SOUTHERN CALIFORNIA INTERNATIONAL UNIVERSITY (SCIU)

Los Angeles, California, USA

Bachelor of Business Administration (BBA)
Master of Business Administration (MBA)
Licensed by the State of California, BPPE, Accredited by ASIC

Catalog and Student Handbook

ACADEMIC YEAR 2017-2018

SOUTHERN CALIFORNIA INTERNATIONAL UNIVERSITY (SCIU)

Los Angeles, California, USA

A private institution offering BBA and MBA degree programs, licensed by the State of California, BPPE (The Bureau for Private Postsecondary Education), accredited by ASIC (Accreditation Service for International Schools, Colleges and Universities)

Los Angeles, California

Southern California International University (SCIU)
Email: info@ sciuniversity.com
Website: http://sciuniversity.com
Administrative Office Hours: Monday-Friday
9:00am-5:00pm (Pacific Time)

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1. Introduction

Southern California International University (SCIU) is a post-secondary institution based in Los Angeles, California, and licensed by the Bureau for Private Postsecondary Education in California, and accredited by ASIC (Accreditation Service for International Schools, Colleges and Universities).

We offer online and on campus programs in management, business administration, and public administration.

Programs offered are:

- Bachelor of Business Administration (BBA)
- Master of Business Administration (MBA)

The SCIU **BBA Degree** program is a 120-credit degree. This includes 45 credits for required courses in general education and 75 credits for required courses in business.

The SCIU **MBA Degree** program with specialization in Management is a 51 (or 54) credit degree offered over a 17-month period. The program consists of a combination of compulsory and elective courses. The MBA Program requires that our students also take the Management Consulting, **or** those wishing to pursue a PhD upon graduation, the Research Project option.

All programs are designed for highly motivated students and full- or part-time businessmen and women wishing to pursue a program while remaining committed to their professional lives.

Online Courses

SCIU courses are prerecorded and can be uploaded from the SCIU e-learning system. Students also upload their course materials, assignments, and examinations. SCIU provides continuous access to its Online Library, and enrolled students are able to access all the materials when and wherever they wish.

2. Governance and Administrative Structure

2.1 Board of Directors and Governing Body

Academic Board
1. Dr. Thomas Anderson – Dean (and Director)
2. Dr. Matthew Khatibloo – Program Director
3. Mr. Dimitr Chouteau – Assistant
4. Mr. Sh. Jewani: Accountant
5. Technical Assistant – Webmaster – Amero

2.2 University Board

SCIU's Academic Committee is chaired by the President of SCIU, and the Managing Director serves as secretary. This committee deals with all academic matters, as well as with enrollment, fees, student affairs, grievances, and research issues.

2.3 SCIU Faculty Members

- Daniel Tan Chien Ming, PhD, Northcentral University, Prescott, Arizona, USA
  Teaching areas: Management Information Systems, Project Management, E-Business, Organizational Behavior

- André Mollajani, PhD, Assistant Professor, Université de Rennes II, France Teaching areas: Human Resource Management, Research Methodology

- Maxell A. Natchia, PhD, Northcentral University, Prescott, Arizona, USA Teaching areas: International Business and Globalization

- Thomas Anderson, University of California, Berkeley, California, USA
  Teaching area: Corporate Governance, Business Law, Business Administration

- Dr. Matthew Khatibloo, University of Hertfordshire – United Kingdom
  Teaching area: Business Law, Management

- Shaun Sharif, PhD, Senior Lecturer, Concordia University, Montreal, QC, Canada Teaching areas: Project Management and Principles of Finance

- Almaz Tolymbek, PhD, Assistant Professor, Kent State University,

Ohio, USA
Teaching areas: Marketing Management

- William Reed, Ph.D, grad., The Union Institute and University, Cincinnati, OH, USA
  Teaching areas: Innovation Management

- Ada Kertusha, PhD, Professor, Southern California International University, USA
  Teaching areas: Management, Marketing

- Drs. Evert Jan Deelstra, State University Groningen, the Netherlands
  Teaching areas: Management, Organizational Behavior, Human Resource Management

6. Vision, Mission, Philosophy, and Goals

SCIU is an undergraduate and graduate institution offering online programs in business and public administration. The university is based in Los Angeles

3.1 Vision:

SCIU is an educational institution that has been built upon a vision which allows individuals from different nationalities and cultures to find the best in undergraduate and graduate international business education. SCIU seeks to make its programs easily accessible, regardless of location or financial means. It aspires to ensure professional success by helping students develop the skills and talents necessary to excel in a fast-paced and changing world.

3.2 Mission Statement:

Southern California International University is focused on developing effective and ethical managers who will become leaders and entrepreneurs in an ever-evolving global economy. We provide students with affordable and accessible academic and practical background necessary to pursue professional and organizational growth.

3.3 Philosophy and Founding Principles:

SCIU was formed upon the initiative of a number of business and management scholars who were motivated by a desire to create a global, competency-based management educational system. This system is intended to provide a wide range of answers to the changing needs of companies and government operating within different economic and political systems.

Competency-based management education is defined as learning how to understand emerging business knowledge and technology, as well as the importance of sustainable management techniques.

SCIU was founded upon the following set of principles:

1 – To be able to offer undergraduate and graduate degree on-line business programs that take the cultural diversity and location and of its students into account. We are an educational institution that has been built upon a vision which allows individuals from different nationalities and cultures to find the best in undergraduate and graduate international business education. This means that programs, courses, curricula, and professors reflect an understanding and appreciation of these aspects and ensure that they are included in the overall student learning experience.

2 – To enrich the learning environment by training students in both theory and practice by recommending learning materials that are backed up by proper research, are as current as possible, and allow regular communication of ideas and personal experience between students and professors.

3 – To make its programs easily accessible regardless of location or financial means.

3.4 Objectives of SCIU Business Programs:

1 – To provide students with advanced skills and knowledge so that they may combine theory and practice regarding concepts and issues generally faced by business managers.

2 – To ensure that our professors are qualified in their subject areas and that they have a sound grasp of the latest in business issues.

3 – To provide business training that encourages students to critically and creatively analyze, evaluate and execute and to teach them to develop independent thinking.

4 – To keep abreast of the newest in educational content and techniques with respect to international business practices and globalization issues.

5 – To make competency-based executive education fully accessible to as many as possible in the emerging economies.

6 – To stimulate cross-cultural communication and understanding.

3.5 Expected Learning Outcomes of SCIU Business Programs:

1 – The development of effective written, oral, and interpersonal communication skills.

2 – The development of the ability to seek, select, organize, and synthesize data into a coherent, presentable and deliverable form.

3 – The development of the ability to evaluate information, think critically, and develop sound

judgment.

 4 – The ability to apply theoretical concepts to practical situations.

5 – The ability to take initiative and be able to work constructively through collaboration by independent effort.

6 – The maintenance and promotion of ethical business practices.

7. Ethical Principles and Practices

SCIU is committed to providing a safe and inviting intellectual, cultural, and social environment in which students are motivated and challenged to perform at their highest potential. SCIU will protect individual rights and safeguard the principles of equal opportunity and equitable treatment.

4.1 Ethical Standards

The University will be bound by the highest ethical standards practiced in the industry. This implies:

- Having a strict student code of conduct; and
- Having the faculty abide by strict ethical performance standards.

4.2 Policy on Academic Freedom

SCIU ensures that the right to academic freedom as described under U.S. federal law is guaranteed and that the policies of our affiliate partners and institutions maintain a similar guarantee under the laws of their respective countries.

Academic freedom will be respected as long as:

- The material is the result of academic research;
- The material is not in contradiction with SCIU ethical standards; and
- The material is not in contradiction with existing political or socio-cultural norms and practices.

4.2.1   Intellectual Property

Work that is prepared within the scope of employment, also called "works for hire," generally belongs to the employer. The general rule at SCIU is that SCIU owns all copyright to specifically commissioned work but that work generated within the scope of an employee's regular research activity and in keeping with academic tradition, SCIU grants ownership of such copyright to the faculty member or student.

4.2.2 Research

SCIU understands the importance of providing a solid foundation upon which research can thrive. It recognizes the importance of creating a dynamic and nurturing environment — one that fosters creativity and innovation. It is committed to encourage its professors to conduct research insofar as it supports its educational mission.

In its commitment to promote research, SCIU encourages its faculty to carry out research in its seven prime areas of management education: Accounting, Economics, Finance, Information Systems, Management, Marketing, and Operations Management.

Research should fulfill three criteria:

- It is applied research and is of direct relevance to core issues of the curriculum;
- It is teaching-related; and
- It is, if possible, multi-disciplinary.

Because SCIU faculty members are engaged on a contractual and course-by-course basis, the university has neither direct influence on the type nor the amount of research that is conducted by its faculty members. Faculty is encouraged to engage in research that directly impacts courses that they teach.

4.3 Student Code of Conduct

SCIU comprises a community of learners, faculty, staff, and administrators who are committed to certain values. These values include academic excellence, respect for all members both in and outside the University community, and integrity. Ethical decision making is at the core of our community, especially when faced with adversity.

This Code of Conduct is designed to ensure that the work of teaching and learning are unencumbered within the University community. The Code defines what it means to actively succeed within the community by outlining student rights and responsibilities. This Code also defines the policies that community members agree to comply with in order to remain a member of the community.

Each student is encouraged to read and understand the Code of Conduct. Students assume the rights and responsibilities upon admission into the University and may not use ignorance as a justification for violations of the Code. Questions or concerns should be referred to the Student Services Office.

4.3.1 Definitions

· A **student** is defined as one who is enrolled or registered within a program of study at SCIU. Further, a student is defined as one who has completed the most recent academic term and is eligible for reenrollment, or who is on an approved leave of absence or a pending graduate.

· The **Student Services Office** is comprised of members of the University community who are designated to review alleged violations of the Code on behalf of the Dean.
· The **Academic Committee** is comprised of members designated to conduct formal hearings as referred by the Student Services Office.
· **Notice** is satisfied under the Code by sending an email to the most recent email address provided by the student to the University.

4.3.2 Statement of Student Rights & Responsibilities

Student Rights: The University will uphold and protect your rights as a student.

- Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive within the syllabus for each course at the beginning of each term clear expectations regarding the method of evaluating student work and the method for how final grades are determined;
- Students have the right to be free from acts or threats of intimidation, harassment, mockery, insult, or aggression from others in the University community;
- Students have the right to due process. Formal procedures are followed to ensure notice and hearing for all students accused of academic or disciplinary misconduct;
- Students have the right to a grievance process. The process is articulated in the academic catalog and in this Code of Conduct and is available to students who seek redress for perceived noncompliance with University policy or procedure;
- Students have the right to full disclosure and explanation of all fees and financial obligations to the University; and
- Students have the right to participate in course and instructor evaluations and provide constructive criticism of the services provided by the University in appropriate time, place and manner.

Student Responsibilities: The University will expect the student to assume certain responsibilities associated with becoming a member of the academic community:

- Demonstrate respect for the personal and professional opinions of others;
- Demonstrate respect for the personal and professional values of others;
- Demonstrate respect for faculty, fellow students and staff regardless of gender, ethnicity, or religious, moral, political or sexual orientation;
- Accept responsibility for one's own actions, inaction, verbal or written communication, and interactions with faculty, fellow students, and staff;
- Acknowledge that the resolution of conflicts is integral to the learning process and demonstrate good citizenship within a broader community;
- Maintain confidentiality and personal privacy within all methods of communication with other students;
- Maintain the highest ethical standards when interacting with faculty, fellow students, and staff;

- Students are expected to conduct themselves in a professional manner within all institutional settings and to understand and abide by all University policies;
- Students are expected to conduct all relationships with the faculty, fellow students, and staff with integrity, honesty, and respect;
- Students are to comply with the direction given by faculty, staff, and administrators who are acting within the purview of their role within the University;
- Students have the responsibility to strive for academic excellence and share their knowledge and learning experiences with fellow students in the spirit of building a community of learners; and
- Each student has the responsibility for respecting, protecting, and building a learning environment. The effectiveness of the educational process depends upon developing and maintaining an environment that supports diversity, unique ideas, and unique cultures.

4.3.3 Student Misconduct Policies

Types of misconduct

1. Academic Dishonesty

Students may be disciplined for any form of academic dishonesty including, but not limited to, plagiarism, cheating, multiple submissions, coercion, and inappropriate collaboration.

a. **"Plagiarism"** is defined as the appropriation of all or part of someone else's work (such as, but not limited to, writing, coding, programs, and images) and submitting it as one's own without proper citation. Common sources of plagiarized work include published books and articles, another student's work, Internet websites, and websites offering academic papers for sale. Plagiarism may include the use of another's words or ideas as if they were one's own. This may include the use of part of or an entire work produced by someone other than the student and representing the work as the student's original work.

b. **"Cheating"** is defined as using false pretenses, tricks, devices, artifices, or deception to obtain credit on an examination or assessed work in a college course. Cheating may include the use of unauthorized materials or the failure to observe the instructions of an academic exercise.

c. **"Multiple Submissions"** is defined as the resubmission by a student of any work which has been previously submitted for credit in identical or similar form in one course to fulfill the requirements of another course (concurrent or otherwise), without the permission of the instructor of the current course.

d. **"Coercion"** is defined as threatening personal/professional repercussions against an instructor in an effort to coerce the instructor to change a grade.

e. **"Inappropriate Collaboration"** is defined as the sharing of actual completed or graded assignments or documents, with other students within SCIU. If a student has questions about whether something would be considered an inappropriate collaboration, he or she should consult with his or her instructor.

2. Harassment

Harassment is the use or display of words or imagery, on any basis that creates a hostile and intimidating environment so severe or pervasive as to impair a student's or faculty member's participation in teaching and learning activities.

3. Obstruction or Disruption

Any interference or disruption of the teaching, learning, or administration within the University community.

4. Failure to Comply

Resisting or obstructing University officials in the performance of or the attempt to perform their duties. Failure to comply with directions of a University official acting in the performance of their duties.

5. Violation of Disciplinary Conditions

Not complying with the sanctions set forth by the Student Services Office, the Internal Academic Committee or the President.

Faculty Expectations Regarding Assignment Preparation

Faculty members expect students to adhere to the following guidelines with respect to the preparation of graded assignments:

- Unless the assignment description explicitly states otherwise, all work he or she submits will be his or her own. Students are encouraged to share ideas and questions about work as it is worked on, but the work itself should not be shared. If he or she would like to work with others, it is best to check first with the faculty member.
- In assignments and discussions, the student will state his or her own ideas in his or her own words, clearly citing any borrowed words or ideas. Exceptions would be course content or assignment instructions that ask him/her to apply templates, data, or information contained in the course materials or to use ideas generated in course discussions.
- For a quiz or exam, the student will work independently, without sharing answers with others.
- For a group project, the student will share work with other members of his or her team, but not outside of his or her team.

All information from course materials, whether online or textbook, can be used as sources for course assignments without formal citation. However, guidelines for source documentation and plagiarism apply.

For example, if a student is to borrow verbatim from course content, he or she will provide proper acknowledgement via quotation marks or citations. If he or she uses information, words, or ideas from sources outside the course, the student will cite his or her sources. He or she will not share finished or draft work (individual or group project) with others unless explicitly directed to do so by course materials or faculty member. Providing such work may create a situation where another individual would violate the Code of Conduct.

Plagiarism

To prevent and detect cases of plagiarism and cheating, all assignments for every undergraduate and graduate course at this institution may be scanned with plagiarism detection software such as "Turnitin's Originality Checking which ensures originality, as well as use of proper citation" (retrieved from http://www.turnitin.com). Sanctions for plagiarism or cheating can range from failure on an individual assignment or the entire course to expulsion from the institution. Each student enrolled in a course agrees that, by taking such course, he or she consents to the submission of all required work for textual similarity review to detect plagiarism. Each student also agrees that all work submitted to any such service may be included as source documents to that service's database, solely for the purpose of detecting plagiarism of such work.

Whenever a student has any doubts or questions about appropriate work processes or academic integrity standards, the student should check with the faculty member teaching the course to clarify his or her expectations.

Plagiarism is a very serious offense that will result in the following sanctions:

1st Offense: Failure of the assignment in which the action occurred.
2nd Offense: Failure of the course in which the action occurred.
3rd Offense: Dismissal from the University.

In all documented cases of plagiarism, the instructor of record shall notify the affected student in writing of the instructor's decision to file charges. All charges of plagiarism will be made in writing and forwarded to the Dean along with supporting documentation or evidence. The Office of the Dean shall maintain a record of all complaints of plagiarism. The Office of the Dean shall send a letter to the affected student stating the sanctions to be taken and informing the instructor.

All appeals of sanctions must be made by the student within 10 days of the mailing of the official letter notifying the student of the action. Appeals of sanctions shall be directed to the President.

It is the responsibility of the student to submit to the President a written basis for the appeal that details either an unknown inequity or clerical error of process. No other appeals shall be heard. The President shall review all pertinent documentation and decide on the appropriateness of the sanction. The President shall notify appellants of the decision within two weeks of receipt of appeal. The decision of the President shall be final.

4.3.4 Student Disciplinary Procedures – SCIU Grievance Policy

Referral of Complaints

The SCIU Grievance Policy is designed to provide a formal procedure to address issues requiring resolution and to promote honesty and respect inherent in and essential to the educational process

and work environment of its students and faculty. This policy is applicable to all students, administration, and faculty of SCIU.

A grievance on the part of a student, staff, or faculty may arise out of a decision or action taken by a fellow student, or a faculty or staff member in the course of his or her official duty which is either in violation of policies or procedures or constitutes arbitrary, capricious, or unequal application of written policies or procedures.

SCIU believes that there should not be any problem that cannot be resolved through close cooperation between students, faculty, and staff administrators. Fundamental to the process is the principle that all parties have made a good-faith effort to resolve the grievance prior to initiating this process. Every attempt needs to be made to ensure that the party has sought resolution of the grievance at the appropriate levels (for example with a student's instructor, *the Dean, or the President of the University*). Following are the steps recommended to resolve grievances, problems, complaints, etc.

Step 1: The student is encouraged to resolve the problem informally with the faculty or staff member involved.

Step 2: If Step 1 does not resolve the problem, the student is encouraged to communicate informally with the faculty or staff member's supervisor.

Step 3: If Step 2 does not resolve the problem, the student should submit a written letter to the *Dean of SCIU,* explaining the situation. Any supporting documentation must be attached to the letter. This letter must be submitted within one month of the action that is the grounds for the grievance.. The student has the right to forego the first two steps of this process and submit a letter of grievance directly to the Dean if so desired.

Step 4: After reviewing the grievance, the Dean shall attempt to resolve the situation directly to the mutual satisfaction of all parties.

Step 5: If such resolution is unsuccessful, the Dean will refer it to the SCIU Academic Committee, which shall conduct a hearing and render a decision. The Committee shall review the grievance and render a decision in writing no later than 30 days after the letter is submitted.

Step 6: The student may appeal, in writing, any decision of the Academic Committee to the President of SCIU. An appeal may also be made to the President in cases of probation, suspension, expulsion, and/or other disciplinary action. The President's decision shall be in writing, and it shall be final.

Sanctions

When a student is found to be in violation of a policy or regulation, one or more of the following sanctions may be imposed:

1. Exclusion – The student may be removed from a course or a student group or no longer be allowed to participate in other student community events.

2. Warning – Notice to the student that a violation has occurred and that any repeated violation may result in suspension or dismissal.

3. Censure – The student may not be allowed to comment on a specific topic or in specific forums.

4. Disciplinary Probation – A sanction imposed for a specific period of time during which a student must demonstrate conduct that conforms to the Student Code of Conduct.

5. Records Hold – All academic records will be unavailable to the student until such a time as the conditions imposed as part of another sanction are satisfied.

6. Suspension – Suspension is the termination of student status for a specific period of time. Reinstatement may occur only if:
- The student has complied with the terms and conditions of an imposed sanction;
- The student is academically eligible;
- The student does not have a records hold on his/her file; and
- The student meets the required deadline for reinstatement stipulated in the sanction.

7. Dismissal – A student may be dismissed from the University. Reinstatement requires the specific approval of the Dean of SCIU.

8. Revocation of a Degree – Subject to the agreement of the President, a degree may be revoked if it is determined that it was fraudulently obtained.

Students Requiring Special Assistance

Students should contact individual instructors for any issues related to the course curriculum. Students are also encouraged to contact the Dean for any issues or problems relating to the program, their career, or that may be of a personal nature. Should these be of an academic nature then the Dean will take these concerns to the instructor who must then document as to actions implemented.

Assignment Extension Policy

Assignment extensions may be granted if extenuating circumstances exist. Extensions can be applied for using SCIU's Assignment Extension Form. This is available through the administrative offices. Extensions should be requested **at least three days prior** to the submission date.

If approved, a copy of the form or staff member's email, indicating details should be attached to the assessment item when it is submitted. An extension of more than one week would not normally be granted.

Resubmission Policy

Resubmission of assignments will only be allowed in **exceptional circumstances**, be limited to a maximum of one task per unit, and will be considered on a case-by-case basis by the instructor. In so doing, the following applies:

> A student may resubmit without prejudice:
> - Where an assessment does not conform to the assignment requirements;
> - Where the paper has not been graded.
>
> A paper can normally receive a maximum grade of Pass when a student resubmits a paper for which a grade has been given and where the following has been determined:
> - Plagiarism;
> - The submitted work is less than or exceeds the stated word limit by greater than 20 %.

Course Withdrawal and Late Registration Policy

Students may withdraw from a course before the point where 25% of the lectures plus one have taken place.

Students may register late for a course before the second lecture and provided that they have the permission of the course instructor.

4.3.5 Faculty and Management Ethical Standards

Southern California International University (SCIU) expects its faculty to act in a professional manner at all times. The following are examples of unprofessional behavior:

- Unexcused absenteeism (from online correspondence with students and administration);
- Unethical research practices;
- Antisocial behavior, such as harassment;
- Failure to attend a meeting with the administrative board without appropriate explanation;
- Theft and/or intentional damage to property;
- Spreading false or incorrect information about the University, its personnel, or activities;
- Other acts viewed as aberrant conduct.

Faculty Evaluation

- At the end of every course, the students will be asked to complete an evaluation questionnaire. It covers the subject matter, subject coverage, subject organization, lecture content, teaching methodology, overall presentation and book(s) used. There is also space for individual comments.

- This evaluation is confidential and anonymous. All of the individual evaluation sheets will be summarized. This summary goes to the Dean and to the respective faculty after he/she has submitted the final grades.
- These evaluations are treated very seriously and are used to select faculty for future delivery of programs.

Appeals

A student may appeal his/her grades if there is sufficient justification to do so. The student should first review the examination script and then discuss the script with the respective faculty member(s). If the student has grounds for further action, he/she may appeal the grades in writing to the Dean including the reasons for the disagreement. The Dean may reject or accept the appeal. The decision of the Dean can be appealed to the President of SCIU. The President's decision is final.

4.3.6   Dispute Resolution Process Awareness Arrangements

The SCIU dispute resolution policies and procedures are set out in the SCIU Grievances Policy and described in the Student Code of Conduct. Any changes to this policy are published on the SCIU website and in the SCIU *Catalog and Student Handbook*.

4.3.7   Student Identity Verification

In order to assure student identity, SCIU conducts periodic audits of its identity procedures. This may include one or a combination of curriculum vitae verifications, spontaneous oral exams, the required sitting of a proctored TOEFL exam as well as sitting for proctored course exams. Students who are found to be in breach of this rule will be summarily dismissed from the program.

5. Admission Standards

5.1 Admission Requirements for BBA, MBA Programs

SCIU admits qualified students of any race, color, and national or ethnic origin. It does not discriminate against a handicap of any kind in the admissions process or in access to its programs.

5.1.1 Admission Requirements for the BBA Program

To apply for the **BBA** Program, applicants should have completed at least their high school education. In exceptional circumstances, applicants without a high school graduation certificate will be considered for *mature entry*.

All applicants must furnish us with the following:
- Application Form – Submitting a completed application for admission to the program (available online and in this catalog) with a US$150 non-refundable application fee;
- Most recent CV/resume – Including the applicant's full mailing address, email address, telephone number, work experience, the full address of the high school. The name and address of the applicant's most recent employer must be indicated as well;
- A scanned copy of the applicant's high school diploma and transcripts. (An official hard copy of the high school transcripts will be required prior to graduation);
- A scanned copy of official government identification (such as passport, driver's license, national ID card etc.);
- Non-native English speakers should provide SCIU with the results of the Test of English as a Foreign Language (TOEFL). Applicants must receive a minimum of 500 on the Paper-Based Test (TOEFL PBT) and 61 on the Internet-Based Test (IBT) or a minimum of 85% on the SCIU English entrance exam.

All documents in a foreign language should be translated into English.
All official copies and translations should be certified and/or notarized.

Students can send the application documents by email (preferred) or post.

The SCIU Admission Committee's decision for acceptance will be based on predictors of academic success and will include such factors as previous academic grades and records, as well as prior work experience.

Mature Entry Requirements for the BBA program:

1) Non-native English speakers should provide SCIU with the results of the Test of English as a Foreign Language (TOEFL). Applicants must receive a minimum of 500 on   the Paper-Based

Test (TOEFL PBT) and 61 on the Internet-Based Test (IBT) or a minimum of 85% on the SCIU English entrance exam;

2) The applicants must have demonstrated work experience:
   a. At least 5 years of experience in the general area of study in positions that demonstrate steady advancement, and
   b. 2 letters of recommendations from recent employers.

5.1.2 Admission Requirements for the MBA Program

To apply for the **MBA** Program, applicants should have completed at least a Bachelor degree from a recognized University.

All applicants must furnish us with the following:

- Application Form – Submitting a completed application for admission to the program (available online and in this catalog) with a US$150 non-refundable application fee;
- Most recent CV/resume – Including the applicant's full mailing address, email address, telephone number, and complete work experience (including the name and contact information of the applicant's most recent employer). The full address of the university from which the applicant received his/her undergraduate degree should be included;
- A scanned copy of the applicant's Bachelor degree and transcripts. (An official hard copy of the transcripts will be required prior to graduation);
- A scanned copy of official government identification (such as passport, driver's license, national ID card etc.);
- Non-native English speakers should provide SCIU with the results of the Test of English as a Foreign Language (TOEFL). Applicants must receive a minimum of 500 on the Paper-Based Test (TOEFL PBT) and 61 on the Internet-Based Test (IBT) or a minimum of 85% on the SCIU English entrance exam.

All documents in a foreign language should be translated into English.
All official copies and translations should be certified and/or notarized.

Students can send the application documents by email (preferred) or post.

Applicants must be at least 23 years of age at the time of application for the MBA Programs. The SCIU Admission Committee's decision for acceptance will be based on predictors of academic success and will include such factors as previous academic grades and records, as well as prior work experience.

Mature Entry Requirements MBA:

1) Non-native English speakers should provide SCIU with the results of the Test of English as a Foreign Language (TOEFL). Applicants must receive a minimum of 500 on the Paper-Based Test (TOEFL PBT) and 61 on the Internet-Based Test (IBT) or a minimum of 85% on the SCIU English entrance exam;

2) Applicants must have completed high school;
3) Applicants must have demonstrated work experience:
    a. At least 10 years of experience in the general area of study in positions that demonstrate steady advancement, and
    b. 2 letters of recommendations from recent employers.

5.1.3 Schedule

- Students may take courses in any order they wish, as long as prerequisites are met;
- All courses are given over an eight-week period. Final examinations take place during the last week of the course. The schedule is prepared every year.

5.2 Credit Transfer

Credits earned in other programs will be transferred, provided that they represent:

- Credits earned at similar or complementary programs;
- No more than 30 credits (or equivalent) or a maximum of 50% of the total number of credits required to complete the SCIU program;
- Credits that have been granted by an institution that is recognized.

SCIU accepts academic credits earned from accredited/approved academic institutions when the course content is deemed equivalent to our own. The number of transfer credits granted for each course depends on the other college's definition of its credit system. Credits from a school that also operates on a semester credit system transfer one-to-one. Credits from schools on a quarter credit system will transfer in a ratio of 2/3 semester credit for each quarter credit on a course-by-course basis, rounded to the nearest whole credit. For example, a course for which the student earned three quarter credits at another college will transfer to SCIU as two semester credits; a course with four-quarter credits would transfer as three semester credits.

Previously earned credit will be assessed during the admission process. A $100 fee is assessed for evaluation of external credits. Please see **Tuition and Fees** for more information.

Generally speaking, applicants wishing to transfer in credits earned at institutions located outside the United States must have their academic transcripts evaluated and certified by a National Association of Credential Evaluation Services, Inc. (NACES) member organization. Exceptions may be made to this rule if SCIU has deemed that the information provided and that the region or school from which the transfer is made exhibits sufficient transparency that allows SCIU to make its eligibility assessment on its own. Applicants transferring in a degree need to request a General Report. Applicants wishing to transfer credits toward specific courses in the SCIU curricula must request a Course-by-Course report.

Students should request that the assessing organization send the evaluation and transcripts directly to SCIU. Any fees required by this organization are to be covered by the applicant.

To apply for transfer credits:

- Pay the $100 evaluation fee;
- Submit official transcripts for any and all of the transfer credits you wish to receive credit for;
- Submit course descriptions for any and all appropriate courses.

5.2.1 The Process for Evaluation

The evaluation process will be the responsibility of the Dean. He will be responsible for the assessment of each application for credit transfer in accordance with the guidelines above and should satisfy general education requirements. The process for establishing equivalency for transfer work substitutes will be based upon equivalency to college-level education and a balance between theory and practice. The syllabus for each course for which prior learning recognition is sought will be examined for content in terms of theory and practice and to establish if the skills and competencies learned are similar in content to the SCIU course syllabus.

5.2.2 Notice Concerning Transferability of Units and Degrees Earned at our University

In general, qualifications from officially recognized and licensed universities are widely recognized; however, prospective students are advised to check with their respective school districts, state, professional organizations and government agencies when licensing and/or credentials are the eventual objective of the prospective student.

It is entirely up to the discretion of the college, university or institution for which a student is seeking admission, to decide on the acceptance of the said student into a given degree program and the transferability of units and degrees to other institutions is not guaranteed.

It is recommended that if transfer of credit or degree is the eventual goal of the prospective student, than the student contacts all institutions in which the student is potentially interested in seeking enrolment to determine acceptance of courses taken at SCIU.

Please note that copies of backdated Catalogs (from 2009 onwards) can be made available upon student's requests. Please contact the admissions office.

5.3 Graduation Requirements

The graduation requirements for each degree are as follows:

5.3.1 BBA Graduation Requirements

The specific number of units to be completed for the BBA Program totals 120 credits. The course areas required for graduation comprise the following: required general education and required business courses. The minimum duration for the program is 2 years, and a total of 40 courses are required for completion. The number of credits for each course area and their composition are shown below:

Specification	Courses	Credits
Required Courses in General Education	15	45
Required Courses in Business	25	75

5.3.2 MBA Graduation Requirements

For completion of the MBA Program, 51 credits are required. This is based upon a minimum of 12 months of study. See the table below for MBA requirements:

Specification	Courses	Credits
Core Courses	10	45
Elective Courses	5	
Management Consulting*	1	6
*Students who intend to pursue a further academic career may elect to take the **RP5202 Research Project** option in place of the MG5234 Management Consulting course.	1	9

5.3.3 Research Project Option

The Research Project is a standard part of any Master's program in North America. The Research Project is designed to prepare students for the rigors of postgraduate studies. Should anyone be considering the possible continuation of their academic career past the Masters level, then they are strongly urged to take this option.

5.4 SCIU Grading System

Passing grades, unless otherwise specified in the course descriptions, are as follows: A, B, C, and D for the Bachelor program, and A, B, and C for the Master programs.

5.4.1 Tables of Grades

BBA Table of Grades

Percentage	Grade	GPA	P/NP*
≥93	A+	4.0	P
≥90	A-	4.0	P
≥86	A-	3.7	P
≥83	B+	3.4	P
≥80	B	3.1	P
≥76	B-	2.8	P
≥73	C+	2.5	P
≥70	C	2.3	P
≥65	C-	1.5	P
≥60	D	1.0	P
<60	F	0.0	NP

MBA Table of Grades

Percentage	Grade	GPA	P/NP*
≥93	A	4.0	P
≥90	A-	3.7	P
≥86	B+	3.3	P
≥83	B	3.0	P
≥80	B-	2.6	P
≥76	C+	2.3	P
≥70	C	2.0	P
≥50	D	1.0	NP
<50	F	0.0	NP

* P = Pass / NP = No pass

BBA, MBA Students must meet a minimum GPA requirement of 2.7 if they are to graduate from the respective programs.

<u>Marks not used in the calculation of the GPA</u>

CR   completed requirements; no grade assigned
F   failure; no grade assigned
I   incomplete
IP   in progress
P   pass (represents a grade of C or better)
W   withdrew with permission
WF   withdrew failing; results in grade of 1%

5.4.2 Grade Evaluation

Coursework is evaluated and grades awarded using a 4.0 Grade Point Average (GPA) system. Courses are graded as A, B, C, D, or F, including "+/-"grades.

Courses graded as below C (graduate level) and below D (undergraduate level) do not count as credits earned, but they do count as credits attempted for financial aid and Academic Progress purposes. When a course is repeated, only the grade and hours attempted and earned for the last attempt will be used in determining Satisfactory Academic Progress.

The minimum cumulative GPA required for graduation from the BBA program is 2.7 (out of 4.0).
The minimum cumulative GPA required for graduation from the MBA programs is 2.7 (out of 4.0).

The minimum GPA standards apply to both term and cumulative GPA. Grades will normally be posted with the Registrar's Office for each student within three weeks of course completion. Only seminars and approved internships utilize the pass/no pass option, and therefore, are not included in GPA calculations.

Evaluation measures mastery of program goals and will be primarily based upon the quality of research, written work, contribution to the classroom process, and other assignments. Examinations may be administered for evaluation purposes.

Academic Warning

A GPA below the required minimum is grounds for dismissal. Students who have less than the required cumulative GPA during any semester are placed on academic probation and closely monitored for academic progress. Students placed on academic probation may be prevented from future registration and/or restricted in the number of courses they can take during a given semester.

Students with more than two "Incomplete" grades on their transcript are considered to be in academic jeopardy and will be placed on probation and restricted from registration. A student whose GPA remains below the required minimum for two consecutive semesters may be asked to withdraw from the School.

5.4.3 Failing a Course: Retake Policy

If students fail a course, they may elect to write a supplemental examination. The student must notify SCIU within 1 month of having received notice of the failure of his/her intention to write the Supplemental Exam. The Supplemental Exam will be administered on a date to be determined by SCIU but no later than 90 days after the student has advised the Administration of his/her intention to write the Supplemental Exam. A passing grade will justify the credit being awarded for the course chosen. No retakes are allowed on Supplemental Exams.

Students receiving a failing grade (in the course or Supplemental Exam) may elect to pay a Retake Fee in order to retake the course. If a previously failed course is passed on the second try, the passing grade will replace the failing one. Students will be permitted to retake any failed course only once. If a course is failed a second time, the failing grade will remain on the transcript and will be factored into the student's overall GPA.

Students may graduate with failing grades on their transcript as long as they still complete the course requirement for their program (keeping in mind the necessary number of core courses and minimum required GPA of 2.7 - bachelor's level and 2.7 – master's level).

5.4.4 Incompletes

In extenuating circumstances, an incomplete ("I") may be requested by the student two weeks prior to the last class meeting. If an incomplete is granted, unfinished work must be completed within three weeks of the last meeting of the course for which an incomplete is assigned. Approval for extending the three-week period must be coordinated with the Dean.

1. A professor's decision to award an incomplete should follow a conversation with the student and include a commitment on the student's part to complete the necessary work for the class within three weeks of the last meeting of the course.

2. At the time a grade of "I" is assigned, the professor must also provide a backup letter grade (A, B, C, etc.), which reflects the mark the student will receive if the additional work is not completed.

3. If the coursework is not completed, all grades of "I" will be converted to the backup letter grade at the end of the approved time period, unless the Dean approves a further extension.

5.5 Tuition Fees*
(to be reviewed 3/1/2017)

5.5.1 BBA program

BBA Online program fees are US$110 per credit. Course requirements are 120 credits, for a total cost of US$13200 plus a one-time, non-refundable admission fee of US$150. Minimum duration of the program is 2 years. Monthly payments are preferred.

5.5.2 MBA program

MBA Online program fees are US$9600*****, or approximately US$188.25 per credit, plus a one- time, non-refundable admission fee of US$150. Course requirements are 51 or 54 credits***** (3 extra credits for those students completing the Research Project). Minimum duration for the program is 16 months.
Monthly payments are preferred.
*Tuition fees for the 54-credit option are US$10165, plus the US$150 admission fee.

5.6 Refund Policy

SCIU policies conform to the industry standard. All advance payments are refundable, within the limits cited below.

5.6.1 Program Withdrawal Refund

For refunds, due to students who have paid the entire program tuition up front, SCIU calculates refunds based on the full tuition cost (published cost per credit) and processes refunds according to the Refund Table (see 5.6.3 below).

5.6.2 Enrollment, Cancellation, and Course Withdrawal Fees

Enrollments may be cancelled by midnight of the fifth calendar day from the day the enrollment agreement was signed or submitted electronically. Cancellation under these circumstances will result in a full refund of the course tuition paid. A student may request cancellation by email, fax, or mail. Students must identify the effective cancellation date, which must be on or after the date of notification, and the reason for cancellation. Upon cancellation, all money due to the student will be refunded within 30 days, subject to the following conditions.

A student who withdraws from SCIU by 4:00 pm Pacific Time on Friday of the week of the term start will be entitled to a full refund of tuition fees paid, less the non-refundable admission fee. Students withdrawing after the first week will be refunded per the schedule below:

5.6.3   Refund Table

8-week course

Week 1	100% refund of tuition (admission fee is non-refundable)
Week 2	90% refund
Week 3-4	50% refund
After Week 4	No refund

Note: The "Week" closes at 4:00 pm Pacific Time on Friday of each week. Any communications received after 4:00 pm Pacific Time Friday will be considered as having been received the following week.

5.7   SCIU Course Delivery

5.7.1   Method of Delivery

BBA, MBA students will be exposed to a range of top-quality online academic resources. SCIU will ensure that students gain the most from this enriching experience.

- All registered students from SCIU are granted access to the SCIU E-Learning System;
- The duration of both the MBA programs is a minimum of 17 months;
- The duration of the BBA programs is a minimum of 3 years and 4 months;
- Students wishing to prolong their academic studies may apply for an extension in order to accommodate their busy work schedules, family lives, etc;
- MBA students must complete 15 courses (45 credits), plus the 6-credit MG5234 Management Consulting course. Students who intend to pursue a further academic career may elect to take the 9-credit RP5202 Research Project option in place of the Management Consulting course;
- All BBA students are required to complete 40 courses, or 120 credits.

5.7.2   The SCIU E-Learning System

Students are able to download course materials, recorded oral lectures, and videos directly through the SCIU E-Learning System. Each registered student is provided with a password to access this service (provided for personal academic use ONLY and not to be given to any other individual for any reason), and the course materials and resources may be downloaded at any time. Students are requested to participate in online forum discussions organized by their professors and are equally encouraged to initiate such conversations with their classmates.

5.7.3 How we deliver our online programs

- A new course will begin every month, and each course runs for two months;
- Students will generally be guided by their professors but can contact SCIU directly by phone or email at any time;
- Students are expected to watch all lectures and study all materials assigned by their professors.
- Students are responsible for submitting individual assignments;
- Students will have ongoing academic guidance and feedback from their professors, who will remain in contact with students by email in order to monitor their progress;
- Professors will inform students of their regular office hours – periods during which they will be available for live online chatting. Outside of regular scheduled office hours, students can contact SCIU professors by email to schedule an online meeting or to address any questions they may have concerning the course and assignments;
- Students should maintain the same email address during the course of their studies, so as to ensure that they receive all correspondence from SCIU professors and administration;
- Students should check their email regularly, as course updates and messages from the professor could arrive at any time;
- Students contacting their professors by email can expect a response within 24 hours, unless the professor has informed them ahead of time that he/she will be unavailable;
- All BBA, MBA course materials will be provided to all registered students through the SCIU E-Learning system. In exceptional cases, students may be required to purchase course materials. They will be informed of any such requirements before registering for the course;
- General announcements by professors and the SCIU Administration will be posted on the online forums, keeping students and the rest of the registered SCIU community informed and up-to-date.

5.7.4 Examinations

- All courses will end with a final examination or equivalent assignment;
- Students are required to abide by the rules and guidelines set out by the professor in the course syllabus. Assignments and examinations must be completed and submitted on time. Late assignments will NOT be accepted, and any extensions must be coordinated with and approved by the course professor. Extensions that would delay a student's completion of the course (e.g. for the final exam) must be approved by the SCIU Administration;
- Once registered, students will be required to adhere to the SCIU Student Code of Conduct;
- All non take home or assignment type exams are proctored by a professional proctoring organization. Students are required to present a valid passport or national identity cards that includes a picture of the student. Students may be required to travel to a central location within their country of residence in order to sit for these exams. Students must also offer proof of enrollment in the program by bringing a copy of their Student Enrollment Agreement. Students are required to sign for any exams that they are taking.

5.7.5   Library Resources

Students enrolled in any degree program offered by SCIU will have access to our online library system 24 hours per day, 7 days per week, regardless of their location. This system consists of electronic library resources (online books and journals), as well as access to online periodical databases.

5.7.6   SCIU Faculty Requirements

All faculty members teach at a degree level appropriate to their qualifications.

The vision, mission, philosophy, and goals as espoused by SCIU form a major part of how courses are devised and form an important part of the faculty's activity. This determines how they teach, how they grade, and how they interact with students. Continually working towards the accomplishment of these goals forms a significant part of each faculty member's responsibility.

Southern California International University (SCIU) expects its faculty to act in a professional manner at all times. The following are examples of unprofessional behavior:

- Unexcused absenteeism (from interactive online sessions);
- Unethical research practices;
- Anti-social behavior, such as harassment;
- Failure to attend a meeting with the administrative board without appropriate explanation;
- Theft and/or intentional damage to property;
- Spreading false or incorrect information about the University, its personnel, or activities;
- Other acts viewed as aberrant normal conduct.

Faculty Evaluation

- At the end of every course, the students will be asked to complete an evaluation questionnaire. It covers the subject matter, subject coverage, subject organization, lecture content, teaching methodology, overall presentation, and books/materials used. There is also space for individual comments;
- This evaluation is confidential and anonymous. All of the individual evaluation sheets will be summarized. This summary goes to the Dean and to the respective faculty after he/she has submitted the final grades;
- These evaluations are treated very seriously and are used to select faculty for future delivery of programs.

6. Educational Programs

6.1 Bachelor of Business Administration (BBA) Program

6.1.1 Mission Statement and Program Objectives

The mission of the BBA program is to provide academically rigorous instruction in traditional, contemporary, and emerging management theory, research, and practice, and by doing so, to stimulate student interest in management studies and the management profession. The program intends to teach students to understand the nature and structure of organizations, and to contribute both support and leadership in the development of skill sets. Our particular focus on skills is in the areas of management and leadership, human relations, strategy, collaboration, and communication. SCIU's objectives for the BBA program are the following:

1) To provide course experiences and assignments which will help develop students' proficiency in basic academic skills of writing, speaking, and critical thinking;
2) To provide an orientation to management that emphasizes international, cultural, ethical, legal, organizational-process, and economic perspectives;
3) To familiarize students with the role of uncertainty, limited information, risk, and conflict in management decision making, so as to help them build an appreciation for ambiguity and prioritization;
4) To provide opportunities for students to analyze critically and to evaluate the assumptions that they make about people and their behavior in organizations; and
5) To offer relevant experience in team work and group-based learning and problem-solving.

6.1.2 Expected Learning Outcomes

1) Demonstrate basic competency in oral and written communication (defined as writing which is clear, concise, well organized, well-reasoned);
2) Demonstrate critical thinking skills in case analyses and other written and oral communication exercises;
3) Demonstrate understanding of managerial issues and problems related to the global economy and international business;
4) Demonstrate a basic grasp of how the legal system and regulatory system affect management decision making;
5) Demonstrate familiarity with social responsibility issues that managers must address, including (but not limited to) business ethics, cultural diversity, and environmental concerns; and
6) Demonstrate understanding of organizational conflict and conflict resolution, power, and organizational politics, so as to cope effectively with these processes when confronted in "real-world" business and managerial situations.

To meet these objectives, students are required to pass courses in the following two areas:
>   1- Required General Education Courses; and
>   2- Required Business Courses.

6.1.3 Admission Requirements for the BBA Program

To apply for the BBA Program, applicants should have completed at least their high school education. In exceptional circumstances, applicants without a high school graduation certificate will be considered for *mature entry*.

All applicants must furnish us with the following:
- Application Form – Submitting a completed application for admission to the program (available online and in this catalog) with a US$150 non-refundable application fee;
- Most recent CV/resume – including the applicant's full mailing address, email address, telephone number, work experience, and the full address of the high school. The name and address of the applicant's most recent employer must be indicated as well;
- A scanned copy of the applicant's high school diploma and transcripts. (An official hard copy of the high school transcripts will be required prior to graduation);
- A scanned copy of official government identification (such as passport, driver's license, national ID card etc.);
- Non-native English speakers should provide SCIU with the results of the Test of English as a Foreign Language (TOEFL). Applicants must receive a minimum of 500 on the Paper-Based Test (TOEFL PBT) and 61 on the Internet-Based Test (IBT) or a minimum of 85% on the SCIU English entrance exam.

All documents in a foreign language should be translated into English.
All official copies and translations should be certified and/or notarized.

Students can send the application documents by email (preferred) or by mail.

The SCIU Admission Committee's decision for acceptance will be based on predictors of academic success and will include such factors as previous academic grades and records, as well as prior work experience.

6.1.4 BBA Curriculum

120 credits are required for graduation, as outlined below:

Section No.	Specification	Courses	Credits
6.1.4.1	Required Courses in General Education	15	45
6.1.4.2	Required Business Courses	25	75
	Total	40	120

Note: SCIU reserves the right to change the semester in which a course is offered in order to accommodate student and scheduling needs.

6.1.4.1 REQUIRED COURSES in General Education (45 Credits)

All students are required to take the following 15 courses or 45 credits in General Education.
No prerequisites are required.

	Course	**Prerequisite(s)**	**Credits**
1	GE 105 Intro. to Business and Management	none	3
2	GE 106 Business Mathematics	none	3
3	GE 108 Introduction to Computer Science	none	3
4	GE 109 Introduction to Statistical Analysis	none	3
5	GE 110 Logic and Critical Thinking	none	3
6	GE 111 Communication	none	3
7	GE 112 History of Western Civilization	none	3
8	GE 113 Introduction to Ethics and Philosophy	none	3
9	GE 114 Business English I	none	3
10	GE 115 Business English II	none	3
11	GE 118 Revolutions in Science and Technology	none	3
12	GE 119 Energy and Environment	none	3
13	GE 122 Fundamentals of Social Sciences	none	3
14	GE 123 Psychology and Human Communications	none	3
15	GE 125 Introduction to International Relations	none	3

6.1.4.2 REQUIRED BUSINESS COURSES (25 courses, 75 Credits)

Students must take each of the following 25 Business courses, for a total of 75 credits

	Course		Credits
1	AC1201 Accounting I	none	3
2	AC1202 Accounting II	AC1201 Accounting I	3
3	AC2201 Management Accounting	AC1202 Accounting II	3
4	EC2202 Microeconomics	none	3
5	EC2203 Macroeconomics	EC2202 Microeconomics	3
6	FN1201 Principles of Finance	none	3
7	FN2202 Principles of Corporate Finance	FN1201 Principles of Finance, EC2202 Microeconomics	3
8	IS2203 Management Information Systems	none	3
9	MG1201 Introduction to Business	none	3
10	MG2201 Introduction to Management	MG1201 Introduction to Business	3
11	MG3202 Principles of Business Ethics	none	3
12	MG3204 Human Resource Management	MG2201 Introduction to Management	3
13	MG3205 Decision Making	MG1201 Introduction to Business	3
14	MG3206 Leadership and Motivation	MG2201 Introduction to Management	3
15	MG3209 International Management	MG2201 Introduction to Management	3
16	MG3211 Small Business Management	MG1201 Introduction to Business	3
17	MG3212 Organizational Behavior	MG2201 Introduction to Management	3
18	MG3213 Managing Change	MG2201 Introduction to Management MG3212 Organizational Behavior	3
19	MG4203 Strategy and Business Policy	FN1201 Principles of Finance, MG2201 Introduction to Management, MK2201 Advanced Marketing, AC2201 Management Accounting	3
20	MK1201 Principles of Marketing	none	3

21	MK2201 Marketing II	MK1201 Principles of Marketing	3
22	MK3203 Marketing Research	MK2201 Marketing II	3
23	MK3208 International Marketing	MK2201 Marketing II	3
24	OP1201 Business Quantitative Methods	GE 106 Business Mathematics	3
25	OP2202 Introduction to Operations Management	GE 109 Introduction to Statistical Analysis	3

6.2 Master of Business Administration (MBA) Program

6.2.1 Mission Statement and Program Objectives

The Master of Business Administration at SCIU offers an ambitious curriculum that puts students in the middle of the emerging global economy. It provides a framework for understanding markets and the international operations of companies. The SCIU MBA program helps students to develop the practical skills needed to operate a business effectively in a world where international competition thrives.

The mission of the MBA program is to provide students with a high-quality Masters-level education in the field of business administration. The program is designed to prepare students for positions of increasing responsibility and leadership in the business and public administration fields.

The SCIU MBA Program has the following objectives:

1. Students must demonstrate a high degree of critical thinking and communication skills.

   i) Students must be able to communicate effectively in the written and oral form and in a way that is appropriate for the existing objectives and audience;
   ii) Students must be able to evaluate information, its sources, critical issues, and problems, and offer a range of problem-solving strategies;
   iii) Students must have the ability to integrate selected information into their knowledge base; and
   iv) Students must be able to analyze issues critically using their newly acquired knowledge base and predict possible consequences in the potential implementation of solutions.

2. Students must be able to apply theoretical and practical skills in dealing with the myriad of potential issues in the corporate decision making process.

   i) Students must be able to assess the importance and development of organizational human and business issues;

ii) Students must be able to identify, describe, and explain a range of corporate processes, procedures, policies and concepts that ensure the smooth functioning of small and large organizations; and

iii) Students must be able to assess the impact of outside forces such as the competition, interested stakeholders and the public interest aspect. This might include legal, ethical, social, economic, technological, and international issues.

3. Students must be able to demonstrate collaboration and teamwork in the learning and problem-solving process.

i) Students must be able to identify, describe, and discuss perspectives and best practices with regards to a team-based approach to leadership in an organization;

ii) Students must be able to apply a modicum of interpersonal and leadership skills in team-based learning and work activities; and

iii) Students must be able to exercise the appropriate leadership and management skills in the course of developing a professional approach to the workplace and must also be able to differentiate between the two.

6.2.2 Expected Learning Outcomes

1) Critically analyze an industry and a specific firm within an industry;

2) Synthesize important relationships across business disciplines;

3) Interpret ethical and legal concerns of stakeholders and be able to comply with codes and regulations;

4) Communicate effectively, both verbally and in writing, the ideas and arguments associated with business issues;

5) Explain and apply analytical constructs to business problem solving;

6) Design organizations to fit the specific business issues and formulate reasonable and logical implementation decisions; and

7) Recognize and understand the special opportunities and challenges presented by the global business environment.

6.2.3 Admission Requirements for the MBA Program

To apply for the MBA program, applicants should have completed at least a Bachelor degree from a recognized University.

All applicants must furnish us with the following:
- Application Form – Submitting a completed application for admission to the program (available online and in this catalog) with a US$150 non-refundable application fee;
- Most recent CV/resume – Including the applicant's full mailing address, email address, telephone number, and complete work experience (including the name and contact information of the applicant's most recent employer). The full address of the university from which the applicant received his/her undergraduate degree should be included;

- A scanned copy of the applicant's Bachelor degree and transcripts. (An official hard copy of the transcripts will be required prior to graduation);
- A scanned copy of official government identification (such as passport, driver's license, national ID card etc.); and
- Non-native English speakers should provide SCIU with the results of the Test of English as a Foreign Language (TOEFL). Applicants must receive a minimum of 500 on the Paper-Based Test (TOEFL PBT) and 61 on the Internet-Based Test (IBT) or a minimum of 85% on the SCIU English entrance exam.

All documents in a foreign language should be translated into English.
All official copies and translations should be certified and/or notarized.

Students can send the application documents by email (preferred) or post.

Applicants must be at least 23 years of age at the time of application for the MBA Program. The SCIU Admission Committee's decision for acceptance will be based on predictors of academic success and will include such factors as previous academic grades and records, as well as prior work experience.

6.2.4 MBA Graduation Requirements

Section No.	Specification	Courses	Credits
6.2.5	Core Courses	10	45
6.2.6	Elective Courses	5	
Compulsory Elective (6.2.5)	Management Consulting*	1	**6**
Compulsory Elective (6.2.5)	*Students who intend to pursue a further academic career may elect to take the **RP5202 Research Project** option in place of the MG5234 Management Consulting course.	1	**9**

6.2.5 CORE (choose 10) and COMPULSORY ELECTIVE (choose 1) COURSES for the MBA Program
Students are required to take the following courses

No.	CRN	Course Description	Core (C) Compulsory Elective (CE)	Credits
1	AC5201	Principles of Accounting	C	3
2	FN5201	Principles of Finance	C	3
3	MG5201	Organizational Behavior	C	3
4	MK5201	Marketing Management	C	3
5	IS5201	Management Information Systems	C	3
6	MG5202	Strategic Management	C	3
7	OP5203	Project Management	C	3
8	FN5203	International Economics	C	3
9	OP5201	Quantitative Models for Decision Making	C	3
10	RP5201	Research Methodology	C	3
11	MG5234	Management Consulting	CE	6
11	**or** Rp5202	Research Project	CE	9
Total				**36 or 39**

6.2.6   ELECTIVE COURSES for the MBA Program (choose 5)

CRN	Course Description	Elective (E)	Credits
MG5221	Entrepreneurship	E	3
OP5202	Quantitative Models & Operations Mgmt.	E	3
OP5204	Production Management	E	3
MK5208	eCommerce	E	3
MG5214	Intercultural Management	E	3
MG5235	Climate Change & Management	E	3
AC5202	Managerial Accounting	E	3
MG5229	Management and Organization	E	3
FN5205	Principles of Corporate Finance	E	3
MG5206	Organizational Leadership	E	3
MG5207	Human Resource Management	E	3
MG5230	Innovation Management	E	3
MG5236	Corporate Governance	E	3
	Total Elective credits required (5 courses)		**15**
	Total Courses to graduate		**16**
	Total Credits to graduate		**51 or 54**

Students must have earned **51 credits** in order to graduate from the MBA program. They must complete a minimum of the 16 core, core compulsory and elective courses:

Course codes:
AC   Accounting
BL   Business Law
EC   Economics
FN   Finance
IS   Information Systems
MG   Management
MK   Marketing
OP   Operations Management
RP   Research Project

COURSE DESCRIPTIONS

Undergraduate-Level Courses

Required Courses in General Education (15 courses, 45 Credits)
no prerequisites are required

GE 105 Introduction to Business Management, 3 Credits

In order to function effectively in the business world, it is necessary to understand the nature of business and the environment in which it operates. This course covers various methods of library research, utilizing online and traditional methodologies in the area of Business Management. This includes the internal elements and external constituencies. Each business organization has a personality, a character, and a nature of its own.

GE 106 Business Mathematics, 3 Credits

This course reviews the fundamentals in arithmetic and basic algebra in order to demonstrate the applicability of general mathematics in a professional business setting. It is designed to provide the student with various mathematical techniques to help him/her solve typical business problems.

GE 108 Introduction to Computer Science, 3 Credits

Introduction to Computer Science emphasizes the use of computers in business. Topics covered will include fundamentals of word processing; spreadsheets and charts; databases, queries, and reports; and the use of presentation software. Microsoft Office Professional and the Microsoft Windows operating system are used. Students must have access to at least the following software applications: Windows XP, Word 2000, Excel 2000, Access 2000, and PowerPoint 2000.

GE 109 Introduction to Statistical Analysis, 3 Credits

This is a first course in basic statistics, designed to expose the student to both descriptive and inferential

statistics. Emphasis will be placed on understanding how statistics can be used in a practical setting. Statistical terminology, techniques, and conclusions will be studied within academic and professional contexts, in order to make the learning more meaningful to the students. Emphasis will be placed on statistical applications, as opposed simply to employing mathematical formulae. Learning how to graph data results and computer-based statistical analyses will be required.

GE 110 Logic and Critical Thinking, 3 Credits

This course is designed to help students develop their natural ability to reason, to think clearly, critically, and competently, and to sharpen their deductive abilities when encountering new and unexpected situations. Students will (1) learn to understand the basic concepts of logic; (2) be able to produce arguments in an exchange; (3) learn to formulate, analyze, and model logical issues and answers in communication; (4) be taught how to identify apparent fallacies; (5) categorize logical patterns; (6) use diagrams to show logical patterns; (7) understand inductive and deductive argument; and (8) be able to analyze current literature using the principles of logic. Logic is both formal (mathematical) and informal (principles of reason), and this course will focus on the informal side. Emphasis is also placed on improving thinking and critical reading skills, analyzing and evaluating points of view, and constructing sound arguments based on relevant evidence.

GE 111 Communication, 3 Credits

This course is designed to create a foundation for effective communication in a professional setting. Presentation, interpersonal communication, face-to-face debates, argumentations, and critical thought are some of the subjects covered in this course.

GE 112 History of Western Civilization, 3 Credits

This course covers a study of the principal civilizations of the Western world and their basic contributions to the development of Western tradition. The concepts are intended to develop an understanding of the contemporary world and allow the student to gain an appreciation of diverse cultures.

GE 113 Introduction to Ethics and Philosophy, 3 Credits

The course presents an examination of the most important tendencies in the areas of the history of philosophy and ethics as they relate to social and political thought. The main focus is on Business Ethics, and emphasis is given to the western schools of thought, although eastern schools will be studied as well.

GE 114 Business English I, 3 Credits

This course highlights how grammar is used in the English language. Emphasis will be placed on improving the student's use of proper grammar when expressing him or herself. Material used will be comprised mainly of works by world-famous authors. Priority will be given to the practical use of English in business.

GE 115 Business English II, 3 Credits

The course is designed to expand the students' knowledge of the business world and help to develop the essential communication and language skills needed for business contexts. It aims to build competence, fluency, and confidence in the students, better preparing them to handle social situations, telephone calls, negotiations, meetings, and presentations.

GE 118 Revolutions in Science and Technology, 3 Credits

This course will address central issues in both the philosophy of science and in the philosophy of technology. These issues include the demarcations of science and pseudo-science, the nature of scientific reasoning, the formation, structure, and explanatory role of scientific theories, the relationship between science and technology, and the status and character of artifacts. The course focus will be on how philosophers define problems, form questions, and pose arguments regarding modern science and technology.

GE 119 Energy and Environment, 3 Credits

The course emphasizes the environmental effects of various choices made at each step of the energy cycle and an examination of these choices from both the technological and socioeconomic points of view. The main focuses of the courses are the development and current status of energy sources, technologies, consumption patterns, conservation, and energy policies.

GE 122 Fundamentals of Social Sciences, 3 Credits

This course is designed to introduce students to the broad and exciting field of the social sciences. Social science explores human behavior through a diverse assortment of disciplines: anthropology, sociology, psychology, economics, history, geography, and political science all fall under the social science umbrella. This course will utilize an interdisciplinary approach in order to study and understand human behavior and various contemporary social issues.

GE 123 Psychology and Human Communications, 3 Credits

This course examines human communicative behavior, both verbal and nonverbal, from a social psychological perspective. The focus is on the cognitive and social processes that underlie human communication – rather than the content of communication, analysis of the mass media, or communicative efficacy. The early part of the course considers the nature of language, emphasizing speech production and comprehension; the latter part examines social factors involved in speech communication, as well as the role of nonverbal behavior.

GE 125 Introduction to International Relations, 3 Credits

This module is designed to introduce students to the prevailing theories of international relations and how they are used and misused in the analysis of contemporary policy issues. Main topics include causal and normative paradigms, the definition and distribution of power, systemic explanations, individual leadership, international institutions and regimes, globalization and interdependence, transnational relations, and the future of international governance.

Required Business Courses (25 courses, 75 credits)

AC1201 Accounting I, 3 Credits
Prerequisite(s): None

This course focuses on ways in which accounting principles are used in business operations, introducing the student to basic concepts of Financial Accounting that are applicable to the not-for- profit sector as well as the private sector. The primary objective is for students to be able to interpret financial information to help them make more effective decisions.

AC1202 Accounting II, 3 Credits
Prerequisite: AC1201

Accounting II expands on what the student learns in Accounting I by focusing on corporate accounting. This course discusses how corporations are structured and formed with an emphasis on corporate characteristics. Stocks, bonds, notes, purchase investments, and analysis of financial statements are included, as well as an in-depth look at managerial accounting. Statements of cash flow, budgets, and budget management are also examined.

AC2201 Management Accounting, 3 Credits

Prerequisites: AC1202

The goal of Management Accounting is to examine the general nature of management accounting, as well as the underlying cost terms, systems, and cost behavior. Students will learn about the financial decision-making process using cost data, with special attention given to Cost-Volume-Profit Analysis, ABC Costing, Profit Planning and Forecasting. Standard Costing and Flexible budgets. Relevant Cost and Capital Budgeting will also be discussed. Problem-solving methodologies are used to illustrate the theories and tools used to make management decisions.

EC2202 Microeconomics, 3 Credits
Prerequisite(s): None

The course on microeconomics is a general introduction to the theories of consumption, pricing and the market system, perfect and imperfect competition, and international trade. Microeconomics is the study of individual economic agents' choice and the impact of those choices. EC2202 will focus primarily on utility maximizing behavior of consumers, the interaction of supply and demand in setting prices, and profit maximizing behavior of producers.

EC2203 Macroeconomics, 3 Credits
Prerequisite: EC2202

This course is an introduction to macroeconomics. This subdivision of economics deals with the economy as a whole: aggregate national income and output, government spending and taxation, money banking, monetary policy, and international trade. Microeconomics focuses on individual economic entities, while macroeconomics deals with the overall level of output, its rate of growth, and the level of prices in general.

FN1201 Principles of Finance, 3 Credits
Prerequisite(s): None

This course provides a broad understanding of the basic principles of finance, with an emphasis on interest rate determination in competitive market economies, the capital asset pricing model, and the operation of securities markets. FN1201 introduces techniques for effective financial decision-making and assessing the impact of these decisions on the company's value. The course provides a working knowledge of the concepts, tools, and applications appropriate for financial decision-making as it operates within the framework of maximizing shareholders' wealth.

FN2202 Principles of Corporate Finance, 3 Credits

Prerequisites: EC2202, FN1201

The course in corporate finance describes the corporation and its operating environment, the manner in which corporate boards and management evaluate investment opportunities and arrangements for financing such investments, create (or, alternatively, destroy) value for shareholders by planning and managing the transformation of a set of inputs (human labor, raw materials, and technology) into a more highly valued set of outputs (embodying both the original investment value and any surplus value generated), and develop strategies for meeting the claims of financial market participants who are sought as financiers (and, therefore, residual claimants to the cash flows/surplus value) of such investments. The course provides students with a basic analytical framework for understanding how the various struggles over corporate surplus value (in the form of cash flows) may be understood and resolved. In this context, the course is designed to provide students with analytical tools that allow them to determine the "intrinsic value" of a corporation (or any economic institution, including a state- owned enterprise that is to be privatized) and to assess the effectiveness of corporate management in maximizing that value.

IS2203 Management Information Systems, 3 Credits
Prerequisite(s): None

This course focuses on the critical personal and organizational issues of the management information systems (MIS) function. Exposure is provided to important technical topics related to computer hardware and software. The unifying themes are the types of computer-based applications being used at different levels of an organization, how computer-based applications are used at different levels of an organization, and how computer technology assists individuals to perform their jobs. The student is given content in which to evaluate the role of information in various organizations. This course provides an overview of information systems in the business world. It presents an organizational view of how to use information technology to create competitive firms, manage global organizations, and provide useful products and services to customers. Topics include hardware, software, databases, telecommunication systems, the strategic use of information systems, the development of information systems, and social and ethical issues involved with information systems.

MG1201 Introduction to Business, 3 Credits
Prerequisite(s): None

This course is designed to provide an overview of the world of business. The basic principles and practices of contemporary business are reviewed as a foundation for further business education. Key business functions are studied, including management, marketing, accounting, finance, quality control systems, human resource practices, and management information systems. In addition, the course covers such topics as small business, entrepreneurship, global business, and ethics.

MG2201 Introduction to Management, 3 Credits
Prerequisite: MG1201

This course deals with the role and nature of management as it is used in contemporary business. The course will provide a systematic understanding of the core concepts of management theory and practice. A brief review of the foundations of key management thinking will be presented to set the context. This will be followed by an exploration of the environment for the managers and a discussion of the social and ethical issues which affect managers. The diverse roles of the manager in contemporary business are then explored, placing emphasis on identifying the key role eff ective management can play in developing successful organizations – private and public, large and small.

MG3202 Principles of Business Ethics, 3 Credits
Prerequisite(s): None

An understanding of Business Ethics is critical for modern managers. This course reviews the prevalent theories of ethics that set and guide society's expectations of doing business in today's private and public sector. How business is conducted within the existing social, economic, and political order and within the context of local traditions will be considered. The responsibilities of all of the stakeholders will be studied from an ethical standpoint. International ethical frameworks for gauging business decisions are reviewed. Throughout the course, there is an intensive use of case studies to illustrate and solve business ethics problems. The objective of the course are to introduce the student to the ethical concepts that are relevant to resolving moral issues in business; to impart the reasoning and analytical skills needed to apply ethical concepts to business decisions; to identify the moral issues involved in the management of specific problem areas in business; and to provide an understanding of the social, technological, and natural environments within which moral issues in business arise.

MG3204 Human Resource Management, 3 Credits
Prerequisites: MG2201

This course deals primarily with activities that directly affect how employees are brought into a firm and their treatment once they are employed. These activities will include selection, training, evaluation, compensation, labor relations, and working conditions.

MG3205 Decision Making, 3 Credits
Prerequisite: MG1201

MG3205 focuses on ideas and concepts that can be used better to understand the decision-making process. The curriculum includes the concepts of rational choice, identity, appropriateness, and

history-dependent rules. The course also explores how decisions are made in the face of inconsistency in preferences or identities. Prospects for decision engineering are also explored in detail.

MG3206 Leadership and Motivation, 3 Credits
Prerequisites: MG2201

This course is intended for future managers who require knowledge on how to manage groups, how to motivate people, and how to use the appropriate leadershi p style for a particular situation. Students will be exposed to an integrated framework that consists of lectures and training exercises.

MG3209 International Management, 3 Credits
Prerequisites: MG2201

This course compares management styles used in various countries and the effectiveness of those styles on that culture. Methods will be contrasted with current management methods used in the USA to formulate effective methods for practical use. Focus is on organizational design; political, legal, and economic concerns; personnel issues; and negotiating strategies.

MG3211 Small Business Management, 3 Credits
Prerequisite: MG1201

Lectures and case study methods are applied to investigate and analyze problems related to small business start-ups. Included are: selecting the proper location, business planning, organizational control, finances, and other areas of interest to the small business owner. The course includes the formulation of a business plan.

MG3212 Organizational Behavior, 3 Credits
Prerequisites: MG2201

Managers get things done through other people. They make decisions, allocate resources, and direct the activities of others to attain goals. Managers do their work within the confines of an organization. An organization is a consciously coordinated social unit composed of two or more people that strives to achieve a common set of goals. This course develops a sound understanding of the human aspect of work and provides knowledge of the behavioral aspects of working in organizations.

MG3213 Managing Change, 3 Credits

Prerequisites: MG2201, MG3212

This course is designed as an introduction to managing change in organizations with an emphasis on the development of student capacity to understand the necessity of change in organizations. This is achieved by focusing on the theoretical and conceptual underpinnings of change within an organizational context, analysis of how effective change management helps an organization gain a competitive advantage, and introduction of key change tools.

MG4203 Strategy and Business Policy, 3 Credits
Prerequisites: MG2201, MK2201, FN1201, AC2201

This course examines the enterprise as a whole, including understanding how and why the various functions of a business are interdependent and need to be coordinated. The course looks at the environment in which a business operates its strategy, and internal administrative activities. The emphasis is on the kinds of problems and issues that affect the success of an entire organization.

MK1201 Principles of Marketing, 3 Credits
Prerequisite(s): None

The aims of this course are to provide students with a basic understanding of the constituent elements of the marketing function in organizations. The course will develop analytical and diagnostic skills in dealing with marketing situations. Students will learn how marketing objectives are matched with marketing strategies and programs.

MK2202 Marketing II, 3 Credits
Prerequisite: MK1201

This class involves an in-depth study of marketing management, with emphasis on the marketing environment, development of marketing strategies, formulation of policies, and, most importantly, the integration of marketing with other functional areas of business.

MK3203 Marketing Research, 3 Credits
Prerequisites: MK2201

This course looks at how marketing research functions and how procedures can be utilized in measuring and analyzing environmental factors in consumer demand, sales efficiency, effectiveness of promotional programs, and effects of competitor's strategies. It includes methods of product distribution and pricing research. Projects emphasize current marketing research techniques.

MK3208 International Marketing, 3 Credits
Prerequisites: MK2201

This course covers international marketing operations by looking at issues such as product policies, pricing, advertising, distribution channels, and marketing research. The factors governing the decision to engage in foreign transactions by organizations are explored in detail. In-depth market studies form a core part of the course.

OP1201 Business Quantitative Methods, 3 Credits
Prerequisite: GE106

This course introduces the basic concept of quantitative approaches to decision making. It is designed to provide students with a sound conceptual understanding of the role that management science plays in the decision-making process. It emphasizes the application of a wide variety of quantitative techniques to the solution of business and economic problems.

OP2202 Introduction to Operations Management, 3 Credits
Prerequisite: GE109

The purpose of this course is to introduce students to the fundamental concepts and techniques of production and operations management for both service and manufacturing organizations. It will address the role of operations in relation to other functions and the methods that can be used to increase organizational effectiveness and efficiency. Topics introduced in the course include: product and service design, supply chains, capacity planning, design of work systems, location planning and analysis, material requirements planning, supply-chain management, enterprise resource planning, inventory management, total quality management, Six Sigma, lean enterprise and kaizen approaches, aggregate planning, just-in-time systems, scheduling, and project planning.

Graduate-Level Courses

Business Courses

AC5201 Principles of Accounting, 3 Credits
Prerequisite(s): None

Recognizing that accounting is the primary channel for communicating information about the economics of a business, this course provides a broad view of how accounting contributes to an organization. Students will gain:
- An understanding of the concepts and language of accounting and its use as an effective tool for communication, monitoring, and resource allocation;
- Mastery of the vocabulary and meaning of financial statements and accounting reports.

The course also emphasizes the basic theoretical framework for generally accepted accounting principles. Different accounting techniques and their effects on financial statements are considered. Basic financial statement analysis methods are introduced.

AC5202 Managerial Accounting, 3 Credits
Prerequisite: AC5201

This course emphasizes the use of accounting information for internal planning and control purposes. It is intended for individuals who will make business decisions and evaluate performance of business units using data obtained from the accounting system. The course will cover the basic vocabulary and mechanics of cost accounting and the role of management accounting in decisions concerning resource allocation and performance evaluation. Particular emphasis will be put on strategic cost analysis. Students will gain familiarity with how modern accounting and control theory is used in evaluating economic conditions and making organizational decisions.

FN5201 Principles of Finance, 3 Credits
Prerequisite(s): None

This finance course prepares students for understanding:

- Conceptual framework of financial accounting and process of development of professional standards;
- Foundations of accounting and reporting systems;
- Measurement and reporting issues for cash, receivables, inventories, and non-current assets;
- Accounting for investments in equity and debt securities;

- Measurement and recognition of current and non-current liabilities;
- Accounting for operating and capital leases;
- Accounting for pension and post-retirement benefit plans, determination and classification issues related to deferred income taxes;
- Accounting for various forms of stock-based compensation;
- The fundamentals of corporate finance as it relates to management decisions;
- Financial theories, models, and formulas, as they apply to practical problems and case studies;
- The concept of time, value of money, and how to apply them to the valuation of bonds, shares, and investment decisions;
- The importance of diversifying and measuring risk, and how it relates to portfolio returns;
- Optimal capital structures and their influence on value and risk;
- Sustainable growth rates and the determinants of growth.

FN5203 International Economics, 3 Credits
Prerequisites: none

This Masters-level course in international economics is a non-technical examination of the patterns of the global economy as it relates to western growth against a backdrop of developing nations. The topics will include GDP, FDI, and portfolio investment, as well as historical and future examinations of trends and of changing economies.

The students should have acquired an intermediate to advanced level of knowledge in the following topics related to international economics:
- Macroeconomics;
- The global economic landscape;
- Management issues in foreign direct investment decisions;
- The forces behind mixed, market, and centrally planned economies;
- The effect of globalization on a world economy.

FN5205 Principles of Corporate Finance, 3 Credits
Prerequisite: FN5201

Principles of Corporate Finance introduces the basics of corporate finance and its recent advances. Students are expected to apply basic concepts of financial theory and to understand the fundamental concepts of finance. They will have the opportunity to learn how individuals and agents make financial decisions in the context of an uncertain environment. This course covers the following topics:
- Valuation techniques and option theory;
- Principal-agent conflicts, and the various problems caused by information asymmetry in decision-making;

- Areas of corporate finance: capital structure choice, security design, mergers, acquisitions, corporate governance, payout policy and financial distress;
- The impact of decision making on a firm's market value.

IS5201 Management Information System, 3 Credits
Prerequisite(s): None

This course provides a broad overview of the key managerial issues relating to development, usage, and components of information systems in an organization. It also discusses the effects of advances in information technology on business functions and outlines strategy for corporate growth based on effective and efficient use of information systems. Other topics include analyzing business problems and developing relevant information systems solutions, understanding how information systems can be used to transform business processes and provide more effective management control, and decision-making systems.

MG5201 Organizational Behavior, 3 Credits
Prerequisite(s): None

The way people interact and are managed at work affects the quality of their lives, the effectiveness of organizations, and the competitiveness of nations. The material in this course develops some of the basic themes associated with managing people. In many cases, these themes make use of basic concepts of human psychology and the behavior of work groups. The basic course includes issues associated with motivation and job satisfaction, the design of jobs, employee empowerment, group behavior, teamwork, and leadership. The course is case-based to encourage discussion of alternative styles of management.

MG5202 Strategic Management, 3 Credits
Prerequisite: MG5201

This course focuses on the strategy of the firm, examining issues central to its short-term and long- term competitive position. Students are placed in the role of key decision makers and asked to address questions related to the creation or retention of competitive advantage. The initial focus is on industry analysis and identifying opportunities for competitive advantage followed by recognition of firm-specific capabilities or core competencies that contribute to competitive advantage. This is followed by exploring ways to use those distinctive competencies to establish sustainable competitive advantage(s) in the marketplace are studied. Throughout, different techniques, tools, and approaches necessary for identifying a company's key factors for success are considered. This is a case-based course, and students will research and formulate a thorough environmental analysis and strategic plan as a requirement for this course.

MG5234 Management Consulting, 6 Credits
Prerequisites: MG5201, MG5202, MK5201, AC5201

This course examines various techniques in which managers advise any corporate entity. Using negotiations, methods of analysis, and a host of other various business tools, students learn how to identify a problem, how to bring solutions, and how to implement these solutions. Students will explore different presentation styles and learn to analyze their findings. The Management Consulting course is worth 6 credits due to its cross-curricular nature.

MG5206 Organizational Leadership, 3 Credits
Prerequisite: MG5201

This course covers the nature, resources, strategies, and models of complex organizations. It uses case analysis to examine processes of managerial leadership, motivation, and interpersonal relationships in work groups, and their influence on organizational effectiveness.

MG5207 Human Resource Management, 3 Credits
Prerequisites: MG5201

This course deals primarily with activities that directly affect how employees are brought into the firm and how they are treated while they are employed. These activities include selection, training, evaluation, compensation, labor relations, and working conditions, among other related issues.

MG5229 Management and Organization, 3 Credits
Prerequisites: MG5201

Management becomes more and more complex in its technical aspect. Despite this apparent technological complexity, one issue continues to be a lasting feature of all management models: the human issue. An organization can be seen as a system, however, and management doesn't ignore the individual's role in the performance process of the organization. The value and role of people in management are the main subjects of this course. Students acquire intermediate to advanced knowledge of the following topics:
- Tool management and people;
- The roles and responsibility of leadership;
- Technical communication;
- Interpersonal relationships;
- The actor's role in organizational change;

MG5230 Innovation Management, 3 Credits
Prerequisites: MG5201

This course provides an essential insight into the area of innovation management. Once seen as a luxury, innovation is now a key part of the toolkit of the successful business. MG5230 covers issues such as risk management, managing the research and development process, intellectual property management, integrating innovations into existing operations, the marketing of new products, and technology transfer.

MG5236 Corporate Governance, 3 Credits
Prerequisites: MG5201

This course is based on the premise that ethical behavior is the best long-range business strategy, as, over the long run and for the most part, ethical behavior can give a company significant competitive advantage over companies that are not ethical. MG5232 is specifically designed to help the next generation of managers and employees to avoid mistakes by understanding their role as leaders in applying ethics-based decision-making. Ethical issues in business extend beyond the physical boundaries of the business: they are closely tied to (and sometimes drive) important matters of public policy, and even governmental legislative and judicial processes. They represent a complex set of issues that today's business managers and leaders are expected to navigate effectively. Responsibility to all the stakeholders of a business will be studied from an ethical standpoint. The ethical issues that will be examined are those that managers must consider in the ordinary course of their work today.

MG5235 Climate Change and Management
Prerequisite: MG5201

What is Climate Change? What are the impacts of a changing climate on society, business, and government policy? What is the link between the science, the effects, and business -- including key economic impact issues? Are we vulnerable, and can we cope with the impact of climate change? Student can expect to grasp the big picture but also see the specific scientific, political, and business aspects of this issue.

MG5214 Intercultural Management, 3 Credits
Prerequisites: MG5201

This course examines issues, challenges, and opportunities represented by cultural diversity within the workforce and larger society. Key issues explored and discussed include the media and how it influences our understanding of diversity, race and integration, gender and equality, age and discrimination, socio-economic class and opportunity, language differences, influence of geographic

location, and how each of these components of cultural diversity are infused into the workplace environment, policy and practices.

This course is intended for learners eager to gain a deeper understanding of the role of diversity in a competitive marketplace. In a global business environment, savvy business leaders are knowledgeable about cultural subtleties and practices in order to gain a favorable position within the competitive market. This means knowing your suppliers, shareholders, stakeholders, and consumers around the world. This course identifies some of the fundamental issues important to managers to bridge cultural gaps and strengthen internal and external business relationships.

MG5221 Entrepreneurship, 3 Credits
Prerequisites: MG5201

This course focuses on behavioral aspects of the entrepreneurial process. The course begins with a discussion of common entrepreneurial stereotypes. The personality characteristics of entrepreneurs are investigated, with a particular focus on the factors that stimulate the move from intentions and aspirations to concrete actions. This then leads into an examination of the leadership challenges posed and responses necessary to achieve entrepreneurial success both in the small business environment and within larger organizations.

MK5201 Marketing Management, 3 Credits
Prerequisite(s): None

This course introduces students to the analytical and organizational principles underlying marketing-oriented philosophies. The main objective is to help students develop the understanding and skills necessary for marketing success in the future. Practical perspectives are integrated into the course using a mix of teaching styles, including case studies and class forum discussions. This course will prepare students to operate in the complex and dynamic marketing environment of the future, and to identify and respond to opportunities in the North American market. This course also aims to cultivate a global view of the Western market, including exploring marketing opportunities around the world. Students will be better able to compete internationally and work in a multicultural environment.

MK5208 eCommerce, 3 Credits
Prerequisite: MK5201

This course examines the unique features of marketing through the Internet as well as use of the Internet as a support for off-line marketing activities. The course is designed to give students an understanding of Internet marketing concepts and how they are implemented into practice. Upon the completion of this course, students will be able to analyze the online marketing strategy of the company, customer orientation of a web site, and develop promotional campaigns for online

marketing programs.

OP5201 Quantitative Methods for Decision Making, 3 Credits
Prerequisite(s): None

Quantitative Methods for Decision Making aims to develop the student's ability to understand and apply basic quantitative and statistical methods in business and economics. It will cover such important topics as elements of the probability theory, sampling surveys, statistical modeling, hypotheses testing, non-parametrical methods, regression analysis, analysis of variance, decision-making, and time-series forecasting, including the neural network approach.

OP5202 Quantitative Models & Operations Management, 3 Credits
Prerequisite: none

This course helps students to develop the skills and concepts needed to ensure the ongoing contribution of a firm's operations to its competitive position. It helps participants to understand the complex processes underlying the development and manufacture of products, as well as the creation and delivery of services. The students will gain an understanding of the importance of production and operations management in all organizations. The course covers such areas as P/OM integration in the organization, productivity, forecasting, total quality management, product planning, capacity planning, scheduling, production layout, project planning, world-class manufacturing, just-in-time operations, time-based competition, business re-engineering, and operations strategy.

OP5203 Project Management, 3 Credits
Prerequisites: OP5201

Project Management has evolved in order to plan, coordinate, and control the complex and diverse activities of modern industrial and commercial projects. In this course, students will study project life cycle, project selection, project planning, project team management and organization structure, and project work breakdown structure. They will identify project constraints and solve the bottlenecks, estimate project duration and cost, learn how to schedule and level project resources, and control project time, resources and costs. Students are provided with case studies describing real-world project management problems and their solutions. These learning objectives usually culminate in a course project that allows the students to apply the principles and use the tools they have learned.

OP5204 Production Management, 3 Credits
Prerequisites: OP5201

In this course, students are expected to learn about production line life cycle, product selection, product planning, production team management and organization structure, and production work breakdown structure. Participants in OP5204 will learn to identify product constraints and solve the bottlenecks; they will estimate production duration and cost, schedule and level production resources, and control production time, resources, and costs. Students will study production quality and risk management issues and produce evaluation reports.

Public Administration Courses

PA5101 Policy Administration, 3 Credits
Prerequisite(s): None

This course addresses the process by which public administration is formed, crafted, and created. It assumes that the participants have had no prior experience with Public Administration, introducing the students to government service as a career choice. The course will cover how a government bureaucracy functions, including the basic theoretical framework and modern practices. Students will be able to create and understand a structural function diagram, and how to use it within a policy administration setting. Case studies, an essay, and readings will accompany class discussions and a final examination.

PA5204 Public Budgeting, 3 Credits
Prerequisite: PA5101

This course will emphasize budgets and their process from the political side and the functional policy side. It will explore budgets from nut-and-bolt theory, development, and implementation. The course studies public budgeting from accounting, forecasting, economic development, and political perspectives. Students will examine topics such as: sector concentration, location quotient analysis, estimating revenues, estimating expenditures, debt management, fund accounting, reporting, theories of development, and theories of budgeting. Special attention is paid to economic development and the need for localities to generate revenue.

PA5821 Public Management, 3 Credits
Prerequisites: PA5101, PA5204

Public management shows the similarities of government and non-profit administration to private-sector management. There are management tools appropriate in public and in private domains to assure efficiency and effectiveness of the organizations. This course gives students the knowledge and hands-on experience needed to implement business principles in social and environmental issues.   It

covers topics as diverse as public and non-profit management, social and environmental entrepreneurship, international development, environmental sustainability, and corporate social responsibility.

PA5822 Policy Development & Analysis, 3 Credits
Prerequisites: PA5101, PA5204

This course addresses the processes by which public policies are formulated, decided upon, implemented, and evaluated. Students will explore techniques of analysis appropriate for various policy issues, as well as the substantive policy issues facing us today. This course is recommended for students who would like to be employed in public administration as executives, managers, or researchers. The skills learned in this course will enable participants to plan for a strategic way of reaching goals.

Research Courses

RP5201 Research Methodology, 3 Credits
Prerequisite(s): None

Research Methodology is an important for students who wish to complete the Research Project option as part of their MBA degree, as it is a prerequisite for RP5202. Participants will work on a method that is simple to understand and easy to apply. The course is focused mainly on the method itself, but students will be provided with much material on research methodology in the readings as well.

**RP5202 Research Project, 9 Credits**
Prerequisite: RP5201

The Research Project option enables students to investigate a selected business topic with the assistance of a faculty member. They may examine a specific field or may conduct interdisciplinary research. Completing a research project offers students the opportunity to gain experience in their chosen fields. Students wishing to pursue a further academic career (doctoral studies) generally chose the research project option in order to prepare them for the rigors of higher-level graduate studies. In addition, the learning experience acquired by completing the research project option facilitates career planning for graduates. Students must complete RP5201 before requesting enrollment in the Research Project.

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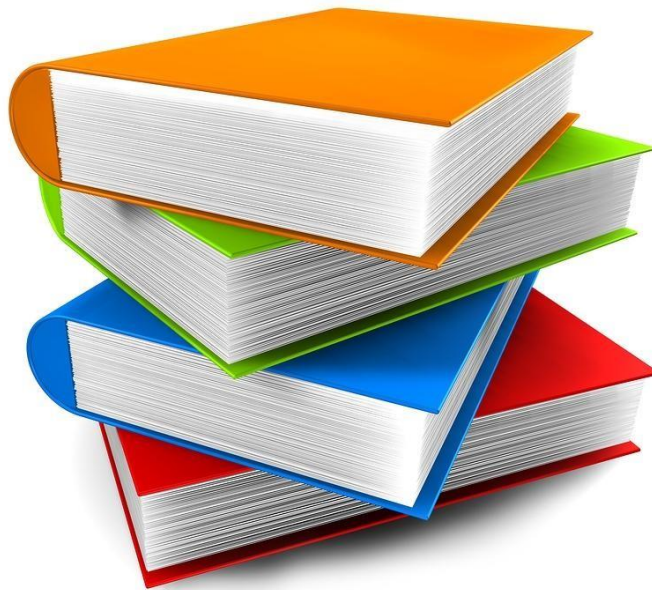
Application Form

Date of this Application: _____

Program for which you are applying: **BBA** (Bachelor of Business Administration)
                                             MBA (Master of Business Administration)

Last Name: _____   First Name: _____ _

Postal Address: _____

                         _____

Zip/Postal code:_____ City: _____ Country: _____

Telephone: _____ Mobile: _ _____ _

Email (please write clearly):   _____

Date of birth:_____ _   Age: __ _   Place of birth: _____ _

Education: Please start with your most current degree.

University / School	Dates attended	Street Address	City / State

<u>What languages do you speak?</u>

English:	*Fluent*	*Intermediate*	*Beginner*	
French:	*Fluent*	*Intermediate*	*Beginner*	
Spanish:	*Fluent*	*Intermediate*	*Beginner*	
Other (Please Specify): _ _____		*Fluent*	*Intermediate*	*Beginner*
Other (Please Specify): _ _____		*Fluent*	*Intermediate*	*Beginner*

Have you worked in other countries besides your own?

City, Country	Dates	Profession

Your current profession: _____

How many years have you been working in this position?_____

How did you find out about SCIU?
Friend/Relative   Internet   SCIU student/graduate: _   _   _   _   Other

I hereby certify that the statements in this application are correct to the best of my knowledge. I further authorize Southern California International University (SCIU) to make appropriate inquiries when necessary to certify the accuracy of my records. I understand that failure to answer any questions on this form truthfully and accurately may make me ineligible for admission to SCIU or may result in my dismissal from SCIU.

Your Signature: ………………………………………………………………

Southern California International University (SCIU)

3440 Wilshire Blvd., 10th Floor, Suite #1000

Los Angeles, CA 90010, USA

Tel : 504) 252 0716

Email: info@ sciuniversity.com

Website:http://sciuniversity.com

Southern California International University

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Los Angles

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3440 Wilshire Blvd.,

10th Floor, Suite #1000

Los Angeles, CA 90010, USA

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Website: http://sciuniversity.com