and seasonal diseases. <i>Prerequisites: Herbal Formulas I, II and III, OM Diagnosis I and II, Acupuncture Point</i></p>			
HB630	Jin Gui Yao Lue	2	30

The course will introduce synopsis of prescription, Jin Gui Yao Lue, on pulse, symptom complex and treatment of Bai He syndrome, treatment of apoplexy and acute arthritis, treatment of arthralgia due to stagnation of blood and consumptive diseases, treatment of pulmonary asthenia, pulmonary abscess, cough and inspiratory dyspnea, treatment of chest obstruction, heart pain and shortness of breath, treatment of abdominal distension, abdominal pain caused by cold and indigestion, treatment of pathogenetic wind and cold in the five viscera, treatment of tan yin and coughing, treatment of Xiao Ke, dysuria and urinary disturbance, treatment of edema, and treatment of jaundice.

Prerequisites: Herbal Formulas I, II and III, OM Diagnosis I and II, Acupuncture Point

WS200	General Chemistry	2	30
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This course presents the fundamentals of inorganic chemistry with emphasis on basic chemical principles and their applications to the health care sciences.

Prerequisites: None

WS205	General Biology	2	30
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This course emphasis on the central concepts of biology and is an introductory study of life sciences designed as an introduction to the health care sciences.

Prerequisites: None

WS210	Western Medical Terminology	2	30
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This course is designed to provide students with a working knowledge of western medical terminology and nomenclature, including major roots, prefixes, suffixes and derivatives.

Prerequisites: None

WS215	General Physics	2	30
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A non-calculus treatment of physics with special attention to topics of interest to students of Oriental Medicine. Topics include measurement, force, mass, velocity, acceleration, vectors, heat, wave theory in light and sound.

Prerequisites: None

WS220	Biochemistry	2	30
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This is an introduction to physiological chemistry, including study of the function and structure of the major groups of biochemical compounds, a survey of the main metabolic pathways and an introduction to the biochemical basis of genetics.

Prerequisites: General Chemistry

WS225	General Psychology	2	30
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Introduction of study of the psychology, including learning, thinking, social, personality, abnormal adjustment, and psychological development.

Prerequisites: None

WS230	Anatomy & Physiology I	3	45
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The course provides a detailed study of human anatomy and physiology, including the organization of the human body and the musculo-skeletal, integumentary systems.

Prerequisites: None

WS231	Anatomy & Physiology II	3	45
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This course continues the detailed study of human anatomy and physiology, focusing on the nervous, endocrine, digestive, hematological and respiratory systems.

Prerequisites: Anatomy & Physiology I

WS310	Pathophysiology I	3	45
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This course presents the fundamental mechanisms of disease processes, including cellular and system dysfunctions, inflammation and repair, immune responses and alterations in cardiovascular and respiratory functions.

Prerequisites: Anatomy & Physiology I, II, Biochemistry, Western Medical Terminology

WS311	Pathophysiology II	3	45
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The course continues the study of the fundamental mechanisms of disease processes, focusing on disorders of the gastrointestinal, renal, endocrine and neurological systems.

Prerequisites: Pathophysiology I

WS312-313	Integrated Case Management I & II	6	90
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This series of clinical observation offers students exposure to acupuncture and oriental medicine and western medicine in a clinical setting. Students will have the opportunity to see how TCM theories and diagnostic principles are integrated into clinical practice by observing the entire diagnostic and treatment procedure conducted by experienced licensed practitioners/faculty. There will also be ample opportunity for review and discussions of cases to further enhance the learning experience.

Prerequisites: OM Diagnosis I

WS320	Medical History	1	15
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This course provides a survey of the history and development of both the western medical system as well as acupuncture and oriental medicine, including major historical events and their impact on the development of medical paradigm in the East and the West.

Prerequisites: None

WS325	Medical Ethics	1	15
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This course will discuss ethics, jurisprudence, and current issues that confront the modern health practitioner.

Prerequisites: None

WS415	Western Physical Assessment	2	30
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This course will provide students training in the proper techniques of western diagnostic assessment, including history taking, physical examination and clinical charting. Students will learn the basic techniques in examining the head, neck, thorax and abdomen, as well as basic skills in orthopedic and neurological assessments.

Prerequisites: Pathophysiology I & II

WS420	Public Health	2	30
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This course provides training in the principles of public health, including public and community health and disease prevention, public health education, public health alert and a survey of communicable diseases, disease epidemiology and treatment of chemical dependency.

Prerequisite: Clinic I, II, III, Pathophysiology I, II

WS425	Western Clinical Nutrition	2	30
<p>The fundamentals and study of the basic aspects of nutrition, food, including the essential nutritional requirements, vitamins and minerals, macro nutrition, and the diseases resulting from their deficiency. Students will also learn to analyze and evaluate a patient's nutritional intake to identify and treat a variety of commonly encountered conditions.</p> <p><i>Prerequisites: Biochemistry, Western Medical Terminology</i></p>			
WS430	CPR/First Aid & Psychology of Patient Care	1	15
<p>This is an eight hour certification course in cardiopulmonary resuscitation (CPR) and first aid at the BCLS Class C level, which includes adult, child and infant CPR and first aid. CPR certification is required before a student is allowed to proceed to practice internship training in the Clinic.</p> <p><i>Prerequisite: None</i></p>			
WS510	Western Clinical Medicine I	3	45
<p>This course provides a systematic study of common disorders in neurology, rheumatology, dermatology, endocrinology, hematology and immunology. Students will learn the clinical manifestations, etiology, differential diagnosis and diagnostic criteria, as well as basic treatment principles of common diseases in a clinical setting.</p> <p><i>Prerequisites: Western Physical Assessment</i></p>			
WS511 - 512	Western Clinical Medicine II & III	6	90
<p>This course continues the systematic study of common disorders, focusing on diseases in the cardiovascular, respiratory, gastrointestinal, hepatobiliary, renal, urogenital and gynecological systems. Students will learn the clinical manifestations, etiology, differential diagnosis and diagnostic criteria, as well as basic treatment principles of common diseases in a clinical setting.</p> <p><i>Prerequisites: Western Physical Assessment</i></p>			
WS520	Clean Needle Technique	0.5	8
<p>This course provides training in asepsis and clean needle procedures in acupuncture practice. Clean needle technique certification is required before a student is allowed to proceed to practice internship training in the Clinic.</p> <p><i>Prerequisite: Acupuncture Technique I</i></p>			
WS525	Research Methodology & Evidence Based Medicine	1	15
<p>Instruction centers on current research into the underlying mechanisms of Western Medicine and Oriental medicine. Emphasis on fostering an understanding and ability to explain current research in medicine fields and other health care professionals.</p>			
WS610	Western Pharmacology	2	30
<p>This course presents the study of the major classes of western pharmacological substances, their therapeutic actions, clinical indications, safety and side effects. Students will also learn about drug-herb interaction, the effects of western pharmacological substances on Chinese herbal medicines and vice versa.</p> <p><i>Prerequisites: Biochemistry, Pathophysiology</i></p>			
WS615	Clinical Diagnosis by Radiology and Lab Data	2	30
<p>This course provides students with the basic skills in interpreting medical imaging data and diagnostic laboratory tests. Students will learn to analyze and correlate radiological and laboratory data with their</p>			

patients' clinical diagnoses.

Prerequisites: Pathophysiology, Western Physical Assessment

WS620	Clinical Practice Management	2	30
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This course is designed to prepare students for clinical training. The course focuses on training students to manage patients as a primary health care professional and includes topics such as primary, secondary and tertiary (specialist) care responsibilities, psychosocial assessment, functional outcome measurement, treatment planning, continuity and follow up of care, referral and collaboration, a working knowledge of ICD-9 and current procedural codes, workers compensation labor codes and procedures, medico-legal report writing, special care situations and emergency procedures.

Prerequisites: None

CL410	Clinical Observation	5	150
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In this final section of the observation curriculum, students will be assigned to work with clinic supervisors, and will be directly observing senior practice interns as well as licensed practitioners in the clinic. Students will acquire the necessary skills and knowledge to begin working directly with patients in the next level of clinical training.

CL510	Clinical Internship/Practice Phase I	8	240
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Students will begin working with patients under direct supervision of the clinical faculty. Students will develop their skills in history and intake, clinical assessment and evaluation of patients and in developing the appropriate diagnosis and treatment plan. Students will be closely supervised in the treatment of all patients.

Prerequisite: Pass the Pre-Clinical Examination

CL511	Clinical Internship/Practice Phase II	10	300
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Students will continue to work with patients under direct supervision of the clinical faculty. Students will further develop their clinical assessment, diagnose patients and consult with clinic supervisors in developing an approved treatment and follow up plan. Students will be supervised by the clinical faculty in the treatment of all patients.

Prerequisite: Clinic Internship Phase I

CL610	Clinical Internship/Practice Phase III	10	300
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Students will continue to work with patients under minimum supervision from the clinical faculty. Students will independently carry out the entire history intake, clinical assessment and diagnosis process and develop an appropriate treatment and follow up plan for approval by the clinical faculty. Students will be supervised by the clinical faculty in the treatment of all patients.

Prerequisite: Clinic Internship Phase II

DOCTOR OF PHILOSOPHY IN ORIENTAL MEDICINE (Ph.D.)

OBJECTIVE

The American Liberty University Department Health Science offers a course of study leading to the Doctor of Philosophy (Ph.D.) degree. The doctoral program is research oriented and is designed to provide the theoretical and scientific knowledge necessary for scholarly pursuit in oriental medicine. Students are required to show competence in appropriate areas relevant to their major area of study by completing theory and research courses in oriental medicine and related disciplines.

This advanced program is offered to students who have completed their Master of Science in Oriental Medicine and are looking forward to continuing their academic goals to the Ph.D. level.

The graduate of the doctoral program will:

- Synthesize and critique knowledge in Oriental Medicine and identify future directions for knowledge development;
- Generate Oriental Medicine theory that contributes to Alternative Medicine science;
- Conduct research that contributes to the development of Oriental Medicine science;
- Articulate the ethical, social, legal and moral responsibilities involved in Oriental Medicine;
- Pose research-based solutions to major issues in health care that are of social and ethical significance;
- Articulate the Oriental Medicine science perspective in interdisciplinary dialogue;
- Collaborate with others to promote the use of Oriental Medicine to improve health care.

Method of Study

During the Ph.D. program at the Department of Health Sciences, students are enrolled in oriental medicine courses and support courses. They explore content related to advanced theoretical bases for diagnose, treatment and understanding values of research. The Ph.D. courses include lecture, research, on-line study, group discussion and independent study. In addition, students participate in professional seminars designed to develop group leadership skills.

Research Development

ALU may offer monthly and/or annual seminars provide doctoral students with opportunities to present their research to their peers and faculty.

Criteria

Total Units: 81 units

Total Hours: 51 units courses X 15 = 765 hours

30 units Clinical Study & Research X 30 = 900 hours

Total: 1665 hours

Pre Requisite:

A master's degree in oriental medicine (or equivalent) from accredited school.

Credit for Clinical Courses

Ph.D. candidates in Oriental Medicine may earn up to 30-unit credits for their past clinical experience.

Credits may also be received for time involved with clinical research. Such credit awards relate to candidates who obtain their license in Oriental Medicine.

In order for credit to be acknowledged, candidates must provide documentation, which confirms applicable experience in reputable medical centers, research centers, colleges or universities along with their Application for Admissions.

Admission Requirements/Application Procedure

Priority placement in the Ph.D. program is given to graduates of accredited master's degree programs in oriental medicine. Applicants must provide evidence of the following:

1. Complete the Application for Admission and submit it with a non-refundable Check or money order in the amount of \$110.00 payable to American Liberty University.
2. A master's degree in Oriental Medicine (or equivalent) from an accredited institution.
3. Three letters of reference affirming the applicant's potential for scholarly, investigative, and creative endeavors in oriental medicine (optional).
4. Official transcripts from the previous colleges and/or universities.
5. A statement of educational objectives, specific focus of research, and program and career goals
6. Two current color passport size photos.
7. Optional: It is recommended that applicants submit course descriptions of Master's Degree courses to assist the Admissions Committee in determining if prerequisites have been met.

GRADUATION REQUIREMENTS

1. Completion of course requirements with grade "B" or higher.
2. Completion of all research projects.
3. A dissertation that must be relevant to the student's field of study.
4. Successfully pass dissertation oral defense.
5. Maintain a cumulative 3.00 GPA.
6. If a candidate does not meet any of the above requirements within the allowed time of 4.5 years, his/her candidacy will be terminated and the candidate will not receive a degree from ALU.

PERIOD OF STUDY

- a) The period of doctorate program for students is an average 3 academic years (minimum of 5 and a maximum of 13 semesters).
- b) Students who have not passed all credit courses by the end of the fourth semester or whose cumulative grade point average is below the minimum requirement (3.00/4.00) are dismissed.
- c) Students who have passed all of their credit courses and whose dissertation proposal has been accepted, but who have not submitted their dissertation by the end of the period of study outlined above, may, upon the recommendation of the department and the approval of the Dean/Director of Department of Acupuncture and Traditional Oriental Medicine, be granted an extension of a maximum of two semesters for the dissertation defence.

DISSERTATION:

Each doctoral candidate is required to complete a dissertation that embodies original and independent research and demonstrates advanced scholarly achievement. As soon as possible after a student's admission to candidacy, and during or before enrollment in Dissertation Course, the student forms a dissertation committee.

The dissertation committee consists of a minimum of three members. Two shall be chosen from the faculty of the Department of Health Science; the third may be a member of the faculty of another Department within the American Liberty University, or a person holding doctorate degree outside the University. The Chairperson and committee are chosen by the student, approved by his/her advisor, and then formally appointed by the Dean of Department of Health Science.

The candidate shall defend the dissertation in a public oral examination. Official approval of the dissertation committee is required; committee members certify their acceptance by signing the title page of the dissertation. Three signed copies of the dissertation, one original and two clear copies should be filed in the Department of Health Science.

The submitted dissertation becomes the property of American Liberty University, but the University does not limit the author's right to publish the results.

The dissertation must satisfy one of the following criteria:

1. Introducing an innovation in a scientific/scholarly field
2. Developing a new scientific/scholarly method
3. Applying an already-known method in a new area

Ph.D. Courses

<u>Course #</u>	<u>Course Title</u>	<u>Units</u>
RE800	Adv. Research Methodology	4
AM808	Advanced Research and Study of Alternative Medicine	3
OM801	Chinese Medical Constitutions I (Advanced Shang Han Lun)	3
OM802	Chinese Medical Constitutions II (Advanced Wen Bing Xue)	3
OM803	Chinese Medical Constitutions III (Advanced Huang Di Nei Jing)	3
OM804	Chinese Medical Constitutions IV (Advanced Jin Kui Yao Lun)	3
OM825	Advanced Research on TCM Diagnosis	3
OM812	The current Research and Study of Ac. & OM in the U.S., China, Korea, and Japan	3
CL890	Advanced Clinical Study & Research I	10
CL891	Advanced Clinical Study & Research II	10
CL892	Advanced Clinical Study & Research III	10
DI900	Dissertation Proposal	non-credit
DI901	Dissertation Research I	5
DI902	Dissertation Research II	5
DI903	Dissertation Research III	5
DI904	Dissertation Research IV	5
	Electives	6
	Total	81

Graduate Level Electives Courses

OM810	The current Research and Study of Acupuncture & Oriental Medicine in the in the 4 continents	3
OM830	Advanced Orthopedics	3
OM835	Advanced Gynecology	3
OM847	Adv. HIV & AIDS Treatment	3
OM832	Advanced Traumatology	3
OM845	Advanced Immunology	3
OM846	Advanced Hepatitis	3
OM850	Advanced Ophthalmology	3
OM855	Advanced Auriculotherapy	3
OM860	Advanced Allergy & Asthma	3
OM875	Advanced Internal Medicine	3
OM880	Advanced Pediatrics	3
OM883	Independent Study in Oriental Medicine	3
OM895	Advanced Seminar in Oriental Medicine I	3
OM896	Advanced Seminar in Oriental Medicine II	3
MG865	Adv. Health Care Management	3
HR705	American Herbs	2
OM710	Korean Hand Acupuncture	3
EA720	Esoteric Acupuncture I	3
EA720	Esoteric Acupuncture II	3

OM725	Wrist-Ankle Acupuncture	2
OM730	Diabetes and TCM	2
OM750	Feng Shui and Health	1
OM760	Face Diagnosis	1
OM770	Head and face and Mental/Emotional Disorders in TCM	3
NU520	Administration, Evaluation and Communication	3
NU525	Leadership in Health Care	3
NU740	Management and Planning of Nutrition Health	3
NU745	Professional Communications	3
PS 5057	Developmental Psychology	3
PS 5208	Sensations and Perception	3
PS 5255	Human Performance	3
LA550	Chinese Medical Language	3
LA555	Korean Language	2
LAW870	Advanced Business Law	3
EDU802	Leadership in Education	3

Ph.D. in Oriental Medicine Program Faculty and Doctorate Committee Members

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 M.A., California State University, Long Beach, CA (1976-1978)
 B.A. in TV Production, School of Art, Tehran, Iran (1970-1974)
 Platt College, Multimedia, Software Education, Web Design, Art Institute of CA, Teaching, Westwood College, Teaching, Argosy University, Director of Distance Education
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 Surgery Internship, State University-King, Brooklyn Country Medical Center, New York 1969
 Surgery Residency, Medical College of Ohio, Toledo, Ohio 1970-1974
 Chief resident, Wayne State University, Detroit, Michigan 1974-76
 Critical Care Medical, Wayne State University 1976-1977
 Diplomat of American Board of Surgery 1977
 Diplomat American Board of Thoracic Surgery 1978
 Fellow, American College of Chest Physicians 1980
 Chief of Surgery/Hemet Valley Medical Ceneter 1981
 Fellow, American College of surgeons 1981

Chief of Staff/Hemet Valley Medical Center 1988-1990
Board of Directors, Valley Merchants Bank, Incorporated 1990-2000
Chief of Staff/Menifee Valley Medical Center 1994-1996
Chairman and CEO, Hemet Health Care Surgi-Center – Present
President-Hemet Cardio-thoracic and Vascular Surgery Medical
Group, Incorporated –Present
President-Hemet Community Medical Group, Inc.
President- Southland Surgeons Medical Group, Inc.
Adjunct Professor, California State University, San Bernardino, CA

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Member of the Board of Directors, CCAA, San Francisco, California
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M.D., Guang Zhou Medical University, People's Republic of China
1964-1970
Post-Doctoral Training: Orthopedics, Guang Zhou Hospital,
Orthopedics Department, China 1972-1973
Post-Doctoral training: General Surgery, Dong Guong Hospital,
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NCCAOM Certified-Acupuncture and Herbal Certifications 1994-
Present
Clinic Supervisor, Midwest College for the Studies of Oriental
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Head of Clinic, The Affiliate Orthopedics Hospital, Guang Zhou
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1986-1987
Attending Physician, Specializing in Orthopedics and Professor at
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China 1970-1989

Publications:

1. "Orthopedics of TCM.". *Textbook*. 1976. *Guangzhou Medical University of TCM*.
2. "Flow Cytometric Measurement of Interleukin – 6 Receptors in Myeloma Cells," 1991. (Y. Chen, M.S.; X.Feng, M.D.)
3. "Effect of Prolonged Exposure to Low Drug Concentration on Myeloma Cells in Vitro. L. Schilder." 1991. *Orthopedics textbook* 1986. (L. Schilder, M.D; X. Feng, M.D.; Y. Chen, M.D.)

Henry H. Fung, L.Ac., D.D.S., M.D. Doctors Degree in Dental Science (DDS), University of Southern California (USC) 1980-82
M.D., DDS, National Defense Medical Center, Taiwan 1962-68
Doctor of Chinese Acupuncture and Medicine, Chinese Medical Institute, Hong Kong 1970-74
Paramedic, St. John First Aid, Hong Kong
California Dentist License
California Licensed Acupuncturist
Diplomatic in Acupuncture of the NCCA
California Acupuncture Medical Association Consultant

Li Chun Huang, L.Ac., M.D. (China.) M.D. Medical College of Chinese P.C.A. 1960
Post Graduate Advanced Studies, P.L.A. Military Medical College 1993
National Study and training Class for New Auricular Medicine 1969
Chief Doctor and Educator of Auricular Medicine, International Research Training Center in FL. 1996-2000
Team Leader of TCM. & Acupuncture Stationed in Havana, Cuban, for training military doctors under governmental program 1993-1994
Doctor and Clinical researcher in Auriculotherapy and acupuncture in P.L.A. General Hospital 60-93
Work for Surgeon and surgery Department, P.L.A. General Hospital 1960-1970
Dean of Auricular Medicine International Research and Training Center
Chief Doctor of 301 General Hospital
Director of China Acupuncture and Moxibustion Association Committee
Group Leader of Auricular Studies and Research
Instructor of Professional Teaching Instructors
Member: Auricular Adviser, Ear Acupuncture Association of Beijing TCM Medical College
Member: Auricular Advisor, Auricular Research Association-Beijing Medical College of Acupuncture, Orthopedic and Traumatology
Member: Auricular Advisor- Florida Acupuncture Association Inc.
Awards:
Special Metal Award given by the President of Italy in Beijing
Friendship and Struggle award and Certificate given by President of Cuba
Special expertise certificate issued by State Department of People's Republic of China
Reception and Medical Treatment of two Primer Minister Zhao and Jiang in premier Minister Official residence Zhong Hai Beijing
Excellence Awards- 2nd year term of national wide video tape contest
Excellent instructor-China P.L.A. military advanced medical College

Publications:

1. "Auricular Diagnosis and Treatment" 1991
2. "Auricular Diagnosis with Color Photo" 1999

3. "Auriculotherapy: Formula and Prescription" 2001
4. "Auricular Diagnosis" 1987
5. "Video Education Tape"
6. "New Auricular Charts"
7. "New Largest Auricular Model"

Howard M. Kim, L.Ac., Ph.D.

M.S. in Oriental Medicine, South Baylo University, Anaheim, California 1997
 B.A. in Civil Eng., Chung-Ang University in Seoul, Korea 1978-81
 Ph.D. in Oriental Medicine, American Liberty University, 2006
 Business Administration, U.C. Berkeley, California 1982
 Oriental Medicine & Acupuncture, Kyung San University, L.A., California 1995-1996
 Chairman of 21 Century Oriental Herbal Medicine Research Institute of America 1998-2000
 Professor, South Baylo University 1999
 President of 21 Century Inter Trading Company 1992- Present
 President of Genesis Inter Trading Group 1986-1991
 President of trans Systems Services, INC 1983-1991
 President of M.C. Gold Minor Co. 1983-1991
 Certificates of U.C. Irvine – Anatomy 1997
 California Licensed Acupuncturist 1998-Present

Abel S. Kwan, Ph.D., L.Ac., M.D. (Taiwan)

Ph.D. in Human Behavior, Royal College, Los Angeles, 1988
 M.S. in Health Administration, St. Louis University, St. Louis, 1995
 DOM, Oriental Medicine, Samra University, Los Angeles
 M.D. National Defense Medical University, Taipei, Taiwan, 1964
 California Licensed Acupuncturist

Academic and Research Experience:

Instructor at Yo San University of Chinese Med.
Attending Physician, ACUHOPE Center, Encino
PET Center Director, Chung Shan Med. University
Department Head, Medical Affair Department
Physician License (Taiwan)
Cardiologist Certificate (Italy)
Internal Medicine Specialist (Taiwan)
Pediatrician Certificate (Taiwan)

Kay Lam, L.Ac., Ph.D., M.D. (China)

Ph.D. in Oriental Medicine, S.F. College of Acupuncture and Oriental Medicine, SF, California 1984
 M.D., Medical School Kong Sia, China 1965
 Ph.D. in Oriental Medicine, American Liberty University, 2006
 Member of the Board of Directors, CCAA, San Francisco, California 2000-now
 California Licensed Acupuncture

Harvey Lam, L.Ac., Ph.D., M.D. (China)

Ph.D. in Oriental Medicine, S.F. College of Acupuncture and Oriental Medicine, SF, California 1984
 M.D, Medical School, Kong Sia, China 1965
 Ph.D. in Oriental Medicine, American Liberty University, 2006

Member of the Board of Directors, CCAA, San Francisco, California
2000-now
California Licensed Acupuncture

Yash Pal Manchanda, Ph.D.

Ph.D. in Clinical Psychology, Int. College, Los Angeles, California
1985
Ph.D. in Leadership and Human Behavior, USIU, San Diego,
California 1975
M.A. in Marriage Family and Child Counseling, Int. College, Los
Angeles, California 1983
MBA in Engineering Management, Pepperdine University, Los
Angeles, California 1973
B.S. in Mechanical Eng., California State Polytechnic University,
Pomona 1965
M.A. in Applied Mathematics, Delhi University, India 1962
B.A. in Mathematics, Punjab University, Delhi, India 1957
State of California Licensed Psychologist
Licensed in Marriage Family and Child Counseling, State of
California
Membership: *Society of Allied Weight Engineers*
Academic and Research Experience:
Published many articles in various journals on: Total Quality,
Supervision and Management
Co-Author Of book: "Teamwork Masterguid"
California Community College Teaching Credential in Engineering,
Psychology, Business Administration and Mathematics
California Standard Designated Teaching Credential in Social
Science, English, Industrial Arts, Basic Engineering, Physical
Sciences, and Business Administration

Enrico Melson, M.D.

Doctor of Medicine, UC Irvine, Irvine, CA, 1982
3rd Year Medical Student, Stanford University, Stanford, CA, 1981
M.A. in Public Health, UC Berkeley, Berkeley, CA, 1981
B.A. in Public Health, Harvard University, Cambridge, MA, 1977
Professional Licenses:
Medical License, California (Active)
Medical License, New York (Active)
Medical License, Iowa (Inactive)
Medical License, Alaska (Inactive)
Medical License, Maryland (Inactive)
Certificates:
Diplomat, American Board of Preventive Medicine (1992)
Master Hypnotherapist, American Board of Hypnotherapy (MHT,
1993)
Diplomat, American Academy of Pain Management (DAAPM,
2005)
Fellow, American College of Preventive Medicine (FACPM, 1993)
Master Practitioner and Trainer NeuroLinguistic Programming
(MNL, 1993-present)
Master BioEnergetics Practitioner (MBE, 2005-present)
Diplomate, American Board of Family Practice (1989-97)

Fellow, American Academy of Disability Evaluating Physicians (FAADEP, 1992-1996)
Advanced Cardiac Life Support (79-05) Recertification Pending*
Medical Review Officer, Certified (1992-94; 1995-97, 2002-2005)
Qualified Medical Evaluator (QME, 1998-2005)
Advanced Trauma Life Support (1987-91; 2005)

Henry S. Oh, Ph.D.

Ph.D. in Health Education, Pacific Western University, Los Angeles, CA 1991-1994
M.Sc. in Health Administration, Pacific Western University, Los Angeles, CA 1990-91
B.S. in Medical Technology, University of Santo Tomas, Manila, Philippines 1978-82
A.A. in Applied Sciences, California College for Health Sciences 1989-90
Certificate in Respiratory Therapy
Certified Allied Health Instructor
Registered Respiratory Therapist
Certified Neonatal/Pediatric Specialist
Registered Medical Technologist

Coney D. Pappas, Ed.D.

Ed.D. in Personnel and Counseling and Psych., Drake University, Des Moines, Iowa 1980-1983
M.S.E. in Learning Disability and Emotional Disturbance, Drake University, Iowa 1977-1980
B.S.E. in Social Science Mental Retard, Drake University, Des Moines, Iowa 1969-1972
Credit in Administration Supervision, California State University, Long Beach, California 1985-1986
California Commission on Teacher Credentialing
California Certificate in Resource Specialist
California Community College Counselor Credential
California Community College Instructor Credential
California Community College Student Personnel Worker Credential
Resource Specialist/Consultant, Long Beach Unified School District 1985-Present
Adjunct Faculty Lecturer, Calif. State University – Fullerton & Long Beach, CA 1997-1999
Multi-Categorical Resource Specialist/ Consultant, Des Moines Public School District – Des Moines, Iowa 1977-1985
Custody Investigator/Consultant, Polk County Court House – Des Moines, Iowa 1983-1984
Administrative Personnel Specialist, Headquarters Hawkeye Brigade, Iowa Army National Guard – Camp Dodge, Iowa 1976-79

Academic and Research Experience:

Credit in Administration Supervision, California State University, Long Beach, California
California Commission on Teacher Credentialing
California Certificate in Resource Specialist
California Community College Counselor Credential
California Community College Instructor Credential

Zhen En Piao, L.Ac., M.D. (China) M.D., Harbin Medical University, China 1960
Stright Medical Intern, Harbin Medical University, China 1961-1962
Resident in Internal Medicine, 1963-1966
Fellow in Cardiology 1967-1970
Chief Resident in Internal Medicine, Harbin Medical Uni. 1971-1972
Staff Physician in Cardiology, Harbin Medical Uni. 1973-1983
Assistant Professor of Medicine, Harbin Medical Uni. 1975-1978
Associate Professor of Medicine, Harbin Medical Uni. 1978-1981
Research Associate, Loyola University of Chicago, 1984-2000

Awards:

1. Achievement in Scientific Research Award, Heilongjiang Province, China
2. Achievement in Scientific Research Award, Heilongjiang Province, China
3. Outstanding Achievement in Research Award, American International Institute of Chinese Medic

Publications:

1. "The Effects of Sodium on Finrillatory Propensity Of Contrast Media"
2. "Coronary Angiographies During Acute Myocrdial Infarction In Dogs"
3. "Hemodynamic Effects oF Contrast Media During Coronary Angiography"
4. "Clinical Study on Disturbances of Blood Gases and Acid-base equilibrium in Shock"
5. "Bradryarrhythmias During Coronary Agiography with Ionic Contrast agents"

A. Saleh Jahromi, Ph.D. Ph.D. in Theoretical Nuclear Physics, London University, London, England 1973
M.S. in Mathematical Physics, Tehran University, Tehran 1967
B.S. in Physics, Tehran University, Tehran 1963
Physics Laboratory Manager, Loyola Marymount University, Los Angeles, California 1996-2010
Lecturer, Mathematics, Loyola Marymount University, Los Angeles, California, 1984-1996
Associate Professor of Physics, Chairman of Physical Science Department and Director of Physics and Chemistry Laboratories, 1985-1991
Lecturer, Physics and Mathematics, Cal Poly Pomona, 1982-1984
Member of the Institute of Physics – M int P – The Institute of Physics, England
Member of the Institute of Nuclear Physics

Publication:

1. "The Possible Amgular Momentum Wave Function Of A- Hyper triton," Scientific Journal, Vol.1, No.1, 1976
2. "The Binding Energy of A-particle in A-Hypertriton", Scientific Journal, Vol. 2, No. 3, 1977

3. "Energy Levels of the Lithium Atom", Eur. J. Phys. 19 (1998)
4. "Ground State Energy of Beryllium Atom and Beryllium - like Atom". To be published.
5. "A Simple Formula for Computing the Sum of the k th Powers of the First $n -$ positive intergers."

Academic and Research Experience:

Northrop University, Los Angeles, CA
 London University, London, UK
 California State Polytechnic University,
 Pomona, CA
 Loyola Marymount University, Los Angeles
 West Coast University, Los Angeles, CA

Memberships:

- 1) Institute of Physics, England
- 2) Institute of Nuclear Physics

Faiz Salehi, Ph.D.

Ph.D. in Biology, University of North Texas, Denton, Texas 1987-93
 M.Ed. in Biological Sciences, Southwestern Oklahoma State University, Weatherford, Oklahoma 1980-83
 B.Sc. in Biology/Chemistry, Southwestern Oklahoma State University, Weatherford, Oklahoma 1977-79
 A.Sc. in Biology, South Oklahoma City Junior College, Oklahoma City, Oklahoma 1974-79
 A.A. in Chemistry, El Reno Junior College, El Reno, Oklahoma 1976-77
 College Instruction Credential in Biological Sciences, in California and Arizona

Mikio Sankey, Ph.D., L.A.c.

Ph.D. in Health Sciences, specializing in Iridology & Nutrition, Honolulu University, Hawaii 1992
 Doctor of Naturopathy, Clayton School of Natural Healing, Birmingham, Alabama 1990
 Ph.D. in Oriental Medicine, American Liberty University, CA 2006
 M.S. in Oriental Medicine, Samra University, Los Angeles, CA 1993
 Cal-State L.A., Dominguez Hill 1967-69
 University of Maryland 1966-67
 California Licensed Acupuncturist

Publications:

Climbing Jacob's Ladder Workbook: Esoteric Acupuncture Volume III; Mountain Castle Publishing
Discern the Whisper: Esoteric Acupuncture Volume II; Mountain Castle Publishing
Esoteric Acupuncture: Gateway to Expanded Healing, Volume I; Mountain Castle Publishing

Faraz M. Shahbazian, Ph.D.

Ph.D. in Basic Medical Science, New York University, New York, New York 1985
 M.S. in Biochemistry, New York University, New York, New York 1973
 B.S. in Chem., University of San Francisco, San Francisco, California 1969
 M.S. in Organic Chemistry, University of Tehran, Tehran, Iran 1980

Material regulatory Assistant at Diamond Shamrock Chemical Corp.,
Morristown, NJ

Membership: American Chemical Society

Publications:

1. "Rate of protein synthesis in rat rain and other organs" (several papers published).
2. "Correlation of bronsted "beta" exponent and hammet 'rho' values" (paper presented at Iranian Chemical Society).
3. "Extraction, purification, and characterization of watermelon and cantaloupe see oil"
4. "Use of rice grain husks for formation of particle boards."
5. "Synthesis of urethane of 1, 2, 3 – Thiadiazole for pharmaceutical purposes" (paper published)

Academic and Research Experience:

California State University, Los Angeles.

University of San Francisco

University of Phoenix, California

National University, California

Cleveland Chiropractic College, Los Angeles.

Lock haven University, Lock Haven, Pennsylvania.

Los Angeles Community College District.

Memberships: American Chemical Society

Young T. Won, Ph.D., M.D.

Ph.D., Catholic University – Medical Surgery, Korea 1983-1987

M.D., Catholic University – Medical College, Korea 1974-1980

M.S., Catholic University – Medical Surgery, Korea 1981-1983

California Licensed M.D.

Assistant Dean, South Baylo University, CA 95-96

Lecturer, Anatomy-physiology Clinical Science, South Baylo, CA 1993-1996

Szu-Hui Yeh, L.Ac., Ph.D.

M.S. in Oriental Medicine, South Baylo University, Anaheim, CA 2004-08

M.A. in Biology (Immunology), California State University, Fullerton 1992-96

B.S. in Medical Terminology, Taipei Medical University, Taiwan 1983-89

Ph.D. in Oriental Medicine, American Liberty University, CA 2008
Molecular (Genetic Engineer and Lecturer, Research Assistant),
National Institute of Biomedical Sciences Academia Sinica, Taiwan 1991

Military Medical Doctor, Taught First Aid courses, National Army, Based in Taipei 1989

Immunology, Nutraceutical Courses Lecturer, R/D Team Instructor, Viva Life Science, Costa Mesa CA

President, Nutraceuticals Instructors, Yes Nutraceuticals, Tustin, CA
California Licensed Acupuncturists

Yu You, L.Ac., OMD, Ph.D.

Ph.D. in Oriental Medicine, South Baylo University, CA 1988

Doctor of Oriental Medicine, South Baylo University, CA 1990

MD, Nanjing Medical University, Nanjing China 1963-70
M.S. in Medical Science, Shanghai Medical University, Shanghai, China 1972-82
Post Graduate, Department of Internal Medicine, Hua Shan Hospital, China 1979-82
California Licensed Acupuncturist
MD Licensed - China
Diploma, National Commission for the Certification of Acupuncturist
Certified Clinic Director, Council for Private Postsecondary and Vocational Education, California
Certified instructor in Anatomy, Acupuncture and Oriental Medicine
Member of Nationwide Register' WHO'S WHO in Executives
Member of National Registry of WHO'S WHO in Profession
Member of Chinese Medical Association, Shanghai
Academic Counselor, American Institute of Chinese Medicine
Standing director, International Association of Integrated Medicine
Publications: 6 Books, 3 in Cardiology

Ph.D. COURSE DESCRIPTIONS

OM800 Advanced Research Methodology (3) Covers advanced inquiry methodology and current research into the mechanisms underlying the various fundamental premises of Western and Oriental medical systems. Emphasis is on fostering the understanding and ability to interpolate valuable information from between all the disciplines. *Prerequisite(s): None*

AM808 Advanced Alternative Medicine (3) The advanced study and research of areas and avenues available through alternative medical techniques to treat various diseases. Also covered are alternative therapies and an overview of health conditions. *Prerequisite(s): OM800*

OM810 The current Research and Study of Acupuncture & Oriental Medicine in the America, Africa, Asia, Europe and Oceana (3) The study of history and usage of Acupuncture and Oriental Medicine and current development and research in the America, Africa, Asia, Europe and Oceana continents and comparison of Traditional medicine with Western medicine. *Prerequisite(s): OM800*

OM812 The current Research and Study of Acupuncture & Oriental Medicine in the U.S., China, Korea, Japan and India (3) The study of history and philosophy of Acupuncture and Oriental Medicine and current development and research in the U.S., China, Korea, Japan and India and comparison of local Traditional medicine with Oriental medicine and Western medicine. *Prerequisite(s): OM800*

OM801 Advanced Shang Han Lun (3) The advanced Shang Han studies (one of the four constitution-related Chinese Medicine disciplines) include the classic theories of infectious diseases caused by exogenous wind and cold factors; etiology, clinical manifestations, pulse and tongue signs, indications and complications at different stages and basic therapeutic herbal formulas. *Prerequisite(s): OM800*

OM802 Advanced Wen Bin Lun (3) The advanced study and research on Wen Bin Lun (one of the four constitution-related Chinese medicine disciplines) includes treatises on acute epidemic febrile diseases, epidemic fevers, detailed analysis of epidemic disease, and outline of epidemic febrile and seasonal diseases. *Prerequisite(s): OM800*

OM803 Advanced Huang Ti Nei Ching (3) The advanced study and research on Huang Ti Nei (one of the four Constitution-related Chinese medicine disciplines) includes physiology; pathology, anatomy, diagnosis, meridians, acupuncture, moxibustion, and the five circuit phases and six climatic energies.

Prerequisite(s): OM800

OM804 Advanced Jin Kui Yao Lue Fang Lun (3) The advanced study and research on Jin Kui Yao Lue Fang (one of the four constitution-related Chinese medicine disciplines) includes internal medicine; surgery-treated diseases and gynecological problems. *Prerequisite(s): OM800*

OM825 Advanced Oriental Medicine Diagnosis (3) Covers advanced study and research in four traditional methods of Oriental medicine diagnosis, including observation; auscultation/olfaction, inquiry, palpation, and the study of signs and symptoms of the tongue and pulse. Also explored are the relevant treatment and diagnostic potentials of computers and electromagnetic devices for diagnosis and treatment. *Prerequisite(s): OM800*

OM830 Advanced Orthopedics (3) The course covers advanced studies and researches relating to oriental methods of evaluating and treating orthopedic problems. Includes acupuncture treatment for pain and muscular dysfunction, and the skills related to functional assessment and treatment, including trigger points and referred pain analysis. *Prerequisite(s): OM800*

OM832 Advanced Traumatology E.N.T. (Ear-Nose-Throat) (3) An advanced research of Ear-Nose-Throat disease including: Anatomy and Physiology of Ear-Nose-Throat and Head, diagnosis and treatment in Oriental medicine, TCM approach, disorders of E.N.T., related disease and latest technique and treatment of Ear-Nose-Throat disease. *Prerequisite (s):OM800*

OM835 Advanced Gynecological Disease (3) Course focus is on researching female-specific diseases, including: anatomy and physiology of the female organ structures, diagnosis and the TCM approach, postpartum and pregnancy disorders, and the latest techniques for the treatment of gynecological dysfunction. *Prerequisite(s): OM800*

OM845 Advanced Immunology (3) The advanced study and research of the modern concepts of immunology, and its theories and technologies in diagnosis; biotechnology, biochemical assays, purification of proteins and peptides, and immune system strengthening through herbal medical techniques are covered. *Prerequisite(s): OM800*

OM846 Advanced Hepatitis (3) Focus lies on the latest research regarding hepatitis in conventional Western medicine and Acupuncture and Oriental medicine, including hepatitis in TCM; acute hepatitis, symptoms, diagnosis and treatment, chronic/active hepatitis, hepatitis A & B, and viral hepatitis. *Prerequisite(s): OM800*

OM847 Advanced HIV & AIDS Treatment (3) Emphasis is on the latest technologies and treatments from advanced research on HIV and AIDS - including opportunistic infections - from the Biomedical and Oriental medical perspectives.

Prerequisite(s): OM800

OM850 Advanced Ophthalmology (3) An advanced study of ophthalmologic diseases including: anatomy and physiology of the eyes; diagnosis and treatments in oriental medicine, TCM approaches, eye disorders, and the best and latest techniques. *Prerequisite(s): OM800*

OM865 Advanced Health Care Management (3) This course offers insights into the provisions of patient care in a professional practice setting. Students will be made aware of options available in the delivery of

Acupuncture and Oriental Medicine to diverse patient populations. Emphasis is placed on the ethical and moral implications of professional practice. *Prerequisite(s): OM800*

OM883 Independent Study in Oriental Medicine (3) This course offers doctoral-level analysis of selected topics. This three-credit nonresident option is completed on a one-to-one basis with a faculty mentor. The Department of Health Science provides an opportunity for students to carry out a creative research project in an area of their choice that differs from that of the dissertation. It may arise from an in-depth study of some aspect of a recently completed graduate course; an analysis of new ideas, theories or concepts; or evaluation of new strategies used in Research. It can involve the resolution of an isolated educational problem, collection, and interpretation of accumulated data, or an approved field experience.

Prerequisite(s): OM800

OM890 Advanced Clinical Study& Research I (10)

OM891 Advanced Clinical Study& Research II (10)

OM892 Advanced Clinical Study& Research III (10)

Students have clinical practice and research experiences under the guidance of qualified faculty in a wide variety of health care facilities such as ALU Clinic and Research Center, hospitals, health departments, acupuncture managed clinics, schools, and community centers. Clinical practice and research is a significant part of each succeeding semester, and culminates in an intense practicum.

Emphases are: 1. on the advanced knowledge and skills required diagnosing and managing patients.

Integration from previous and concurrent courses will be stressed with emphasis on screening and examination skills, analysis of findings, diagnosis, design and implementation of treatment programs for patients with increasingly complex problems. 2. Principles of research are explored and related to clinical investigation. Research design and statistical methods are discussed so that students may critically analyze research articles. *Prerequisite(s): OM800*

OM895 Advanced Oriental Medicine Seminar I (3)

OM896 Advanced Oriental Medicine Seminar II (3)

This seminar bases course examines the development of Oriental Medicine philosophy. Topics are selected from original sources and from the various literature bases that support Oriental Medicine as an alternative treatment. The course provides an in-depth review and analysis of diagnoses and treatment of diseases, the foundations of philosophy of Traditional Oriental Medicine and their impact on modern medical practice. The seminars offer in variety topics related to traditional oriental medicine. *Prerequisite(s): OM800*

DI901 Dissertation Research I (5)

DI902 Dissertation Research II (5)

DI903 Dissertation Research III (5)

DI904 Dissertation Research IV (5)

Wherein a clinical, library and internet research project of a unique topic related to Oriental Medicine history, philosophy, and treatment that may including Western Medicine view, case study and diagnoses. Is presented as a written report, oral presentation and thorough defense of premise, data interpolation and conclusion.

Prerequisite(s): 75% of courses must be completed

OM855 Advanced Auriculotherapy (3) Auriculotherapy is a subject which deals with the diagnosis and treatment of diseases by the observation and use of the auricle. The research into the relationship between the auricular and the body as a whole must be carried out with the application of modern science. *Prerequisite(s): OM800*

OM875 Advanced Internal Medicine (3) Course focus is on the TCM approach and researching internal diseases, including: etiology and pathogenesis, type and treatment and prevention of the Respiratory System, Cardio-cerebra-vascular System, Digestive System, Urinary System, Blood System, Endocrine System, Infectious Diseases and Common tumors. *Prerequisite(s): OM800*

OM880 Advanced Pediatrics (3) Course focus is on researching advanced pediatric-specific diseases, including: diagnosis and the TCM approach, common symptoms and signs of pediatric disorders, differences between children and adults, causes of disease, infant acupoints and the latest techniques for the treatment of diseases. *Prerequisite(s): OM800*

HR705 American Herbs (1) A study of American herbs history, name, classification, properties, taste, actions, indications, and contraindications. *Prerequisite(s): OM800*

OM710 Korean Hand Acupuncture (3) Korean Hand Acupuncture is a form of acupuncture and other therapies applied to the hand. All acupuncture meridians found on the body have corresponding meridians on the hands. By treating points on these meridians the whole body can be treated. Hand therapy is not a local treatment but a method of regulating organ function and relieving pain Korean Hand Acupuncture uses needles, moxa and electricity. It also includes the use of small magnets and, gold and silver pellets to stimulate points. *Prerequisite(s): OM800*

OM720 Esoteric Acupuncture (3) A comparison of the Chinese Five Element theory with the Hindu Chakra system along with a synopsis on Sacred geometry and how it is related to acupuncture. The course included the New Encoding Patterns, the energetic of the acupuncture points used and how the Qabbalistic tree of Life is directly related to Chinese acupuncture. *Prerequisite(s): OM800*

OM725 Wrist-Ankle Acupuncture (2) Wrist-ankle Acupuncture is a new approach to the ancient therapeutic modality. It is a new branch in the acupuncture field; it has a different theoretical basis from the classical body acupuncture. The course also emphasized on historical development and its relationship to current treatment principles. *Prerequisite(s): OM800*

OM730 Diabetes and TCM (2) Diabetes is a systemic and chronic disease concerning the metabolic disturbance and the disorders of the endocrine system. The course emphasizes research of: causes and pathogenesis, syndrome identification, classification, of the commonly-used herbal formulas, diagnosis and treatment, common clinical complication of diabetes and its therapy and medicated diet. *Prerequisite(s): OM800*

OM750 Feng Shui and Health (1) The study of Philosophy of Feng Shui that comes from the Cantonese dialect of the Chinese language – feng means “wind” and shui means “water”. Feng covers wind, air, gas, clouds, energy fields and rays, radiation, storms and typhoons. Shui includes lakes, ponds, rivers, streams, ice, snow as well as plants and other living things nourished by them. *Prerequisite(s): OM800*

OM760 Face Diagnosis (2) The study and research on face diagnosis such integration of scientific aspects of medicine with the huge experience accumulated during millenniums by the Eastern medicine – Chinese and Indian-Tibetan. The course reflected in the students’ skill to reason those ties and interactions that are taking place between the symptoms of a disease and the zone of their manifestation on the skin of the face and body. *Prerequisite(s): OM800*

OM770 Head and face and Mental/Emotional Disorders in TCM (2) The new approach of mental/emotional disorders Head and face and Mental/Emotional Disorders. The research and discuss of disease causes and mechanisms, pattern discrimination, treatment principles, formulas and their modification, and acupuncture and moxibustion. *Prerequisite(s): OM800*

NU520 Administration, Evaluation and Communication (3) The content, background, and use of educational, evaluative, and managerial concepts in the administration of ambulatory nutrition services. In addition to classroom lectures and discussions, groups of students conduct feasibility or evaluation studies for selected types of nutrition services. *Prerequisite(s): OM800*

NU527 Nutrition Program Planning and Evaluation (3) Provides an understanding of the theories, principles, and techniques involved in planning and evaluating nutrition programs. Students will work together to plan a nutrition program for a local agency or organization. *Prerequisite(s): OM800*

NU740 Management and Planning of Nutrition Health (3) Key management concepts and principles for managing nutrition and health programs and organizations will be addressed from the perspective of a general manager in charge of those activities. Case studies and readings will be used to convey a practical understanding of how to manage and coordinate business functions to achieve the goals and objectives of the organization. This course will explicitly deal with for-profit and nonprofit organizations. Topics will include planning, management control systems, financial management, budgeting, performance measurement, pricing and marketing of services, operations, management, cost analysis, human resource management, and the development of management information systems. *Prerequisite(s): OM800*

NU770 Advanced Nutrition in Health and Diseases (3) An advanced nutrition course with emphasis on the dietary wellness, healing with vitamins, mineral, and foods. Physiological and biochemical roles of nutrients. The principles of digestion, absorption, transport, and metabolism of major nutrients, as well as the food sources of nutrients and chemical and physiological interactions of nutrients from various food sources. *Prerequisite(s): OM800*

PS 5057 Developmental Psychology (3) Psychological aspects of development including intellectual, social, and personality factors. *Prerequisite(s): OM800*

PS 5208 Sensations and Perception (3) A study involving the human information processing with regard to physical and psychological variables in sensory and perceptual phenomena. *Prerequisite(s): OM800*

PS 5255 Human Performance (3) Concepts of assessment of human capabilities; performance acquisition, information processing and decision-making. Applications of principles to understanding of stress and performance effectiveness. *Prerequisite(s): OM800*

LAW870 Advanced Business Law (3) Courses in the legal and regulatory environment of business provide important background for students preparing for a variety of careers. One faces legal, social, political, and ethical issues in any profession. Most are simple situations that can be handled with common sense but in many situations ignorance of the principles of business and law can result in problems. *Prerequisite(s): OM800*

EDU802 Leadership in Education (3) This required three-credit course provides an intensive study of leadership. Concepts emphasized include leadership, decision and change processes, and the assessment and development of leadership skills. *Prerequisite(s): OM800*

LA550 Chinese Language (3) Students are introduced to the basic grammar and a set of vocabulary generally recognized as useful in everyday communication. Using integrated pedagogical and authentic materials, the course adopts a multi-faceted approach to help students gain training in listening, speaking, reading, and writing skills in standard Mandarin Chinese. The goal is the ability to communicate in everyday situations specially understanding and reading Chinese medicine materials. Aspects of Chinese culture are also introduced. *Prerequisite(s): OM800*

LA555 Korean Language (3) The course provides students with basic conversational & grammatical patterns, assuming that the students have no or little previous background knowledge of Korean. The objective of the course is to equip students with communicative skills in speaking, listening, reading, and writing at a basic level in Korean; students will learn how to express simple ideas such as attributes, identities, locations, daily activities, desires, understanding simple word and reading related to oriental medicine books and material as well as how to combine simple ideas in a various way. *Prerequisite(s): OM800*

COLLEGE OF BUSINESS ADMINISTRATION

Mission Statement

The American Liberty University's College of Business and Administration helps career-oriented students develop the necessary capabilities to become effective leaders in a global, diverse and technologically rich environment. The College of Business Administration provides a high quality, leading edge educational experience to undergraduate and graduate students and to the broader professional business community. Our educational experience emphasizes fundamental management techniques and practical business experience while encouraging students to develop and nurture the entrepreneurial spirit.

We encourage professional business experiences with local, national, and international organizations to develop students' entrepreneurial activities and provide incisive Teaching advantages outside the traditional classroom. This focus allows the College of Business Administration to strengthen its important relationships with businesses and other organizations.

Recognizing the importance of discovery, the application of new knowledge to the betterment of society, and the value of professional growth of the faculty, we provide a supportive environment for scholarly research. Further, our students are challenged in their intellectual pursuits through opportunities for assisting faculty in both applied and basic research.

Goals

In order to fulfill the mission, the College of Business Administration has identified a set of specific goals:

- The Business Administration must benefit the local community and society by promoting modern management knowledge and practice.
- The College of Business and Administration aggressively seeks to further its recognition and reputation among business leaders, the corporate community and academia. This will result in improved student recruitment, provide additional research opportunities for faculty and enhance placement opportunities for all our students.
- Instilling a spirit of excellence, professionalism, and responsibility among our students
- The Business Administration seeks continual improvement in the quality of its programs and teaching—graduating exemplary individuals who excel in managerial or educational positions worldwide.
- The Business Administration must attract, maintain and nurture an outstanding faculty. Since the faculty is critical to achieving the mission of the college, they must be encouraged and provided resources to develop important and relevant scientific research that advances both the understanding and the practice of management. To accomplish this, the college must foster and reward creative risk taking by the faculty in their research and their development of educational initiatives, and encourage efforts to communicate their research beyond the academic community.
- Selecting excellent faculty members and scholars who focus on management education and research theory and practice from a global perspective
- Given the globalization of business and business education, the Business Administration must attract an internationally diverse student body of the highest quality. Students are expected to excel academically as well as in terms of the management background they bring to the college and their prospects for success in their chosen endeavors.

Degrees and Programs

- **Bachelor in Business Administration (B.B.A.)**
- **Master in Business Administration (M.B.A.)**

- **Doctor of Philosophy in Business Administration (Ph.D.)**

Concentrations/Courses

- Accounting
- Banking
- Broadcast and Film Management
- Computer Science Administration
- Criminal Justice Administration
- E-Business
- Education Management
- Energy Administration
- Engineering Administration
- Entertainment Business Management
- Executive MBA (EMBA)
- Executive Medical MBA (EMMBA)
- Executive Physician MBA (EPMBA)
- Finance
- Government Administration
- Health Care Administration
- Hotel & Restaurant Management
- Human Resources Management,
- Information Systems Administration
- Information Technology Administration
- International Business
- International Relations
- Journalism and News Media Administration
- Law Administration
- Management
- Marketing
- Network Administration
- Oil & Gas Administration
- Public Administration
- Public Relations
- Real Estate Management
- Sports Management
- Trading & Stock Market

Method of Instruction/Study:

Distance education as defined in section 94834 of the Code, does not require the physical presence of students and faculty at the same location but provides for interaction between students and faculty by such means as telecommunication, correspondence, electronic and computer augmented educational services, postal service, and facsimile transmission.

UNDERGRADUATE INDEPENDENT PROJECT

Each student may select one independent study projects in lieu of a textbook-based course to fulfill the course work requirements. The student will be required to submit to his/her faculty advisor the topic of the proposed independent project for approval. Each topic must be directly related to the fields of Business Administration. Each submission will be graded in the same manner as a textbook course.

DIRECT STUDY AND ELECTIVE RESEARCH PROJECT

Each student may undertake a direct study or elective research project by utilizing his/her knowledge to handle a practical problem in the field. The learning outcome is to acquire new knowledge and be able to apply such knowledge by problem solving specific issues. The student is required to submit a study/project proposal to the University for approval. The final project must be typed and a proper citation, bibliography and glossary of terms should be included.

EVALUATION OF LESSONS SUBMITTED BY STUDENTS

Students' lessons will be evaluated within ten business days. Final projects will be graded within fifteen business days.

The Equipment to be used for Business Administration programs:

Computer, Webcam, Projector, Monitors, PowerPoint, some Computer Software, Courses' material and Books.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

“The transferability of credits you earn at *American Liberty University* is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree/certificate/diploma you earn in the Business Administration program is also at the complete discretion of the institution to which you may seek to transfer. If the degree/certificate/diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending *American Liberty University* to determine if your degree/certificate/diploma will transfer.”

FACULTY QUALIFICATIONS

Liana Amelova, MBA

MBA from Woodbury University, Burbank, CA 2009
B.A. in Spanish Language and Teaching, Moscow State Pedagogical University, Moscow, Russia, 2002
Additional Certificates/Permits:
Substitute Teaching Permit, Los Angeles, CA
CBEST, Los Angeles, CA

Rod Battleson, M.A.

M.A. in Business, University of St. Thomas, Saint Paul, MN. 2001
B.S. in Business Administration, Minnesota State University, Mankato, MN. 1997

Alex A. Bolourchi, Ph.D.

Ph.D. in Distance-Education, Capella University, Minnesota (2002-2010)
Ph.D. in Inst. Tech., Alberdeen University, New Mexico (2002-2006)
Adv. M.A. in Inst. Technician Education, University of Southern California (USC), Los Angeles, CA (1979-1984)
M.A., California State University, Long Beach, CA (1976-1978)
B.A. in TV Production, School of Art, Tehran, Iran (1970-1974)
Platt College, Multimedia, Software Education, Web Design, Art Institute of CA, Teaching, Westwood College, Teaching, Argosy University, Director of Distance Education
Professional Licenses or Cert. Held:

California Community College, Certificates for various training,
Certificate for Education

Robert Bowman, Ph.D.

Doctor of Ministry (Church Education). Geneva Theological College, Merrillville, IN.
M.A. in Education, The Graduate School of Education at Reformed Theological Seminary, Jackson, MS.
M.A. in Christian Education, Geneva Theological College, Merrillville, IN
B.A. in Theology, Geneva Theological College, Merrillville, IN
B.S. in History, Minor in English & French

Mark L. Brenner, M.S.

M.A. in Psychology, Pepperdine University, Los Angeles, CA, 1973-1975
B.A. in Psychology, University of Miami, Florida, 1968-1972
Professional License:
MFT-Board of Behavioral Licenses, Marriage/Family Therapist
Publications:
Published Four Books

Michael Yu-Ching Cheng, Ph.D.

Ph.D. in Engineering (Interdisciplinary Materials Science and Engineering, University of California, Irvine, 2008
MBA, Master of Business Administration in International Business, California State University, Dominguez Hills, 2003
M.S. in Materials Science Engineering, University of Southern California, 2001
B.S. in Physics, National Cheng Kung University, Taiwan, 1998
Experience:
Research Assistant, Dept. of Chemical Engineering and Materials Science 2005-present
Research and Development Engineer, Enerage Inc. 2004
Equivalent Rank of Private, 45th Division, Taiwanese Army, 1998-2000
Intern Research, Academia Institute of Physics, Sinica, Taiwan 1995-1998
President of Physics Student Association, 1996-1997
Accomplishments:
Title of Dissertation: Investigation of Harper-Dorn Creep under the condition of Large Strains
The Study of the Structure and Magnetic Properties of Metallic Thin Films

Charles Constantin, Ph.D.

Ph.D., 1972, University of California, Berkeley
Major: American Intellectual History
Minor: Religious Studies
Dissertation : "Calvinism in the Enlightenment"
B.A., 1958, Yale University
Major: American Studies
Minor: American Literature
Adjunct Professor for:
City of College of San Francisco, Fall 2004-Present (U.S. History)

University of San Francisco, CPS, Fall 2002-Present (World of Religions, Blackboard Online Religion and the Rise of Capitalism)
 San Jose State University, 2002-2004 (U.S. History)
 College of San Mateo, 2002-Present (U.S. History)
 California College of Arts and Crafts, 2001-Present (World Cultures)
 Chapman University, Concord Campus, 1998-Present (Middle Ages)
 Academy of Arts College, San Francisco, 1996-1998 (English(ESL), English Composition, History of World Cultures)
 Church Divinity School of the Pacific, Berkeley, Online Adjunct Pro., 1996 (Twelve Step Study Program-Spirituality and Recovery)
 Concordia University, Irvine, Spring 1992 (Eastern Civilizations)
 Central Texas College, Camp Pendleton, Part-Time Instructor 1990-1994 (U.S. History, World Religions)
 North Carolina State University, Ass. Professor, 1974-1981 (U.S. History, Christianity and American Culture, The Enlightenment: Europe and America)
 University of California, Berkeley, Lecturer, 1973-1974 (The Enlightenment: Europe and America, Religion and Reform in America, Puritanism in Old and New England)
 University of California, Irvine, Ass. Professor, 1972-1973 (Religion in American Culture, History and Theory)
 Fellowships and Awards:
 National Endowment for the Humanities Fellowship(NEH) 1979-1980 "The Social and Intellectual Origins of Modern Revivalism"
 Folger Institute Fellowship, Washington D.C., spring 1978
Publications:
 Articles, "The Puritan Ethic and the Dignity of Labor," Journal of the History of Ideas, Spring,1977

Farideh K. Daneshi, M.A.

M.A. in Electronics Technology, California State University, Chico, Minor in Computers 1978-1980
 B.S. in Electronics, California State University, Chico, Minor in Electronics 1975-1978
 A.S. in Engineering, College of the Siskiyous, Weed, California 1974-75
College Instructor Credentials in Engineering, Computers, Mathematics, Basic Education (ESL) and Industrial Technologies

Alina L. Dumitescu, Ph.D.

Ph.D. in Economics, Specialization National Economy, Romanian Academy Bucharest, Romania 1996-99
 M.A. in Applied Economics, Institute of Advanced Studies, Vienna, Austria 1994-95
 Graduate Studies in Social Work, Case Western Reserve University, Cleveland, Ohio 1992-93
 Diploma in Economics, Academy of Economic Studies, Bucharest, Romania 1986-91
 Teaching Credentials, Department of Education Academy of Economic Studies for, Economic and Social Sciences, Finance, Accounting, and Management

Yehuda Kavooos Farnoosh, MMIS

MMIS, Masters Degree in Management Info Systems, West Coast University, Los Angeles, CA, 1986-1988

Technion Institute of Technology, Haifa, Israel, 1979-1980
Teaching Credentials:
Community College Teaching Credential, Lifetime, Certificate #:
11598, Computers & Related Technology
Certification of Authorization for Service as Instructor, Cert.#:
COAFS-04-376840, Math & Computer Science
Vocational Credential Designated Subject, Full-Time, Computer
Systems Operation Certificates

Michael E. Fournier, MBA

M.B.A. in Business Administration, Claremont Graduate University,
Claremont, CA (1996-1998)
B.S. in Business Administration, California State University, Long
Beach, CA (1975-1981)

Hossam Eldin Gabbar, Ph.D.

Ph.D. in System Engineering, Okayama University, Japan
M.Sc. Courses of Computer Science and Automatic Control, Faculty
of Engineering, Alexandria University, Alexandria, Egypt
B.Sc. in Computer Science and Automatic Control,
Alexandria University, Alexandria, Egypt

Michael A. Gavino, M.A.

MA, Communications, Florida Atlantic University, FL 1990-1992
BA, Communications, University of Maryland, , Baltimore, MD
1988-90

Alireza B. Ghofrani, MBA

MBA, Florida Institute of Technology 1977-79
B.S. in Accounting, Institute of Advanced Accounting 1971-75
Licensed Official Expert of Justice
Certified Public Accountant (Iran)

Carrie M. Gleasman, M.A.

M.A. in Economics, Maxwell School, Syracuse University,
Syracuse, NY 2000-2002
B.A. in Economics, Management, and Mathematics, Wells College,
Aurora, NY 2000
Faculty: Syracuse University Department of Economics

Mondy Gold, MBA, Ph.D.

Doctor of Management, University of Phoenix
MBA, Financial Management, Baruch College, New York
B.A. in Accounting and Information Systems, Queens College, New
York CPA
Institute of Management Accountants Member
American Society of Association Executives Member
Social Environmental Impact Assessment Center

George A. Gonzalez, MBA, Ph.D.

Ph.D. in Counsel Psych. and Addiction, Hedenic Diaspeoa
University, Grace 1994
MBA in Business Admission, F. European School of Economies
2000
M.A. in Clumsily, Liberty University, Virginia 1989
M.A. in Religion, Liberty University, Virginia 1990
M.A. in Theology, St. Meinrad School of Theo., Indiana 1987
B.A. in Spanish, College of Santa Fe in New Mexico 1981
B.A. in Humanities, College of Santa Fe, New Mexico 1982

STD in Theology, Seminatio Diosesan Santa Rita De Cassia,
DF1999

Raja Gopal, Ph.D.

Ph.D. in Economics, Ravishankar University, M.P, India
M.A in Economics, Ravishankar University, M.P, India
Marketing Management, Retailing, International Marketing
Enterprise Development Management, Market Economics, Services
Marketing
Urban Development Management-Linkages
Rural Marketing, Advertising and Communication, Socio-Economic
Research

Kunchok Gyaltzen, M.S., Ph.D.

Ph.D. in Public Health, University of California, Los Angeles
(UCLA)
M.S. in Management, School for International Training, Vermont
M.S. in Public Health, Mahidol University, Bangkok, Thailand
Certificate Undergraduate in Tibetan Medicine, Tibetan Institute for
Tibetan Traditional
Certificate Undergraduate in Buddhism, The Highest Institute for
Tibetan Buddhism in China
Tibetan Medical Doctor Certificate
Associate Professor Certificate

Levon Goukasian, Ph.D.

Ph.D. in Finance and Business Economics, University of Southern
California, Los Angeles, CA
Ph.D. in Applied Mathematics, University of Southern California,
Los Angeles, CA
M.A. in Applied Mathematics, University of Southern California,
Los Angeles, CA
M.A. Yerevan State University, Armenia
Teaching Experience:
Adjunct Assistant Professor, University of Southern California, Los
Angeles, CA (Probability for Business) Fall 2001
Teaching Assistant, University of Southern California, Los Angeles,
CA (Probability, Statistics for Math and Computer Science Majors)
1996-2001
Instructor of Mathematics, Yerevan State University, Armenia
(Taught Probability Theory and Calculus-I for Economics majors)
1991-93
Adjunct Professor, Pepperdine University, Malibu, CA (Taught
Statistics, Probability and linear algebra for Business majors)
Summer 2000 & 2001

Edward R. Haberek Jr., MBA, Ph.D.

Ph.D. in Business Administration, Touro University International,
Cypress, California, branch campus in New York, NY 2002-05
M.S. in Business Administration, Johnson & Wales
University, Providence, RI 2002
B.S. in Business Management 1984-89
Certified Life Strategies Coach
Experience:
Program Director/Instructor of Marketing Dept., Briarwood College,
Southington, CT (12/01-Present)

Adjunct Business Faculty Instructor, Eastern Connecticut State Univ. & Mitchell College, New London, CT (8/01-Present)
Director of Sales and Marketing, Bollore Corporation, Dayville, CT (7/00-8/01)
Market Development Specialist, Dupont Pharmaceuticals, Billerica, MA (11/99-5/00)
Surgical/Ophthalmology Consultant, Becton Dickenson Corp., Franklin Lakes, NJ (1/98-11/99)
Regional Sales Manager, Diasys Corp., Waterbury, CT (5/96-1/98)
Adjunct Instructor/Resident Director, Mitchell College, New London, CT (8/90-7/93)

Richard J. Hoyer, PSY.D., D.Ed., Ph.D. Doctor of Education, American University of London
Ph.D. in Public Safety Education, Meridian University
PSY.D. in Clinical Psychology, American Coastline University
M.A. in Public Administration, Clayton University
B.A. in Criminal Justice Administration, Clayton University
B.S. in Applied Psychology, Clayton University
Fire Protection Technology, Corning Community College

Jovan Hsu, MBA, DBA
DBA Doctor of Business Administration - International Management, Nova South Eastern University, Fort Lauderdale, FL 1997-2002
MBA in Management, National University, Sacramento, CA 1994-96
B.A. in Economics, Hsing Hua University, Hsinchu, Taiwan 1987-92

Mason J. Krangle, B.S., CPA, CRC B.S. in Finance, California State University, Sacramento, CA
AA. in General Business, American River College, Sacramento, CA
C.R.C
Certified Public Accountant
Chartered Finance Consultant
Accredited Business Advisor

Nicole Jafari, MBA, Ed.D. Ed. D., Doctor of Education in Organizational Leadership, Argosy University, Orange, CA 2002-2006
MBA in Business Administration, Pepperdine University, Malibu, California 1992-95
B.S. in Industrial Engineering, Roosevelt University, Chicago, Illinois 1979-83
Diploma of French Language & Literature, Grenoble, France 1977-1979

A. Saleh Jahromi, Ph.D. Ph.D. in Theoretical Nuclear Physics, London University, London, England 1973
M.S. in Mathematical Physics, Tehran University, Tehran 1967
B.S. in Physics, Tehran University, Tehran 1963
Physics Laboratory Manager, Loyola Marymount University, Los Angeles, California 1996-2010
Lecturer, Mathematics, Loyola Marymount University, Los Angeles, California, 1984-1996

Associate Professor of Physics, Chairman of Physical Science Department and Director of Physics and Chemistry Laboratories, 1985-1991

Lecturer, Physics and Mathematics, Cal Poly Pomona, 1982-1984

Member of the Institute of Physics – M int P – The Institute of Physics, England

Member of the Institute of Nuclear Physics

Publication:

6. “*The Possible Angular Momentum Wave Function Of A- Hyper triton,*” Scientific Journal, Vol.1, No.1, 1976
7. “*The Binding Energy of A-particle in A-Hypertriton*”, Scientific Journal, Vol. 2, No. 3, 1977
8. “*Energy Levels of the Lithium Atom*”, Eur. J. Phys. 19 (1998)
9. “*Ground State Energy of Beryllium Atom and Beryllium - like Atom*”. To be published.
10. “*A Simple Formula for Computing the Sum of the kth Powers of the First n – positive intergers.*”

Academic and Research Experience:

Northrop University, Los Angeles, CA

London University, London, UK

California State Polytechnic University,
Pomona, CA

Loyola Marymount University, Los Angeles

West Coast University, Los Angeles, CA

Memberships:

1) Institute of Physics, England

2) Institute of Nuclear Physics

Jeanny Y. Liu, MBA

M.B.A. in Marketing Management Emphasis, California State Polytechnic University, Pomona, CA

B.S in Marketing Management, California State Polytechnic University, Pomona, CA

Shui-Yin Lo, Ph.D.

Ph.D. in Physics, University of Chicago, Chicago, IL 1962-66

B.S. in Physics, University of Illinois, Urbana, IL

Physics, Dennison University, Ohio 1959-60

CEO, Inst. For Boson Studies 1960-62

Chief Scientist & Vice Executive President, American Technologies Group

Publications:

Shui-yin Lo and B Bonavida: Physical Properties of Water with IE Structures, Modern Physics Lett. B. v 10 (1996)

Shui-yin Lo and Wenchong Li: Proceedings of First Int. Symp. Of Physical, Chemical, and Biological Properties of Stable Water (IE) Clusters (World Scintific 1998) –three papers pp3-80

Shui-yin Lo and W.C. Li and S.H.Huang: Water Clusters in Life, Medical Hypotheses (2000) v 54 (6), 948-953

Shui-yin Lo and Wenchong Li: Onsager’s Formula, Conductivity, and Possible New Phase Transition, Modern Physics Letters B, V .13 (1999) 885-893

Shui-Yin Lo: Meridians in Acupuncture and Infared Imaging, Medical Hypotheses, (2002) v58(1), 72-76

Gregory J. Masely, MCSE

Microsoft Certified Systems Engineer, California State University,
Fullerton, CA
CA Novell Certified Network Administrator
Novell Certified Network Engineer
Computer Information Systems, Orange Coast College, Costa Mesa,
CA
Network Administration
Computer Consultant

Christopher S. McChensey, MBA, Ph.D. Ph.D. in Business Administration, Northcentral University,
Prescott Valley, AZ, Jan. 2009

M.A. in Business Admin., Graduate School of Business, University
of Colorado, Boulder, CO, Specialization: Business Management,
May 2003

B.A. in Sociology, University of Colorado, Denver, CO,
Specialization: English Composition, May 2001

Publications: Examining ROI and Time on Market Differences for
Various Levels of Homeowners' Association, Ph.D. Dissertation.

FairTax: Can it save the failing U.S. economy?

If One Only Looks: 85 Years of Ghost Stories

Licenses and Affiliations:

Delta Mu Delta Honor Society

Florida Mortgage Broker License

Florida Real Estate Broker License

National Association of Realtors

Northeast Florida Multiple Listing Service

Scott McClintock, Ph.D.

Ph.D. in Comparative Literature, University of California, Irvine

M.A. in Comparative Literature, University of California, Irvine

M.A. in Modern Letters, University of Tulsa, Oklahoma

B.A. in English, University of Pittsburgh at Johnstown, Johnstown
Pennsylvania

Hoda Meisamy, L.Ac., MBA, Ph.D.

MBA in Business Administration, Woodbury University, Burbank,
California 1996-98

M.S. in Acupuncture and Oriental Medicine, South Baylo
University, Los Angeles, CA 2003

B.S.H.S., South Baylo University, Los Angeles, CA 2000

Ph.D. in Oriental Medicine, American Liberty University, 2010

California Licensed Acupuncturist

National Herbalogy, National Oriental Medicine, National
Acupuncture

Earl Mitchell, MBA, Ed.D.

Ed.D. in Educational Leadership and Management, La Verne
University, California, 1996

MBA in Accounting & Finance, University of Illinois, Champaign,
1972

B.S. in Business Administration, Cal. State University of Los
Angeles, 1969

Additional Training:

Professional Residential and Commercial Real Estate Training Classes, 2007
Real Estate License Training: Principles, Practice, Appraisal, Finance and Law, 2006
Executive training for Community College Leadership, 1991 – 2006
Executive training at Fortune 500 Companies & Leading CPA firms, 1970s & 1980s
C.P.A. – Diverse “Big 6” Experience, California License, 1976–01

Steven Montelli, MBA, DBA

DBA, California Coast University 2002
MBA, California Pacific University 1990-91
MA, California Pacific University 1995-96
BA, Western Illinois University, Il,

Thurber “Ted” D. Proffitt, III, Ph.D.

Ph.D. in Latin American History, UCLA, California 1988
M.A. in Near & Middle East History, Cal State Fullerton, California 1972
BA, History, Cal State Fullerton, California 1965
AA, Cerritos College, CA 1963
M.Div. in Theology & Intercultural Studies, Fuller Theological Seminary 1971

Seyed Saatchi, MBA

MBA, DeVry University, CA 2006
Telecommunication & Network Engineering, University of California Berkeley 199-2001
B.S. in Electrical Engineering, Oklahoma State University, Stillwater OK 1982-85
CCNP, Cisco Classes at Diablo Valley College
CCNA, Cisco Classes at San Ramon Valley College
Licensed:
Broker License, Anthony School, Real Estate License, CIW Certified Internet Web Master
Skills Profile:
System Design & Development, Operating Systems, Tools, Languages (Lab Windows, Java, Paradox, Access, etc.)

Faraz M. Shahbazian, Ph.D.

Ph.D. in Basic Medical Science, New York University, New York, New York 1985
M.S. in Biochemistry, New York University, New York, New York 1973
B.S. in Chem., University of San Francisco, San Francisco, California 1969
M.S. in Organic Chemistry, University of Tehran, Tehran, Iran 1980
Material regulatory Assistant at Diamond Shamrock Chemical Corp., Morristown, NJ
Membership: American Chemical Society
Publications:
6. “Rate of protein synthesis in rat rain and other organs” (several papers published).
7. “Correlation of bronsted “beta” exponent and hammet ‘rho’ values” (paper presented at Iranian Chemical Society).

8. "Extraction, purification, and characterization of watermelon and cantaloupe seed oil"
9. "Use of rice grain husks for formation of particle boards."
10. "Synthesis of urethane of 1, 2, 3 – Thiadiazole for pharmaceutical purposes" (paper published)

Academic and Research Experience:

California State University, Los Angeles.

University of San Francisco

University of Phoenix, California

National University, California

Cleveland Chiropractic College, Los Angeles.

Lock Haven University, Lock Haven, Pennsylvania.

Los Angeles Community College District.

Memberships: *American Chemical Society*

Rell Snyder, MBA, Ph.D.

Ph.D. in Organization & Management, Capella University 2000-05

MBA City University, Washington State 1981-82

B.A., in Behavioral Science-California State Polytechnic University 1978-79

Teaching:

Saddleback College, Irvine, California

Southeastern University, Washington DC

Webster University, Irvine, California

Riverside Community College, Riverside, CA

College of Notre Dame, Baltimore, MD

Charles Q. Wang, M.Ed.

M.Ed. in Math, University of Delaware

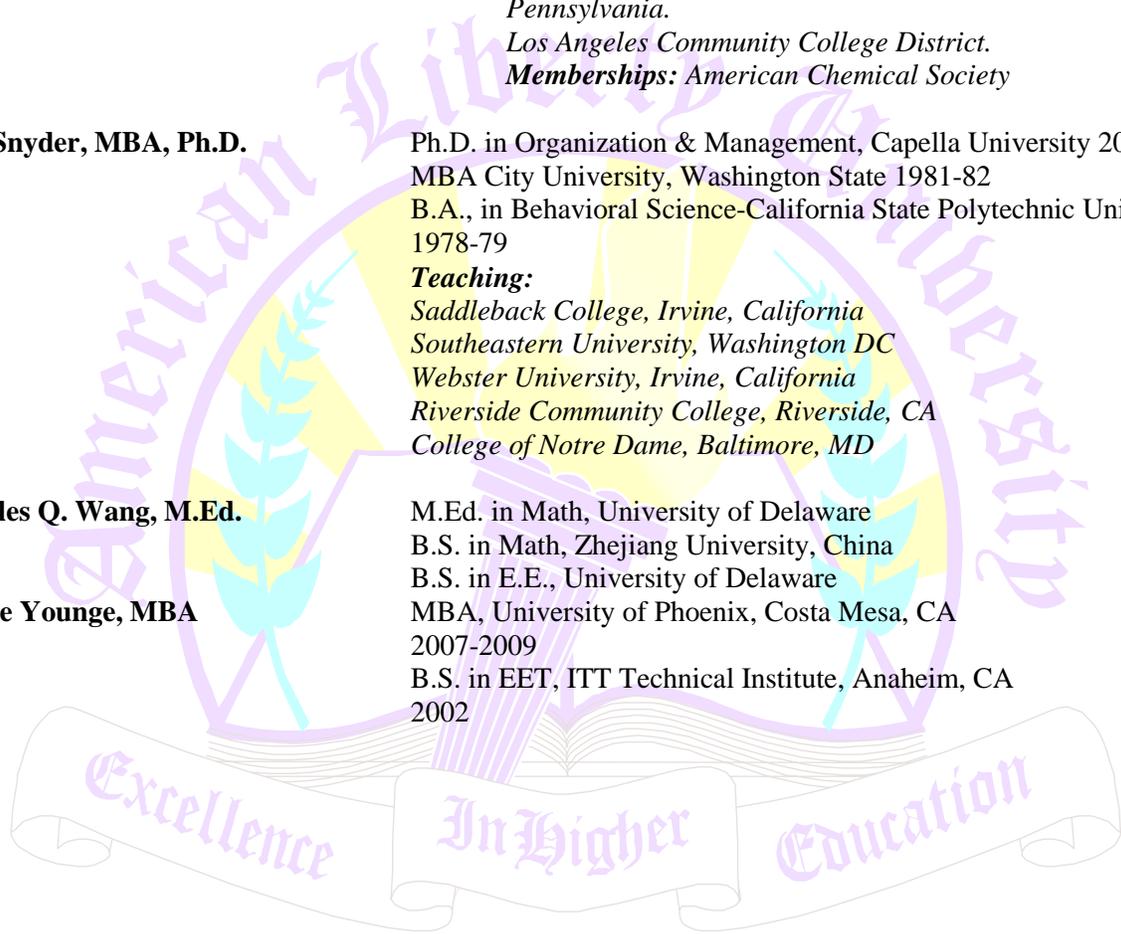
B.S. in Math, Zhejiang University, China

B.S. in E.E., University of Delaware

Andre Younge, MBA

MBA, University of Phoenix, Costa Mesa, CA 2007-2009

B.S. in EET, ITT Technical Institute, Anaheim, CA 2002



Bachelor in Business Administration (BBA)

MISSION

The American Liberty University's undergraduate Business Administration Program serves society by graduating students, who understand the total business environment; who possess a broad range of technical and interpersonal skills; who effectively deal inside and outside the organization, and across national and international boundaries; and who, through their work study program, have had real world experiences in industrial or service organizations. Thus, the program imparts knowledge, tools, skills and attitudes that create productive employees and managerial leaders.

Admission Requirements/Application Procedure

Applicants must provide evidence of the following:

1. Complete the Application for Admission and submit it with a non-refundable check or money order for \$110.00 payable to American Liberty University.
2. Be in good standing with the college or university currently or most recently attended.
3. Provide two recent color passport size photos.
4. Official transcripts from all colleges and/or universities attended.
5. Submit a 1-2 page Statement of Educational purpose (basically, a letter in your own words) that gives us an idea of your future career objectives, issues in education important to you, or a brief statement of your experiences in the business field, which make our program of interest to you.

Graduation Requirements

- a) To satisfy the requirements of the BBA degree completion program, a student must have successfully completed 30 semester hours of general education course work, 30 semester hours of business foundation courses, 21 semester hours of business core courses in the concentration, plus electives, for a total of 120 semester hours. Students accepted into the degree completion program must have at least 51 semester hours of acceptable transfer credit.
- b) Satisfactory completion of all requirements in the program of study.
- c) Satisfactory completion of foundation courses with a grade of "C" or better.
- d) Maintain a cumulative 2.5 GPA.
- e) File a petition to graduate.
- f) Fulfillment of all financial obligations to the University.

Transfer Credit

Transfer students from junior, community, or technical colleges may have up to half of the requirements for a baccalaureate degree accepted. Total transfer credit accepted by the University is 60 semester hours. The Dean of College/Department and the program director will make the final evaluation of transfer credits. Students transferring to the American Liberty University with at least an overall cumulative average of 2.0 (on a 4.0 scale) may transfer all college-level work completed at a "C-" level or higher.

BBA Course Requirements

All students must complete minimum 120 semester hours; with 30 semester hours of general education course work, 30 semester hours of business foundation courses, 21 semester hours of business core courses in the concentration, and 39 semester hours of electives. The program is developed as follows:

General Education Courses: 30 semester hours

The University requires a General Studies Curriculum for all students in degree programs. The required courses are selected from the Humanities and Communications, Science and Mathematics, and Behavioral Science.

The purpose of the General Education Curriculum as a base is to liberate persons from narrow perspectives, ideas, and values; to open the mind to a higher and more complex world; and to foster the development of appropriate intellectual and interpersonal skills.

Students must have completed, or must complete courses in the following general education areas:

Humanities and Communications (12 semester hours)

Effective College English
English Composition
Literature
Fine Arts

Science and Mathematics (9 semester hours)

Life/Physical Science
College Mathematics
College Algebra
Computer Science

Social and Behavioral Science (9 semester hours)

History
Social Science
Psychology

Business Foundation Modules: 30 semester hours (each course 3 semester credits unless noted)

Students are required to take the following courses. All students are required to complete the 10 foundation modules, earning a grade of “C” or better, regardless of transfer credits awarded.

BUS301 Organizational Communications
BUS312 Critical and Creative Thinking
BUS311 Business Law and Ethics
BUS325 Business Policy and Strategy
MG302 Organizational Behavior
MG312 Leadership in Organizations
MG331 Technology in Business I
MG341 Quantitative Methods in Business I
EC311 International Business
MK302 Marketing I

Business Core Courses (21 semester hours) (each course 3 semester credits unless noted)

Business Administration Core Requirements (minimum of 21 semester hours)

Students in the Business Administration concentration are required to take the following courses:

AC401 Principles of Accounting I
MG401 Principles of Management
MG442 Quantitative Methods for Business II
Economics I
EC401

Students in the Business Administration concentration choose three courses from the following list:

AC402 Principles of Accounting II
FI402 Finance II
EC402 Economics II
MK402 Marketing II
MG432 Technology in Business II

Management Core Requirements (minimum of 21 semester hours)

Students in the Management concentration are required to take the following courses:

MG413	Managing Change
MG401	Human Resource Management
BUS412	Personnel Law
FI402	Financial Management

Students in the Management concentration choose three courses from the following lists:

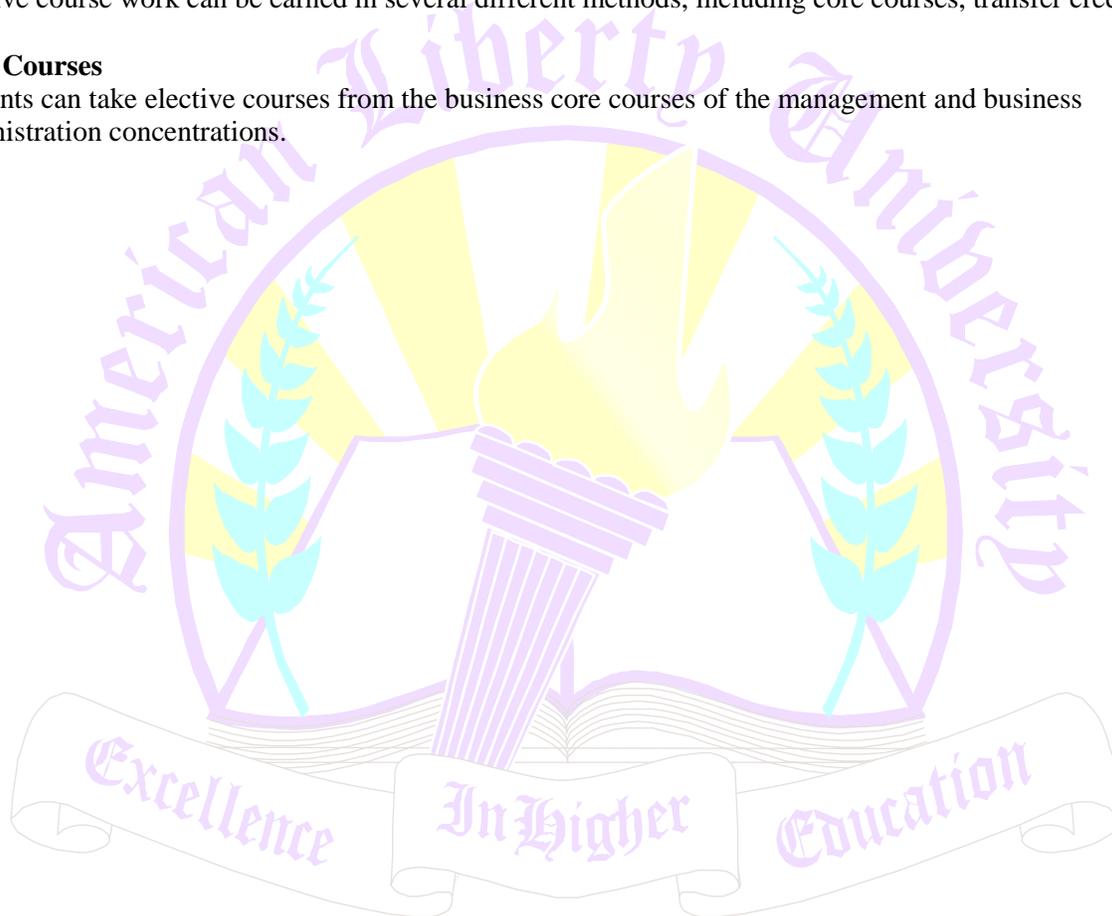
MG402	Project Management
MG412	Human Services/Team Management
MG414	Non-Profit & Governmental Organizations
MG441	Quality Assurance
BUS4231	Business Psychology II

Elective Courses (39 semester hours)

Elective course work can be earned in several different methods, including core courses, transfer credit.

Core Courses

Students can take elective courses from the business core courses of the management and business administration concentrations.



Master of Business Administration (MBA)

Program Description

The program leading to the Master of Business Administration (M.B.A.) degree at the American Liberty University is designed to develop the student's analytical, problem-solving, and decision-making capabilities to meet the challenges of leadership in professional management positions at present and in the ever-changing world of the future.

The curriculum provides a challenging and creative learning environment in an intensive program of study that has a broad-based administrative emphasis. Recognizing that management methods of tomorrow may bear little resemblance to techniques in current use, the program emphasis is on sound general principles and decision-making techniques that provide a basis for continued learning and professional development rather than upon business procedures which are subject to obsolescence.

ALU is committed to employing technologically advanced teaching delivery. Over time, most of the courses contained in the MBA program will be offered by various means beyond traditional classroom instruction, including the Internet, videotapes, and audiotapes. Students will be encouraged to carry out-group exercises using "virtual teams" in which they will coordinate with each other using e-mail, web pages, and teleconferencing.

Admission Requirements/Application Procedure

Applicants must provide evidence of the following:

1. Complete the Application for Admission and submit it with a non-refundable check or money order for \$110.00 payable to American Liberty University.
2. Graduation from a recognized college/university, or graduation with a B.S. degree (or equivalent) in business administration from an accredited or recognized institution.
3. Professional and/or academic competence in Business attested through a letter of recommendation.
4. Submit official transcripts from the previous colleges and/or universities.
5. Submit a 1-2 page Statement of Educational Purpose addressing topics such as future career objectives, issues in education important to the applicant, experience in a business field, experience with a second language or cultural diversity, and other interests.
6. Provide two current color passport size photos.

MBA Graduation Requirements

A student is eligible for graduation in the Master of Business Administration program when the following requirements are met:

1. Satisfactory completion of all requirements in the program of study developed in consultation with the faculty members
2. Satisfactory completion 12 core course-sets plus three electives, for a total of 15 courses (45 semester hours).
3. Maintain a cumulative 3.0 GPA.
4. A thesis that must be relevant to the student's field of study (optional).
5. File a petition to graduate.
6. Fulfillment of all financial obligations to the University.

MBA Course Requirements

Prerequisite: 3 units

For students without appropriate undergraduate business course work or substantial business experience, a pre-requisite course is required. The student will be notified when they are admitted if this course is needed.

BU5001 Business Principles

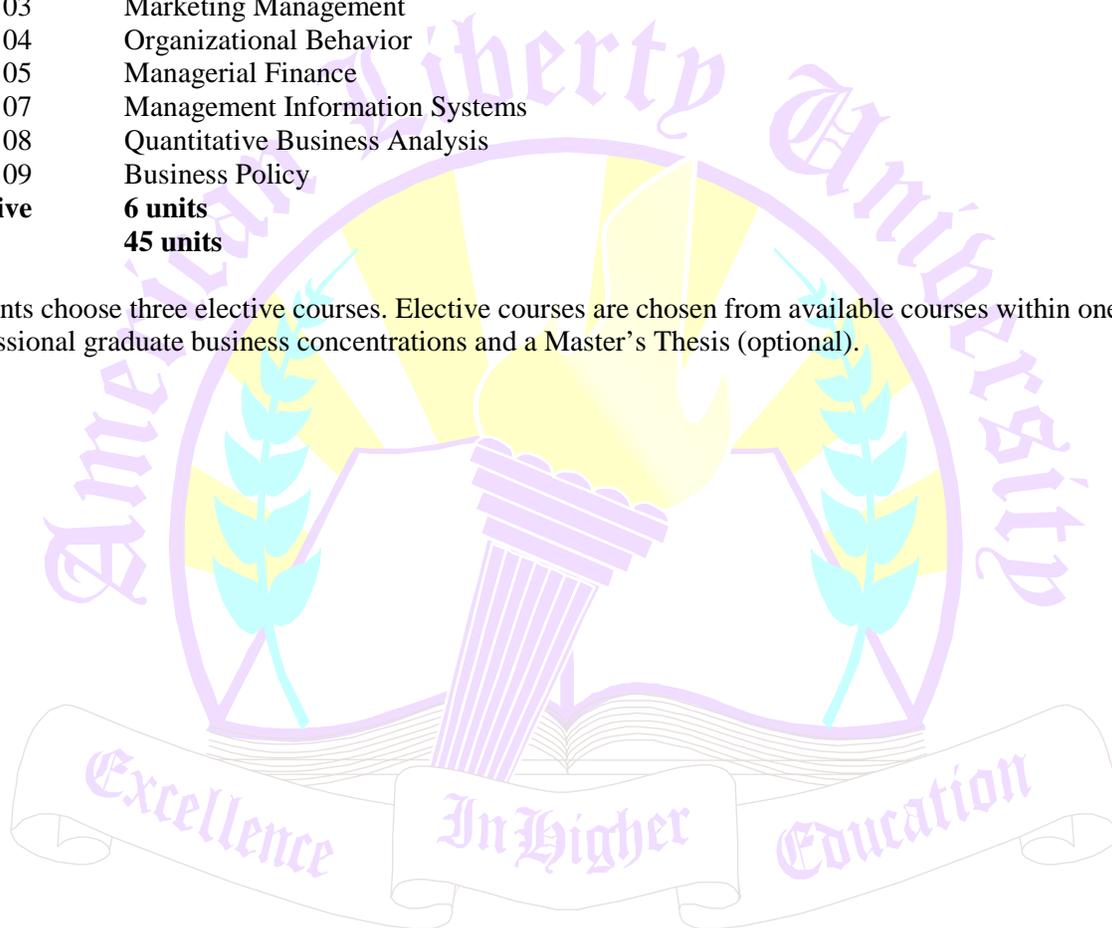
Required Courses: 36 units (each course 3 semester credits unless noted)

- RE600 Research Methodology
- BU6001 Effective Communication for Managers
- BU6002 Financial Accounting for Managers
- BU6003 Leadership, Ethics, and Organizations
- BU6004 Information Technology
- BU6101 Legal Environment of Business
- BU6102 Economic Analysis
- BU6103 Marketing Management
- BU6104 Organizational Behavior
- BU6105 Managerial Finance
- BU6107 Management Information Systems
- BU6108 Quantitative Business Analysis
- BU6109 Business Policy

Elective 6 units

Total 45 units

Students choose three elective courses. Elective courses are chosen from available courses within one of the professional graduate business concentrations and a Master's Thesis (optional).



Doctor of Philosophy in Business Administration (Ph.D.)

Objective

The objective of the doctoral program in Business Administration is to prepare students for academic careers in higher education and management careers in both profit and nonprofit organizations. Success in the program is judged by the student's understanding of the issues and methodologies essential to the advancement of knowledge. Doctoral work is based on the achievement of academic and research competencies. A student who participates in a doctoral program of study is expected to strive for the knowledge and skills necessary to develop excellence in teaching, to conduct quality research, and should at all times maintain the highest ideals of academic integrity and scholarship.

1. Each major may specify different requirements for this category. Consult the program coordinator for a specific major.
2. All doctoral students are required to take two applied statistics courses. The major will specify other research tool courses.
3. Each major will require some education related to teaching. It may take the form of classes, seminars, mentoring, or a teaching requirement.
4. The student must successfully defend a written dissertation proposal in an oral examination conducted by the student's dissertation committee. The final defense of the successful dissertation will require a final oral examination that concentrates on, but is not limited to, the student's dissertation defense.

Examination

The student may complete a comprehensive Examination. This examination has written and oral parts, and covers the candidate's program of study. Students are admitted to candidacy after satisfying all general degree requirements, passing the comprehensive examination, fulfilling the residency requirement, and successfully defending a written dissertation proposal in an oral examination conducted by the student's advisory or dissertation committee.

Dissertation

Each doctoral candidate is required to complete a dissertation that embodies original and independent research and demonstrates advanced scholarly achievement. As soon as possible after a student's admission to candidacy, and during or before enrollment in the Dissertation Course, the student forms a dissertation committee.

The dissertation committee consists of a minimum of three members. Two shall be chosen from the faculty of the Department of Business Administration; the third may be a member of the faculty of another Department within the American Liberty University, or an appropriate doctorate holding person outside the University.

The Chairperson and committee are chosen by the student, approved by his/her advisor, and then formally appointed by the Dean or Chairman of the Department of Business Administration.

The candidate in a public oral examination shall defend the dissertation. Official approval of the dissertation committee is required. Committee members certify their acceptance by signing the title page of the dissertation. Three signed copies of the dissertation, one original and two clear copies should be filed in the College of Business Administration.

The submitted dissertation becomes the property of the American Liberty University, but the University does not limit the author's right to publish the results.

Admission Requirements/Application Procedure

Priority to the Ph.D. program is given to graduates of accredited master's degree programs in business administration. Individuals admitted with a bachelor's degree in business administration are required to complete a program of master's courses in business administration at the American Liberty University as a requisite to entry into doctoral courses. Applicants must provide evidence of the following:

2. Complete the Application for Admission and submit it with a non-refundable check or money order for \$110.00 payable to American Liberty University
3. A Master's degree in Business Administration (or equivalent); or a Bachelor of Science degree in Business Administration from an accredited or recognized institution.
4. Three letters of reference affirming the applicant's potential for scholarly, investigative, and creative endeavors regarding business administration.
5. Submit official transcripts from the previous colleges and/or universities.
6. A statement of educational objectives, specific focus of research, and program and career goals.
7. Provide two current color passport size photos.
8. Optional: It is recommended that applicants submit course descriptions of Masters Degree courses to assist the Admissions Committee in determining if prerequisites have been met.

Ph.D. Graduation Requirements

A student is eligible for graduation in the Ph.D. program when the following requirements have been met.

1. Satisfactory completion of all requirements in the program of study developed in consultation with the faculty members.
2. Satisfactory completion of **72** credit hours, including four research foundation courses, seven concentration subject courses, up to four elective courses, and a dissertation.
3. Maintain a cumulative **3.2** GPA or higher.
4. Satisfactory performance on the Comprehensive Examination.
5. Successful completion and defense of the dissertation.
6. File a petition to graduate.
7. Fulfillment of all financial obligations to the University.

Ph.D. Course Requirements (72 units):

Research Foundation Requirements: 15 units *(each course 3 semester credits unless noted)*

Students are required to take the following four courses:

BUS7001	Business Research Writing
BUS7002	Advanced Research Methodology
R7032	Experimental Research Methods
R7034	Advanced Statistical Methods
R7103	Business Research Methods

Concentration Requirements: 24 hours

Students are required to choose a concentration. Students must take at least seven courses from within their concentration.

Accounting Concentration *(each course 3 semester credits unless noted)*

Students are required to take the following six courses:

BUS7251	Research Methodology in Accounting*
BUS7252	International Accounting and Taxation
BUS7253	Advanced Seminar in Managerial Accounting
BUS7254	Advanced Seminar in Financial Accounting
BUS7255	Development of Accounting History and Theory
BUS7261	Advanced Seminar in Auditing

Students choose two of the following courses:

BUS6202	Corporate Taxation
BUS6205	Advanced Accounting
BUS6252	Accounting Theory and Policy
BUS6253	Auditing
BUS6254	Accounting Information Systems
BUS7258	Selected Accounting Topics
BUS7259	Independent Study in Accounting

Health Care Administration (each course 3 semester credits unless noted)

Students are required to take the following five courses:

BUS 7501	Healthcare Industry Trends and Analysis
BUS 7502	Healthcare: Political and Social Environment
BUS 7503	Seminar in Healthcare Administration
BUS 7504	Healthcare Ethics and Issues
BUS 7511	Independent Study in Healthcare Administration

Students choose three of the following courses:

BUS6303	Marketing Research
BUS6502	Legal Perspectives in Healthcare Organizations
BUS6501	Finance and Accounting in Healthcare Organizations
BUS6509	Special Topics in Healthcare Administration
BUS7101	Seminar in Leadership
BUS7403	Management Science

Information Systems Concentration (each course 3 semester credits unless noted)

Students are required to take the following five courses:

BUS7403	Management Science
BUS7704	Information Resource Management
BUS7706	Systems Analysis, Design, and Implementation
BUS7709	Research in Information
BUS7710	Advanced Information Systems Seminar*

Students choose three of the following courses:

BUS7701	Advanced Data Base Management
BUS7702	Decision Support Models
BUS7703	Artificial Intelligence
BUS7705	Telecommunications and Computer
BUS7711	Independent Study in Information

International Business Concentration (each course 3 semester credits unless noted)

Students are required to take the following five courses:

BUS7601	Multinational Marketing Strategy
BUS7602	Global Management Models*
BUS7603	International Financial Management
BUS7606	International Monetary Economics
BUS7607	Comparative Economic Systems

Students choose three of the following courses:

BUS7407	International Human Resource Management
BUS7604	Seminar in International Business
BUS7605	International Trade Law
BUS7609	International Project

BUS7611	Independent Study in International Business
BUS6601	International Trade Practice
BUS6602	International Economics
BUS6604	International Marketing
BUS6608	International Organizations
BUS6609	Special Topics in International Trade

Management Concentration (each course 3 semester credits unless noted)

Students are required to take the following five courses:

BUS7401	Advanced Organizational Behavior
BUS7402	Advanced Human Resource Management*
BUS7403	Management Science
BUS7404	Stress Management Control
BUS7405	Business Policy Seminar

Students choose three of the following courses:

BUS6401	HRM/Personnel Administration
BUS6402	Personnel Law & Regulations
BUS6404	Compensation Management
BUS6405	Training & Human Resources Development
BUS7101	Seminar in Leadership
BUS7406	Ethics in Business and Management
BUS7407	International Human Resource Management
BUS7410	Selected Management Topics
BUS7411	Independent Study in Management
BUS7602	Global Management Models

Marketing Concentration (each course 3 semester credits unless noted)

Students are required to take the following five courses:

BUS7301	Marketing Decision Models
BUS7302	Marketing Management Seminar
BUS7303	Advanced Consumer Information Processing
BUS7304	Advanced Marketing Research*
BUS7305	Advanced Marketing Seminar

Students choose three of the following courses:

BUS6301	Promotion Management
BUS6302	Consumer Behavior
BUS6303	Marketing Research
BUS6604	International Marketing
BUS7310	Selected Marketing Topics
BUS7311	Independent Study in Marketing
BUS7601	Multinational Marketing Strategy

* These courses should be taken after the student has completed some research foundation courses and concentration courses.

Electives: 15 units

Students choose up to 5 electives from the courses listed above. Additionally, students may select electives from 700 and 800 level courses in other departments of the University, with permission of the Dean/Program Director.

Dissertation: 18 units

DI7930	Dissertation Proposal	non-credit
DI7931	Dissertation Research I	6
DI7932	Dissertation Research II	6
DI7933	Dissertation Research III	6

Electives Courses (each course 3 semester credits unless noted)

BUS6201	Investment/Portfolio Management
BUS6203	Money and Banking
BUS6204	Advanced Finance
BUS6208	Case Studies in Finance
BUS6210	Special Topics in Finance
BUS6290	Directed Independent Study (Finance)
BUS6309	Special Topics in Marketing
BUS6390	Directed Independent Study (Marketing)
BUS6403	Labor and Management Relations
BUS6409	Special Topics in Human Resources
BUS6490	Directed Independent Study (Human Resources)
BUS6503	Risk Management
BUS6504	Quality Assurance in Healthcare Organizations
BUS6505	Government Regulation in the Healthcare Industry
BUS6509	Special Topics in Healthcare Administration
BUS6590	Directed Independent Study (Healthcare Administration)
BUS 6690	Directed Independent Study (International Trade)
BUS 6821	Advanced Topics in International Business
BUS 6820	Business in Europe
BUS 6824	Independent Study on NAFTA

Ph.D. Program Faculty and Doctorate Committee Members**Alex A. Bolourchi, Ph.D.**

Ph.D. in Distance-Education, Capella University, Minnesota (2002-2010)
 Ph.D. in Inst. Tech., Alberdeen University, New Mexico (2002-06)
 Adv. M.A. in Inst. Technician Education, University of Southern California (USC), Los Angeles, CA (1979-1984)
 M.A., California State University, Long Beach, CA (1976-1978)
 B.A. in TV Production, School of Art, Tehran, Iran (1970-1974)
 Platt College, Multimedia, Software Education, Web Design, Art Institute of CA, Teaching, Westwood College, Teaching, Argosy University, Director of Distance Education
 Professional Licenses or Cert. Held:
 California Community College, Certificates for various training, Certificate for Education

Robert Bowman, Ph.D.

Doctor of Ministry (Church Education). Geneva Theological College, Merrillville, IN.
 M.A. in Education, The Graduate School of Education at Reformed Theological Seminary, Jackson, MS.
 M.A. in Christian Education, Geneva Theological College, Merrillville, IN
 B.A. in Theology, Geneva Theological College, Merrillville, IN

B.S. in History, Minor in English & French

Michael Yu-Ching Cheng, Ph.D.

Ph.D. in Engineering (Interdisciplinary Materials Science and Engineering, University of California, Irvine, 2008
MBA, Master of Business Administration in International Business, California State University, Dominguez Hills, 2003
M.S. in Materials Science Engineering, University of Southern California, 2001
B.S. in Physics, National Cheng Kung University, Taiwan, 1998

Experience:

Research Assistant, Dept. of Chemical Engineering and Materials Science 2005-Present
Research and Development Engineer, Enerage Inc. 2004
Equivalent Rank of Private, 45th Division, Taiwanese Army, 1998-2000
Intern Research, Academia Institute of Physics, Sinica, Taiwan 1995-1998
President of Physics Student Association, 1996-1997

Accomplishments:

Title of Dissertation: Investigation of Harper-Dorn Creep under the condition of Large Strains
The Study of the Structure and Magnetic Properties of Metallic Thin Films

Charles Constantin, Ph.D.

Ph.D., 1972, University of California, Berkeley
Major: American Intellectual History
Minor: Religious Studies
Dissertation : "Calvinism in the Enlightenment"
B.A., 1958, Yale University
Major: American Studies
Minor: American Literature
Adjunct Professor for:
City of College of San Francisco, Fall 2004-Present (U.S. History)
University of San Francisco, CPS, Fall 2002-Present (World of Religions, Blackboard Online Religion and the Rise of Capitalism)
San Jose State University, 2002-2004 (U.S. History)
College of San Mateo, 2002-Present (U.S. History)
California College of Arts and Crafts, 2001-Present (World Cultures)
Chapman University, Concord Campus, 1998-Present (Middle Ages)
Academy of Arts College, San Francisco, 1996-1998 (English(ESL), English Composition, History of World Cultures)
Church Divinity School of the Pacific, Berkeley, Online Adjunct Pro., 1996 (Twelve Step Study Program-Spirituality and Recovery)
Concordia University, Irvine, Spring 1992 (Eastern Civilizations)
Central Texas College, Camp Pendleton, Part-Time Instructor 1990-1994 (U.S. History, World Religions)
North Carolina State University, Ass. Professor, 1974-1981 (U.S. History, Christianity and American Culture, The Enlightenment: Europe and America)
University of California, Berkeley, Lecturer, 1973-1974 (The Enlightenment: Europe and America, Religion and Reform in America, Puritanism in Old and New England)

University of California, Irvine, Ass. Professor, 1972-1973 (Religion in American Culture, History and Theory)

Fellowships and Awards:

National Endowment for the Humanities Fellowship (NEH) 1979-1980 "The Social and Intellectual Origins of Modern Revivalism"
Folger Institute Fellowship, Washington D.C., 1978

Publications:

Articles, "The Puritan Ethic and the Dignity of Labor," Journal of the History of Ideas, Spring, 1977

Lawrence E. Creeden, MBA, J.D.

MBA, in Tax, Golden Gate University, San Francisco, CA 1982-84
J.D. in Law, Western State University, Fullerton, CA 1976-79
B.A. in Communications, California State University, Fullerton, CA 1971-75

California State Bar, Real Estate Broker
D.C. Bar, LIFA, CMA, CFS, Series 3, 30

Teaching Experience:

Assistant Professor, Financial Management, 2004-2005, University of Maryland University College
Business Law Instructor, 1979, Criss College, Anaheim, CA

Mondy Gold, MBA, Ph.D.

Doctor of Management, University of Phoenix
MBA, Financial Management, Baruch College, New York
B.A. in Accounting and Information Systems, Queens College, New York
CPA

Institute of Management Accountants Member
American Society of Association Executives Member
Social Environmental Impact Assessment Center

George A. Gonzalez, MBA, Ph.D.

Ph.D. in Counsel Psych. and Addiction, Hedenic Diaspeoa University, Grace 1994

MBA in Business Admission, F. European School of Economics 2000

M.A. in Clumsily, Liberty University, Virginia 1989

M.A. in Religion, Liberty University, Virginia 1990

M.A. in Theology, St. Meinrad School of Theo., Indiana 1987

B.A. in Spanish, College of Santa Fe in New Mexico 1981

B.A. in Humanities, College of Santa Fe, New Mexico 1982

STD in Theology, Seminatio Diosesan Santa Rita De Cassia, DF1999

Kunchok Gyaltzen, M.S., Ph.D.

Ph.D. in Public Health, University of California, Los Angeles (UCLA)

M.S. in Management, School for International Training, Vermont

M.S. in Public Health, Mahidol University, Bangkok, Thailand

Certificate Undergraduate in Tibetan Medicine, Tibetan Institute for Tibetan Traditional

Certificate Undergraduate in Buddhism, The Highest Institute for Tibetan Buddhism in China

Tibetan Medical Doctor Certificate

Associate Professor Certificate

Levon Goukasian, Ph.D.

Ph.D. in Finance and Business Economics, University of Southern California, Los Angeles, CA

Ph.D. in Applied Mathematics, University of Southern California, Los Angeles, CA

M.A. in Applied Mathematics, University of Southern California, Los Angeles, CA

M.A. Yerevan State University, Armenia

Teaching Experience:

Adjunct Assistant Professor, University of Southern California, Los Angeles, CA (Probability for Business) Fall 2001

Teaching Assistant, University of Southern California, Los Angeles, CA (Probability, Statistics for Math and Computer Science Majors) 1996-2001

Instructor of Mathematics, Yerevan State University, Armenia (Taught Probability Theory and Calculus-I for Economics majors) 1991-93

Adjunct Professor, Pepperdine University, Malibu, CA (Taught Statistics, Probability and linear algebra for Business majors) Summer 2000 & 2001

Edward R. Haberek Jr., MBA, Ph.D.

Ph.D. in Business Administration, Touro University International, Cypress, California, branch campus in New York, NY 2002-05

M.S. in Business Administration, Johnson & Wales University, Providence, RI 2002

B.S. in Business Management 1984-89

Certified Life Strategies Coach

Experience:

Program Director/Instructor of Marketing Dept., Briarwood College, Southington, CT (12/01-Present)

Adjunct Business Faculty Instructor, Eastern Connecticut State Univ. & Mitchell College, New London, CT (8/01-Present)

Director of Sales and Marketing, Bollore Corporation, Dayville, CT (7/00-8/01)

Market Development Specialist, Dupont Pharmaceuticals, Billerica, MA (11/99-5/00)

Surgical/Ophthalmology Consultant, Becton Dickenson Corp., Franklin Lakes, NJ (1/98-11/99)

Regional Sales Manager, Diasys Corp., Waterbury, CT (5/96-1/98)

Adjunct Instructor/Resident Director, Mitchell College, New London, CT (8/90-7/93)

Jovan Hsu, MBA, DBA

DBA Doctor of Business Administration - International Management, Nova South Eastern University, Fort Lauderdale, FL 1997-2002

MBA in Management, National University, Sacramento, CA 94-96

B.A. in Economics, Hsing Hua University, Hsinchu, Taiwan 1987-92

Nicole Jafari, MBA, Ed.D.

Ed. D., Doctor of Education in Organizational Leadership, Argosy University, Orange, CA 2002-2006

MBA in Business Administration, Pepperdine University, Malibu, California 1992-95

B.S. in Industrial Engineering, Roosevelt University, Chicago, Illinois 1979-83
Dip. of French Language & Literature, Grenoble, France 1977-79

A. Saleh Jahromi, Ph.D.

Ph.D. in Theoretical Nuclear Physics, London University, London, England 1973
M.S. in Mathematical Physics, Tehran University, Tehran 1967
B.S. in Physics, Tehran University, Tehran 1963
Physics Laboratory Manager, Loyola Marymount University, Los Angeles, California 1996-2010
Lecturer, Mathematics, Loyola Marymount University, Los Angeles, California, 1984-1996
Associate Professor of Physics, Chairman of Physical Science Department and Director of Physics and Chemistry Laboratories, 1985-1991
Lecturer, Physics and Mathematics, Cal Poly Pomona, 1982-1984
Member of the Institute of Physics – M int P – The Institute of Physics, England
Member of the Institute of Nuclear Physics

Publication:

11. "The Possible Angular Momentum Wave Function Of A- Hypertriton," Scientific Journal, Vol.1, No.1, 1976
12. "The Binding Energy of A-particle in A-Hypertriton", Scientific Journal, Vol. 2, No. 3, 1977
13. "Energy Levels of the Lithium Atom", Eur. J. Phys. 19 (1998)
14. "Ground State Energy of Beryllium Atom and Beryllium - like Atom". To be published.
15. "A Simple Formula for Computing the Sum of the kth Powers of the First n – positive intergers."

Academic and Research Experience:

Northrop University, Los Angeles, CA
London University, London, UK
California State Polytechnic University,
Pomona, CA
Loyola Marymount University, Los Angeles
West Coast University, Los Angeles

Memberships:

- 1) Institute of Physics
- 2) Institute of Nuclear Physics

Christopher S. McChensey, Ph.D.

Ph.D. in Business Administration, Northcentral University, Prescott Valley, AZ, 2009
M.A. in Business Admin., Graduate School of Business, University of Colorado, Boulder, CO, Specialization: Business Management, 2003
B.A. in Sociology, University of Colorado, Denver, CO, Specialization: English Composition, May 2001
Publications: Examining ROI and Time on Market Differences for Various Levels of Homeowners' Association, Ph.D. Dissertation.
FairTax: Can it save the failing U.S. economy?
If One Only Looks: 85 Years of Ghost Stories
Licenses and Affiliations:

Delta Mu Delta Honor Society
Florida Mortgage Broker License
Florida Real Estate Broker License
National Association of Realtors
Northeast Florida Multiple Listing Service

Earl Mitchell, MBA, Ed.D.

Ed.D. in Educational Leadership and Management, La Verne University, California, 1996
MBA in Accounting & Finance, University of Illinois, Champaign, 1972
B.S. in Business Administration, Cal. State University of Los Angeles, 1969
Additional Training:
Professional Residential and Commercial Real Estate Training Classes, 2007
Real Estate License Training: Principles, Practice, Appraisal, Finance and Law, 2006
Executive training for Community College Leadership, 1991 – 2006
Executive training at Fortune 500 Companies & Leading CPA firms, 1970s & 1980s
C.P.A.– Diverse “Big 6” Experience, California License, 1976 -2001

Steven Montelli, MBA, DBA

DBA, California Coast University 2002
MBA, California Pacific University 1990-91
MA, California Pacific University 1995-96
BA, Western Illinois University, Il,

Coney D. Pappas, Ed.D.

Ed.D. in Personnel and Counseling and Psych., Drake University, Des Moines, Iowa 1980-1983
M.S.E. in Learning Disability and Emotional Disturbance, Drake University, Iowa 1977-1980
B.S.E. in Social Science Mental Retard, Drake University, Des Moines, Iowa 1969-1972
Credit in Administration Supervision, California State University, Long Beach, California 1985-1986
California Commission on Teacher Credentialing
California Certificate in Resource Specialist California Community College Counselor Credential
California Community College Instructor Credential
California Community College Student Personnel Worker Credential
Resource Specialist/Consultant, Long Beach Unified School District 1985-Present
Adjunct Faculty Lecturer, Calif. State University – Fullerton & Long Beach, CA 1997-1999
Multi-Categorical Resource Specialist/ Consultant, Des Moines Public School District – Des Moines, Iowa 1977-1985
Custody Investigator/Consultant, Polk County Court House – Des Moines, Iowa 1983-1984
Administrative Personnel Specialist, Headquarters Hawkeye Brigade, Iowa Army National Guard – Camp Dodge, Iowa 1976-1979

Academic and Research Experience:

Credit in Administration Supervision, California State University, Long Beach, California
California Commission on Teacher Credentialing
California Certificate in Resource Specialist
California Community College Counselor Credential
California Community College Instructor Credential

California Community College Student Personnel Worker Credential

Faraz M. Shahbazian, Ph.D.

Ph.D. in Basic Medical Science, New York University, New York, New York 1985

M.S. in Biochemistry, New York University, New York, New York 1973

B.S. in Chem., University of San Francisco, San Francisco, California 1969

M.S. in Organic Chemistry, University of Tehran, Tehran, Iran 1980

Material regulatory Assistant at Diamond Shamrock Chemical Corp., Morristown, NJ

Membership: American Chemical Society

Publications:

11. "Rate of protein synthesis in rat rain and other organs" (several papers published).
12. "Correlation of bronsted "beta" exponent and hammet 'rho' values" (paper presented at Iranian Chemical Society).
13. "Extraction, purification, and characterization of watermelon and cantaloupe see oil"
14. "Use of rice grain husks for formation of particle boards."
15. "Synthesis of urethane of 1, 2, 3 – Thiadiazole for pharmaceutical purposes" (paper published)

Academic and Research Experience:

California State University, Los Angeles.

University of San Francisco

University of Phoenix, California

National University, California

Cleveland Chiropractic College, Los Angeles.

Lock haven University, Lock Haven, Pennsylvania.

Los Angeles Community College District.

Memberships: American Chemical Society

Rell Snyder, MBA, Ph.D.

Ph.D. in Organization & Management, Capella University 2001-05

MBA City University, Washington State 1981-82

B.A., in Behavioral Science-California State Polytechnic University 1978-79

Teaching:

Saddleback College, Irvine, California

Southeastern University, Washington DC

Webster University, Irvine, California

Riverside Community College, Riverside, CA

College of Notre Dame, Baltimore, MD

COURSE DESCRIPTIONS

UNDERGRADUATE COURSE DESCRIPTIONS

AC401 Principles of Accounting I (3)

This course provides an introduction to the preparation and use of accounting principles. Emphasis is on basic accounting procedures, measurement of income and expense, and working capital and investments. Includes material on corporations, capital budgeting and interpretation of financial statements.

AC402 Principles of Accounting II (3)

A continuation of AC401 with emphasis on the measurements of income and expense, corporate investments and liabilities, cash flow statements, cost accounting, capital budgeting, and internal decision making. Analysis and interpretation of financial statements are also examined.

BUS301 Organizational Communications (3)

The role of communication in the effective management of formal organizations is studied. Contemporary communication theory, as well as a set of strategies and methods helpful in analyzing an organization's ability to communicate is examined.

BUS311 Business Law and Ethics (3)

Current topics in the area of law, regulatory controls, and ethical issues and their effect on decision-making are examined. Attention is given to developing critical thinking skills to make humane and informed choices in resolving managerial dilemmas which pose ethical or legal problems.

BUS312 Critical Thinking and Planning (3)

Principles, procedures, and practices of good communication and their relationship to management supervision are discussed. Oral and written communication skills, as well as critical thinking skills and time-management planning are emphasized.

BUS325 Business Policy and Strategy (3)

The relationship between policy development and strategic planning is explored. Emphasis is given to the unique role of managers at various levels within an organization in policy-setting and planning processes.

BUS401 Business Presentations I (3)

This course examines the various aspects of business communications to include verbal and non-verbal approaches used in business industry. Students will explore the importance of internal and external methods of communications incorporated in current organizations.

BUS412 Personnel Law (3)

This course introduces the students to labor relations and emphasizes the legal aspects of needs planning, employee relations and policy administration. Communications, compensation, employer/union discrimination, and collective bargaining are also examined.

EC311 International Business (3)

This course examines the aspects and activities of international business and offers insight into the importance of world trade among multinational organizations. The diversity among international markets is also examined.

EC401 Economics I (3)

This course provides a study of economic analysis concerning factors at work in the marketplace. Emphasis is placed on the study of macroeconomics. The study of the determination of income, output, employment and prices in the economy will also be examined.

EC402 Economics II (3)

A continuation of EC401 with an emphasis placed on the study of microeconomics. This course is a descriptive and analytical study of the market economy, including market structures, pricing, and distribution of wealth and income.

EC403 Contemporary Issues in Economics (3)

This course offers a practical examination of the principles of macro- and microeconomics. Topics will include fiscal and monetary policies, regulatory action and competition, and issues related to domestic and international economics.

FI401 Finance I (3)

An introduction to the processes and principles involved in financial management. Practical emphasis is given to corporate entities, capital markets, as well as stock markets. Basic principles such as financial ratios and other financial measurements are examined.

FI403 Financial Management (3)

Utilization of accounting and financial data as a managerial decision tool is discussed. Students will explore methods of measuring the financial strength and stability of organizations through financial statements, ratios, and current market data.

MG302 Organizational Behavior (3)

This course examines small group interactions and the processes that groups experience as they make decisions and complete tasks. Individual member traits, leadership, and intergroup conflict are also examined.

MG312 Leadership in Organizations (3)

This course examines the skills for understanding and leading individuals and groups in attaining both personal and organizations objectives are developed. The basic concepts of motivation, control change, team building, and developing effective relationships in diverse work environments are examined. Pro-active leadership devices such as organizational development, decision-making, and influence techniques are presented.

MG331 Technology in Business I (3)

The use of management information systems as a vital tool for communication and decision-making is examined. Development of an overall framework for analyzing the communication and use of information by organizations, and for selecting appropriate technology to support decision-making is emphasized.

MG341 Quantitative Methods in Business I (3)

Problem analysis and evaluation techniques are presented. Students are shown methods for defining, researching, analyzing, and evaluating a problem they would solve in their work or a vocational environment. Specific statistical information covered in the course includes identifying and measuring objectives, formulating hypotheses, collecting data, working with levels of significance, analyzing variance, and constructing questionnaires.

MG401 Principles of Management (3)

Current and significant issues in management are examined. Students will examine the formal and informal functions of organizations, as well as basic management theories and principles associated with current business practices.

MG402 Project Management (3)

The course examines the formal and informal functions of organizations, and diagnoses an agency or organization based on a systems model. Students will analyze and solve problems using systematic approaches associated with project management.

MG411 Human Resource Management (3)

Students explore the values and perceptions of the workforce through an analysis of policies and practices of recruitment, selection, training, development, and compensation of employees. Special attention is placed on problem solving, case studies, and simulations associated with human resource management.

MG412 Human Services/Team Management (3)

This course examines the field of human services and the implementation of teams in organizations. Concepts, delivery strategies, and values associated with human services are examined. The development and implementation of team organizational approaches are also discussed.

MG413 Managing Change (3)

This course examines concepts and strategies for managing change in the business environment. Emphasis is given to the recognition of human diversity and strategies associated with organizational change in the workplace. Processes, procedures, and skills for managing change are also discussed.

MG414 Non-Profit & Governmental Organizations (3)

This course examines the unique aspects of planning, organizing, directing, coordinating, and controlling in non-profit and governmental organizations. Emphasis is given to the organizational structures, management, and leadership involved in non-profit agencies.

MG432 Technology in Business II (3)

This course is a continuation of MG331 and examines the tools that can be used in performing business data processing and the uses of computers in business. Management information system applications are also examined with an emphasis given to electronic spreadsheets and database management.

MG441 Quality Assurance (3)

The modern management principles of the quality movement are presented. The history of total quality management, process management, and implementation of quality assurance programs in organizations are examined.

MG442 Quantitative Methods for Business II (3)

This course is a continuation of MG341 and examines the practical techniques available for solving business problems, with a focus on quantitative methods associated with current business applications. Students will examine current statistical computer applications, such as SPSS, used in quantitative research.

MK302 Marketing I (3)

This course provides a study of the management of the firm's marketing function in a dynamic organizational environment, including an analysis of such functions as product development, promotion, channels of distribution, and logistics. Includes a survey of basic methods of market research.

MK402 Marketing II (3)

This course is a continuation of MK302 and examines the practical aspects of marketing management. Marketing decision-making and planning with regard to marketing principles are examined through the use of case studies and group marketing projects.

GRADUATE COURSE DESCRIPTIONS

BUS5001 Business Principles (3)

This course discusses general business terminology, as well as a brief introduction into accounting, economics, management, marketing, and finance. Emphasis is given to understanding and applying concepts associated with current business practices.

BUS6001 Effective Communication for Managers (3)

This course is designed to guide the graduate business student in the development of advanced communication techniques that are required and expected in middle and senior management. Desired outcomes include: (1) the ability to present a strategic plan (marketing, finance, capitalization, etc.) to a Board of Directors; (2) the effective use of mass communication techniques for remote reports and large organizations; (3) the effective use of presentation techniques using audio/visual tools and computing assets; and, (4) the use of communication tools for working groups.

BUS6002 Financial Accounting for Managers (3)

This course introduces students to published financial statements of public companies which are usually incorporated in annual reports issued to shareholders, creditors, financial analysts, and others interested in the company's financial position and results of its operations. This seminar examines management's analysis of the financial statements, generally accepted accounting principles, the financial statements, and the related footnotes.

BUS 6003 Leadership, Ethics, and Organizations (3)

A review of the history of management thought. The role of vision, leadership, and values in organizations. Teams and team-building. Conflict management. Organizational design.

BUS 6004 Information Technology (3)

An introduction to the role of information technology in contemporary organizations. A review of the history of computers, the evolution of management information systems, the employment of computers in contemporary organizations, and basic information on software development. Hands-on exercises in using the Internet and creating web pages.

BUS6101 Legal Environment of Business (3)

This course provides an introductory environmental approach to understanding liability in the business environment, involving both personal and real property. Types of labor, business and stock structures are examined with an eye toward maximizing control and minimizing liability for participants. Emphasis includes practical application of the Uniform Commercial Code

BUS6102 Economic Analysis (3)

This seminar offers a practical examination of the principles of microeconomics and macroeconomics as they relate to economic change, fiscal and monetary policies, regulatory action and competition. Applications of economic principles and consideration of economic history include international as well as domestic issues

BUS6103 Marketing Management (3)

This course provides an introduction to the fundamentals of managing the marketing function in an organization. Marketing decision making and planning with regard to products, prices, promotions, and channels of distribution are emphasized. The case study approach is utilized for pragmatic analysis of a realistic product situation. Market characteristics, product life cycles, segmentation, advertising, and consumer behavior are also discussed.

BUS6104 Organizational Behavior (3)

This course includes an exploration of the diverse determinants and organizational consequences of both

individual and group behavior within formal organizations. Emphasis is on theories, concepts, and empirical findings from the behavioral sciences that will help managers to understand, predict and influence the behavior of members of an organization. A systems approach is used to integrate behavioral theory into effective managerial practices.

BUS6105 Managerial Finance (3)

The contemporary fundamentals of the theory of finance through the identification of tools such as net present value analysis are presented. The course applies financial theory and tools to capital budgeting and asset management. This course includes the management of the asset structure, and the liability structure of the firm. Both certain and risky situations in the contemporary business environment and possible management alternatives are considered. Prerequisite: B6108 or equivalent.

BUS6106 Managerial Accounting (3)

This course includes the study of contemporary topics relating to the collection and use of internal accounting data for management decision making. Topics covered include activity-based costing, flexible manufacturing systems, the cost of quality, and ethical issues. These topics, where appropriate, are applied to not-for-profit, service, retail, and wholesale organizations, in addition to manufacturing organizations. Prerequisite: B6002 or equivalent.

BUS6107 Management Information Systems (3)

This course the student through an exploration of the current design and organizational philosophies that seek to bridge the gap between management information systems and the information needs of management in making sound decisions. General systems concepts that apply to that process, whether or not computers are employed, are examined. Emphasis is placed on how information needs are analyzed, how they become information-system designs, and how those designs are implemented into a working information system. The relationship between information systems and data processing is explored in-depth.

BUS6107C Management Information Systems (3)

This course leads the student through an exploration of the current design and organizational philosophies that seek to bridge the gap between management information systems and the information needs of management in making sound decisions. General systems concepts that apply to that process, whether or not computers are employed, are examined. Emphasis is placed on how information needs are analyzed, how they become information-systems designs, and how those designs are implemented into a working system. The relationship between information systems and data processing is explored in-depth.

BUS6108 Quantitative Business Analysis (3)

This course provides an overview of practical techniques available for solving business problems, with an emphasis on examining conditions under which quantitative techniques may be applied for making managerial decisions, on developing the ability to communicate with analysts and specialists, and on evaluating limitations of techniques. It examines the application of management science techniques to different types of problems, helps managers identify important issues, and helps to define and analyze problems that emerge in tactical and strategic areas.

BUS6109 Business Policy (3)

This seminar includes an intensive study of the responsibilities and functions of executives and top management, and of the problems that affect the success and character of the total enterprise or its operating divisions, using the case methodology approach. Insight is given into the demands of senior management decision-making, and there is a focus on the interrelationships of the management disciplines, through a comprehensive business simulation exercise. Moral, legal, and ethical implications of decisions are considered in light of organizational strategic planning, along with the impact of external political, social and economic factors. A portion of the course is devoted to research resources to enable the student to understand current policies and courses. Prerequisites: All foundation courses.

BUS6201 Investment/Portfolio Management (3)

Students are directed through a broad and critical evaluation of the various investment strategies and management techniques for maximizing returns on portfolios, considering different economic environments and individual objectives. Analysis and valuation of equity securities, the influence of business cycles, economic factors, government policies, and risks and returns of investments are studied. Prerequisites: B6002 or equivalent and B6105 or equivalent.

BUS6202 Corporate Taxation (3)

This course provides a practical review of the federal corporate income tax structure. At the same time, the evolution of specific statutory provisions through the interaction of case law, political compromise and economic considerations are discussed, to give the student a broad base for understanding and applying the tax law.

BUS6203 Money and Banking (3)

This course includes a contemporary and historical assessment of the functions, concerns, and problems of money and the Federal Reserve System, and their roles in economic efficiency and stability. Topics include financial markets and instruments; fundamentals of bank operations, regulation, and structure; the money supply process; the functions of a central bank; the strategy of monetary policy; the Federal budget and the economy; and the causes and effects of inflation. Prerequisite: B6105 or equivalent.

BUS6204 Advanced Finance (3)

This course focuses on the capital structure of a corporation, including dividend policy. Also discussed are options, warrants, initial public offerings, and mergers and acquisitions. Prerequisite: B6105 or equivalent.

BUS6205 Advanced Accounting (3)

This course covers traditional advanced accounting topics such as consolidations and reporting for the combinations, accounting for partnerships, not-for-profit accounting and other topics of interest.

BUS6208 Case Studies in Finance (3)

This course uses the case study method to explore short- and long-term financing options, capital costs, investment decisions, and mergers and acquisitions as financial solutions for a wide range of organizations. Using the cases, students study and analyze the current financial situation, then consider possible alternatives and finally, select and justify the best financial solution for the case.

BUS6210 Special Topics in Finance (3)

This seminar provides advanced graduate students an opportunity to explore selected topics, issues and problems in finance with the guidance of a senior faculty member.

BUS6252 Accounting Theory and Practice (3)

This course focuses on accounting theory and policy concepts, and is designed to enhance understanding and analysis by students. Accounting theory is examined, as well as its implications and relations to problems in accounting.

BUS6253 Auditing (3)

This course covers theory and issues relevant to internal and operational auditing. The focus is on relevant auditing concepts and their applications to current auditing problems, including electronic audits.

BUS6254 Accounting Information Systems (3)

This course explores and analyzes the topics and methods in accounting information systems. The focus is on management of the accounting information system. Both practical and theoretical issues will be considered.

BUS6290 Directed Independent Study (Finance) (3)

This three-credit, non-resident option is completed on a one-to-one basis with a faculty mentor. The ALU Independent Study (ALUIS) provides an opportunity for students to carry out a creative research project in an area of their choice that differs from that of the dissertation. The ALUIS may arise from an in-depth study of some aspect of a recently completed graduate course; an analysis of new ideas, theories or concepts in business; or evaluation of new strategies used in business. It can involve the resolution of an isolated business problem, collection and interpretation of accumulated data, or a field experience. Students may not earn credit for any course more than once, including ALU Independent Studies.

BUS6301 Promotion Management (3)

Promotional strategy is analyzed through its major components: personal selling, advertising, sales promotion, and public relations. Marketing communications and sales methods are examined through a task-objective method. Prerequisite: B6103 or equivalent.

BUS6302 Consumer Behavior (3)

Theories and research findings from the behavioral sciences are examined from the point of view of their applicability to marketing management. Conclusions are drawn from psychology, sociology, anthropology, economics, and marketing research. Prerequisite: B6103 or equivalent.

BUS6303 Marketing Research (3)

A thorough examination of the scope and role of research in making marketing decisions is essential for students selecting a career in marketing. Current techniques and strategies are analyzed, and opportunities are provided for developing skills in conducting actual research. Contemporary research findings are examined. Prerequisite: B6103 or equivalent.

BUS6304 Advanced Marketing Management (3)

This seminar provides an in-depth examination of the role of marketing in helping to define the objectives of businesses and not-for-profit organizations, and in achieving these objectives. Aspects of marketing decision-making, such as strategic planning, the marketing management process, promotion, distribution, and pricing strategies, are covered. Cases and current problems are utilized in applying theory to the real world. Prerequisite: B6103 or equivalent.

BUS6309 Special Topics in Marketing (3)

This seminar provides advanced graduate students with an opportunity to explore selected topics, issues, and problems in marketing, with the guidance of a senior faculty member.

BUS6390 Directed Independent Study (Marketing) (3)

This three-credit, non-resident option is completed on a one-to-one basis with a faculty mentor. The ALU Independent Study (ALUIS) provides an opportunity for students to carry out a creative research project in an area of their choice that differs from that of the dissertation. The ALUIS may arise from an in-depth study of some aspect of a recently completed graduate course; an analysis of new ideas, theories or concepts in business; or evaluation of new strategies used in business. It can involve the resolution of an isolated business problem, collection and interpretation of accumulated data, or a field experience. Students may not earn credit for any course more than once, including ALU Independent Studies.

BUS6401 HRM/Personnel Administration (3)

This study of contemporary views on the complex decision-making process involved in the management of human resources, within an organizational system, is geared to meeting both individual needs and organizational objectives. New acquisition, development, rewarding, and maintenance of human resources are researched, analyzed and discussed. Prerequisite: B6104 or equivalent.

BUS6402 Personnel Law and Regulations (3)

This course introduces students to labor relations by examining the scope of statutes that govern self-organization, as well as employer actions that affect the right to self-organize. Emphasis is placed on the legal aspects of needs planning, employee relations, and policy administration. Negotiating and administering collective bargaining agreements, as well as remedies for illegal strikes, boycotts, and picketing are stressed. Other selected topics include communications, compensation, appraisal/development, employer/union discrimination, and collective bargaining.

BUS6403 Labor and Management Relations (3)

An objective evaluation of the demand for, and supply of, labor in its relation to management's needs provides a solid foundation for managers and Human Resources professionals. The theory and application of collective bargaining and employee benefit programs are also emphasized. The impact of labor contracts on global competition, and corporate flexibility in a changing world are examined. Prerequisite: B6104 or equivalent.

BUS6404 Compensation Management (3)

This course includes a practical exploration of the concepts, theories, principles, and applications of job analysis, job evaluation, position design and descriptions, job classification, compensation systems, salary and wage surveys, incentive pay, profit sharing, and fringe benefits. Current practices are examined and projected changes and trends are discussed. Prerequisite: B6104 or equivalent.

BUS6405 Training and Human Resources Development (3)

This course explores the roles of training and organizational development in the growth, development, and success of organizations. Organizational development is examined in terms of its history, underlying assumptions, characteristics, components, and different types of interventions. Components of effective training are identified and addressed, including needs assessment, program development, instructional design and delivery, and evaluation. Prerequisite: B6104 or equivalent.

BUS6409 Special Topics in Human Resources (3)

This seminar provides advanced graduate students with an opportunity to explore selected topics, issues, and problems in Human Resources, with the guidance of a senior faculty member.

BUS6490 Directed Independent Study (Human Resources) (3)

This three-credit, non-resident option is completed on a one-to-one basis with a faculty mentor. The **ALUIS** option provides an opportunity for students to carry out a creative research project in an area of their choice that differs from that of the dissertation. The **ALUIS** may arise from an in-depth study of some aspect of a recently completed graduate course; an analysis of new ideas, theories or concepts in business; or evaluation of new strategies used in business. It can involve the resolution of an isolated business problem, collection and interpretation of accumulated data, or a field experience to meet licensing requirements. Students may not enroll for any course more than once, including ALU Independent Studies.

BUS6501 Finance and Accounting in Healthcare Organizations (3)

This course includes an examination of the traditional financial and accounting practices in the healthcare industry, as well as evolving governmental requirements. Topics include third-party payers, fund accounting, cash management, cost accounting, cost control, and sources and uses of funds. Prerequisite: B6002 or equivalent.

BUS6502 Legal Perspectives in Healthcare Organizations (3)

This course provides an in-depth study of legal issues unique to healthcare organizations. Topics include malpractice exposure, living wills, confidentiality, licensure, governance, labor law, and other relevant issues. The impacts and interactions of regional, state, and federal regulations are reviewed.

BUS6503 Risk Management (3)

This course includes a comprehensive study of methods available for controlling risk and limiting financial exposure. Topics include insurance, underwriting, self-insurance, loss control, insurance fraud, workers' compensation, government regulation, and an examination of current issues in the insurance industry. Prerequisite: B6108 or equivalent.

BUS6504 Quality Assurance in Healthcare Organizations (3)

In recent years the lessons learned by the manufacturers of the world have found their way into the service industries. Prominent among these lessons is the importance of understanding, controlling, and monitoring the costs and values of quality service. This course examines the application of TQM concepts in the healthcare industry and, more broadly, the challenges of defining and measuring service quality. The course includes examination of the current national literature of such organizations as the American Society for Quality Control, and investigations of quality challenges in regional healthcare organizations.

BUS6505 Government Regulation in the Healthcare Industry (3)

This course is structured to provide an understanding of the varying concerns of government regulators of the healthcare industry. Health licensure, professional provider misconduct, promotion of social policy, and the dynamic application of licensure requirements are reviewed. Regulation of healthcare markets, rationing of health services, and effects of third-party providers are examined.

BUS6509 Special Topics in Healthcare Administration (3)

This seminar provides advanced graduate students with an opportunity to explore selected topics, issues, and problems in Healthcare Administration, with the guidance of a senior faculty member.

BUS6590 Directed Independent Study (Healthcare Administration) (3)

This three-credit, non-resident option is completed on a one-to-one basis with a faculty mentor. The ALU Independent Study (ALUIS) provides an opportunity for students to carry out a creative research project in an area of their choice that differs from that of the dissertation. The ALUIS may arise from an in-depth study of some aspect of a recently completed graduate course; an analysis of new ideas, theories or concepts in business; or evaluation of new strategies used in business. It can involve the resolution of an isolated business problem, collection and interpretation of accumulated data, or a field experience. Students may not earn credit for any course more than once, including ALU Independent Studies.

BUS6601 International Trade Practices (3)

This course examines the nature and complexities of international business; the factors that determine the international environment (economic, physical, sociocultural, political, legal, labor, competitive, and distributive); and the methods that can be used by business to deal with these forces.

BUS6602 International Economics (3)

This course focuses on applications of economic theory, including the impact of international trade, the World Trade Organization (GATT), regional economic integration (EU and NAFTA), and international trade policy.

BUS6604 International Marketing (3)

This course extends the principles of marketing into the realm of businesses that trade internationally. Topics include social and cultural differences in response to advertising, sources of marketing data, and developmental management of the international marketing plan. Prerequisite: B6103 or equivalent.

BUS6608 International Organizations (3)

This course provides insights into the most important international organizations and agreements, such as the International Bank for Reconstruction and Development (IBRD), the International Monetary Fund (IMF), the

European Bank for Reconstruction and Development (EBRD), the Bank for International Settlements (BIS), the General Agreement of Tariffs and Trade (GATT) and its successor World Trade Organization (WTO), the European Union (EU), the North American Free Trade Agreement (NAFTA), the Organization for Petrol Exporting Countries (OPEC), the Asian Pacific Economic Council (APEC), the Organization for Economic Development (OECD), various commissions of the United Nations, multinational corporations (MNCs), the North Atlantic Treaty Organization (NATO), and the Organization for Security and Cooperation in Europe (OSCE).

BUS6609 Special Topics in International Trade (3)

This seminar provides advanced graduate students with an opportunity to explore selected topics, issues, and problems in International Trade with the guidance of a faculty member.

BUS 6690 Directed Independent Study (International Trade) (3)

This three-credit, non-resident option is completed on a one-to-one basis with a faculty mentor. The ALU Independent Study (ALUIS) provides an opportunity for the student to carry out a creative research project in an area of their choice that differs from that of the dissertation. The ALUIS may arise from an in-depth study of some aspect of a recently completed graduate course; an analysis of new ideas, theories or concepts in business; or evaluation of new strategies used in business. It can involve the resolution of an isolated business problem, collection and interpretation of accumulated data, or a field experience. Students may not earn credit for any course more than once, including ALU Independent Studies.

BUS 6821 Advanced Topics in International Business (3)

This class covers any topic of interest concerning international business.

BUS 6820 Business in Europe (3)

This class enables students to study in Europe under the supervision of a qualified faculty member. The focus is on the European Economic Union. Also, the participants will study the culture, business practices, and other issues in the region.

BUS 6824 Independent Study on NAFTA (3)

The participants do a study of an aspect of NAFTA, and its extension on one sector of the economy of one or some of the countries involved. This project will also include any other topic of interest to NAFTA. The work can be done alone or in a team. Support for this project is given at each intensive session. It is recommended to register for this class early in the program.

BUS 6900 Thesis (9)

Master This course involves the research for, and the writing of, a thesis on business topic.

R 7103 Business Research Methods (3)

Business Research Methods: Examines research designs commonly used in business decision making. Topics include survey, observation, data analysis, sampling, and quasi-experiments as they relate to problems in an organizational setting. Students submit a research proposal as part of the course requirements.

BUS 7001 Business Research Writing (3)

This course provides a solid foundation necessary for academic writing. Topics include formats, literature reviews, citations, problem statements, research proposals, research questions, hypotheses, critiques of journal articles, evaluation of dissertations and dissertation abstracts, and writing for journals.

BUS 7002 Advanced Research Methodology (3)

Covers advanced inquiry methodology and current research into the mechanisms underlying the various fundamental premises of Business. Emphasis is on fostering the understanding and ability to interpolate valuable information from between all the disciplines.

BUS 7251 Research Methodology in Accounting (3)

This course provides a broad overview of the academic literature in accounting. Study will focus on topics of interest, tools and techniques for research, and methodological issues in the various areas of accounting. Exploration and discussion of issues related to developing a personal research agenda in accounting will be covered.

BUS 7252 International Accounting and Taxation (3)

This course explores accounting and taxation issues from an international perspective. Study will include how and why accounting and taxation topics differ from country to country, the impact of these issues on the international organization, problems related to the differences, and the organizations that have been developed to resolve problems.

BUS 7261 Advanced Seminar in Auditing (3)

This course involves the study of the academic literature related to auditing issues. Current research findings and their application and impact on the field of auditing will be analyzed and critiqued, within a seminar format.

BUS 7301 Marketing Decision Models (3)

This course is a study of basic marketing and consumer behavior models, with particular attention to the use of classical and contemporary literature sources. Applications include insights into conceptual modeling for cognitive perceptual mapping, multi-attribute preference and choice models, and sales forecasting.

BUS 7302 Marketing Management Seminar (3)

This seminar examines the latest corporate and marketing strategy theories. It provides an in-depth review and analysis of the latest theories and research in product/service development, pricing promotion, and distribution.

BUS 7303 Advanced Consumer Information Processing (3)

This course allows an advanced study of the classical and contemporary research underlying individual and group behavior of consumers. Theories from the behavioral sciences will be applied to consumer behavior, from descriptive, predictive, and normative perspectives.

BUS 7304 Advanced Marketing Research (3)

This is an advanced study of the total process of generating and transforming data relevant for the marketing decision-maker. The emphasis is placed on types of designs, measurement and scaling methodologies, sampling theories, and techniques of data analysis. The student will develop an empirical article for submission to a peer-reviewed journal or conference.

BUS 7305 Advanced Marketing Seminar (3)

This course examines the development of marketing theory. Topics are selected from original sources and from the various literature bases that support marketing as a discipline. The course provides an in-depth review and analysis of the foundations of marketing and their impact on modern marketing practice.

BUS 7310 Selected Marketing Topics (3)

This course offers advanced, doctoral-level work in marketing topics, based upon student demand and availability of faculty.

BUS 7311 Independent Study in Marketing (3)

This course offers doctoral-level analysis of selected marketing topics. It focuses on doctoral-level analysis of selected Information Systems topics. This three-credit nonresident option is completed on a one-to-one basis with a faculty mentor. This option provides an opportunity for students to carry out a creative research project in an area of their choice that differs from that of the dissertation. It may arise from an in-depth study of some aspect of a recently completed graduate course; an analysis of new ideas, theories or concepts; or evaluation of new strategies. It can involve the resolution of an isolated educational problem, collection, and interpretation of accumulated data, or an approved field experience.

BUS 7401 Advanced Organizational Behavior (3)

The focus of this course is on the theoretical and practical implications of organizational behavior, as addressed from a social science perspective. It will stress how being a consumer of organizational research can help the manager with everyday problems and the researcher to answer organizational behavior questions. Upon completion of the course, the student will have mastered the concepts of the field, such as diversity in the workplace, perception and attribution processes, motivation and individual differences in organizations, group dynamics and decision-making, teamwork, leadership, and quality improvement programs.

BUS 7402 Advanced Human Resource Management (3)

This course provides advanced exploration in employee selection, performance appraisal, compensation, training and development, human resource policy and strategy, and other areas of human resource management.

BUS 7403 Management Science (3)

This course provides an in-depth presentation of the tools and techniques of management science as applied to real-world problems. The subject matter includes linear programming, sensitivity analysis, distribution models, decision analysis, forecasting, PERT/CPM, financial models as certainty models, and simulation models.

BUS 7404 Stress Management Control (3)

This course examines the organizational factors that cause stress and identifies the costs of stress to the organization. Emphasis is placed on the principles and methods of preventive stress management from an organizational perspective, including the improvement of individual-organizational relationships, the shaping of organizational policies and procedures, and the design of effective stress management training, employee assistance, and personal wellness programs.

BUS 7405 Business Policy Seminar (3)

This seminar provides the participant with a general overview of the planning, strategy formulation, strategic thinking, strategy implementation, and evaluation processes. Managerial styles and personal strategies will also be discussed. The course takes an international view of business policy in this world without borders. Research areas in business strategy are also analyzed.

BUS 7406 Ethics in Business and Management (3)

This course considers ethics in business and management from a research perspective. Topics of study include foundations, ethical codes, ethics education, ethics research, student perspectives of ethics, ethics by business application, and cross-cultural ethics research.

BUS 7407 International Human Resource Management (3)

This course explores the human resource management issues that exist in the international business environment, sensitizes students to the differences in human resource systems, and broadens their perspective on the appropriate management of human resources in a multinational context.

BUS 7410 Selected Management Topics (3)

This course offers advanced, doctoral-level work in management topics, based upon student demand and availability of faculty members.

BUS 7411 Independent Study in Management (3)

This course offers doctoral-level analysis of selected management topics. This three-credit nonresident option is completed on a one-to-one basis with a faculty mentor. The DIS option provides an opportunity for students to carry out a creative research project in an area of their choice that differs from that of the dissertation. It may arise from an in-depth study of some aspect of a recently completed graduate course; an analysis of new ideas, theories or concepts; or evaluation of new strategies used in Research. It can involve the resolution of an isolated educational problem, collection, and interpretation of accumulated data, or an approved field experience.

BUS 7501 Healthcare Industry Trends and Analysis (3)

This course presents an overview of the United States health services system from an historical and contemporary perspective. Course content will examine patterns and utilization of health services, an examination of health service providers, non-financial and financial resources for health services, assessment and regulation of health services performance, and an overview of national health policy.

BUS 7502 Healthcare: Political and Social Environment (3)

This course examines the formation, implementation and evolution of major healthcare policies. Emphasis is placed on the impact of political processes and social ramifications on the delivery of healthcare services.

BUS 7503 Seminar in Healthcare Administration (3)

This seminar offers advanced study in the theory and research of healthcare administration.

BUS 7504 Healthcare Ethics and Issues (3)

This course examines the major ethical issues and challenges facing healthcare providers today. Emphasis is placed on the impact of ethical issues on the delivery and management of healthcare services.

BUS 7511 Independent Study in Healthcare Administration (3)

This course offers doctoral-level analysis of selected topics in healthcare administration. This course focuses on doctoral-level analysis of selected Information Systems topics. This is a good opportunity for students to carry out a creative research project in an area of their choice that differs from that of the dissertation. It may arise from an in-depth study of some aspect of a recently completed graduate course; an analysis of new ideas, theories or concepts; or evaluation of new strategies. It can involve the resolution of an isolated educational problem, collection, and interpretation of accumulated data, or an approved field experience.

BUS 7601 Multinational Marketing Strategy (3)

This seminar provides an overview of international business. Emphasis is given to the comprehensive international environment (cultural and political environment, legal system, etc.) and similarities and differences of doing business abroad. The course examines international product positioning, promotional strategies, pricing issues, and distribution strategies on the international market. This course also provides practical and theoretical knowledge and skills for entrepreneurs and managers interested in doing business abroad.

BUS 7602 Global Management Models (3)

This seminar provides students with a general overview of International Management, including the integration of corporate culture, integration, implementation, and globalization. Specific applications to NAFTA and research areas in business strategies are also explored. The student will develop an empirical article for submission to a peer-reviewed journal or conference.

BUS 7603 International Financial Management (3)

This course is organized to provide a background in the international environment, and to focus on the managerial aspects from a corporate perspective. The course examines international financial environment, exchange rate behavior, exchange rate risk management, and the role and functioning of international banking. This course will also provide students with theoretical and practical knowledge in international financial management. The student will be able to use this knowledge in academia and in business.

BUS 7604 Seminar in International Business (3)

This course presents a survey of the most important activities in international business and offers a framework of thinking about them from the perspective of the company manager. The course examines international trade and foreign direct investment patterns and theories, international financial markets and how firms dealing in those markets operate, trade and investment barriers and functioning of economic integration, challenges and opportunities of multinational operations. The seminar interchangeably provides in-depth coverage of the most important world markets: Europe, Asia, South America, etc.

BUS 7605 International Trade Law (3)

This course provides an overview of international trade law for managers. Emphasis is placed on legal aspects managers might encounter when engaged in international trade. Topics include contracts, intellectual property rights, product liability, and trade practice legislation.

BUS 7606 International Monetary Economics (3)

This course provides an in-depth analysis of historical and contemporary issues in international monetary economics. Topics include balance of payments, different exchange rate regimes (fixed, floating, pegged, managed floating), the reform and evolution of international monetary arrangements, the gold standard, target zones, optimum currency areas, the European Monetary System, and the European Monetary Union.

BUS 7607 Comparative Economic Systems (3)

This course will provide students an understanding of the organization, operation and performance of economic systems, both in theory and in practice. It deals with alternative methods of determining the bill of goods to be produced, the allocation of resources to produce it, and the distribution of the resulting income. The course explores various alternative answers by analyzing different economic systems and comparing them with each other.

BUS 7609 International Project (3)

This seminar provides the participant with a general overview of International Management, including the concepts of corporate culture, integration, implementation, and globalization. The course enables students to study in another country with the guidance and supervision of a qualified faculty member, and accompanied by other graduate students. Business practices, culture, customs, and trade practices unique to that country or that region will be the focus of discussion. Learning will be enhanced with business facility tours, and meeting with university professors, industry executives and government leaders. The country is selected on the basis of prevailing student and faculty interests.

BUS 7611 Independent Study in International Business (3)

This course offers doctoral-level analysis of selected international business topics. The course focuses on doctoral-level analysis of selected Information Systems topics. This three-credit nonresident option is completed on a one-to-one basis with a faculty mentor. This is a good opportunity for students to carry out a creative research project in an area of their choice that differs from that of the dissertation. It may arise from an in-depth study of some aspect of a recently completed graduate course; an analysis of new ideas, theories or concepts; or evaluation of new strategies. It can involve the resolution of an isolated educational problem, collection, and interpretation of accumulated data, or an approved field experience.

BUS 7701 Advanced Database Management (3)

This course presents the objectives and methods of database approach to information processing. Topics include data models (with emphasis on the E/R model and the relational model), database design and implementation, and SQL and DBMS evaluation.

BUS 7702 Decision Support Models (3)

This course covers a detailed examination of the managerial decision-making process, and the use of information systems technologies to support this process. The course provides extensive reading and case study application in the area of decision support systems. Students will complete case studies and conduct literature reviews. The course of study will conclude with a credit project, which will demonstrate mastery of the course objectives.

BUS 7703 Artificial Intelligence (3)

This course provides an examination of the managerial and business use of artificial intelligence, with more attention to expert systems. The course is mainly a review of literature, with the broad objective of informing the student about the state-of-the-art in this field. As such, there is initially an examination of the basic technology and the processes for acquiring, representing and implementing knowledge. In addition, substantial exploration of current application areas is included. The purpose is to bring the student up to speed in this emerging technology. Finally, the question of future possibilities and potential is considered.

BUS 7704 Information Resource Management (3)

This course examines the impact of information technology upon organizations, organizational structure, and strategy. Topics covered include organization structure, information technology architecture, the relationship between individuals and information technology, the impact of information technology upon organizations, the role of information technology in business transformation and reengineering, and future trends in information technology.

BUS7705 Telecommunications and Computer Networks (3)

This course examines telecommunications and computer networks, and their impact on an organization or business enterprise. The course presents a conceptual orientation focusing on concepts, theory, management and deployment of the technology, rather than the technology itself.

BUS7706 Systems Analysis, Design and Implementation (3)

This course examines the systems development. Students complete case studies and conduct literature reviews. The final outcome of the course study is the completion of a research project and final examination, which will demonstrate mastery of the course objectives.

BUS7709 Research in Information Systems (3)

This course examines the scope and role of research in computer information systems. Since research programs derive from theory foundations, an exploration of the theoretical grounds underlies the course. Fundamentally, information systems support the making and communication of decisions; therefore decision theory is an important theoretical element. Further, since the decision process is an intensely human activity, a wide range of human theory is relevant including psychology, sociology, communication, learning and education. The course seeks to develop understanding of the rather unique interdisciplinary nature of information systems research, as well as the more pragmatic aspects of conceptualizing and implementing a research program.

BUS7710 Advanced Information Systems Seminar (3)

This course provides an in-depth view of information systems and business strategy, in terms of organizational structure, control systems, and information systems technologies. It also provides an

understanding of business process engineering and future trends in information systems. The student will develop an empirical article for submission to a peer-reviewed journal or conference.

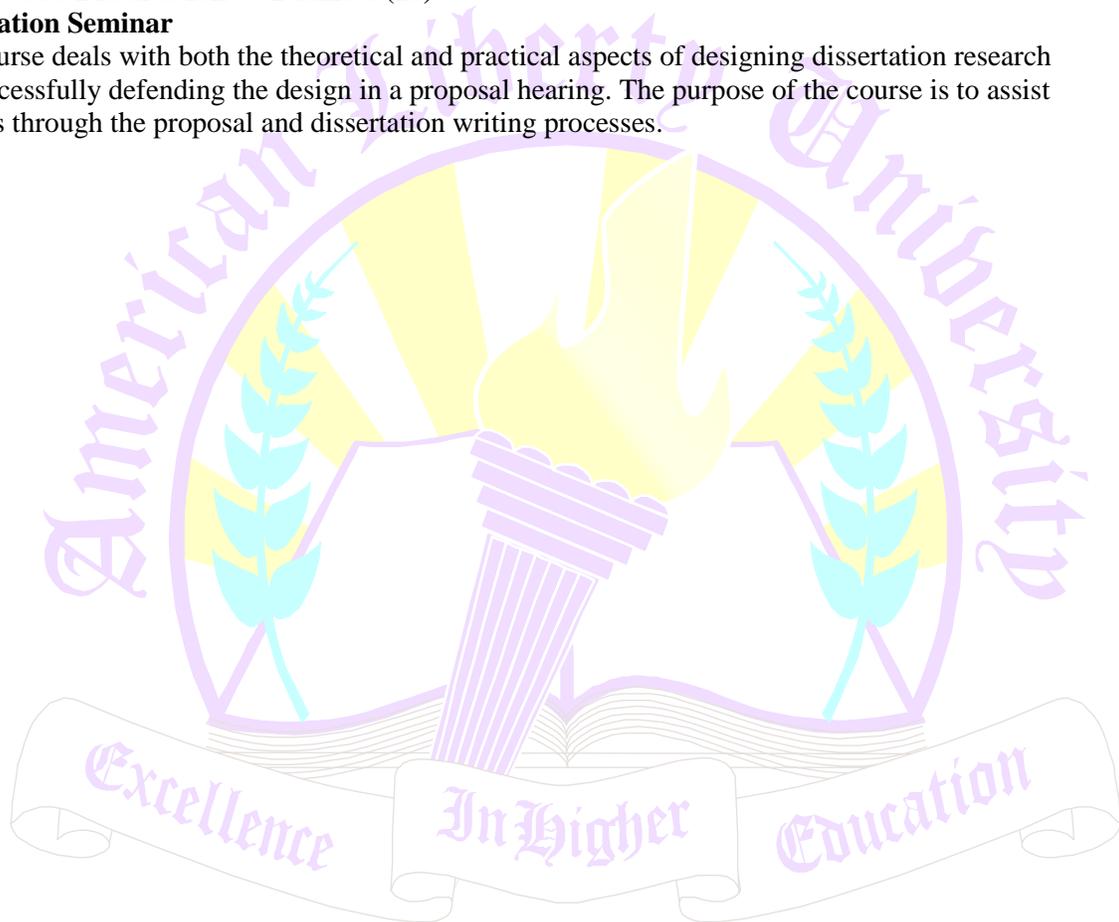
BUS7711 Independent Study in Information Systems (3)

This course focuses on doctoral-level analysis of selected Information Systems topics. This three-credit nonresident option is completed on a one-to-one basis with a faculty mentor. The DIS option provides an opportunity for students to carry out a creative research project in an area of their choice that differs from that of the dissertation. The DIS may arise from an in-depth study of some aspect of a recently completed graduate course; an analysis of new ideas, theories or concepts; or evaluation of new strategies. It can involve the resolution of an isolated educational problem, collection, and interpretation of accumulated data, or an approved field experience.

DI7930-7933 Dissertation — Business (18)

Dissertation Seminar

This course deals with both the theoretical and practical aspects of designing dissertation research and successfully defending the design in a proposal hearing. The purpose of the course is to assist students through the proposal and dissertation writing processes.



THERAPEUTIC CLINICAL MASSAGE CERTIFICATE

Philosophy - Mission - Objectives

American Liberty University's School of Therapeutic Massage provides students with a professional learning experience that encompasses both the medical as well as the alternative aspects of massage therapy. ALU's Therapeutic Clinical Massage Certification programs which meet the licensing requirements of most state, county and city laws presently enacted, exceeds the educational requirements for local and national certification exam.

Our objective of the massage therapy certification programs is:

- To prepare students for rewarding careers as professional massage therapists.
- Learning and understanding the concept of human anatomy, physiology, pathology and kinesiology.
- Be able to apply that understanding to the practice of massage therapy.
- Draw from a diverse knowledge of modalities to create effective and individualized massage sequences

Admission Requirements/Application Procedure

Applicants must provide evidence of the following:

1. Complete the Application for Admission and submit it with a non-refundable Check or money order in the amount of \$110.00 payable to American Liberty University.
2. Must be at least 18 years old.
3. Must have a high school diploma or GED.
4. Attend an introductory workshop or class.
5. Physically and emotionally capable of giving and receiving massage treatments in a non-discriminatory way.
6. Three letters of reference affirming the applicant's potential for scholarly, investigative, and creative endeavors in massage therapy.
7. Official transcripts from the previous colleges and/or universities (if any).
8. A statement of educational objectives, specific focuses of massage therapy program and career goals.
9. Two current color passport size photos.
10. If student has been convicted of either a felony or misdemeanor, you must provide documentation. Some states and municipalities will not grant massage therapy licenses for certain convictions.
11. Other admissions standards and requirements may apply.

Graduation Requirements

1. Completion of course requirements.
2. Completion of all clinical/internship projects.
3. If a candidate does not meet any of the above requirements within the allowed time, his/her candidacy will be terminated and the candidate will not receive a diploma from ALU.

Method of Instruction/Study:

During the Therapeutic Clinical Massage programs, students explore content related to theoretical and clinical massage Therapy. The courses include lecture, group discussion, independent study, and clinical practice under supervision of qualified and licensed instructors. In addition, students participate in professional seminars designed to develop group leadership skills.

The Equipment to be used for Therapeutic Clinical Massage programs:

Class/Lecture Rooms:

Computer - Projector - Monitors - PowerPoint - Projector's Screen - Books

Clinic

Massage Table - Anti Bactria Soup - Special Oil - Massage Chair - Disposal Gown - Special Massage Equipment

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

“The transferability of credits you earn at *American Liberty University* is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree/certificate/diploma you earn in the Therapeutic Clinical Massage program is also at the complete discretion of the institution to which you may seek to transfer. If the degree/certificate/diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending *American Liberty University* to determine if your degree/certificate/diploma will transfer.”

FACULTY QUALIFICATIONS

Shu-Chiung Chen, B.S.

B.S., California State University, Fullerton, CA
Diploma of Massage Therapy, CA

Cindy M. Kim, B.S.

B.S., UCSD, San Diego, CA
Diploma of Massage Therapy, CA

Howard M. Kim, L.Ac., Ph.D.

M.S. in Oriental Medicine, South Baylo University, Anaheim, California 1997
B.A. in Civil Eng., Chung-Ang University in Seoul, Korea 1978-1981
Ph.D. in Oriental Medicine, American Liberty University, 2006
Business Administration, U.C. Berkeley, California 1982
Oriental Medicine & Acupuncture, Kyung San University, L.A., California 1995-1996
Chairman of 21 Century Oriental Herbal Medicine Research Institute of America 1998-2000
Professor, South Baylo University 1999
President of 21 Century Inter Trading Company 1992- Present
President of Genesis Inter Trading Group 1986-1991
President of trans Systems Services, INC 1983-1991
President of M.C. Gold Minor Co. 1983-1991
Certificates of U.C. Irvine – Anatomy 1997
California Licensed Acupuncturist

Meiyu Li

Massage Therapy Diploma, American Acupuncture Institute, Wittier, California
California Licensed Massage Therapist

Jennifer T. Nhan, D.C.

Doctor of Chiropractic, Cleveland Chiropractic College of Los Angeles 1996-99

B.S. in Business Management, California State University, Los Angeles, CA 1991-95
 B.S. in Human Biology, Cleveland Chiropractic, Los Angeles, CA 1996-99
 AS, Glendale Community College 1989-91
 QME Certificate
 CPR Instructor

Wenji Piao, L.Ac., Ph.D., M.D. (China) M.S., Samra University, Los Angeles, 1999
 M.D., Bei Quen Medical University, Chang Chun, China 1989
 Medical School, He Long University, Yeon Ban China 1988
 Ph.D. in Oriental Medicine, American Liberty University, California, 2007
 California Licensed Acupuncturist

Cha-Ying Shen, L.Ac., M.S. M.S. in Oriental Medicine, South Baylo University, California
 Certificate of Massage Therapist, Acupuncture and Massage Institute of American
 California Licensed Acupuncturist
 California Licensed Massage Therapist

Therapeutic Clinical Massage Specialist

The 504 clock hour (29 semester unites) Massage Therapist Specialist course provides: introduction to Massage Therapy, Massage Techniques, Anatomy & Physiology, Pathology, Medical Terminology, Medical Terminology, Swedish Massage, Deep Tissue, Business and Ethics, CPR & First Aid, Seated/Chair Massage, Foot Reflexology, Hygiene/Clinical Studies Orientation, Introduction to Kinesiology, and Clinical Studies Program/Internship. Massage Therapist Specialist is designed to prepare the student for many individual city and county licensing requirements in California, and for employment in medical clinics, chiropractic offices, health centers, beauty salons and their own private business. This program maybe offered in day and evening and weekend class and is completed in up to 23 weeks.

Therapeutic Clinical Massage Specialist Courses – 504 Hours

WES101	Anatomy & Physiology I	45
WES102	Anatomy & Physiology II	45
WES105	Pathology	45
WES107	Medical Terminology	15
WES110	Kinesiology	30
WES115	CPR & First Aid	8
MAS051	Introduction to Massage Therapy	15
MAS052	Massage Techniques I	15
MAS055	Swedish Massage	30
MAS060	Deep Tissue I	30
MAS063	Shiatsu Massage	30
MAS066	Foot Reflexology	8
MAS067	Head, Neck and Facial Massage	15
MAS069	Hygiene/Clinical Studies Orientation	8
MAS077	Sports Massage	15
BUS101	Business and Ethics	15
MAS090	Clinical Studies Program/Internship	135
	TOTAL	504

Therapeutic Clinical Massage Mastery

The 1009 (57 semester units) clock hour Massage Therapist Specialist course provides: introduction to Massage Therapy, Massage Techniques, Anatomy & Physiology, Pathology, Medical Terminology, Medical Terminology, Swedish Massage, Deep Tissue, Business and Ethics, CPR & First Aid, Seated/Chair Massage, Foot Reflexology, Hygiene/Clinical Studies Orientation, Introduction to Kinesiology, Basic Nutrition, Clinical Studies Program/Internship, Traumatology, Shiatsu Massage, Oriental Massage Techniques/Acupressure, Head, Neck and Facial Massage, Personal Fitness, Sports Massage, Essential Oils, Hydrotherapy, Aroma Therapy, Case Study Sessions, Business Management & Marketing and Clinical Studies Program/Internship. Massage Therapist Mastery is designed to prepare the student for many individual city and county licensing requirements in California and also students maybe eligible to apply for the National Certification Board for Therapeutic Massage and Bodywork Exam (NCBTMB) in massage therapy upon completion of this course. This program maybe offered in day and evening and weekend class and is completed in up to 45 weeks.

Therapeutic Clinical Massage Mastery Courses– 1009 Hours

WES101	Anatomy & Physiology I	45
WES102	Anatomy & Physiology II	45
WES105	Pathology	45
WES107	Medical Terminology	15
WES110	Kinesiology	30
WES115	CPR & First Aid	8
WES104	Traumatology	30
MAS051	Introduction to Massage Therapy	15
MAS052	Massage Techniques I	15
MAS053	Massage Techniques II	15
MAS054	Personal Fitness	15
MAS055	Swedish Massage	45
MAS057	Therapeutic Massage	30
MAS058	Essential Oils	8
MAS059	Hydrotherapy	8
MAS060	Deep Tissue I	45
MAS061	Deep Tissue II	45
MAS063	Shiatsu Massage	30
MAS064	Oriental Massage Techniques/Acupressure	45
MAS065	Seated/Chair Massage	8
MAS066	Foot Reflexology	8
MAS067	Head, Neck and Facial Massage	15
MAS068	Hygiene/Clinical Studies Orientation	8
MAS072	Basic Nutrition	8
MAS073	Introduction to Skin Diseases	15
MAS074	Maternal/Infant Massage	30
MAS076	Body/Mind Connection in Health	30
MAS077	Sports Massage	30
MAS078	Aroma Therapy	8
MAS079	Geriatric Massage Techniques	15
MAS081	Case Study Sessions	30
BUS101	Law and Ethics	15
BUS105	Business Management & Marketing	15
MAS091	Clinical Studies Program/Internship	240

Course Descriptions

WES101 *Anatomy & Physiology I 45 hours*

These courses provide a general study of the human body's normal structure and function fundamentals of musculoskeletal anatomy. Emphasis is placed on the complex nature of the body, the interrelationship of the organs, and the body's ability to adapt to the environment. The students with information about anatomy and physiology relating to each of the following body systems: integumentary, skeletal, muscular/joints, nervous, and blood and lymphatic systems

Particular emphasis will be placed on the specific needs of the Massage Therapist.

WES102 *Anatomy & Physiology II 45 hours*

This course will provide students with information about anatomy and physiology relating to each of the following body systems: cardiovascular, respiratory, digestive, endocrine, special senses, urinary, and the male and female reproductive systems. Pathophysiology, medical terminology, and pharmacology will be integrated into each body system.

WES104 *Traumatology 30 hours*

The student will learn: an introduction to medical Traumatology, understanding recognize somatic effects of trauma, explore movement and breathing exercises to deepen somatic awareness and development of appropriate therapist boundaries to insure safety.

WES105 *Pathology 30 hours*

The class will provide the student with information about mechanisms of disease and the pathological process that occurs within each system of the human body. The following subjects will be covered: genetic disorder, neoplasm's, infections, trauma, and immune disorder, mental and emotional disorder, respiratory, musculoskeletal disorder, neurological disorder, and medical terminology.

WES107 *Medical Terminology 15 hours*

This course is designed for students who have successfully completed Anatomy and Physiology. The emphasis is on basic medical word structure, prefixes, suffixes, combining forms, and pronunciation. Students learn standard medical vocabulary and medical abbreviations.

WES115 *CPR & First Aid 8 hours*

First Aid & CPR/HIV Awareness provides an overview of emergency treatment of injuries and/or sudden illness in a variety of situations. It also presents methods of prevention to reduce or eliminate potentially dangerous situations. Major topics include the dispelling of myths and rumors around HIV, injury evaluation, standard CPR and First Aid procedures. Students who demonstrate skill proficiency and pass the written tests (80%) pertaining to the skills, will receive a Community CPR and First Aid certificate through the American Red Cross (this includes standard CPR skills for the adult, child and infant as well as standard First Aid skills).

MAS052 *Massage Techniques 15 hours*

An introduction to the field of therapeutic massage techniques and study of the physiology of massage techniques and their effects on the body systems. The effects of massage applications on the primary systems of the body, contraindications and benefits of treatment to each system are explored.

MAS059 *Hydrotherapy 8 hours*

This course will teach the fundamentals of hydrotherapy. The class will enable the student to understand the different therapeutic approaches used in hydrotherapy.

MAS055 *Swedish Massage 45 hours*

This course will cover the theory of massage, classical techniques and strokes, professionalism in treatment, and indications and contraindications of a massage treatment Including Effleurage/Gliding strokes, Petrissage/Kneading strokes, Compression, Vibration, Percussion/Tapotement, and Friction Strokes. Students learn the basic strokes that comprise a Swedish massage. Clinical assessment techniques, postural analysis, exercise and stretch techniques will also be taught. These techniques will assist the student in developing a strong background in the healing applications of massage. Our Clinical Staff will supervise clinical Practicum.

MAS051 *Introduction to Massage Therapy 15 hours*

This course is designed to introduce the student to the basic concepts and skills of massage. Topics include: muscular and general relaxation, stress reduction, pain management, injury recovery, health promotion, body awareness, client assessment, communication with the client, and therapeutic massage equipment such as tables and chairs.

MAS058 *Essential Oils 8 hours*

The students will learn the use on treatment tables with oil, lotions, lubricants, and other massage supplies.

MAS060 *Deep Tissue I & II 45+45 hours*

Beginning with crucial client-assessment skills, range-of-motion work, and the correct use of knuckles, forearms and elbows, this class addresses appropriate application of deep-tissue work throughout the body. The material presented is designed to be incorporated immediately in a full-body massage, allowing students to work deeply, safely, and with ease.

MAS063 *Shiatsu Massage 30 hours*

This course will teach a thorough and effective full body system of hand therapy based on the Hoshino system of Shiatsu. Point location and palpation will be stressed as well as correct body movement and proper hand/thumb technique. This course will enable the students to understand the major concepts of Shiatsu methods and perform a comprehensive patient interview.

MAS064 *Oriental Massage Techniques/Acupressure 45 hours*

The study of different techniques Methods of treatment base on Oriental Medicine approached including point locations, channels and meridians, Tuina techniques, Qi-Gong, Ti-Qi and Acupressure.

MAS065 *Seated/Chair Massage 8 hours*

The study of the use of an ergonomically designed massage chair and accompanying techniques that allow students to perform massage to employees of companies right in the workplace.

MAS066 *Foot Reflexology 8 hours*

Students explore foot anatomy, zone therapy, and the concept of reflex points. Students are given an introduction to the basic application of foot reflexology techniques.

MAS067 *Head, Neck and Facial Massage 15 hours*

Students receive an introduction to work with the craniofacial system and head and neck muscles and tissues. Restrictions in this system have been shown to cause many problems ranging from headaches to learning disabilities. By releasing restrictions in the dural tube, normal craniofacial function can be restored. Students are given theory and practical application techniques. Students are also introduced to the human connective tissue system also known as the Myofascial system. Connective tissue pathology is explored as well as Myofascial release corrective techniques to restore freedom of motion and to reduce pain.

MAS069 *Hygiene/Clinical Studies Orientation 8 hours*

The study of germs and pathogens where students will learn techniques to minimize and or eliminate the spread of illness. Universal precautions and CDC guidelines are explored. Safety precautions for client and therapist including fall hazards and fire safety are discussed.

MAS070 *Introduction to Kinesiology 15 hours*

Study of the biomechanical principles of human movement, upper and lower extremities. Includes structure and function of joints, muscle groups, and the characteristics of normal posture and gait.

MAS072 *Basic Nutrition 8 hours*

This course teaches the basic concept of Nutrition and Diet Therapy. Using the basic parameters as a reference, the class will discuss Dietary Transition, Water and Protein/ Vitamin B 12, Oils & Fats, Sweeteners, Salt, Other Condiments, Vitamins, Calcium and Green Food Products, Food Enjoyment/Timing/ Combining, Food Energetic, and Nutritional Suggestions.

MAS073 *Introduction to Skin Diseases 15 hours*

Identification of common dermatological conditions encountered in a massage/bodywork practice. Clinical precautions to be taken with inflammatory skin diseases, cancerous lesions and infections are emphasized.

MAS074 *Maternal/Infant Massage 30 hours*

This course teaches massage techniques specifically beneficial to women during pregnancy and post-partum recovery. Also massage techniques beneficial to infants and young children, structural changes in a woman's body that occur throughout a full-term pregnancy, tension reduction techniques and massage precautions will be introduced.

MAS075 *Special Populations 15 hours*

Students learn to adapt massage techniques to the needs of special populations. The focus will be on designing and implementing appropriate massage therapy techniques for the chronic and terminally ill, the elderly, and clients with psychological and emotional issues.

MAS076 *Body/Mind Connection in Health 30 hours*

Exploration of the connection between soft tissue manipulations and the powerful emotional responses and shifts in mental attitudes that accompany them. Discussion of touch as one of the principle elements necessary for the successful development and functioning of the central nervous system.

MAS077 *Sports Massage 30 hours*

Clinical sports massage techniques will enhance an athlete's performance, prevent trauma, and promote recovery time. Specific injury applications as well as pre- and post- event massage will be addressed. Students are taught a basic sports massage routine.

MAS078 *Aroma Therapy 8 hours*

This advanced course teaches the therapist the integration of essential oils and aroma therapy into massage techniques. The identification of essential oils, their fragrance and their therapeutic usage is included. The course also addresses the olfactory system and its involvement in the use of essential oils to affect various body systems, energy forms, and the holistic approach to the health status.

MAS079 *Geriatric Massage Techniques 15 hours*

Exploration of common geriatric ailments and the psychological and sociological issues that impact the elderly client. Modifications of client interactions, assessments and treatment techniques for the elderly are emphasized.

BUS101 *Professional Development and Ethics 15 hours*

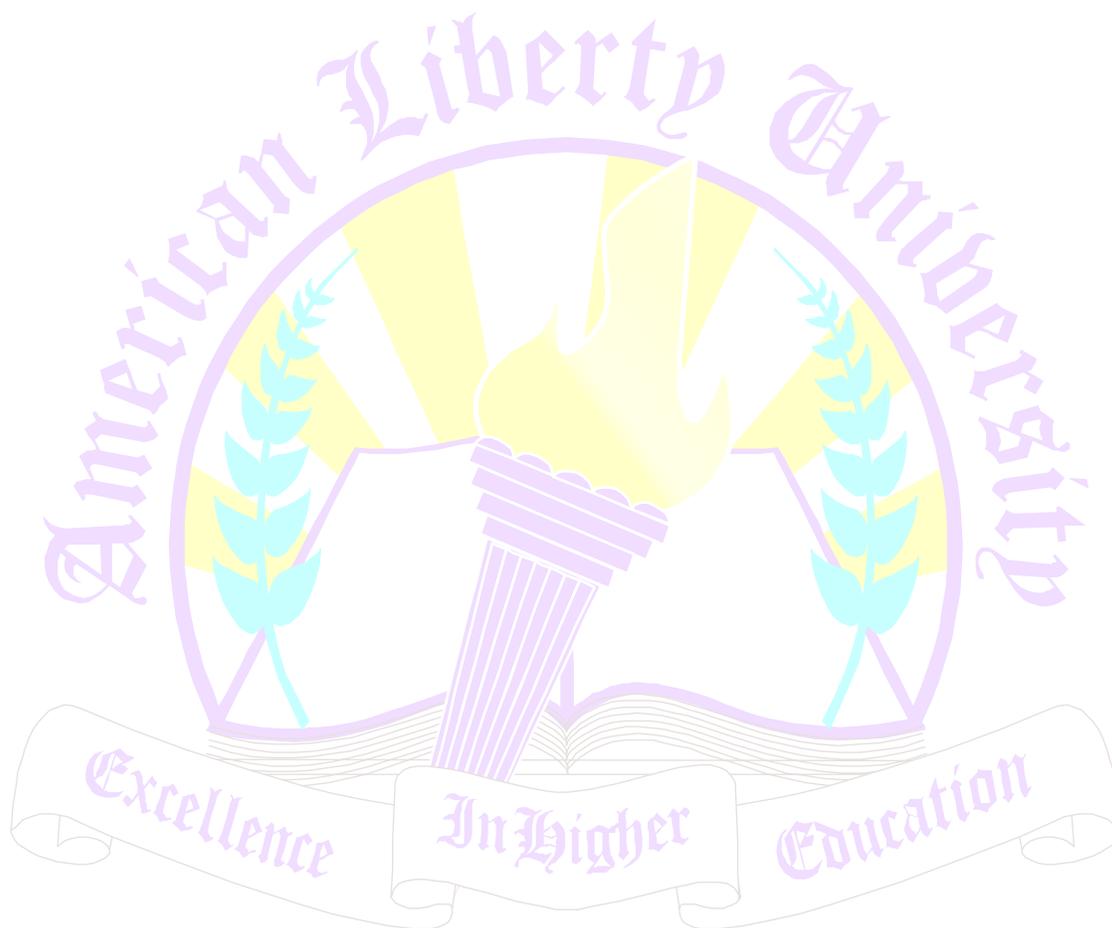
This course will teach California state regulations, licensing procedures, renewal requirements, and scope of practice limitations also students will explore concepts of professional ethics and image, scope of practice, sexual issues, informed consent, right of refusal, and transference and counter transference issues. Emphasis is placed on the proper handling of situations as they present themselves.

BUS105 Business Management & Marketing 15 hours

This course will introduce the students to marketing concepts and strategies. Students will learn effective public speaking and begin to develop a networking and business plan.

MAS090-091 Clinical Studies Program/Internship 180 hours

Supervised Massage Clinic is designed to build student skills, confidence, and comfort level one step at a time. Clinic provides students with the opportunity to practice the various techniques they have studied.



ENGLISH AS A SECOND LANGUAGE (ESL)

Introduction:

American Liberty University offers a variety of English Language Programs to individuals and groups. Each program is customized to meet the participant's needs, incorporating vocabulary specific to their communication goals.

Enroll in a first level ESL Class:

If you know little or no English, you will be assigned to a first level ESL class (ESL 210).

ESL Assessment for Continuing Students:

As a continuing student, your teacher will assign you to the next course. You will receive a routing letter/card from your teacher at the end of your class. This letter/card tells you what ESL class to take next. Keep it in a safe place. You have to show it to your new teacher(s) on the first day of class.

ESL Assessment for Returning Students:

As a returning student, your last instructor will assign you to an ESL class if you attended ALU less than two (2) years ago. If you have been absent from ALU for more than two (2) years you need to follow the same placement process as a new student. The ESL Office will assist you in the process of returning to ALU.

ESL Orientation

The ESL staff will help you understand your assessment results and introduce you to the academic programs and support services offered at American Liberty University. The ESL Orientation Program may offer bilingual orientation sessions in different languages.

Admissions Policy

Applications for enrollment in ESL are accepted throughout the year and reviewed for the following trimester. Students may enroll at any level, depending on their English Competency. Please follow the four simple steps below to apply:

1. Complete the application, sign and date
2. Include \$110.00 Application Fee in Us Currency
3. Include two recent passport size photographs
4. Include a copy of your most recent educational degree or certificate

Graduation Requirements

1. Completion of course requirements with grade "D" or higher.
2. Completion of all homework, and projects.
3. Successfully pass all tests and examinations.
4. If a candidate does not meet any of the above requirements within the allowed time, his/her candidacy will be terminated and the candidate will not receive a certificate from ALU.

Causes for Expulsion:

1. Not attending in the classes
2. Not following the rule and regulation as a foreign student
3. Not paying the tuition and related fees

Method of Instruction/Study:

The courses include lecture, group discussion, independent study, and computer laboratory practice.

The Equipment to be used for ESL programs:

Computer - Projector - TV/Monitor - PowerPoint - Projector's Screen - Headphone - some Computer Software and Books.

ESL Programs

English as a Second Language at American Liberty University is designed to prepare students for Higher Education Degree Programs at American Universities and institutions of Higher Learning. Students, who complete this program from beginning through advanced intensive English 2, will be prepared to begin higher education from pre- college through post- graduate levels, including:

Associates degree

Bachelors' degree

Masters degree

Doctoral of philosophy PhD

Post – doctoral and research

Language Laboratory

Students participate in a laboratory class with a focus on listening comprehension with some pronunciation instruction. Materials include radio programs, songs and adapted lectures.

Activities/Conversation Groups

In all sessions the students participate in a variety of language-intensive socio-cultural activities. Students may choose to participate in small conversation groups.

Spoken English

Students are introduced to the fundamentals of English pronunciation (stress, intonation, rhythm, vowel and consonant sounds) and to the elements of conversation. They practice spoken English in a variety of ways, including short dialogues, role-plays, games and formal/informal presentations.

Conversation

The conversation facilitator works with students to help them become more fluent in their spoken English. Students participate in formal and informal communicative activities and discussions led by an American Liberty's student.

Reading and Structure

The primary emphasis in reading is on reading for different purposes, applying appropriate reading skills and increasing vocabulary and the speed and fluency with which students read. Readings include a variety of newspaper and magazine articles, contemporary short stories, essays and research materials. Students respond to readings both orally and in writing. They are required to prepare several informal and formal presentations in the course.

Weekly writing assignments train students in paragraph and essay writing. Formal classroom instruction at this level focuses on different rhetorical styles, process writing, problem and solution, compare and contrast, cause and effect, and the research paper. In regular oral presentations and group work, students also work to develop oral mastery of the various grammatical structures they have learned.

Discussion

Students participate in a discussion class in which peers organize and lead small group discussions based on topics of their choice facilitated by an American Liberty's student.

Workshops/Activities

Students may choose to participate in small-group workshops also students participate in a variety of language intensive socio-cultural activities.

Presentation Skills

Students learn and practice the skills involved in speaking before an audience and in making effective presentations.

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“The transferability of credits you earn at *American Liberty University* is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree/certificate/diploma you earn in the ESL program is also at the complete discretion of the institution to which you may seek to transfer. If the degree/certificate/diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending *American Liberty University* to determine if your degree/certificate/diploma will transfer.”

FACULTY QUALIFICATIONS

Alex A. Bolourchi, Ph.D.

Ph.D. in Distance-Education, Capella University, Minnesota (2002-2010)
Ph.D. in Inst. Tech., Alberdeen University, New Mexico (2002-06)
Adv. M.A. in Inst. Technician Education, University of Southern California (USC), Los Angeles, CA (1979-1984)
M.A., California State University, Long Beach, CA (1976-1978)
B.A. in TV Production, School of Art, Tehran, Iran (1970-1974)
Platt College, Multimedia, Software Education, Web Design, Art Institute of CA, Teaching, Westwood College, Teaching, Argosy University, Director of Distance Education
Professional Licenses or Cert. Held:
California Community College, Certificates for various training, Certificate for Education

Jong (John) Ho Park, B.S.

B.S. in Business Administration focus on Human Resources Management, California State University, Long Beach, 2005-2008
A.S. in Business Administration, International Business, Golden West College, Huntington Beach, California
Organized GACP Sports event in Canada
Organized Eagles soccer club event

A. Saleh Jahromi, Ph.D.

Ph.D. in Theoretical Nuclear Physics, London University, London, England 1973
M.S. in Mathematical Physics, Tehran University, Tehran 1967
B.S. in Physics, Tehran University, Tehran 1963
Physics Laboratory Manager, Loyola Marymount University, Los Angeles, California 1996-2010
Lecturer, Mathematics, Loyola Marymount University, Los Angeles, California, 1984-1996
Associate Professor of Physics, Chairman of Physical Science Department and Director of Physics and Chemistry Laboratories, 1985-1991
Lecturer, Physics and Mathematics, Cal Poly Pomona, 1982-1984
Member of the Institute of Physics – M int P – The Institute of Physics, England
Member of the Institute of Nuclear Physics
Publication:

16. "The Possible Angular Momentum Wave Function Of A- Hyper triton," Scientific Journal, Vol.1, No.1, 1976
17. "The Binding Energy of A-particle in A-Hypertriton", Scientific Journal, Vol. 2, No. 3, 1977
18. "Energy Levels of the Lithium Atom", Eur. J. Phys. 19 (1998)
19. "Ground State Energy of Beryllium Atom and Beryllium - like Atom". To be published.
20. "A Simple Formula for Computing the Sum of the kth Powers of the First n – positive intergers."

Academic and Research Experience:

Northrop University, Los Angeles, CA
 London University, London, UK
 California State Polytechnic University,
 Pomona, CA
 Loyola Marymount University, Los Angeles
 West Coast University, Los Angeles, CA

Memberships:

- 1) Institute of Physics, England
- 2) Institute of Nuclear Physics

Scott McClintock, Ph.D.

Ph.D. in Comparative Literature, University of California, Irvine
 M.A. in Comparative Literature, University of California, Irvine
 M.A. in Modern Letters, University of Tulsa, Oklahoma
 B.A. in English, University of Pittsburgh at Johnstown, Johnstown Pennsylvania

Faraz M. Shahbazian, Ph.D.

Ph.D. in Basic Medical Science, New York University, New York, New York 1985
 M.S. in Biochemistry, New York University, New York, New York 1973
 B.S. in Chem., University of San Francisco, San Francisco, California 1969
 M.S. in Organic Chemistry, University of Tehran, Tehran, Iran 1980
 Material regulatory Assistant at Diamond Shamrock Chemical Corp., Morristown, NJ

Membership: American Chemical Society

Publications:

16. "Rate of protein synthesis in rat rain and other organs" (several papers published).
17. "Correlation of bronsted "beta" exponent and hammet 'rho' values" (paper presented at Iranian Chemical Society).
18. "Extraction, purification, and characterization of watermelon and cantaloupe see oil"
19. "Use of rice grain husks for formation of particle boards."
20. "Synthesis of urethane of 1, 2, 3 – Thiadiazole for pharmaceutical purposes" (paper published)

Academic and Research Experience:

California State University, Los Angeles.
 University of San Francisco
 University of Phoenix, California
 National University, California
 Cleveland Chiropractic College, Los

Angeles.
Lock haven University, Lock Haven,
Pennsylvania.
Los Angeles Community College District.
Memberships: American Chemical Society

Kevin R. Soltani, BBA

BBA (International Business), University of San Francisco (USF).
San Francisco, California 2008-2011
GE, Fullerton Community College, Fullerton, CA 2006-2008
American Business College, Paris, France 2010

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Ph.D. in Oriental Medicine, Yuin University, Compton, California
M.S in Oriental Medicine, Yuin University, Compton, California
B.S. in Oriental Medicine, Yuin University, Compton, California
Rio Hondo Committee College, Whittier, California
Oklahoma City University, Oklahoma City, Oklahoma
Distinguished Leadership Award

ESL Courses

Beginning English Program 1

ESL 210 A

FULL TIME

15 weeks

30 hours per week

TOTAL: 450 hours

PART TIME

15 weeks

15 hours per week

TOTAL: 225 hours

In this format, students become acquainted with basic practical every day conversational English. Each week consists of 30 hours of in- class instruction which includes memorization of important English Sentences and Phrases with other partners and in groups. Individual students must prepare new sentences every day for in-class presentation. Class instruction intensifies as the program progresses. The program lasts for one entire trimester, duration of which is fifteen weeks. For this level of English Language study, students need to plan to spend minimum of eight hours of outside of class preparation every week to enhance the thirty hour in-class instructional curriculum. Students should expect to understand and practice basic daily conversational English by the end of the first trimester.

Curriculum instruction plan:

Conversational English	300 hours
Elective	145 hours
Quiz	5 hours

Electives include:

Pronunciation and accent reduction
Movie watching
Street English
Formal English

Beginning English Program 2

ESL 210 B

15 weeks

16 hours per week

TOTAL: 240 hours

This program is designed for students who have less than two months in the United States such as a summer holiday trip to the United States for the purpose of Basic Conversational English Language study. The program focuses on individual work and sentence preparation for daily conversational needs as well as class presentation as individuals, groups and partners. Group work outside of class is encouraged as it prepares students for in class presentations.

At the end of the six week program, students should expect to have a beginning understanding of daily conversational English.

Curriculum instruction plan:

Conversational English	160 hours
Elective	75 hours
Quiz	5 hours

Electives include:

Pronunciation and accent reduction

Movie watching

Street English

Formal English

Intermediate English Program

ESL 215

FULL TIME

15 weeks

30 hours per week

TOTAL: 450 hours

PART TIME

15 weeks

15 hours per week

TOTAL: 225 hours

This program is designed for students who have completed the beginning English Program, or have an intermediate level understanding of conversational English.

In this level, students begin to prepare for a transition into the intensive English Level program. The curriculum includes reading, writing and conversational English.

Group Work and individual work are equally emphasized.

Minimum 10 hours of preparation outside of class per week is encouraged as it prepares students for in-class presentations.

In-class instruction focuses on intermediate level reading writing a short report on the reading material Presentation of the report to the class in a public speaking format, as either individuals or as groups or partners.

In the intermediate level, students are also introduced to quizzes, which are intended to offer a beginning understanding of college level test taking procedures.

At the end of the trimester, students will have an understanding of reading. Material review and writing, conversation and speech. Students will be prepared to transition into the intensive English level program and begin to prepare for college level entry exams.

Curriculum instruction plan:

Reading and writing	350 hours
Presentation	95 hours
Quiz	5 hours

Advanced Intensive English Program 1

ESL 220 A
FULL TIME
15 weeks
30 hours per week
TOTAL: 450 hours

PART TIME
15 weeks
15 hours per week
TOTAL: 225 hours

The Advanced Intensive English Program 1 emphasizes on achieving a high level of fluency in all areas of English writing, reading and test preparation. This program focuses on successful entry into colleges and universities through application and delivery of English as a Second Language which has transitioned into a clear University level Study English Language

Curriculum instruction plan:

Reading and writing	350 hours
Presentation	95 hours
Quiz	5 hours

Advanced Intensive English program 2

ESL 220 B
FULL TIME
15 weeks
30 hours per week
TOTAL: 450 hours

PART TIME

15 weeks

15 hours per week

TOTAL: 225 hours

Advanced Intensive English Program 2 is designed to give students a wide spectrum of examination formats used in American colleges and universities, including multiple choice exams, essay writing and true/ false test formats. Students will take timed examinations and learn to improve on speed and focus. This program offers an intense college and university entry exam preparation. Graduates in this level will be prepared with an ability to fully engage in all university academic courses, Write term papers and take university level examinations.

Curriculum instruction plan:

Reading and writing 350 hours

Presentation 95 hours

Quiz 5 hours

OTHER ENGLISH PROGRAMS

TOEFL Preparation Program

FULL TIME

15 weeks

30 hours per week

TOTAL: 450 hours

PART TIME

15 weeks

15 hours per week

TOTAL: 225 hours

This course is designed to enable the advanced level student to prepare for Test of English as a Foreign Language examination, Preparation is based on test taking procedures, focus and timing. It will include every section administered through examination procedures by TOEFL administrators. It will allow each individual the insight into qualification requirements for successful results in TOEFL examination.

Business English Program:

FULL TIME

15 weeks

30 hours per week

TOTAL: 450 hours

PART TIME

15 weeks

15 hours per week

TOTAL: 225 hours

Business English Program offers a variety of beginning, intermediate and advanced courses on reading and writing business proposals, writing business letters and reports, business conversation and general business communication. In addition, elective courses are offered to enhance the individual's business English needs. These electives will allow students to select from several areas of emphasis including:

- Business marketing reading and report writing

- Business journals
- Writing and editing company journals and newsletters
- Conducting formal business meetings and conferences

Teachers of English to Speakers of Other Languages (TESOL)

FULL TIME

15 - 45 weeks

30 hours per week

TOTAL: 450 – 1,350 hours

PART TIME

15 - 45 weeks

15 hours per week

TOTAL: 225 – 675 hours

The ALU-TESOL course has a very practical emphasis and deals primarily with the real skills and knowledge needed by teachers in the classroom.

Whilst the course timetable may vary slightly from location to location, the content will always remain the same.

The TESOL course is divided into five main areas:

1. Foreign Language Experience.

The trainees receive training in an unknown foreign language to reflect on the experience of being a learner, and how this might direct their own teaching.

2. Language Awareness

a) Grammar. Covers word classes, simple sentence elements, complex sentences and clauses, verb time and tense, aspect and conditionals and modals, phrases and voice.

b) Phonology. Covers phonemics, word stress and intonation, sentence stress and intonation, rhythm and intonation, and connected speech.

3. Student Profile

Trainees may work with individual students on rapport-building, error analysis and correction and addressing individual student needs. Three meetings with the student are required including transcription and error analysis of audio and written samples, culminating in each session observed by a trainer.

4. Teaching Techniques.

This component of the course may covers areas such as:

Lesson planning

Classroom management

Establishing rapport

Discipline in the classroom

Managing equipment and teaching aids

Creating materials

Correction techniques

Evaluation and testing

Teaching vocabulary

Teaching grammar

Teaching receptive skills (reading and listening)

Teaching productive skills (speaking and writing)

Games in the classroom
Songs in the classroom
Teaching beginner students
Teaching individual students
Teaching business English
Teaching young learners

5. Materials Project

All trainees must develop two sets of materials used during the teaching practice. Each set must be durable, capable of being used for more than one lesson context and easily portable. The materials may include visuals, audio or video tape, cue cards and class handouts. Trainees are required to adapt from commercial sources, or develop original materials. The summation of this project is a presentation to the trainers on how the materials were used, how they could be improved and how they might be used in another context.

Academic Vocabulary

FULL TIME

15 weeks
30 hours per week
TOTAL: 450 hours

PART TIME

15 weeks
15 hours per week
TOTAL: 225 hours

Increase knowledge of and ability to use words from the Academic Word List ? the most frequently used words in university textbooks and classrooms. Vocabulary is introduced in interesting contexts, then it is processed, practiced, and reviewed by the students in a wide variety of activities such as word mapping, chain stories, word games, and paragraph writing.

Accent Reduction

FULL TIME

15 weeks
30 hours per week
TOTAL: 450 hours

PART TIME

15 weeks
15 hours per week
TOTAL: 225 hours

Learning the sounds, stress patterns, rhythm, and intonation patterns is a separate process from learning the grammar and vocabulary of a new language.

ALU's Accent Reduction program is designed to help non-native English speakers tackle those skills and improve their mispronunciation of sounds and patterns.

Taught preferably one-on-one, the program prioritizes the participant's needs and job-specific English vocabulary necessary to function more effectively at work.

Our 4-step accent reduction approach results in easily understandable conversational speech. Following are the 4 steps of our method:

STEP 1: Identify the trouble sounds, stress and intonation patterns

STEP 2: Learn and hear the differences between English sounds

STEP 3: Produce and practice the new sounds

STEP 4; Incorporate into conversational speech

American Culture

FULL TIME

15 weeks

30 hours per week

TOTAL: 450 hours

PART TIME

15 weeks

15 hours per week

TOTAL: 225 hours

Become more familiar with the conventions of academic discussion; increase ability to understand readings in English and develop more proficiency in responsive essay writing. Gain a deeper understanding of American culture and its development.

Conversation

FULL TIME

15 weeks

30 hours per week

TOTAL: 450 hours

PART TIME

15 weeks

15 hours per week

TOTAL: 225 hours

This program is designed to help intermediate to advanced-level groups or individuals learn how to organize their thoughts and converse in a more natural way.

Each program is custom-designed to match the current level of verbal communication skills and business language needs with a focus on authentic and practical conversation.

Creative Writing

FULL TIME

15 weeks

30 hours per week

TOTAL: 450 hours

PART TIME

15 weeks

15 hours per week

TOTAL: 225 hours

Expose students to a variety of writing types such as short stories, poems, and parodies, and allow them to experiment with their writing in different forms.

Drama

FULL TIME

15 weeks

30 hours per week

TOTAL: 450 hours

PART TIME

15 weeks

15 hours per week

TOTAL: 225 hours

Increase familiarity with theater vocabulary and production roles, drama terms, and techniques. Practice pronunciation in order to memorize, practice, perform and record a full-length play.

Movies

FULL TIME

15 weeks

30 hours per week

TOTAL: 450 hours

PART TIME

15 weeks

15 hours per week

TOTAL: 225 hours

Develop listening skills and the ability to critically analyze a film. Increase confidence in expressing and supporting one's ideas and opinions in English.

Novels

FULL TIME

15 weeks

30 hours per week

TOTAL: 450 hours

PART TIME

15 weeks

15 hours per week

TOTAL: 225 hours

Improve reading, writing, discussion, and critical thinking skills by using one or more novels at the advanced reading level. Literature reading is a refreshing change from typical textbooks.

Pronunciation

FULL TIME

15 weeks

30 hours per week

TOTAL: 450 hours

PART TIME

15 weeks
15 hours per week
TOTAL: 225 hours

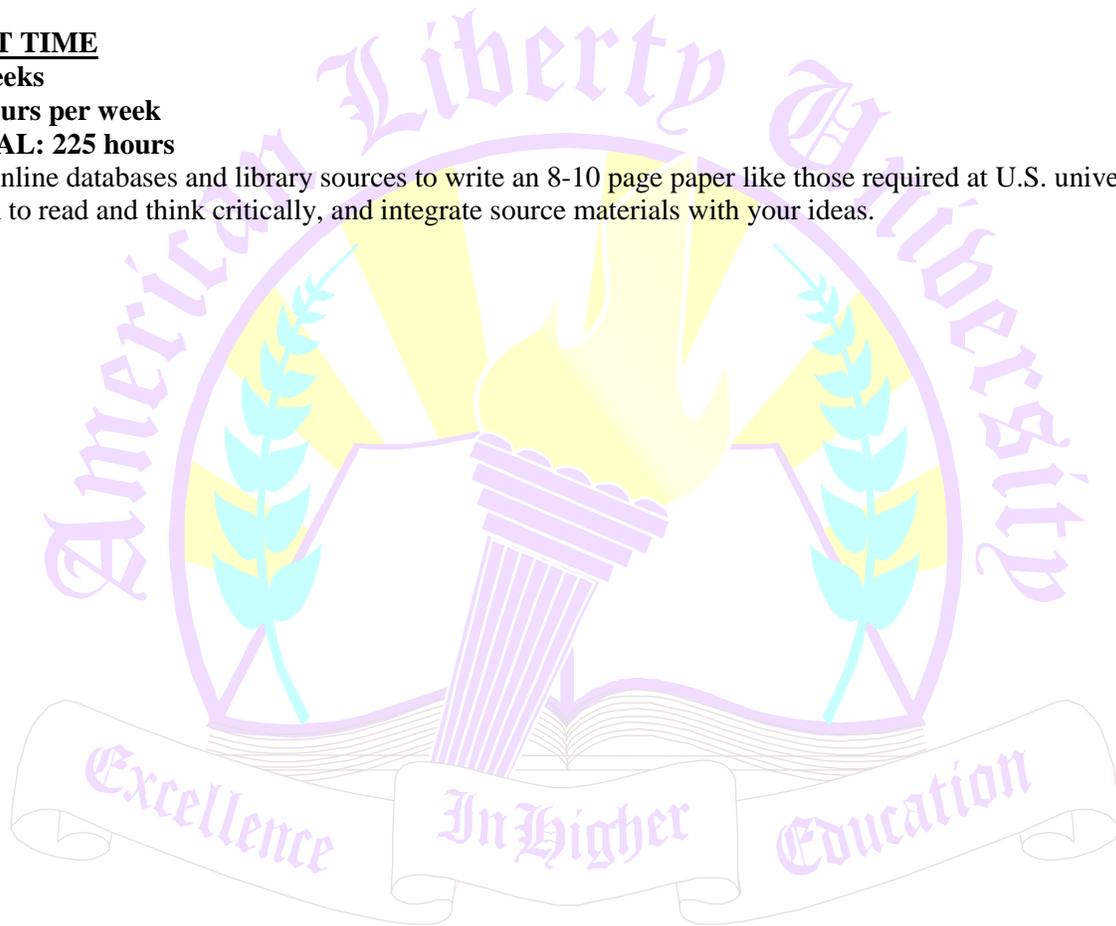
Develop ability to use native-like patterns of rhythm and stress in speech. Focus on individual pronunciation concerns. Develop consciousness of problems and knowledge of how to correct them.

Research Paper

FULL TIME
15 weeks
30 hours per week
TOTAL: 450 hours

PART TIME
15 weeks
15 hours per week
TOTAL: 225 hours

Use online databases and library sources to write an 8-10 page paper like those required at U.S. universities. Learn to read and think critically, and integrate source materials with your ideas.



2012 ACADEMIC CALENDAR

2012 SPRING SEMESTER

New Year's Day	January 1, 2012 (Holiday)
Registration	January 2 through January 4, 2012
Classes Begin	January 6, 2012
Martin Luther King Jr. Holiday	Monday January 16, 2012 (school close)
President's Day Holiday	Monday February 20, 2012 (school close)
Mid-Term	Monday February 27 to Friday, March 2, 2012
Good Friday	Friday April 6, 2012 (school close)
Final Exam	April 16, through April 22, 2012
Spring Break	April 23, through April 30, 2012

2012 SUMMER SEMESTER

Registration	May 1, through May 3, 2012
Classes Begin	May 4, 2012
Memorial Day Holiday	Monday May 28, 2012 (school close)
Commencement Class of 2013	Sunday June 10, 2012
Mid-Term	June 18, through June 22, 2012
Independence Day Holiday	Monday July 4, 2012 (school close)
Final Exam	August 15, through August 19, 2012
Summer Break	August 20, through August 31, 2012

2012 FALL SEMESTER

Registration and Tuition	September 3, through September 5, 2012
Labor Day Holiday	Monday September 5, 2012 (school close)
Classes Begin	September 6, 2012
Mid-Term	October 15 through October 19, 2012
Veteran's Day Holiday	Friday November 12, 2012 (school close)
Thanksgiving Holiday	November 22-23, 2012 (school close)
Final Exam	December 17 to December 21, 2012
Fall Break	December 22, 2012 through January 1, 2013

2013 ACADEMIC CALENDAR

2013 SPRING SEMESTER

New Year's Day	January 1, 2013 (Holiday)
Registration	January 2 through January 4, 2013
Classes Begin	January 7, 2013
Martin Luther King Jr. Holiday	Monday January 21, 2013 (school close)
President's Day Holiday	Monday February 18, 2013 (school close)
Mid-Term	Monday February 25 to Friday March 1, 2013
Good Friday	Friday April 5, 2013 (school close)
Final Exam	April 15 through April 19, 2013
Spring Break	April 22 through April 26, 2013

2013 SUMMER SEMESTER

Registration	May 1 through May 3, 2013
Classes Begin	May 6, 2013
Memorial Day Holiday	Monday May 27, 2013 (school close)
Commencement Class of 2013	Sunday June 9, 2013
Mid-Term	June 17 through June 21, 2013
Independence Day Holiday	Monday July 4, 2013 (school close)
Final Exam	August 18 through August 22, 2013
Summer Break	August 26 through August 30, 2013

2013 FALL SEMESTER

Registration and Tuition	September 3 through September 6, 2013
Labor Day Holiday	Monday, September 5, 2013 (school close)
Classes Begin	September 9, 2013
Mid-Term	October 21 through October 25, 2013
Veteran's Day Holiday	Friday, November 11, 2013 (school close)
Thanksgiving Holiday	November 28-29, 2013 (school close)
Final Exam	December 16 to December 20, 2013
Fall Break	December 21, 2013 through January 1, 2014

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Excellence in Higher Education



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