



Western International University

1996-1997 Catalog

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Welcome

Welcome to Western International University

Western International University is a private university with some very unique characteristics. We strive to have a diverse, multi-cultural student population. A significant portion of our students come from more than 40 different countries. Many of these students attend WIU to learn English as a Second Language (ESL) prior to their coursework in our degree programs. They recognize that, throughout the world, an accredited American undergraduate or graduate degree is a valuable commodity. Services are provided to support these students while they learn English and become acclimated to our environment.

The majority of our students are working adults who thrive on the flexibility and convenience of our course schedules. Courses are available during the evenings and on weekends, so that students may continue to work and raise their families while completing their degree programs. Our two month or three month sessions allow students to accelerate their programs to the extent that they are capable of handling their own workload.

Our faculty are experienced practitioners who hold advanced degrees in their teaching fields and are also highly successful practitioners in their areas of expertise. While our course schedules may be “non-traditional” in form, our educational model and teaching style are traditional. Faculty share their knowledge through lectures, presentations and class discussions. Students have the opportunity to demonstrate their achievements through individual quizzes, tests, papers, projects and presentations.

Global and technology issues are key themes throughout the WIU curriculum in all degree programs. Many of our faculty have international business experience. The international flavor of our student body provides ample opportunity to identify with and observe many cultures. What better preparation is there for building a career in a world that is becoming more “connected” through advanced communications and where businesses increasingly cross national and international boundaries?

On September 1, 1995, Western International University became a part of the Apollo Group, the leading educational corporation in the United States. The change in status from a non-profit to a for-profit institution had a significant impact on the University. In addition to ensuring our institution’s financial stability and providing funding for improvement of services and expansion, Apollo’s long term commitment to customer service and total quality management in higher education insures that our students and faculty will have rewarding and exciting experiences at our institution.



Michael J. Seiden
President

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with the University that is contrary to Western International University's published material.

Table of Contents

Campus Locations	1	Financial Policies & Procedures	
Campuses	2	Payment Policies	13
Programs by Campus Location	2	Direct Corporate Billing & Military Assistance	13
Accreditations & Affiliations	3	Veterans Educational Assistance	13
Student Support Services		DANTES Reimbursement	13
Computer (PC) Labs	3	Refund Policy	13
Learning Resource Center (LRC)	3	Refund Policy for Students Receiving Financial Aid	13
Internet	3	Additional Refund Policies for Students	
Writing Center	3	Receiving Federal Financial Aid	14
International Program Liaison	3	Financial Charges Grievance	14
Admission		Financial Policy Grievance	14
Undergraduate Admission	4	Financial Appeals Committee	14
Graduate Admission	4	Financial Aid	
Degree-Seeking Students	4	Financial Aid Appeals Committee	15
Registered Status	4	Federal Pell Grant Program	15
Provisional Status	4	Federal Stafford Loan	15
Admitted Status	5	Unsubsidized Federal Stafford Loan	15
Unclassified	5	Loan/Grant Disbursement	15
Notification of Admission Status	5	Leave of Absence	15
Denial of Admission	5	Student Right-To-Know	16
Readmission	5	Student Code of Conduct	17
International Student Admission	5	Drug & Alcohol Prevention Program	18
English as a Second Language Program (ESL)	6	Academic Policies & Procedures	
International Student Admission Procedures	6	Independent/Directed Study Courses	19
Academic Advising		Dual Majors	19
New Student Orientation	7	Second Degrees	19
Student Associations		Grading Procedures	19
Western International Student Association (WISA)	8	Incompletes	20
Alumni Association	8	Academic Load	20
University Policies		Satisfactory Academic Progress	20
Program Registration	9	Academic Probation	20
Drop/Add Policy	9	Academic Suspension	20
Schedule Adjustments	9	Honors	20
Academic Load	9	Delta Mu Delta	20
Class Attendance	9	Academic Integrity	20
Independent/Directed Study Course Attendance	9	Academic Dishonesty and Plagiarism	20
Change in Student Status	9	Student Grievances and Appeals Process: Student Action	21
Re-Entry Students	9	Student's Right to Privacy	21
Course Repeat Policy	9	Academic Program Requirements	
Course Audit Option	9	Associate of Arts Degree	22
Transfer of Credit	10	Bachelor Degree Programs	22
Residency Requirements	10	Master Degree Programs	27
Credit by Examination	10	Master of Business Administration Degrees	27
Prior Learning/Portfolio Assessment	10	Master of Science Degrees	30
Nondiscrimination Policy	10	Course Descriptions	32
The Americans with Disabilities Act (ADA) of 1990	10	Faculty	42
Transcripts	11	Academic Policy Council	45
Graduation	11	WIU Department Directors	45
Tuition & Fees	12	Board of Directors	45

Campus Locations

Phoenix, Arizona - Main Campus

Western International University
9215 N. Black Canyon Highway
Phoenix, AZ USA 85021

Telephone: 602/943/2311

Fax: 602/371/8637

Internet: <http://www.wintu.edu>

Fort Huachuca, Arizona

Buffalo Solider Training and
Education Center/Rascon
Building #52104, ATZS-HRHE
Fort Huachuca, AZ USA 85613-6000

Phone: 520/459/5040

Fax: 520/459/7571

Douglas, Arizona

c/o Cochise College
Building 700, Room 706
4190 West Highway 80
Douglas, AZ USA 85607

Phone: 520/364/5939

Fax: 520/805/0512

London, England (U.K.)

18 Ensign House
Admiral's Way
London E14 9RN
England

Phone: 011/44/171/537/3388

Fax: 011/44/171/537/3378

Campuses

Western International University's main campus is located in Arizona, the Grand Canyon State. Situated in Northwest Phoenix, main campus classrooms are designed to encourage student and faculty interaction and discussion. Computer facilities, for hands-on instruction, are readily available to students, as are various audio-visual aids. The library facilities of the Learning Resource Center are augmented by electronic research resources that are also available to WIU students through remote access.

Satellite campus operations exist at Ft. Huachuca and Douglas, as well as various corporate teaching sites including McDonnell Douglas Helicopter Co., Motorola, Inc., Intel Corporation, Scottsdale Memorial Hospital, and Salt River Project.

WIU's European branch campus is located in London. Course and program offerings and information on the tuition and fee structure for London programs are available upon request.

Programs by Campus Location

Degrees/Majors	Phoenix	Ft. Huachuca	Cochise College/ Douglas	London, England
A.A. General Studies	■			
B.A. Behavioral Science	■	■		■
B.A. General Studies	■	■		■
B.A. International Studies	■	■		■
B.S. Accounting	■	■		
B.S. Aviation Management	■		■	
B.S. Finance	■			■
B.S. General Business	■			■
B.S. Information Systems	■	■	■	■
B.S. International Business	■	■		■
B.S. Management	■		■	■
B.S. Marketing	■			■
M.B.A. Finance	■			■
M.B.A. Health Care Management	■	■		
M.B.A. International Business	■	■	■	■
M.B.A. Management				
M.B.A. Management Information Systems	■	■		■
M.B.A. Marketing	■			■
M.P.A. Master of Public Administration	■			
M.S. Accounting	■			
M.S. Information Systems	■	■		■
M.S. Information Systems Engineering	■	■		
Advanced Certificate Programs in:				
Corporate Management	■			
Finance	■			
International Business	■			
Management Information Systems	■			
Marketing	■			

Accreditations & Affiliations

WIU is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools (30 N. LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504, 1-800-621-7440) to offer courses and programs leading to Certificates, the Associate's degree, the Bachelor's (arts and sciences and professional curricula) degree, and the Master's (professional curricula) degree. Programs are approved at the main campus and teaching sites in Arizona and at the European branch campus in London, England.

WIU holds membership in or is affiliated with the following:

American Assembly of Collegiate Schools of Business (AACSB)

American Association of Collegiate Registrars and Admissions Officers (AACRAO)

American Council on Education (ACE)

Arizona Association of Collegiate Registrars and Admissions Officers (AzACRAO)

Arizona Association of Student Financial Aid Administrators (AASFAA)

Arizona Veterans Program Association (AVPA)

Association of International Educators

Council for Adult and Experiential Learning (CAEL)

National Association of Independent Colleges and Universities (NAICU)

National Association of College and University Business Officers (NACUBO)

National Association of Student Financial Aid Administrators (NASFAA)

Pacific Association of Collegiate Registrars and Admissions Officers (PACRAO)

Servicemember's Opportunity Colleges (SOC)

Western Association of Student Financial Aid Administrators (WASFAA)

Mission

Western International University prepares adults to compete in an ever-changing global marketplace.

WIU's guiding principles are:

Academic Excellence

Fiscal Integrity

Customer Service

Student Support Services

Computer (PC) Labs

Computer facilities provide resources for instructional and research purposes at the main campus in Phoenix, Ft. Huachuca and London campuses. The computer labs provide free and unrestricted access for students and faculty to support educational activities.

Learning Resource Center (LRC)

Students have access to WIU's Learning Resource Center to accommodate their research requirements and quiet educational studying needs. The LRC provides electronic access via the Internet to databases throughout the world. Special access rights have been obtained from the many database sources to assure that WIU's students have the most up-to-date information available to back up their course requirements. In addition, the LRC has hard copy periodicals, reference books, and other resources to accommodate the student's educational learning process.

Internet

Western International University has its own domain on the Internet. General information, course schedules, faculty profiles and connections to other pertinent domains can be accessed through the WIU home page at www.wintu.edu. Access to the electronic Learning Resource Center is available through this connection.

Writing Center

Students desiring assistance with all forms of writing may visit the Writing Center. The Center, located on the main campus in Phoenix, provides tutorial help for writing tasks that range from term papers and case studies through employment resumes and major theses. All tutoring is arranged by appointment. In addition to one-to-one assistance, the Writing Center regularly sponsors writing workshops.

International Program Liaison

Western International University recognizes the level of trust placed in our institution by students who leave their home countries to study at WIU. These students will receive additional support through the office of the International Program Liaison (IPL).

Assistance is available to students upon their arrival in the United States. Locating housing, opening bank accounts, acquiring a driver's license and social security card as well as performing the functions necessary to beginning life in a different country are addressed by this office.

Throughout the student's stay at WIU the IPL will consult with and advise the student to maintain compliance with INS regulations and to assist in making this educational and life experience a positive one.

Admission

The Admissions Office processes all applications, evaluates transcripts, and makes decisions regarding acceptance and application of allowable transfer credits to the program of study. Applicants whose academic records present special situations are referred to the Admissions Committee for review.

Since coursework at WIU begins monthly, applications and registrations are accepted on an ongoing basis. Early application is encouraged to allow sufficient time to process application materials.

Students must complete all application requirements prior to consideration of acceptance and registration for classes.

All students applying for admission to the University have the responsibility to submit a complete and accurate application package including all academic and professional credentials required. Submitting incomplete, false or misleading information may be grounds for dismissal at any time.

The University reserves the right to cancel admission or registration of an individual whose attendance at the University, in the opinion of the appropriate administrative officials, would not be mutually beneficial to the student and the institution.

Undergraduate Admission

Requirements for admission into undergraduate programs are as follows:

- Submission of a completed and signed Western International University application form. Applicants under the age of 18 must have the signature of a parent or legal guardian.
- Payment of a non-refundable application fee.
- High school graduation or GED certificate.
- Signed transcript request forms for official transcripts and test scores from all previously attended regionally accredited colleges and universities verifying a cumulative grade point average of 2.0 on a 4.0 scale for all college work completed. Students seeking admission with fewer than 12 graded academic credits of college-level work from regionally accredited or candidate for accreditation colleges and universities must submit official high school

transcripts verifying a GPA of 2.5 or GED certificate verifying a passing score. GED passing scores vary from state to state. WIU will honor the recommendations of the state in which the GED was issued. Students relying on transfer credit from military service must provide official current copies of form DD295 or copies of form DD214.

Graduate Admission

Requirements for admission into graduate programs are as follows:

- Submission of a completed and signed Western International University application form.
- Payment of a non-refundable application fee.
- A four-year baccalaureate or equivalent degree from a regionally accredited college or university.
- Signed transcript request form from a regionally accredited college or university for an official bachelor degree posted transcript verifying a cumulative grade point average of 2.75 on a 4.0 scale for all undergraduate college work completed. Request forms are also required for transcripts from any regionally accredited institutions at which the student earned post baccalaureate credits.

Degree-Seeking Students

Students pursuing Associate's, Bachelor's, or Master's degrees at WIU are considered degree-seeking students. Students applying for financial aid must be admitted as degree-seeking students prior to financial aid being processed. International students on student visas must also be admitted as degree-seeking. There are three types of admission to degree programs: Registered, Provisional, and Admitted.

Registered Status

Degree-seeking students may attend a maximum of three courses by completing an application, paying the application fee, and registering for at least 30 credits. Under extenuating circumstances, a student may request permission from the Director of Student Services to enroll in five courses prior to an admission decision being made. The University makes no guarantee of a favorable admission decision to students enrolled in coursework under Registered status. Students relying on foreign education to meet admission requirements are not eligible to attend classes under Registered status.

Provisional Status

Undergraduate Provisional Status

Students who meet all admission requirements except the minimum 2.5 cumulative grade point average from high school or 2.0 postsecondary GPA may be admitted on Provisional status. Eligibility for Provisional status will be determined by the Admissions Department. Students admitted on Provisional status must achieve a cumulative GPA of 2.0 or better in their WIU coursework at the end of their third graded course. Students with a GPA of 2.0 or better at the end of their third graded course will be placed on Admitted status. Students with a GPA of less than 2.0 at the end of their third graded course will be academically disqualified and denied admission.

Graduate Provisional Status

Students who meet all admission requirements except the minimum 2.75 cumulative grade point average may be admitted on Provisional status. Eligibility for Provisional status will be determined by the Admissions Department. Students admitted on Provisional status must achieve a cumulative GPA of 3.0 or better at the end of their third graded course. Students with a GPA of 3.0 or better at the end of their third graded course will be placed on Admitted status. Students with less than 3.0 at the end of their third graded course will be academically disqualified and denied admission.

Admitted Status

Students are granted admitted status after all documents have been received, the admission file has been evaluated, and all admission requirements have been met.

Unclassified

Students are not required to enter a degree program if enrolling in classes for personal or professional reasons only.

A maximum of 18 credit hours may be taken under an unclassified student status. Unclassified students are not eligible to receive most types of financial aid or veterans benefits. This classification is not appropriate for international students on student visas.

While official documentation of previous coursework is not required, it is the student's responsibility to ensure his/her eligibility for the courses in which enrolled.

Students wishing to continue at WIU beyond 18 credits must transfer to a degree-seeking status. The Admissions Department must be notified of this intent and the desired degree and major

must be specified. Requirements for degree-seeking students must then be met.

Notification of Admission Status

Students are notified of admission decisions by mail within three weeks of receipt of all application materials, including official transcripts.

If the decision is favorable, an evaluation of transfer credits and remaining degree requirements will accompany the letter.

Denial of Admission

An applicant whose admission to the University is denied may file an appeal of the decision. The applicant must provide an explanation of extenuating circumstances or other pertinent information. Upon receipt of the written appeal and supporting information, the Admissions Committee will review the appeal and render a decision.

Students will be notified by mail of the admission decision with specific recommendations.

Should the decision remain negative, further appeals will not be considered for one year.

Readmission

Students who interrupt their enrollment for more than 12 consecutive months must apply for readmission and meet degree requirements in effect at the time they are readmitted. Official transcripts from any college or university attended since the last enrollment at WIU will be required as well as a non-refundable reapplication fee.

International Student Admission

Western International University is authorized to accept and enroll qualified, degree-seeking non-immigrant students (F-1 status) by the United States Immigration and Naturalization Service (INS).

International applicants to WIU on a student visa are expected to meet the same requirements for admission as those from the United States. In addition, students must provide proof of financial resources; document English proficiency or participate in the English as a Second Language (ESL) program in Phoenix prior to taking academic courses.

A complete international application consisting of the following must be submitted three months prior to the date of desired enrollment:

- Submission of an application form completed and signed by the applicant.

Applicants under the age of 18 must have the signature of a parent or legal guardian. All parts of the admission application form must be

filled accurately and completely. This information is used in preparing the student's I-20 Certificate of Eligibility. Student name should appear as indicated on passport.

- Payment of non-refundable application fee in U.S. funds.
- Official academic transcripts from all high school and any postsecondary schools attended must be forwarded directly to the WIU Admissions Office from the reporting institution.

An official document is an original or true copy which includes the seal, stamp and signature of the institution. In cases where direct submission from the reporting institution is not possible, the applicant must have copies of all originals sent directly to WIU. These copies must be certified as true copies by an official of the institution attended or a U.S. Consular official. All documents must be in English or accompanied by a certified English translation.

- Evidence of financial support, verifying sufficient funds are available for a minimum of one year of study and living expenses, is required by U.S. immigration policy and must be submitted for WIU admission.

A Financial Guarantee form provided by the WIU Admissions Office must be completed in full and contain all the necessary signatures as well as the seal or stamp of the financial institution. Funds must be in U.S. dollars.

- Submission of proof of English proficiency or application to English as a Second Language (ESL) program at WIU (see following page),

International Student Admission

Students from countries where English is the native language are not required to provide proof of English proficiency. All other international students wishing to take courses immediately which meet graduation requirements must provide proof of one of the following:

- Test of English as a Foreign Language (TOEFL) - A score of 500 or higher is required for admission to an undergraduate degree program; a score of 550 or higher is required for admission to a graduate degree program. The Test of Written English (TWE) should be included. If the TWE is not included, an ESL written test must be taken upon arrival at WIU.
- Michigan English Language Assessment Battery (MELAB) - also known as the Michigan Test. A score of 75 or higher is required for admission to an undergraduate degree program; a score of 80 or higher is required for admission to a graduate degree program.
- U.S. College or University Attendance - Completion of at least 24 credits at a regionally accredited U.S. college or university and completion of English 101 and 102 (or the equivalents) with grades of C or better, or graduation from a four-year, U.S. college or university.
- U.S. High School - Completion of at least two years at a regionally accredited secondary school with a cumulative grade point average of C or better.

Acceptable evidence of proof must be in the form of official transcripts or test scores issued directly to WIU

English as a Second Language Program (ESL)

The ESL program is designed for non-native students to develop or improve their English skills in the areas of listening, speaking, reading and writing. Students at any level of English proficiency from Beginning through Advanced receive small group instruction. Placement tests are administered prior to the beginning of each monthly session to determine the appropriate instructional level. Upon successful completion of the Advanced level, students who are admitted to a WIU degree program are

eligible to begin enrollment in their academic course of study.

Enrollment in the ESL program is available to all international students, U.S. citizens and non-citizens. International students who require the issuance of a Form I-20 to apply for a student visa must apply for and be admitted to a degree program before enrollment in ESL. Those who do not require a student visa (Form I-20) may enroll in the ESL program only.

International Student Admission Procedures

To be considered for admission to Western International University, students from countries other than the United States must adhere to the following procedures:

- Student submits completed WIU application accompanied by a check or money order, in U.S. funds, for application fee.
- Student requests official proof of English proficiency sent directly to Western International University from reporting agency. To have TOEFL (Test of English as a Foreign Language) results sent or obtain information regarding location and dates of testing in any country, write:

TOEFL
Box 6154
Princeton, New Jersey
USA 08541-6154

or

- Student submits completed Application for Admission to ESL Program.
- Student submits completed and signed Financial Guarantee form.
- Student requests official transcripts from high school and previously attended post-secondary institutions sent directly to WIU. Students transferring from foreign institutions must furnish catalogs and/or course descriptions if transfer credit is to be considered. All official documents must be in English or must be accompanied by a certified English translation. In cases where direct submission is impossible, the applicant must have copies of all original documents certified as true

copies by an official of the institution and sent directly to WIU.

Graduation date, degree earned (if applicable), courses and grades, and years of attendance should be clearly indicated.

If an international student is transferring from a college or university in the United States, the following additional material is required:

- A copy of the current F-1 student visa.
- A copy of the front and back of the I-20 issued by the previously attended institution.
- A copy of the Form I-94 from the passport.
- A completed Post-Secondary Reference Form for Non-immigrant Applicants. This form is available from the WIU Admission's Office.

Upon receipt of all materials, the application will be evaluated and an admission decision made. Students are notified by mail and, if the decision is favorable, the I-20 form accompanies the admission letter. Students residing outside the United States will be required to present form I-20 and evidence of financial support to the American Consulate.

Upon arrival at WIU students must contact the International Program Liaison and present forms I-20 and I-94 (departure record stapled in passport upon entry to U.S.) along with course registration form. The Liaison will sign the I-20. This procedure must be repeated on an annual basis.

Each international student is responsible for:

- Understanding the requirements associated with the student visa.
- Maintaining full-time attendance according to institutional policy. For compliance purposes, full-time attendance is one course per month, eight months per year, completing a minimum of 24 credit hours.
- Notifying the Registrar's Office of any changes in address, telephone number and/or student status, program, or transfer.
- Completing at least two courses at WIU prior to any consideration of release of I-20 status to another institution.

- Notifying the International Program Liaison of any extended leaves of absence. If the student is planning to leave the country, the student's I-20 form must be endorsed by the Liaison.
- Maintaining a major medical insurance coverage while attending WIU The International Program Liaison assists in acquisition of this coverage which is mandatory due to the higher costs of medical care in the United States. A waiver statement will be accepted if the student provides proof of comparable coverage. Coverage must include the following:
 - coverage throughout course of study at WIU
 - maximum dollar coverage of \$50,000 per illness or injury
 - outpatient care (doctor visit, outpatient surgery)
 - hospitalization

Academic Advising

*E*ach student at Western International University is assigned an Academic Counselor.

The counselor-student relationship is viewed as a partnership. Both members of the team have responsibilities that, when properly fulfilled, enhance the student's opportunities for academic success.

Responsibilities of the Academic Counselor include working with the student in developing a class schedule, assisting in the general adjustment to university life, serving as a resource for university information, and supporting the student in meeting graduation requirements.

Student responsibilities include working with the counselor on class schedules, informing the counselor of problems that may affect academic performance, and utilizing the counselor's expertise to most effectively achieve academic goals.

At a minimum, students must meet with their counselor upon admission and prior to graduation.

New Student Orientation

Mandatory new student orientations are held monthly at the Phoenix campus. These sessions are designed to welcome students, provide instruction in University procedures, and offer students the opportunity to address issues and questions regarding WIU

Student identification cards required for use of the LRC and PC Lab are issued at this time.

Student Associations

Western International Student Association (WISA)

The WIU Student Association works closely with the staff and faculty in coordinating student activities and providing opportunities for students' personal and professional advancement. Its primary responsibility is to act as a liaison between the student body and the administration and faculty.

All students are strongly encouraged to participate in the various clubs, organizations and special activities sponsored by the Student Association. Such experiences significantly enhance college life.

Alumni Association

The Alumni Association provides opportunities for professional networking, continuing education, and social interaction.

The Association recognizes the geographic diversity of its members and sponsors activities in a variety of locations. In addition, the Association communicates with its membership through regular mailings and publications.

University Policies

Program Registration

WIU policy permits students to register at any time during regular administrative office hours.

Students are required to register for their program course of study on a Student Registration Form. Any change in the original registration must be communicated to the University staff. Major changes in a student's schedule may necessitate completion of a new registration form. Failure to satisfy the admission or registration requirements is cause for cancellation of a student's registration.

Students are encouraged to pre-register for classes and continue to update their course schedules regularly. Pre-registration can be initiated in person, by telephone, or by mail to the Registrar's Office. Advance course requests assure that scheduling goals will be met. Preregistration information assists the Director of Curriculum and Academic Affairs and the Registrar's Office in assessing student course demand needs. Enrollment cannot be guaranteed unless pre-registration requests are filed with the Registrar's Office.

Students are responsible for notifying the Registrar's Office of any changes in name, address, or telephone numbers.

Drop/Add Policy

The Registrar's Office must be notified of the student's intent to withdraw from a course. Courses dropped after the third class meeting will be recorded on the student's permanent record with the grade of W. Non-attendance does not constitute an official withdrawal.

Off-campus Phoenix students utilizing corporate instructional sites must alert the Registrar's Office to any schedule adjustments by the 15th of the month prior to the course start date. Security clearances are set on that date and additions are not accepted after the initial lists have been communicated to the individual corporate security departments.

Schedule Adjustments

The University reserves the right to cancel from the schedule any course in which there is an insufficient number of students enrolled. Students enrolled in a course that has been cancelled should contact their advisor for assistance in making another program selection.

Academic Load

Each three-credit course at WIU represents 36 contact hours. Students are expected to budget a minimum of two hours out-of-class study for each hour spent in class.

Two courses each session is recommended as a full-time load. Students cannot be enrolled for more than two three-credit courses at the same time without written permission of the Director of Curriculum and Academic Affairs.

Class Attendance

Classes meet four hours per week, and attendance is mandatory. Special instructional activities may be scheduled on weekends or at other times convenient to both students and faculty members. Class attendance requirements are as follows:

1. A student may not miss more than three class meetings per course without the faculty member's recommendation and approval by the Director of Curriculum and Academic Affairs. It is the student's responsibility to make up all missed course/class work requested by the faculty member. Absences may affect the student's course grade.
2. A student must have no more than one absence in the first three class meetings. Students with more than one absence in the first three sessions will be dropped from the course.
3. Students who miss more than three class meetings will receive a grade of W or WC. No punitive grade will be awarded.

Independent/Directed Study Course Attendance

Courses completed through independent/directed study will have attendance defined as weekly contact with the assigned faculty member. This attendance contact must be direct communication through the following:

phone, assignment, meeting, electronic/online. Attendance is mandatory with students initiating the weekly contacts with the faculty for each of the scheduled weeks of the course.

Change in Student Status

Any student who finds it necessary to interrupt his/her attendance by withdrawing from the program, taking a leave of absence, or for any other reason, must complete an Official Withdrawal Form. This form can be obtained from the Counseling, Registrar, or Financial Aid offices.

For those students receiving financial aid, a change in enrollment may result in a cancellation of funds.

Re-Entry Students

Students who have been inactive in their program for one year or more are required to complete a new application and pay a re-admission fee. Students who withdraw for one year or more are subject to any curriculum or degree requirement changes in effect at the time of their re-entry. Students who have been out of attendance for less than one year should contact their academic counselor to schedule their coursework.

Course Repeat Policy

Students are permitted to repeat courses. Normal registration procedures are followed. A new grade earned in a repeated course will be computed in the GPA at the appropriate undergraduate or graduate level. The student's academic record will show the original course repeated as an R which means it will not be computed in the GPA.

Course Audit Option

Students are permitted to enroll in a course to obtain information, for personal pleasure, or to enhance specific skills. With instructor approval, a student may audit a class and participate in all class activities. Writing assignments and examinations are not mandatory. No grade is assigned and audited courses carry no credit toward the GPA or degree requirements. A non-grade symbol of X is assigned. The tuition for audited courses is the same as those taken for credit.

Transfer of Credit

Transfer credits from regionally accredited postsecondary institutions are generally accepted for courses that are appropriate to the Bachelors and Masters programs. All official transcripts received and evaluated by the Admission's Office are considered the property of WIU and will not be released. Only coursework documented on official transcripts will be evaluated.

The regional accreditation agencies are:

- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Association of Schools and Colleges
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges

Transfer credit is accepted if program applicable and a grade of C or better has been received at the undergraduate level and B or better at the graduate level. Grades earned at other institutions are considered for admission but are not included in computing a student's cumulative grade point average at WIU

Lower-division transfer credit (100/200) will be accepted up to a maximum of 72 credit hours. A course is evaluated as upper or lower-division based on its level at the issuing institution. This includes institutional credits, military training, credit by examination, and professional assessment. Credits by professional assessment will only be accepted if transcribed by specific course title.

Lower-division transfer credit may not be applied toward fulfillment of major requirements. A maximum of six graduate level semester credits are allowed to transfer into Master's programs major or core requirements. No transfer credit will be applied toward certificate programs.

Transfer credit will not be awarded for non-credit courses, workshops, and seminars offered by postsecondary institutions as part of continuing education programs. Courses that the issuing institution will not apply to a degree program are not transferable. Vocational courses are not transferable and are not required in any WIU degree program. Courses with a prefix of O,

R (required), or ESL (English as a Second Language) are considered remedial and are not transferable. To be considered for transfer, coursework in technology (IS) must have been completed within the past five years.

Semester hour courses are transferred with the credit hour value of the issuing institution. Quarter-hour credit earned is equivalent to two-thirds of a semester credit hour.

Military training is considered for transfer credit for those courses approved by the American Council of Education (ACE) or Program on Non-collegiate Sponsored Instruction (PONSI) and evaluated according to ACE or PONSI recommendations.

Residency Requirements

At the undergraduate level, a minimum of 36 upper division (300-400 level) credits must be earned through WIU resident courses. No more than six transfer credits may be applied to major coursework.

At the graduate level no more than six credits can be transferred into the major or core requirements.

Credit by Examination

Transfer credit and/or advanced placement may also be awarded for successful completion of the following national program tests:

- **DANTES (SST)** - Subject Standardized Tests (formerly USIF)
- **CEEB** - College Entrance Examination Board. Advanced Placement Examinations. Acceptable scores: 5, 4 or 3 at 100-200 level.
- **CLEP** - College Level Examination Program
- **ACT/PEP** - American College Testing/Personalized Education Program

A maximum of 60 credits may be accepted toward a Bachelor's degree through a combination of credit by examination, military training, and portfolio assessment.

Prior Learning/Portfolio Assessment

A maximum of 30 semester credits may be awarded through the Portfolio process.

Enrolled undergraduate students may seek credit for experiential learning through the Portfolio Assessment process. Students must have credible experiences that meet the learning outcomes of a specific WIU course.

This process is initiated by meeting with an Academic Counselor and managed by the Department of Curriculum and Academic Affairs.

Other credits acquired through nationally accredited institutions and standardized training may be considered for transfer through limited review.

Nondiscrimination Policy

Western International University does not discriminate on the basis of race, color, national origin, sex, disability or veteran status in its educational programs, activities or employment practices. The University complies with Title IX of the Education Amendments of 1977, Titles VI and VII of the Civil Rights Act of 1964 and regulations, and Section 504 of the Rehabilitation Act of 1973.

The Americans with Disabilities Act (ADA) of 1990

Western International University recognizes and accepts its obligations under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1974, prohibiting discrimination on the basis of a disability and requiring the University to provide reasonable accommodations to qualified disabled students in all University programs and activities.

Determination of reasonable accommodations and compliance with the ADA and Rehabilitation Act for students are managed by the Director of Student Services. No student shall be retaliated against for seeking accommodation under this policy or for participating in any complaint procedures brought against the University for its noncompliance with the policy.

Transcripts

The Registrar's Office will release transcripts only upon written request from the student. The request must include the student ID number, date of last attendance, and name(s) used while in attendance at WIU. No official transcripts will be released until all financial and other obligations to the University have been met. Each student is entitled to one transcript free of charge. There is a charge for each additional transcript.

Transcripts may be requested in person or mail by contacting the Registrar's Office. Requests will not be accepted from, or released to, third parties without a written release from the student. Transcripts issued to students will be stamped "Student Copies."

Graduation

A student whose attendance at the University has not been interrupted will graduate under the curriculum and course requirements in effect at the time of enrollment in the University. A student may choose to graduate under the requirements of any subsequent catalog issued while in attendance. Readmitted students are expected to comply with the academic requirements in effect at the time of readmission.

Students must apply for graduation by submitting a request for graduation clearance to the Registrar's Office. This should be done well in advance of the term in which the last degree requirement will be met. Four courses prior to the planned completion date is recommended.

Upon receipt of the request for graduation clearance, the Registrar's Office will update the student's program evaluation. At this time students must meet with an Academic Counselor to review remaining requirements. Graduate students will register for RES 602 and CAP 785 at this time.

Students must contact the Registrar's Office after receiving their final grade to initiate the final degree audit and ordering of the diploma. In addition, students who receive government financial aid must complete and sign an exit interview form available in the financial aid office.

Candidates are required to remove deficiencies from their academic record, clear any indebtedness to the University,

and pay the graduation fee prior to the release of the diploma and official transcript indicating the awarding of the degree. Students who have met all academic requirements and financial obligations may request a letter of verification of graduation prior to receiving their diploma.

Commencement ceremonies are held once a year, usually in late spring. All students completing their degree within the previous year or who will complete their degree within three months of the commencement ceremony are eligible to participate.

Tuition & Fees

Type of Fee	Phoenix Amount	Ft. Huachuca Amount	When Due
Application Fee (non-refundable)			
Resident	\$50.00	\$50.00	Paid when application submitted
International	\$100.00	\$100.00	Paid when application submitted.
Curriculum Tuition Per Credit			
Undergraduate - Resident (includes U.S., Mexico, Canada)	\$190.00	\$160.00	Must be paid prior to 1st class meeting
Undergraduate - International	\$225.00		Must be paid prior to 1st class meeting
Graduate - Resident (includes U.S., Mexico, Canada)	\$205.00	\$190.00	Must be paid prior to 1st class meeting
Graduate - International	\$250.00		Must be paid prior to 1st class meeting
Executive M.B.A.	\$275.00		Must be paid prior to 1st class meeting
English As A Second Language (per course) (ESL)	\$1000.00		Must be paid prior to 1st class meeting
Portfolio			
Registration/Evaluation (per course)	\$175.00	\$175.00	Paid with submission of Portfolio
Credit Awarded (per course)	\$135.00	\$135.00	Paid when credits awarded
Independent Study Fee	\$75.00	\$75.00	Paid prior to 1st class meeting
Readmission Fee	\$25.00	\$25.00	Paid with re-admission application
Graduation Fee	\$75.00	\$75.00	Paid at time of request for graduation clearance
Additional Diploma Copies (limit one)	\$20.00	\$20.00	
Transcript Fee	\$5.00	\$5.00	Paid when requesting transcript
NSF Check Fee	\$20.00	\$20.00	Paid upon notification
Late Registration Fees	\$20.00	\$20.00	Paid upon notification
Late Payment Fee	\$20.00	\$20.00	Paid upon notification

Financial Policies & Procedures

Payment Policies

The tuition as well as the fees and materials for each course must be paid in full prior to the course's first class meeting. Students who have not paid tuition prior to a course's first class meeting will not be allowed to attend the course and will be required to make arrangements to take the course at a later time.

All other applicable fees are due and payable as specified. There will be a \$20 fee charged to students for checks returned for insufficient funds; if a student's check is returned twice for insufficient funds, the student will be required to pay in cash, cashier's check or money order. Students are required to clear any indebtedness to the University before grades or transcripts will be issued or the degree awarded. All tuition and fees of the University are subject to change.

A late fee of \$20.00 will be assessed for every course for which full tuition payment has not been received prior to the first class meeting.

Direct Corporate Billing and Military Assistance

Students utilizing military, corporate assistance, or direct billing to their employer are required to pay their portion of tuition and submit appropriate assistance documents prior to each course's first class meeting.

The deferral program in no way relieves the student of the financial obligation to the University and the student retains full responsibility for ensuring that all tuition and fees are paid in full and in a timely manner.

A late fee of \$20.00 will be assessed for every course for which the student's portion of the tuition for the course or any required deferral or billing authorization forms have not been received in the Accounting office prior to the first class meeting.

Veterans Educational Assistance

Formal application for admission to the University should be completed before applying for VA educational assistance. Each WIU program course and classroom requires separate SAA/DVA approval for the training of veterans. Please contact your local campus for information on current approvals.

Application for VA benefits should be sent to your local campus, for submission to DVA with enrollment certification. WIU does not participate in the DVA "advance pay" program.

VA benefit eligibility and assistance rates vary depending on each individual's military history and the educational program being pursued. Only the Department of Veterans Affairs can determine a VA applicant's eligibility. To contact a DVA representative in your area call toll-free 1-800-827-1000.

To avoid overpayments, VA educational benefit recipients should promptly report any changes in enrollment or dependency status to the University and DVA. The University is required to notify DVA within 30 days of a change in student status during previously certified periods of enrollment. Changes include withdrawal, reduction in training time, unsatisfactory academic progress or conduct, and assignment of a "nonpunitive" grade. Upon receipt of the notice, DVA will reduce or terminate benefits. DVA is required to take prompt and aggressive action to recover benefit overpayments.

DANTES Reimbursement

Directed study courses have Defense Activity for Non-Traditional Education Support (DANTES) approval for tuition reimbursement. For information on this program, contact the Educational Service Officer on your base.

Refund Policy

All fees, including application fees, assessment fees, graduation, independent study and book fees are non-refundable.

Students are eligible for a tuition refund under the following conditions:

1. Written notification of withdrawal is provided prior to the 2nd class meeting of a course: Refund—100% of tuition paid.
2. Written notification of withdrawal prior to the 3rd class meeting of a course: Refund—66% of tuition paid.

3. There is no tuition refund for students who withdraw after the third class meeting.
4. Students who began a program under Registered status pending the completion of their admission file and are subsequently denied admission are eligible for a refund of the full tuition amount for the course in which they are currently enrolled. Tuition will not be refunded for any course that has been completed.
5. Students who must withdraw from a course and are in good academic standing according to the instructor may receive a tuition credit (WC). To receive this credit, the course must be paid in full and the student must withdraw, in writing, prior to 5th class meeting. The student must not have attended at least two class meetings. This credit may be applied to any course and must be used within 90 days. This tuition credit is nontransferable. Students will be permitted one use of the tuition credit per course. A second credit will not be approved if the student withdraws from the class to which the W was transferred.

All requests for a refund must be submitted in writing to the Accounting office. They will be processed within 30 days.

Refund Policy for Students Receiving Financial Aid

In compliance with Federal regulations, any unapplied credit balance refund requested by a financial aid recipient will be made to the lender and/or the federal grant account.

If the student is a temporary drop, the refund will be applied toward future tuition. If the student has not re-entered the program after 75 days or as of the agreed upon return date, the credit balance will be issued to the lender.

If the student indicates that he or she has permanently dropped from the University, the refund will be issued within 60 days.

For complete details regarding the refund policy for students receiving financial aid, contact your local campus.

Additional Refund Policies for Students Receiving Federal Financial Aid

In compliance with Federal regulations, students who have received Federal financial aid funds who have withdrawn from the University (as defined by the regulations) will have additional refund calculations performed. If the student withdraws before completing at least 60% of the first half of their first academic year at the University (first time students), the following calculations will be computed and the largest amount refunded:

1. Western International University Refund Policy
2. Pro-Rata Refund Policy
3. NCA Refund Policy

If the student is not a first-time student, the following calculations will be performed and the largest amount will be refunded:

1. Western International University Refund Policy
2. Federal Refund Policy
3. NCA Refund Policy

These additional policies are discussed briefly as follows:

1. **Pro-Rata Refund Policy:** This calculation only applies to students who have completed less than 60% of the first half of their first academic year at WIU (first time student). This calculation applies a pro-rata percentage computed by taking the number of weeks of instruction completed and dividing that amount by the number of weeks of instruction in the student’s academic year.

2. Federal Refund Policy: This calculation applies when a student is no longer considered a “first time student”. It allows the University to retain a certain percentage of the institutional charges based upon the percentage of the academic year the student has attended. The percentage is set by the following table:

%of Academic Year Completed	% of Funds Retained by the University	% of Funds to be Refunded to Federal Financial Aid
1-10	10	90
11-25	50	50
26-50	75	25
51-100	100	0

3. North Central Association (NCA) Policy: Western International University is accredited by the NCA and, therefore, is bound to comply with their refund policy. This policy states that a 100% refund of tuition must be issued if written notification of cancellation is made prior to the first day of class. If written notification of cancellation is received within the first quarter of the academic period, the University must refund at least 25% of tuition charges.

The appropriate refund amount will be calculated and returned to the Federal financial aid programs according to the following priority:

- Federal Supplemental Loan for Students (SLS)
- Federal Unsubsidized Stafford Loan
- Federal Subsidized Stafford Loan
- Federal Plus Loan
- Federal Pell Grant
- Other Loans and Grants
- Student Contributed Funds

Examples of this refund policy can be obtained from your local campus upon request.

The University has a responsibility to protect the rights of students and ensure compliance with its nondiscrimination financial policy by providing an appeal process for those who desire to file a grievance against the University.

Financial Charges Grievance

Students disputing a service charge or tuition charge may contact the Director of Finance who will discuss the issue with them. All disputes relating to charges must be initiated within six (6) weeks from the charge date.

Financial Policy Grievance

Students who are alleging a violation of University financial policies must present their grievances in writing. Such grievances are to be reviewed by the campus Director of Finance. Appeals to a decision of the campus Director may be submitted to the Financial Appeals Committee.

Other grievances or requests for policy exceptions must be submitted in writing to the Director of Finance. The Director of Finance will determine what action is necessary and render a decision based on their fact-finding expedition. The Director of Finance will provide a written decision within 30 working days from the receipt of the letter.

Financial Appeals Committee

Students may submit a written appeal of the decision of the Director of Finance to the Financial Appeals Committee. It is incumbent upon the student to submit to the Financial Appeals Committee all relevant documents or statements of support with the appeal letter.

Financial Aid

Western International University participates in two Title IV financial aid programs designed to give students who need or desire assistance several alternatives in financing their education. Information and/or application forms can be obtained from the financial aid office at your local campus.

Students may borrow to the limits of their financial aid eligibility once every academic year (30 credits) and 360 hours of instruction time. Therefore, students may be eligible to apply for two or three loans and/or two or three grants during their program. Normal processing time is 10-15 weeks. The student must complete the credits approved under the first loan of his or her academic year, i.e., 30 credits and 360 hours of instructional time before receiving disbursement of a new loan.

All students receiving financial aid must meet the requirements of the WIU Satisfactory Academic Progress Policy. If a student falls below the established standards, the student will be placed on academic probation for three consecutive courses. Financial aid funds will continue to be disbursed while on probation. If satisfactory progress is not evident by the end of three courses, the student will be disqualified and financial aid will cease. Students receiving financial aid are required to complete their program within a maximum period of 1.5 times the standard program length.

Financial Aid Appeals Committee

Any student who wishes to appeal a financial aid eligibility decision must do so in writing to the Apollo Financial Aid office located in Phoenix at:

Director of Operations
Apollo Financial Aid
4615 E. Elwood Street
P.O. Box 52069
Phoenix, AZ 85072-2069

Federal Pell Grant Program

Pell Grants are awards to undergraduate students. Unlike a loan, they do not require repayment to the government. Eligibility is based on a formula revised and approved each year by Congress. The amount of funding is based on the student's financial need.

Federal Stafford Loan

A Federal Stafford Loan (formerly called a Guaranteed Student Loan) is a low-interest educational loan made by a lender such as a bank, credit union, or savings and loan association. These loans are insured by a guarantee agency and reinsured by the federal government.

Unsubsidized Federal Stafford Loan

The unsubsidized Federal Stafford Loan provides for middle-income borrowers who do not qualify for Federal interest subsidies under the Federal Stafford Loan Program. Any student who meets the requirements for student eligibility may be eligible to borrow an unsubsidized Federal Stafford Loan. Currently, agencies must ensure that all such borrowers are provided with access to unsubsidized Stafford Loans to cover the cost of instruction for periods of enrollment beginning on or after October 1, 1992.

The combination of subsidized and unsubsidized Federal Stafford Loans for a borrower may not exceed the annual and aggregate limits for loans under the Federal Stafford Loan program. A borrower's unsubsidized Federal Stafford Loan amount is determined by calculating the difference between the borrower's cost of attendance for the period of enrollment which the loan is intended and the amount of estimated financial assistance, including the amount of subsidized Federal Stafford Loan for which the borrower qualifies, for the period of enrollment.

Please contact the Financial Aid department for the current loan limits, fees, and insurance premium costs.

A student cannot borrow more than their cost of education at WIU less his or her expected family contribution and any other financial aid received. The student must show financial need and the amount of that need may limit the amount of the Stafford loan. University personnel will assist students in determining financial need.

WIU can process loan applications through a national lender or through any bank (at the student's request) offering student loans. The national lender can consolidate any previous loans through other lenders. The normal processing time is 10-12 weeks. Current fee information is available at the Apollo Financial Aid office and may be obtained from your campus Financial Aid department.

Loan/Grant Disbursement

Loan applications can be certified and disbursed under Registered admission status. All financial aid transcripts from prior institutions attended must be received before funds can be disbursed, regardless of whether students applied for or received financial aid at the prior institutions. These transcripts are requested by campus personnel at the time of application for aid during the admission process.

Federal disbursements are made in two payments; at the beginning of the loan period and after completing one-half of the credits for that loan period. Any processing fees will be divided in half and deducted from both payments. The loan check will be made Co-payable to the University and the student or funds will be transferred via EFT (Electronic Funds Transfer) directly to WIU. Since Federal loans can only be used for educational purposes, the University will apply all financial aid monies toward tuition for the current payment period. Any excess monies will be refunded to the student. Federal regulations delay the disbursement of loan monies to first year students until after 30 days of attendance.

Grant disbursements are made to the student at the beginning and midpoint of the grant period.

Leave of Absence

In the event of a necessary interruption of scheduled attendance, the student should request a Leave of Absence. A Leave of Absence must be requested in writing and received by Apollo Financial Aid prior to the start of the leave. Special consideration will be given to emergency situations. The leave may not exceed 60 days in length and only one Leave of Absence is permitted in a 12 month period. Failure to return on schedule, a second unscheduled interruption, or an absence not requested in writing will result in beginning the grace/repayment period effective the last date of attendance.

Student Right-To-Know

Under the Federal Student Right-to-Know and Campus Security Act, Western International University is obligated to publish its statistics on on-campus crimes that have been reported to campus security authorities or local law enforcement services (campus locations that are to be included in this report are only

those that fall under the jurisdiction of WIU). Below are the reported occurrences for the years 1993, 1994, and 1995.

If you have any questions on the published information, please contact the Financial Aid Office.

Campus/Criminal Offense	Number of Violations Reported		
	1993	1994	1995
Phoenix Campus			
Murder	0	0	0
Aggravated Assault	0	0	0
Robbery	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapons Possession	0	0	0
Sex Offenses			
Forcible	0	0	0
Non-Forcible	0	0	0
Fort Huachuca Campus			
Murder	0	0	0
Aggravated Assault	0	0	0
Robbery	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapons Possession	0	0	0
Sex Offenses			
Forcible	0	0	0
Non-Forcible	0	0	0
London Campus			
Murder	0	0	0
Aggravated Assault	0	0	0
Robbery	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapons Possession	0	0	0
Sex Offenses			
Forcible	0	0	0
Non-Forcible	0	0	0

Reporting Criminal Activity

In the event of an emergency while on campus, students should call 911 for immediate assistance if the emergency warrants. In a non-emergency situation, students should contact a campus administrator or available security personnel for assistance. All criminal activity is logged and, if possible, action to avert further instances will be made immediately (i.e. additional security personnel, increased parking lot lighting, etc.). Security personnel are stationed on campus to assist students in a pro-active attempt to ensure student, employee, and property safety. Local law enforcement agencies will be notified of crimes warranting their involvement (i.e. robbery, aggravated assault, etc.)

Sexual Assault Prevention Programs and Sexual Harassment

Sexual Assault prevention programs and literature are available from the local law enforcement agency. When a student is victimized through sexual assault, it is recommended that the local law enforcement agency be notified immediately (dial 911). Students that are victimized through sexual harassment by faculty, administrative personnel, or other students, are urged to report these incidences to the Director of Student Services. An investigation of all complaints will be undertaken immediately. Anyone who has been found by the school, after appropriate investigation, to have inappropriately harassed a student or employee, will be subject to sanctions.

Such sanctions may include a written warning and/or termination of the offending employee, or administrative withdrawal of the offending student.

Student Completion Rate

In accordance with the Higher Education Act of 1965, each educational institution must publish its student completion rate excluding graduate programs.

Western International University's completion rate averages 60% across all programs.

Student Code of Conduct

Students are expected to give evidence of good citizenship while in attendance, to observe University regulations willingly, to devote themselves earnestly to their studies, and to uphold and promote the image of the University.

Disciplinary sanctions, which may include suspension, will be imposed on students who engage in any of the following:

- Physical abuse of any person on University premises or at University-sponsored functions; or conduct which threatens or endangers the health or safety of any such person.
- Theft of University property or of property of a member of the University community on campus.
- Willful, wanton, or reckless damage to University premises, property, or the property of a member of the University community.
- Fraud, forgery, alteration, or unauthorized use of documents, University records, or instruments of identification.
- Obstruction or disruption of teaching or other component of the academic process, administration, or University activity.
- Failure to comply with published University policy or with directives of University officials while performing their duties.
- Unlawful manufacture, distribution, dispensation, possession, or use of alcohol and/or a controlled substance on the University premises or during University activities; participation in any University activity while under the direct or residual influence of any controlled substance, alcohol, misused or overused legal drugs to the extent of causing impairment.
- Possession, use, selling, or distributing of any firearms, fireworks, explosives, illegal drug paraphernalia, dangerous weapons, any other materials or substances prohibited by law on University premises or at University-sponsored events.
- Unauthorized use of the University's name or logo which is the property of the University.
- Harassment, sexual or otherwise, or intimidation of any member of the University community while on University premises or during University-sponsored events.

Drug & Alcohol Prevention Program

Drug abuse affects all aspects of American life. It threatens the workplace as well as the home, the schools, and the community. The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness program for their students and employees.

Standards of Conduct

All students are expected to conduct themselves as mature adults and as members of an academic community. The consumption of alcohol or drugs while attending class or meeting with campus personnel is prohibited.

Associated Health Risks

There are dangers related to specific drugs. Listed below are the names of some of these drugs and the dangers, both within the workplace and personally, that accompany them.

Marijuana

Can slow reflexes, diminish mental power, impair judgement, and cause forgetfulness. Can damage lungs, the reproductive system, and brain functions.

Cocaine

Can create the illusion of being superhuman, can impair judgement and decision-making ability, cause emotional problems, mood swings, loss of dependability, and can increase workplace crime due to the high cost of the drug. Can damage the respiratory and immune systems, and can cause malnutrition, seizures, and loss of brain functions.

Heroin

Can cause lack of interest in workplace safety. The high cost of the drug can cause an increase in workplace crime. Dirty needles and other such paraphernalia can cause an increase in the spread of diseases such as AIDS. Can diminish personal productivity, damage relationships, and cause loss of financial stability. An overdose can cause a coma and/or death. Heroin is addictive, even in small amounts, and withdrawal is difficult and painful.

Hallucinogens (PCP, LSD, Ecstasy)

Can cause hallucinations that distort audio and visual perceptions. Can cause sudden changes in behavior that may result in attacks on others. Can also cause loss of concentration and memory after the drug has worn off.

Amphetamines

Can cause the feeling of being rushed and result in pushing oneself beyond capacity. Can disrupt family life and cause serious health problems such as kidney and liver disease.

Sedatives

Can slow mental reflexes, causing danger for those in positions that require mental alertness. Can disrupt family life and cause serious health problems such as kidney and liver disease.

Alcohol

Can cause loss of concentration and judgement, tardiness and absenteeism, placing a greater share of the workload on co-workers. Can also increase the inability to deal with problems at work. Can cause liver and kidney disease. Excessive use can result in alcoholism.

Sanctions the School will Impose

Any student found consuming or selling alcohol or drugs on school property shall be subject to discipline on a case-by-case basis. Disciplinary action will be based on the seriousness of the situation. Some cases may result in dismissal from school. In all cases, the school abides by local, state, and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol by minors. All illegal drugs are governed by the program.

Counseling, Treatment and Rehabilitation Programs

In order to assist any student who may have a drug or alcohol problem, the following national toll-free phone numbers are provided. These associations can assist you in identifying a counseling, treatment, or rehabilitation program to meet your needs.

- **Al-Anon**
1-800-356-9996
- **American Council on Alcoholism Helpline**
1-800-527-5344
- **Cocaine Hotline**
1-800-COCAINE
- **National Council on Alcoholism**
1-800-NCA-CALL
- **National Institute on Drug Abuse Hotline**
1-800-662-HELP
- **National Institute on Drug Abuse Helpline**
1-800-843-4971

Academic Policies & Procedures

Independent/Directed Study Courses

Independent/directed study courses have been designed to meet specialized interests and needs of students. These courses are available on a limited basis to degree-seeking students. No more than three courses at the undergraduate level and two courses at the graduate level may be completed via independent study. A "Request for Independent Study" form is available from the student's Academic Counselor at their local site and must be submitted two weeks prior to the term for which the independent study is being requested. This written request must include the specific course, the justification for taking it as an independent/directed study, and payment of a non-refundable Independent Study administration fee.

Student Requirements:

- Must have completed four courses at WIU in the classroom.
- GPA must be 3.20 or better at the undergraduate level, 3.50 or better at the graduate level.
- Student works with the instructor, as assigned by WIU, throughout the semester completing the course requirements as specified in the course syllabus.
- Course is to be completed within the semester time frame.
- Students with incomplete grades (I) will not be authorized for independent/directed study courses.

Once a student has registered for an independent/directed study, tuition refunds cannot be made.

Dual Majors

Undergraduate students may complete two majors provided both majors lead to the same degree (i.e., Bachelor of Science). All requirements for each major must be satisfied and no one course may apply to both majors unless it is specifically required in both. Students must communicate their intention of obtaining a second major prior to completion of the first major.

No modifications to or reissuance of diplomas is possible. Second majors earned after the degree has been granted, therefore, will not be printed on the diploma. They will be indicated on the official transcript. Dual majors are not available in the graduate programs.

Second Degrees

Students cannot be awarded more than one of the same degree from WIU. At the undergraduate level, a Bachelor of Science (BS) and a Bachelor of Arts (BA) may be awarded, but not two BS or BA degrees. Graduate students may earn any combination of Master of Business Administration (MBA), Master of Public Administration (MPA), or Master of Science (MS), but not two MBA, MPA or MS degrees. All requirements of both degree programs must be met.

A minimum of 36 additional credits must be completed for the second Bachelor's degree. A maximum of nine credits of course work from the previous WIU Master's degree may be applied to satisfy the requirements for a second Master's degree at WIU. The Capstone 785 course must be completed for each degree program. If two degrees are earned, separate projects must be developed for each degree.

Grading Procedures

Formal grade reports are issued to the student upon completion of each course. Grade reports indicate the course taken, the credits received, and grade assigned. Grades are issued for paid coursework only. A student who has failed to make payment for tuition of a course will have the grade withheld until payment is made.

Faculty members are required to forward final grades to the University for processing within seven days of completion of the course.

WIU uses the following grading system to evaluate students' performance.

Letter Grade	GPA
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
F	.00
P	Pass
I	Incomplete

Non-Grade	Symbols
X	Audit
W	Withdrawal
WC	Withdrawal with tuition credit

The University has established the following grading guidelines to be complied with by all faculty.

- A** = Clearly stands out as excellent performance. Has unusually sharp insight into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines; anticipates next steps in progression of ideas.
- B** = Grasps subject matter at a level considered to be good to very good. Is an active listener and participant in class discussion. Speaks and writes well. Accomplishes more than the minimum requirements. Work in and out of class is of high quality.
- C** = Demonstrates a satisfactory comprehension of the subject matter. Accomplishes only the minimum requirements, and displays little or no initiative. Communicates orally and in writing at an acceptable level for a college student. Has a generally acceptable understanding of all basic concepts.
- D** = Quality and quantity of work in and out of class is below average and barely acceptable.
- F** = Quality and quantity of work in and out of class is unacceptable.
- W** = WITHDRAWAL. Students who attend at least one class and miss at least four class sessions will receive a W. A W grade does not factor into a student's GPA.
- WC** = WITHDRAWAL/FINANCIAL CREDIT. Students who attend at least one class, and withdraw in writing prior to the fifth meeting of the course, may receive a WC. A WC grade does not factor into a student's GPA, but allows a tuition credit to be used for any course taken within 90 days.
- I** = INCOMPLETE. Students who fail to complete all course requirements by the last day of the course due to unanticipated circumstances or events, may be awarded the grade of I by the faculty member.

Incompletes

Makeups of all Incompletes I will automatically be assessed a minimum penalty of one full letter grade. The final grade for this course must be submitted to the Registrar's Office within eight weeks of the course completion date. Incomplete grades will revert to an F at the end of eight weeks. In the event that the student still wants credit for this course, the student must register for the course again and pay full tuition.

Academic Load

The normal academic load for a full-time, degree-seeking student is two concurrent courses. All credits issued for successfully completed Western International University coursework are in semester credits. Registration requests for three courses concurrent may be approved; however, no additional courses can be added unless a drop accompanies the add.

Each three credit course at WIU represents 36 class contact hours. Students entering the graduate program are expected to budget a minimum of two hours of out-of-class study/preparation for each hour spent in class.

Satisfactory Academic Progress

While enrolled at Western International University, undergraduate students must maintain a minimum grade point average of 2.0. Graduate students must maintain a minimum grade point average of 3.0. Students accumulating three or more I's are also subject to academic probation. Students falling below minimum standards will be placed on academic probation.

Financial aid recipients and students who are using veterans benefits must demonstrate academic progress toward their degree program for continued funding.

The maximum time frame allowed is based upon the required number of credits for graduation from the degree program, less any transferred or assessed credits, divided by the number of credits in an academic year (24), times 150%. Students must complete a minimum of 16 credits during each 24 credit increment to make satisfactory academic progress.

Academic Probation

Academic probation will occur when a student's grade point average falls below acceptable levels or a student has an excessive number of incomplete grades on their permanent record. The student is

notified in writing by the Registrar of placement on Academic Probation. To improve academic status, students are allowed to complete three courses subsequent to the time in which Academic Probation is assigned. Students must continue to enroll in courses applicable to their degrees and may be required to repeat courses with unacceptable grades. Financial Aid students may continue to receive funds during the probationary period.

Academic Suspension

Academic suspension will result if a student fails to clear academic probation status within the three course probationary period. Suspended students are not eligible for readmission for a period of 1 year, and only upon evidence presented to and approved by the Director of Academic Affairs that academic conditions have been met.

Honors

Undergraduate students earning high academic achievement are awarded honors upon completion of their degree requirements. Honors designations are indicated on the diploma and transcript.

Graduate students are not eligible for honors designations.

■ Summa Cum Laude	3.95-4.00
■ Magna Cum Laude	3.80-3.94
■ Cum Laude	3.60-3.79

Delta Mu Delta

WIU students may join Delta Mu Delta, a national honor society in Business Administration. Members must have distinguished themselves scholastically and demonstrate good character and leadership potential. Undergraduate members must have completed 60 credits and have a minimum cumulative GPA of **3.50**; graduate members must have completed 18 credits with a minimum GPA of 3.75. Candidates satisfying these requirements will be invited to join the society.

Academic Integrity

Acts of violating academic integrity include, but are not limited to: plagiarism, cheating on an examination, forging an instructor's signature, copying themes or tests from other students, altering college records, enlisting another person to write a paper for any class, or conduct detrimental to the student or other members of the class. Students charged

with a violation of academic integrity are subject to course cancellation and academic suspension.

Academic Dishonesty and Plagiarism

All the work submitted by a student must represent the student's original endeavor. Where outside sources are used as references, work submitted by the student should identify the source and make clear the extent to which the sources have been used. The University considers plagiarism and falsification of documents, including documents submitted to the University for other than academic work, a serious matter and may result in the following sanctions:

- 1. Warning** - notice given orally or in writing that any further misconduct may result in more serious discipline.
- 2. Forfeiture** - loss of all or part of the credit for work conducted in association with academic dishonesty.
- 3. Suspension** - separation from the University for a specified period of time.
- 4. Expulsion** - permanent separation from the University.

Charges of academic dishonesty brought against a student shall be made in writing by the faculty member and submitted to the Director of Curriculum and Academic Affairs for investigation. The faculty member must assign the student an F grade for the specific assignment or for the entire course within the usual seven day grade reporting time.

The Director of Curriculum and Academic Affairs will send written Notification of Charges of Academic Dishonesty to the student and request that the student respond within 10 working days. (Students who do not respond within 10 working days will be suspended.) Once the Director of Curriculum and Academic Affairs has completed the investigation, the findings will be forwarded to the Academic Policy Council with recommendations for action. The Council is responsible for reviewing all referred cases and for recommending the appropriate sanctions to the President of the University.

Students found to be not in violation of standards of academic honesty, and who were suspended, shall be reinstated automatically without further petition. Students found in violation of academic honesty standards shall receive written

notice of the findings and sanctions. The effective date for the imposition of any sanction shall be determined by the President of the University.

Charges of falsification of information will follow procedures similar to charges of academic dishonesty or plagiarism.

Student Grievances and Appeals Process: Student Action

There are three components of the grade related grievance process: Student Action, University Action, and Academic Policy Council Action. It is critical that a standard process be established and followed for student grievance and appeal requests. The following are the standard procedures for handling grade related academic grievances and academic and administrative grievances and appeals.

Faculty have the final decision over all grade-related grievances regarding academic content evaluation or calculation error; all other grade-related grievances will be resolved at the campus. It is incumbent upon the student to attempt to resolve the issue with the faculty

member first. If the student cannot resolve the issue with the faculty member, then it is the student's responsibility to notify the Director of Curriculum and Academic Affairs in writing to begin the University grievance process.

The University portion of the process requires the Director of Curriculum and Academic Affairs to review the grievance situation and make the decision regarding the outcome.

The University Appeals Committee may be involved in reviewing the case as referred by the Director of Curriculum and Academic Affairs.

Student's Right to Privacy

Educational records of students at Western International University are maintained in compliance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) (amended January 1975 and appearing in its final form June 1976).

Students are provided access to official records that are directly related to the student. This does not include private

records maintained by instructional, supervisory, or administrative personnel. Students who wish access to their records should contact the Registrar's Office with a written request specifying which records they wish to view. Information will be provided within 45 days.

Student consent is required for the release of records to outside parties, except for those agencies entitled to access under the provisions of the act (i.e. University officials, Federal educational and auditing officials, anti accrediting organizations as defined in The United States Code 152) and directory information which is defined as student name, program of study, and enrollment status.

Questions with respect to a student's prerogatives under FERPA should be directed to the Registrar's Office.

Academic Program Requirements

Associate of Arts Degree

The Associate of Arts (AA) degree is awarded to qualified students who are pursuing baccalaureate degrees at the University. The AA is not intended to be a terminal degree, but rather a symbol of accomplishment and recognition of achievement toward the bachelor's degree. Students wishing to receive an AA degree must apply for graduation clearance in the Registrar's Office when they are within four or five courses of degree completion.

Upon successful completion of the last required course, students request the AA diploma by calling the Registrar's Office.

Associate of Arts degree requirements:

- **Total Credits Required** - 63
- **General Curriculum Requirements** - 30 Credits.
Select courses which fulfill General Curriculum Requirements listed in the bachelor degree programs.
- **Common Body of Knowledge Requirements (CBK)** - 15 Credits.
Select courses which fulfill Common Body of Knowledge Requirements in the bachelor degree programs.
- **Major Requirements** - 6 Credits.
Select courses which fulfill requirements of a chosen major in a bachelor degree program.
- **Elective Requirements** - 12 Credits.
Select courses which fulfill additional requirements in the General Curriculum, Common Body of Knowledge, or major areas.

Bachelor Degree Programs

The philosophy of the WIU faculty is that each Bachelor's degree program provides students with foundations for life-long learning as well as productive careers. The general curriculum encompasses a breadth of knowledge that offers students an overall understanding of the global environment as well as the basic skills useful in the continual learning process.

All courses listed in the following pages as applicable to specific categories are offered by WIU Transfer courses from other institutions that meet the intent of WIU course requirements may be applied. Transfer courses may be different from those offered by WIU but still may be applicable by intent to the General Curriculum. This is especially true in the areas of behavioral sciences, mathematics and science. Please refer to the Transfer

Credit section of this catalog for additional information.

- **Total Credits Required** - 126
- Minimum of 36 credits must be earned in residence at WIU.
- Minimum cumulative grade point average for all course work at WIU of 2.00 (C) or higher.
- Maximum of 72 lower division credits (100- and 200-level) may be applied to a WIU Bachelor's degree program.

General Curriculum Requirements

All courses are 3 credits. Total credits required: 63

English and Humanities - 18 credits

ENG 101	English Composition I
ENG 102	English Composition II
ENG 110	Business Communications
HUM 201	Introduction to Culture and the Arts
LIT 205	British and American Traditions
PHI 101	Introduction to Philosophy

International Languages/Environment - 6 credits

Select two of the following:

JPN 250	Japanese I
JPN 251	Japanese II
SPN 254	Spanish I
SPN 255	Spanish II
FRN 258	French I
FRN 259	French II
GER 262	German I
GER 263	German II
RUS 266	Russian I
RUS 267	Russian II
INS 320	Cultural and Social Environment: Pacific Rim
INS 321	Cultural and Social Environment: Europe and Russia
INS 323	Cultural and Social Environment: Latin America
INS 324	Cultural and Social Environment: Middle East and Africa

Social Sciences - 18 credits

ECO 272	Microeconomics
ECO 274	Macroeconomics
ECO 276	Money & Banking
GOV 280	Contemporary Political and Economic Systems
HIS 278	Historical Perspectives of the World Economies

And one of the following two courses:

GOV 250	Economic Geography
HIS 127	Religions of the World

Behavioral Sciences - 12 credits

BEH 221	Introduction to Behavioral Science
BEH 222	Humanistic Psychology and Personal Growth
BEH 223	Group Dynamics and Problem Solving

And one of the following three courses:

BEH 122	Cultural Heritage of the Southwest
BEH 123	Social Change and Cultural Values
BEH 125	Cultures of the American Indian

Mathematics and Natural Science - 9 credits

Select two of the following four courses:

MAT 108	Applied Mathematics of Business
MAT 110	Algebra I
MAT 111	Algebra II/Pre-Calculus
MAT 116	Calculus for Business

And one of the following three courses:

SCI 244	Geology of Arizona
SCI 262	General Biology
SCI 270	Science, Technology and Quality of Life

Common Body of Knowledge Requirements (CBK)

A portion of the Bachelor of Arts (BA) in General Studies and all of the Bachelor of Science (BS) degree programs are comprised of the Common Body of Knowledge (CBK) Requirements which represent the competencies necessary for business and managerial effectiveness.

All courses are three credits. Total credits required: 30

ACC 301	Financial Accounting
MGT 440	Organization Theory and Behavior
ACC 302	Managerial Accounting
IS 410	Management Information Systems
FIN 417	Financial Management
MKT 408	Marketing Management
MGT 411	Quantitative Methods for Decision-Making
MGT 450	Political, Legal, and Ethical Issues in Business
MGT 470	Operations Management
MGT 485	Business Policy (Capstone course to be taken last in degree program.)

■ **Bachelor of Arts in Behavioral Science**

Many employers are seeking graduates with a strong liberal arts background emphasizing the study of psychology and the social sciences. WIU'S program in the Behavioral Sciences prepares students for positions requiring application of psychological understanding and knowledge in corporate and business contexts. Students also are prepared for further study in behavioral science areas.

All BA degree students must take the capstone course, GEN 499 - Seminar on Issues in Contemporary Human Experience, as their last course in the program of study.

General Curriculum Requirements - 63 credits

Basic Requirements - 30 credits:

Select courses which have not been taken in satisfaction of the General Curriculum Requirements.

Two of the following three courses:

BEH 122	Cultural Heritage of the Southwest
BEH 123	Social Change and Cultural Values
BEH 125	Cultures of the Native Americans

All of the following:

MGT 440	Organization Theory & Behavior
MGT 455	Interpersonal and Group Behavior

MKT 417	Consumer Behavior
GEN 499	Seminar on Issues in Contemporary Human Experience (capstone course to be taken last in degree program)
INS 320	Cultural and Social Environment: Pacific Rim
INS 321	Cultural and Social Environment: Europe and Russia
INS 323	Cultural and Social Environment: Latin America
INS 324	Cultural and Social Environment: Middle East and Africa

Major Requirements - 33 credits:

BEH 300	Personality and Motivation
BEH 305	Cognitive Psychology
BEH 310	Social Psychology and Interpersonal Processes
BEH 315	Psychology of Adjustment and Stress Management
BEH 401	Teambuilding, Negotiating and Conflict Management
BEH 411	Developmental Psychology
BEH 415	Psychology of Free Enterprise and Democratic Values
BEH 420	Contemporary Issues in Behavioral Science
BEH 422	Psychology of Personal and Professional Achievement

And two elective courses. Select two upper division (300- or 400-level) courses from the following major areas: Accounting, Behavioral Science, Finance, Information Systems, International Business, International Studies, Management, or Marketing.

Total Credits Required for Degree: 126

■ **Bachelor of Arts in General Studies**

The BA in General Studies degree program provides an opportunity for students with a wide range of interests to pursue an individualized program of study. All courses must be selected in consultation with an academic advisor.

All BA degree students must take the capstone course, GEN 499 - Seminar on Issues in Contemporary Human Experience, as their last course in the program of study.

Selected General Curriculum courses

GEN 499	Seminar on Issues in Contemporary Human Experience (capstone course to be taken last in degree program)
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Additional requirements selected from the General Curriculum, Common Body of Knowledge, and Major areas.

A minimum of 54 upper division credits (300- and 400-level) must be included.

Total Credits Required for Degree: 126

■ **Bachelor of Science in Accounting**

Business firms, government entities, and non-profit agencies need the services provided by the accounting function.

The undergraduate degree in Accounting has been designed to provide the student with the tools needed to establish an accounting career. Accounting major courses provide the student with the professional background required in all aspects of the accounting field.

The BS degree capstone course, MGT 485 - Business Policy, is a case study course which integrates the major concepts of the student's program of study. This course must be taken as the last course in the BS degree program.

General Curriculum Requirements - 63 credits

Common Body of Knowledge Requirements - 30 credits

Major Requirements - 33 credits:

ACC 303	Cost Accounting
ACC 304	Intermediate Accounting I
ACC 306	Intermediate Accounting II
ACC 317	Auditing
ACC 319	Federal Income Taxation
ACC 405	Accounting Information Systems
ACC 406	Governmental/Fund Accounting
ACC 450	Corporate Taxation
ACC 460	Advanced Accounting

And two elective courses. Select two upper division (300- or 400-level) courses from the following major areas: Accounting, Behavioral Science, Finance, Information Systems, International Business, International Studies, Management, or Marketing.

Total Credits Required for Degree: 126

■ Bachelor of Science in Aviation Management

This high-quality degree program is offered in conjunction with Cockpit Resource Management (CRM) at the Phoenix campus (see Course Descriptions) and Cochise Community College (CCC) at the Southern Arizona campus. Today's job market dictates that pilots possess a Bachelor's degree in addition to the requisite certifications and ratings. Students learn managerial and business skills and earn the following approvals: Private Pilot Certificate, Instrument Rating, Commercial Pilot Certificate Airplane Single Engine (ASE), or Airplane Multi-Engine (AME), Commerical Pilot Additional Class ASE/AME, Flight Instructor Certificate ASE/AME, Flight Instructor Instrument Rating, Flight Instructor Additional Class ASE/AME.

As an alternative to flight instructor courses, students at the Phoenix campus may complete the degree with either a turbo-prop transition course, or with a Jet type rating in the Cessna Citation.

In order to be awarded the degree, students must satisfactorily complete all Federal Aviation Administration Practical Tests.

The cost for this program as well as required number of credits for graduation differ from the degrees due to the inclusion of flight training.

Transfer Credit: Transfer of flight instruction credits from other aviation schools into this program is dependent upon approval by the appropriate flight instruction agency (CRM or CCC).

All courses are three credits unless otherwise noted.

General Curriculum Requirements (varies from other majors) - 33 credits

English and Humanities - 9 credits

ENG 101	English Composition I
ENG 102	English Composition II
ENG 110	Business Communications

International Environment - 3 credits

Select one course from the following:

JPN 250	Japanese I
JPN 251	Japanese II
SPN 254	Spanish I
SPN 255	Spanish II
FRN 258	French I
FRN 259	French II
GER 262	German I
GER 263	German II
RUS 266	Russian I
RUS 267	Russian II
INS 320	Cultural and Social Environment: Pacific Rim
INS 321	Cultural and Social Environment: Europe and Russia
INS 323	Cultural and Social Environment: Latin America
INS 324	Cultural and Social Environment: Middle East & Africa

Social Sciences - 6 credits

ECO 272	Microeconomics
ECO 274	Macroeconomics

Behavioral Sciences - 6 credits

Select two of the following six courses:

BEH 122	Cultural Heritage of the Southwest
BEH 123	Social Change and Cultural Values
BEH 125	Cultures of the Native Americans
BEH 221	Introduction to Behavioral Science
BEH 222	Humanistic Psychology and Personal Growth
BEH 223	Group Dynamics and Problem Solving

Mathematics and Science - 9 credits

One of the following 3 courses:

SCI 244	Geology of Arizona
SCI 262	General Biology
SCI 270	Science, Technology & Quality of Life

And two of the following four courses:

MAT 108	Applied Mathematics of Business
MAT 110	Algebra I
MAT 111	Algebra II/Precalculus
MAT 116	Calculus for Business

Common Body of Knowledge

Requirements - 30 credits

Management Requirements - 33 credits:

MGT 335	Human Resources Management
MGT 425	Small Business Management
MGT 437	Supervision and Leadership
MGT 445	Corporate Training and Development
MGT 455	Interpersonal and Group Behavior
MGT 460	Labor/Management Relations
MGT 465	Organizational Development
MGT 490	Total Quality Management
MGT 499	Seminar on Strategic Management Issues

And two elective courses. Select two upper division (300- or 400-level) courses from the following major areas: Accounting, Behavioral Science, Finance, Information Systems, International Business, International Studies, Management, or Marketing.

Aviation Requirements - 42 credits:

		# Credits
AVA 125	Private Pilot Ground School	2
AVA 126	Private Pilot Flight Training	2
AVA 127	Private Pilot Flight Briefing	1
AVA 128	Private Pilot Practical Test	1
AVA 225	Instrument Ground School	2
AVA 226	Instrument Flight Training	2
AVA 227	Instrument Flight Briefing	1
AVA 228	Instrument Rating Practical Test	1
AVA 325	Commercial Pilot Ground School	2
AVA 326	Commercial Pilot AME Flight Training	2
AVA 327	Commercial Pilot AME Flight Briefing	2
AVA 328	Commercial Pilot AME Practical Test	1
AVA 329	Commercial Add Class ASE Flight Training	2

AVA 330	Commercial Add Class ASE Flight Briefing	1
AVA 331	Commercial Add Class ASE Practical Test	1
AVA 425	Flight Instructor Ground School	2
AVA 426	Flight Instructor Flight Training	2
AVA 427	Flight Instructor Flight Briefing	1
AVA 428	Flight Instructor Practical Test	2
AVA 435	Flight Instructor Instrument Ground School	2
AVA 436	Flight Instructor Instrument Flight Training	2
AVA 437	Flight Instructor Instrument Flight Briefing	1
AVA 438	Flight Instructor Instrument Practical Test	2
AVA 446	Flight Instructor Add Class Ground School	1
AVA 447	Flight Instructor Add Class Flight Training	1
AVA 448	Flight Instructor Add Class Flight Briefing	1
AVA 449	Flight Instructor Add Class Practical Test	2

Total Credits Required for Degree: 138

■ Bachelor of Science in Finance

The Finance curriculum provides a quality, broad-based theory complemented by appropriate practical application. Essential qualitative and quantitative models are emphasized for the development of the analytical financial corporate decision-making process. Challenges are presented in courses through case studies, computer modeling, and integrative analytical techniques.

The BS degree capstone course, MGT 485—Business Policy, is a case study course which integrates the major concepts of the student's program of study. This course must be taken as the last course in the BS degree program.

General Curriculum Requirements - 63 credits

Common Body of Knowledge Requirements - 30 credits

Major Requirements - 30 credits:

FIN 322	Operations of Financial Institutions
FIN 325	Portfolio Management
FIN 332	Professional Financial Planning
FIN 341	Financial Markets
FIN 412	Working Capital Management
FIN 420	Seminar in Financial Institutions
FIN 450	Real Estate Finance
FIN 455	International Finance
FIN 499	Seminar on Financial Issues and Trends

And two elective courses. Select two upper division (300- or 400-level) courses from the following major areas: Accounting, Behavioral Science, Finance, Information Systems, International Business, International Studies, Management, or Marketing.

Total Credits Required for Degree: 126

■ Bachelor of Science in General Business

Many organizations are interested in employees who have general, high-quality business-related skills. Broad-based business skills are obtained by taking courses in the common body of knowledge area and at least one course in each of the other business-related major areas: Accounting, Information Systems, Finance, Marketing, Management and International Business.

The unique feature of the General Business program is the inclusion of four elective courses that can be taken in any combination from the other major areas. Students may elect to take all four elective courses in one major area if desired.

The BS degree capstone course, MGT 485 - Business Policy, is a case study course which integrates the major concepts of the student's program of study. This course must be taken as the last course in the BS degree program.

General Curriculum Requirements - 63 credits

Common Body of Knowledge Requirements - 30 credits

Major Requirements - 33 credits:

ACC 303	Cost Accounting
FIN 341	Financial Markets
INB 400	International Management

IS 315	Enterprise Data Analysis
MGT 335	Human Resources Mgt.
MKT 311	Sales Management
MGT 499	Seminar on Strategic Management Issues

And four elective courses. Select four upper division (300- or 400-level) courses from the following major areas: Accounting, Behavioral Science, Finance, Information Systems, International Business, International Studies, Management, or Marketing.

Total Credits Required for Degree: 126

■ Bachelor of Science in Information Systems

Information and technology are the tools required to implement corporate strategies. The major thrust of the Information Systems (IS) program is to provide high-quality, knowledgeable graduates who are able to function well in the information systems operational environment.

The WIU Information Systems degree has been designed to prepare the student for such IS operation functions as: programming, operations management and planning, programming/project management, software management including data bases, and hardware/communications management.

The BS degree capstone course, MGT 485 - Business Policy, is a case study course which integrates the major concepts of the student's program of study. This course must be taken as the last course in the BS degree program.

General Curriculum Requirements - 63 credits

Common Body of Knowledge Requirements - 30 credits

Major Requirements - 33 credits:

IS 302	Quick Basic/Visual Basic Programming
IS 303	C Programming
IS 315	Enterprise Data Analysis
IS 318	Hardware and Systems/ Architecture
IS 319	Communications, Networks, Telecommunications
IS 421	Data Base Management
IS 423	Software Engineering and Applications
IS 480	IS Management
IS 499	Seminar on IS Issues & Trends

And two elective courses. Select two upper division (300- or 400-level) courses from the following major areas: Accounting, Behavioral Science, Finance, Information Systems, International Business, International Studies, Management, or Marketing.

Total Credits Required for Degree: 126

■ Bachelor of Science in International Business

Globalization is the mode of operation for many corporations in today's economy. Many business positions need a high-quality international professional. The business problems and issues require students to be prepared to work in the global business environment.

International Business covers the major business areas including finance, marketing, economics, import/exports, current issues, and the economic and political environments of the regions of the world.

The BS degree capstone course, MGT 485 - Business Policy, is a case study course which integrates the major concepts of the student's program of study. This course must be taken as the last course in the BS degree program.

General Curriculum Requirements - 63 credits

Common Body of Knowledge Requirements - 30 credits

Major Requirements - 33 credits:

INB 400	International Management
INB 460	International Economics
FIN 455	International Finance
MKT 452	International Marketing
INB 499	Seminar on Current Issues in INB

And two of the following four courses:

Select courses which have not been taken in satisfaction of the General Curriculum requirements.

INB 411	Economic and Business Development: Europe/Russia
INB 412	Economic and Business Development: Middle East/Africa
INB 413	Economic and Business Development: Latin America
INB 414	Economic and Business Development: Pacific Rim

And two of the following ten courses:

JPN 250	Japanese I
JPN 251	Japanese II
SPN 254	Spanish I
SPN 255	Spanish II
FRN 258	French I
FRN 259	French II
GER 262	German I
GER 263	German II
RUS 266	Russian I
RUS 267	Russian II

And two elective courses. Select two upper division (300- or 400-level) courses from the following major areas: Accounting, Behavioral Science, Finance, Information Systems, International Business, International Studies, Management, or Marketing.

Total Credits Required for Degree: 126

■ Bachelor of Science in Management

Effective management requires individuals who can implement the process involved in creating the proper business environment. A high-quality professional business background is required to enable managers to achieve bottom-line results. Furthermore, the management graduate must be trained in a broad-based leadership program. WIU's Management degree curriculum provides the graduate with the skills necessary to lead and manage effectively within the dynamic business environment.

The BS degree capstone course, MGT 485 - Business Policy, is a case study course which integrates the major concepts of the student's program of study. This course must be taken as the last course in the BS degree program.

General Curriculum Requirements - 63 credits

Common Body of Knowledge Requirements - 30 credits

Major Requirements - 33 credits:

MGT 335	Human Resources Management
MGT 425	Small Business Management
MGT 437	Supervision and Leadership
MGT 445	Corporate Training and Development
MGT 455	Interpersonal and Group Behavior

MGT 460	Labor/Management Relations
MGT 465	Organizational Development
MGT 490	Total Quality Management
MGT 499	Seminar on Strategic Management Issues

And two elective courses. Select two upper division (300- or 400-level) courses from the following major areas: Accounting, Behavioral Science, Finance, Information Systems, International Business, International Studies, Management, or Marketing.

Total Credits Required for Degree: 126

■ Bachelor of Science in Marketing

Marketing is a major force in the daily operations of all businesses. Products must be effectively marketed to create the need for all other support functions. WIU's high-quality Marketing degree program focuses on domestic as well as international marketing and provides students with the background needed to be competitors in the job market of the future.

The BS degree capstone course, MGT 485 - Business Policy, is a case study course which integrates the major concepts of the student's program of study. This course must be taken as the last course in the BS degree program.

General Curriculum Requirements - 63 credits

Common Body of Knowledge Requirements - 30 credits

Major Requirements - 33 credits:

MKT 311	Sales Management
MKT 312	Marketing Services
MKT 317	Retail Marketing Management
MKT 322	Advertising and Sales Promotion
MKT 412	Marketing Research and Intelligence
MKT 417	Consumer Behavior
MKT 420	Public Relations
MKT 452	International Marketing
MKT 470	Strategic Issues in Marketing

And two elective courses. Select two upper division (300- or 400-level) courses from the following major areas: Accounting, Behavioral Science, Finance, Information Systems, International Business, International Studies, Management, or Marketing.

Total Credits Required for Degree: 126

Master Degree Programs

■ **Applied Thesis**

All Master degree programs at Western International University require successful submission of an Applied Thesis for graduation. Designed as the culmination of the educational experience at WIU the process allows the student to relate coursework to real-world situations. One of the first courses taken is RES 600 followed by RES 601 and RES 602, which are taken during the program. These courses prepare the student to conduct research for the case study required for the capstone course, CAP 785-Applied Thesis Seminar.

In the capstone course, the student will be responsible for an in-depth analysis of an industry and a corporation within that industry. The analysis is based on the application of theory and practical knowledge obtained in the courses taken in the major requirements and managerial core.

Master of Business Administration Degrees

The Master of Business Administration (MBA) Degree programs include the Common Body of Knowledge (CBK), Managerial Core, and Major Requirements. The CBK courses provide qualitative, rigorous exposure to the theoretical concepts and analytical techniques critical to understanding business phenomena and management/administrative organizational processes.

The Managerial Core builds on the CBK, extending the application of the concepts and techniques of business functions. The Managerial Core courses are to be completed after the CBK and prior to taking major courses.

The major area provides students an opportunity to build competence in a specific business discipline. The capstone course, CAP 785 - Applied Thesis Seminar, is to be completed last in the degree program. CAP 785 includes an in-depth research project, approximately 100 to 125 pages, in which students integrate the knowledge obtained in their MBA, MS, or MPA degree program courses. The case study involves a critical, analytical and comparative analysis and documentation of an industry or operational context and an organization within that context relating directly to the student's major area.

■ **Common Body of Knowledge (CBK) Requirements - 27 credits**

■ **Managerial Core Requirements - 20 credits**

■ **Major Requirements - 20 credits**

- Achieve a cumulative grade point average for all graduate work at WIU of 3.0 or higher.
- A maximum of 6 total graduate-level transfer credits may be applied to the managerial core and/or major requirements.
- WIU operates on a semester-credit basis; with the exception of RES 601, RES 602 and CAP 785, all courses are 3 credits.

Common Body of Knowledge (CBK) Requirements

The Common Body of Knowledge courses have been selected to provide the high-quality business background needed for all Master's degree candidates. The knowledge gained from the CBK courses provide the foundation for pursuing graduate-level courses.

Common Body of Knowledge courses are prerequisite to the graduate program and must be completed before taking any of the 600- or 700-level courses in the managerial core or the major areas.

Note: Appropriate undergraduate or graduate course work completed at a U.S. college/university accredited by a region of the Commission of Institutions of Higher Education or approved foreign institution prior to entering the WIU Master's program may be accepted for all or part of the CBK. Grades of C or higher must have been earned.

ACC 505	Financial and Managerial Accounting
ECO 501	Economic Theory
FIN 417	Financial Management
IS 410	Management Information Systems
MGT 411	Quantitative Methods for Decision-Making
MGT 440	Organization Theory and Behavior
MGT 450	Political, Legal, and Ethical Issues in Business
MGT 470	Operations Management
MKT 408	Marketing Management

Total Common Body of Knowledge Credits: 27

A maximum of six total graduate level credits may be applied to the major requirements.

Managerial Core Requirements

The managerial core courses are uniquely designed to provide the Master's degree candidate with a broad perspective of the business environment prior to entering into a major area of concentration. As all major functions of business interrelate, WIU's managerial core assists and processes the graduate student in being able to integrate these functions prior to specialization.

The managerial core is a prerequisite to the major and must be completed before taking major courses.

RES 600	Graduate Research Methods (To be completed as first or second course in Managerial Core)
INB 601	International Business Environment
IS 620	Information Resources Management
MGT 625	Strategic Management
FIN 639	Financial and Economic Analysis of the Firm
MKT 646	Strategic Concepts in Marketing
RES 601/602	Applied Thesis Research I and II (1 credit each)

Total Managerial Core Credits: 20

■ **Master of Business Administration in Finance**

Financial analysis and decision-making is central to the corporate environment. As business conditions continue to be unpredictable, there will be a greater need for highly educated yet practical, financial managers. WIU's MBA in Finance is designed to provide a quantitative and qualitative concentration of courses leading to a corporate-related finance position.

Common Body of Knowledge Requirements

Managerial Core Requirements - 20 credits

Major Requirements - 20 credits:

FIN 655	Corporate Financial Management
FIN 660	Security Analysis
FIN 665	Money and Capital Markets
FIN 670	Mergers and Acquisitions

And one of the following three courses:

FIN 656	International Financial Management
FIN 680	Financial Modeling
FIN 685	International Finance Theory

And one elective course. Select from 600- or 700-level Accounting, Finance, Health Care Management, Information Systems, International Business, Management, Marketing, or Public Administration.

CAP 785	Applied Thesis Seminar (Capstone course to be taken last in degree program - 2 credits)
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Total Managerial Core and Major credits: 40

Master of Business Administration in Health Care Management

The MBA in Health Care Management is designed to provide advanced study in the management and operations of health care institutions. The program provides health care professionals with the necessary management tools to solve the challenging health care issues. This MBA degree is a high-quality, practically oriented program, with focus on the strategic and operational aspects of the health care industry. As the job market becomes more competitive, there is a critical need for current health care professionals to be prepared in the management of a business enterprise.

Common Body of Knowledge Requirements

Managerial Core Requirement - 20 credits

Major Requirements - 20 credits:

HCM 628	Human Resource Management in Health Care
HCM 648	Health Care Policy
HCM 660	Health Care Planning and Program Development

And two of the following five courses:

HCM 638	Managing Organizational Change in Health Care
HCM 644	Economics of Health Care
HCM 665	Dynamics of Health Care Corporate Culture
HCM 670	Strategic Marketing in Health Care
HCM 676	International Comparisons of Health Care Delivery Systems

And one elective course. Select from 600- or 700-level Accounting, Finance, Health Care Management, Information Systems, International Business, Management, Marketing, or Public Administration.

CAP 785	Applied Thesis Seminar (Capstone course to be taken last in degree program - 2 credits)
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Total Managerial Core and Major credits: 40

Master of Business Administration in International Business

As the world continues to move toward greater interdependence, opportunities exist for people to fill international positions. These opportunities are available only to those who are highly qualified. WIU's International Business MBA prepares students to enter this changing and competitive global job market.

Undergraduate Prerequisite Courses

International Language/Environment - 6 credits.

Common Body of Knowledge Requirements

Managerial Core Requirements - 20 credits

Major Requirements - 20 credits:

INB 641	Managing in the Global Cross-Cultural Environment
INB 643	International Business Policy and Strategy
INB 650	Structure of the World Economy

And three of the following six courses:

ACC 710	Accounting for Multinational Corporations
FIN 656	International Financial Mgt.
INB 670	Legal Environment of International Trade
IS 640	Global Information Systems
MKT 654	Marketing Intelligence
MGT 699	Seminar on Global Strategic Issues

And one elective course. Select from 600- or 700-level Accounting, Finance, Health Care Management, Information Systems, International Business, Management, Marketing, or Public Administration.

CAP 785	Applied Thesis Seminar (Capstone course to be taken last in degree program - 2 credits)
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Total Managerial Core and Major credits: 40

Master of Business Administration in Management

Corporations are looking for leaders and managers who are able to meet the challenges of leadership, empowerment, critical thinking, data/information management, transition management, managing change, globalization, and communications. WIU's Management program provides the student with the skills and knowledge to become key decision makers in the present and future workplace.

One of the first courses to be taken is RES 600, which prepares the student to conduct research for the case study required for the capstone course, CAP 785 - Applied Thesis Seminar. In the CAP 785 capstone course, the student will be responsible for an in-depth analysis of an industry and a corporation within that industry. The analysis is based on the application of the theory and practical knowledge obtained in the courses taken in Management and the managerial core.

Common Body of Knowledge Requirements

Managerial Core Requirements - 20 credits

Major Requirements - 20 credits:

Select five of the following courses:

MGT 634	Entrepreneurship and Innovation
MGT 636	Managing Organizational Change
MGT 640	Corporate Ethics
MGT 665	Corporate Power, Politics, and Negotiations
MGT 670	Conflict Management Strategies
MGT 675	Management of Innovation
MGT 699	Seminar on Global Issues in Management

And one elective course. Select from 600- or 700-level Accounting, Finance, Health Care Management, Information Systems, International Business, Management, Marketing, or Public Administration.

CAP 785	Applied Thesis Seminar (Capstone course to be taken last in degree program - 2 credits)
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Total Managerial Core and Major credits: 40

■ Master of Business Administration in Management Information Systems

Information and technology are the focal points of the management decision-making process. Competitive advantage depends directly upon the quality of data and information a corporation is able to make or buy. Strategic directions for many corporations are and will be based on whether the information and information systems for an organization can respond to the critical decision-making process. WIU's MBA in Management Information Systems enables the student to become better prepared for critical leadership in the corporation.

Undergraduate Prerequisite Courses

The following undergraduate courses are required prior to taking major courses. If knowledge has been gained through means other than completion of the courses, students must contact the Director of Academic Affairs to petition for waivers.

IS 315	Enterprise Data Analysis
IS 319	Communications, Networks, Telecommunications
IS 421	Data Base Management
IS 480	IS Management

Common Body of Knowledge Requirements

Managerial Core Requirements - 20 credits

Major Requirements - 20 credits:

IS 610	Strategic Information Systems Planning
IS 612	Integrated Information Systems
IS 650	Software Engineering Methodology
IS 699	Seminar on Issues and Trends in IS

And one of the following two courses:

IS 640	Global Information Systems
IS 644	Global Communications Networks

And one elective course. Select from 600- or 700-level Accounting, Finance, Health Care Management, Information Systems, International Business, Management, Marketing, or Public Administration.

CAP 785	Applied Thesis Seminar (Capstone course to be taken last in degree program - 2 credits)
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Total Managerial Core and Major credits: 40

■ Master of Business Administration in Marketing

Major corporate changes occur faster than ever and much of the challenge to align these changes is placed on the marketing organization. Companies are in a state of transition as they attempt to refocus their domestic market and prepare for the future domestic and global markets. As competition increases worldwide, corporations are becoming more savvy with their operations as the time needed for product development and marketing is of the essence. The quality courses that constitute the MBA in Marketing program prepare students for the marketing challenges of the future.

Common Body of Knowledge Requirements

Managerial Core Requirements - 20 credits

Major Requirements - 20 credits:

MKT 610	International Marketing
MKT 630	Promotion Management
MKT 640	Buyer Behavior

MKT 699	Seminar on Issues in Marketing
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And one of the following four courses:

MKT 635	Marketing Channels
MKT 650	Industrial and Government Marketing
MKT 654	Marketing Intelligence
MKT 656	Marketing; and Public Policy

And one elective course. Select from 600- or 700-level Accounting, Finance, Health Care Management, Information Systems, International Business, Management, Marketing, or Public Administration.

CAP 785	Applied Thesis Seminar (Capstone course to be taken last in degree program - 2 credits)
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Total Managerial Core and Major credits: 40

■ Master of Public Administration

The Master of Public Administration (MPA) program is designed to provide advanced study in the public and non-profit sectors. The curriculum has qualitative and practically oriented courses, based on operational and administrative realities of theory and practice for government non-profit organizational management.

Managerial Core Requirements - 11 credits

Major Requirements - 29 credits

Prerequisite courses. The following courses are required prior to taking managerial core or major courses. If knowledge has been gained through means other than completion of the courses, students must contact the Director of Academic Affairs to petition for waivers.

ACC 406	Governmental Fund Accounting
ECO 501	Economic Theory
MGT 411	Quantitative Methods for Decision Making
MGT 440	Organization Theory & Behavior
MGT 450	Political, Legal & Ethical Issues in Business

Achieve a cumulative grade point average for all graduate work at WIU of 3.0 or higher.

A maximum of 6 total graduate-level transfer credits may be applied to the major requirements.

Managerial Core Requirements

The selected Managerial Core courses build on the general knowledge base learned in the CBK and extends the application of the concepts and techniques of the business functions to a more advanced level. The managerial core courses are to be completed prior to taking major courses.

Managerial Core

RES 600	Graduate Research Methods (To be taken as first or second course in Managerial Core)
IS 620	Information Resources Management
MGT 625	Strategic Management
RES 601/ 602	Applied Thesis Research I and II (1 credit each)

Total Managerial Core Required credits: 11

Major Requirements

MPA 590	Total Quality Management in the Public Sector
MPA 610	Public Administration and Management
MPA 630	Managing Public Policy
MPA 642	Public Finance: Government Accounting and Control
MPA 646	Procurement and Contract Administration
MPA 650	Human Behavior and Resource Administration
MPA 655	Communications Dynamics: Power, Politics and Negotiation
MPA 670	The Public Administrator and the Law

And one of the following two courses:

MPA 591	Strategic Implementation of Total Quality Management in the Public Sector
MPA 667	Public Finance: Politics of the Budgetary Process
CAP 785	Applied Thesis Seminar (Capstone course to be taken last in degree program - 2 credits)

Total Major Required credits: 29

Total Managerial Core and Major Required credits: 40

Master of Science Degrees

The Master of Science (MS) Degree programs include the Common Body of Knowledge (CBK) and Major Requirements. The CBK courses provide high-quality, rigorous exposure to the theoretical concepts and analytical techniques critical to understanding business phenomena and management/administrative organizational processes.

The major area provides students an opportunity to build competence in a specific business discipline. The capstone course, CAP 785 - Applied Thesis Seminar, is to be completed last in the degree program. CAP 785 includes an in-depth case study research project in which students integrate the knowledge obtained in their degree program courses. The case study project is a critical analysis of an issue or problem within an operational context and an organization which relates to the courses taken in the major.

■ **Common Body of Knowledge (CBK) Requirements - 27 credits**

■ **Major Requirements - 40 credits**

■ Achieve a cumulative grade point average for all graduate work at WIU of 3.0 or higher.

■ A maximum of 6 total graduate-level transfer credits may be applied to the major requirements.

■ WIU operates on a semester-credit basis; all courses are 3 credits, except where otherwise noted.

Common Body of Knowledge (CBK) Requirements

Common Body of Knowledge courses are prerequisite to the graduate program and must be completed before taking courses in the major.

Note: Appropriate undergraduate or graduate course work completed at a U.S. college/university accredited by a region of the Commission of Institutions of Higher Education or approved foreign institution prior to entering the WIU Master's program may be accepted for all or part of the CBK. Grades of C or higher must have been earned.

ACC 505	Financial and Managerial Accounting
ECO 501	Economic Theory
FIN 417	Financial Management
IS 410	Management Information Systems
MGT 411	Quantitative Methods for Decision-Making
MGT 440	Organization Theory and Behavior
MGT 450	Political, Legal, and Ethical Issues in Business
MGT 470	Operations Management
MKT 408	Marketing Management

Total Common Body of Knowledge Credits: 27

■ Master of Science Degree in Accounting

Accounting is critical to all businesses in the world. Government regulations and rulings require that businesses understand their financial positions at all times. WIU's quality Master's degree program in Accounting provides the knowledge needed for the business accounting function, as well as a foundation to take the Certified Public Accountant (CPA) and Certified Management Analyst (CMA) exams.

Common Body of Knowledge Requirements

Undergraduate Prerequisite Courses

The following undergraduate courses are required prior to taking major courses. If knowledge has been gained through means other than completion of the courses, students must contact the Director of Academic Affairs to petition for waivers.

ACC 306	Intermediate Accounting II
ACC 317	Auditing
ACC 450	Corporate Taxation

Managerial Core Requirements - 8 credits

RES 600	Graduate Research Methods (To be taken as first or second course in major)
MGT 625	Strategic Management
RES 601/ 602	Applied Thesis Research I and II (1 credit each)

Major Requirements - 32 credits

ACC 615	Corporate Taxation
ACC 616	Accounting Theory
ACC 619	Auditing Theory
ACC 665	Legal Environ. for Accounting
ACC 705	Accounting Policy and Ethics
ACC 710	Accounting for Multinational Corporations
ACC 715	Multinational Taxation
FIN 655	Corporate Financial Mgt.
IS 626	EDP Auditing

And one elective course. Select from 600- or 700-level Accounting, Finance, Health Care Management, Information Systems, International Business, Management, Marketing, or Public Administration.

CAP 785	Applied Thesis Seminar (Capstone course to be taken last in degree program - 2 credits)
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Total Managerial Core and Major Required credits: 40

■ Master of Science in Information Systems

Information technology is one of the major areas for competitive advantage. Domestic and multinational corporations develop their competitive strategies based on the strength of their information, information systems/technology, and communications functions. This technological infrastructure must be designed to provide the right information to the right people within the organization at the right time. WIU's MS degree in Information Systems positions the student to become a highly qualified, effective manager in information systems/technology for the future.

Common Body of Knowledge Requirements

Undergraduate Prerequisite Courses

The following undergraduate courses are required prior to taking major courses. If knowledge has been gained through means other than completion of the courses, students must contact the Director of Academic Affairs to petition for waivers.

IS 315	Enterprise Data Analysis
IS 319	Communications, Networks, Telecommunications
IS 421	Data Base Management
IS 423	Software Engineering and Applications

Major Requirements:

RES 600	Graduate Research Methods (To be taken as first or second course in major)
IS 610	Strategic Information Systems Planning
IS 612	Integrated Info. Systems
IS 620	Information Resources Management
IS 626	EDP Auditing
IS 645	Electronic Commerce & Internet
IS 650	Software Engineering Methodology
IS 652	Software Requirements, Prototyping, and Design
IS 654	Data Base Management & File Organization
IS 699	Seminar on Issues & Trends in IS
RES 601/602	Applied Thesis Research I and II (1 credit each)

And one of the following two courses:

IS 640	Global Information Systems
IS 644	Global Communications/ Networks

And one elective course. Select from 600- or 700-level Accounting, Finance, Health Care Management, Information Systems, International Business, Management, Marketing, or Public Administration.

CAP 785	Applied Thesis Seminar (Capstone course to be taken last in degree program - 2 credits)
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Total Major Required credits: 40

■ Master of Science in Information Systems Engineering

This degree program is designed for technology professionals who are interested in advancing their current information systems engineering skills. The course content prepares the technology professional to have expertise in the information engineering interdisciplinary areas: computer science, engineering, analysis and configuration techniques in information systems, networking engineering and management.

Undergraduate Prerequisite Courses

The following undergraduate courses are required prior to taking major courses. If knowledge has been gained through means other than completion of the courses, students must contact the

Director of Academic Affairs to petition for waivers.

Core competencies and knowledge needed prior to entering into the major:

IS 303	C Programming
IS 304	Advanced C Programming
IS 305	Object Oriented Programming
IS 319	Communications, Networks, Telecommunications
IS 410	Management Info. Systems
IS 590	Management of Technology Proposals
MAT 111	Algebra II/Pre-Calculus
MAT 116	Calculus for Business
MGT 411	Quantitative Methods for Decision Making
MGT 440	Organizational Theory and Behavior
MGT 470	Operations Management

Major Requirements:

RES 600	Graduate Research Methods (To be taken as first or second course in major)
IS 610	Strategic Information Systems Planning
IS 620	Information Resources Management
IS 625	Economics of Information Systems
IS 642	Network Structures and Mathematical Algorithms
IS 643	Telecommunication/ Satellite Systems Engineering
IS 644	Global Communications Networks
IS 645	Electronic Commerce & Internet
IS 650	Software Engineering Methodology
IS 652	Software Requirements, Prototyping and Design
IS 654	Data Base Management & File Organization
IS 660	Security Systems Engineering
RES 601/602	Applied Thesis Research I and II (1 credit each)

CAP 785	Applied Thesis Seminar (Capstone course to be taken last in degree program - 2 credits)
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Total Major Required credits: 40

Course Descriptions

Western International University intends to offer the courses listed below at least once a year. Each course carries three semester credit hours of value, unless otherwise noted.

ACC 301-Financial Accounting

The basics of the financial accounting process is covered in this course. Major topics covered are accounting concepts, standards, relationship of accounting to the financial decision-making processes for the management of investments, business organizations, and government/non-profit organizations. ACC 301 is a prerequisite to all accounting courses.

ACC 302-Manual Accounting

The basics of managerial accounting concepts, standards, procedures, and analysis. Also included is the analysis of the internal accounting reports as they relate to the managerial decision-making process within the business, corporate, and government organizations. Prerequisite: ACC 301

ACC 303-Cost Accounting

Review of the planning and control function of a cost accounting system as related to cost data accumulation methods, responsibility, accounting and reporting, and planning and control of manufacturing costs and profits. Different cost systems are studied as well as pricing philosophies related to the alternate systems. Prerequisite: ACC 301 and 302

ACC 304-Intermediate Accounting I

Theory and techniques for preparing corporate financial statements. An expansion of accounting principles and practices with emphasis on integrated applications and systems. Prerequisite: ACC 303

ACC 306-Intermediate Accounting II

A continuation of the corporate financial statement analysis, acquisition of assets and services, and income and equity accounting. Prerequisite: ACC 304

ACC 317-Auditing

Philosophy and theory of professional auditing, analysis of audit process, audit examination/standards, legal liability, and methods/opinions that auditors may issue. Prerequisite: ACC 306

ACC 319-Federal Income Taxation

Understanding of the current federal and state tax structures as well as an analysis of tax management techniques available. Individual, partnership, corporation, trust, and estate tax returns are reviewed. Prerequisite: ACC 306

ACC 405-Accounting Information Systems

Design and operation of an accounting process developed around the computer/information system is the major focus of this course. Additional issues determined by the current trade literature are: accounting concerns, procedures required within the software/hardware environment, accounting and information systems integration concerns, etc.

ACC 406-Governmental/Fund Accounting

Accounting practices and procedures for government and non-profit entities, including both public and private sectors. Topics include journal entries, developing the various fund accounts, budgets and financial statements.

ACC 410-Accounting Theory/Laboratory

Study of current issues in accounting theory including Financial Accounting Standards Board pronouncements as well as generally accepted accounting principles. CPA exam portions in accounting theory are reviewed to prepare the student for that portion of the exam. Accounting Principal Board pronouncements are also covered as well as other areas of promulgated GAAP. Prerequisite: ACC 320, ACC 406 (to be taken prior to Lambers CPA Review)

ACC 450-Corporate Taxation

A study of the corporate federal income taxation covering capital structure, liquidation tax analysis, as well as other corporate accumulations. Requirements of state and local issues are addressed. Prerequisite: ACC 319

ACC 460-Advanced Accounting

Accounting principles relating to combined corporate entities, partnerships, governmental units, and international operations. Consolidations, pooling of interests, branch office accounting, and foreign exchange is included. Exploration of the major literature in accounting, including the publications of the associations and regulatory bodies is an integral part of the course. Prerequisite: ACC 306

ACC 505-Financial and Managerial Accounting

Introductory course to graduate work focusing on basic accounting concepts and techniques. The process of how to use accounting in the preparation and analysis of financial statements in the managerial decision-making process. Major topics are: accounting as an information system, transaction, analysis to generate income statements and statements of financial position, costing inventory, incremental analysis, and budgeting. For this graduate level CBK course, additional assignments relative to the graduate project are required.

ACC 615-Corporate Taxation

Analysis of tax problems and tax planning techniques involving transactions between corporations and shareholders. Tax process transfers to a corporation, capital structure, dividends, and other forms of distribution. Corporate stock redemptions, liquidations, stock dividends, preferred stock bailouts, and introduction from S corporations.

ACC 616-Accounting Theory

Extensive study of accounting literature and the evaluation of the forces that have contributed to the accepted accounting principles. Major topics involve theories of income, developments in accounting theory, experimental applications of financial statements, various asset valuation methodologies, and current issues and problems.

ACC 619-Auditing Theory

An extension of the basic principles of auditing. Major topics include ethics, relationships, and responsibilities to the client base, professional association (AICPA, FASB SEC, etc.) issues, research on auditing, internal control, sampling techniques, and financial reports.

ACC 665-Legal Environment for Accounting

Understanding of accountants' legal responsibilities to the profession, client, and regulating agencies. Discussion of need for professional liability insurance and extent of exposure under various situations.

ACC 705-Accounting Policy and Ethics

Corporate strategies, domestically and internationally, are compared to the policies established to do business in the global marketplace. Review of the latest international and domestic accounting code of ethics and bulletins indicating changes that have occurred as the result of recent political, legal, economic, technological, and social pressures.

ACC 710-Accounting for Multinational Corporations

Foreign exchange and reporting methods, valuation methods, and consolidation of corporations are studied based on the international accounting standards. Domestic consolidations accounting standards are compared to the foreign conversion requirements for proper consolidation compatibility of certain corporations.

ACC 715-Multinational Taxation

A study of the taxation issues involved with domestic corporations doing business multinationally. Additional tax issues covered include the U.S. work force and the taxation within multinational corporations as well as the country in which they are working, taxes on revenues earned by the corporations doing business in multiple countries, etc. Prerequisite: ACC 710

AVA 125-Private Pilot Ground School

AVA 126-Private Pilot Flight Training

AVA 127-Private Pilot Flight Briefing

AVA 128-Private Pilot Practical Test

These courses give instruction in the following subject areas or disciplines: Aerodynamics: principles of flight, weight and balance, aircraft performance and limitations; Aircraft systems; Federal Air Regulations: Part 61 - certification of pilots, Part 91 - certification of aircraft, general operating and flight rules; Air Traffic Control procedures; VFR navigation and flight planning; night operations; meteorology; emergency procedures; cockpit resource management: crew coordination, use of flight profiles and checklists, human factors, and aviation physiology.

These courses also provide instruction in the following areas of operation: Ground operations; pre-flight planning and inflight procedures; post-landing procedures; airport - traffic pattern operations; cross-country flying; flight by reference to instruments; flight at critically slow airspeeds; flight maneuvering by reference to ground objects; approaches and landings; night operations; cockpit resource management and emergency operations; systems malfunctions and approaches to landing.

AVA 225-Instrument Ground School

AVA 226-Instrument Flight Training

AVA 227-Instrument Flight Briefing

AVA 228-Instrument Rating Practical Test

These courses give instruction in the following subject areas or disciplines: Aerodynamic factors relating to instrument flying; analysis of basic maneuvers; aircraft systems: flight and radio navigation instruments; radio navigation; Regulations, procedures and operational aspects of instrument flying in the IFR system: pilot and aircraft certification, Federal Aviation Regulations, departure, enroute and arrival procedures, Air Traffic Control Procedures, IFR flight planning; meteorology; emergency procedures and cockpit resource management.

These courses also provide instruction in the following areas of operation: Basic instrument training: instrument attitude flying, flight maneuvers, radio navigation, Air Traffic Control clearances and

procedures, holding procedures; cockpit resource management; communications, departures, enroute navigation, arrivals and emergency operations under instrument flight rules.

AVA 325 Commercial Pilot Ground School
AVA 326 Commercial Pilot AME Flight Training
AVA 327 Commercial Pilot AME Flight Briefing
AVA 328 Commercial Pilot AME Practical Test
AVA 329 Commercial Add Class ASE Flight Train.
AVA 330 Commercial Add Class ASE Flight Brief.
AVA 331 Commercial Add Class ASE Practical Test
These courses give instruction in the following subject areas or disciplines: Aerodynamics; advanced principles and high speed flight, weight and balance, performance and limitations; advanced aircraft systems; Regulations, procedures and operational aspects of commercial flying: Federal Aviation Regulations parts 61 and 91, pilot and aircraft certification, part 135 - general operating and flight rules, parts 121, 125 and 135; commercial flight planning; night operations; meteorology; emergency procedures and cockpit resource management.

These courses also provide instruction in the following common areas of operation: Ground operations; pre-flight/take-off planning and inflight procedures; post landing procedures; operation of aircraft systems; airport - traffic pattern operations; commercial cross-country flying; flight at critically slow airspeeds; approaches and landings; night operations and cockpit resource management.

Initial issue with a single-engine class rating requires that instruction must also address maximum performance maneuvers, flight maneuvering by reference to ground objects and single-engine emergency operations.

Initial issue with a multi-engined class rating requires that instruction must also address multi-engined aerodynamics, performance and limitations, flight principles - engine inoperative, multi-engined emergency operations and instrument flight (as appropriate).

Course outlines for additional class ratings include the additional areas of operation appropriate to single-engine or multi-engined aircraft, respectively.

AVA 425 Flight Instructor Ground School
AVA 426 Flight Instructor Flight Training
AVA 427 Flight Instructor Flight Briefing
AVA 428 Flight Instructor Practical Test
These courses develop a candidate's teaching skill by giving instruction in the areas or disciplines listed integrated with practical demonstration of their understanding through teaching workshops, involving individuals or groups.

The fundamentals of instructing: teaching (methods), learning and evaluation processes.

Cockpit resource management; aeromedical factors; scanning and collision avoidance; use of distractions; aerodynamics; weight and balance; performance and limitations; navigation and flight planning; night operations; high altitude operations; Federal Aviation Regulations; national airspace system; instructor endorsements and records.

These courses also develop a candidate's teaching skill by requiring practical demonstration of their understanding and flying technique with respect to the following:

Pre-flight preparation; airport operations; fundamentals of flight; basic instrument maneuvers; emergency operations; approaches, landings and after-landing procedures.

Initial issue with a single-engine class rating requires that instruction must also address maximum performance maneuvers, maneuvering during slow

flight, stalls, spins, and single-engine emergency operations.

Initial issue with a multi-engined class rating requires that instruction must also address multi-engined operations, maneuvering during slow flight, stalls and multi-engined emergency operations.

AVA 435 Flight Inst. Instrument Ground School
AVA 436 Flight Inst. Instrument Flight Training
AVA 437 Flight Inst. Instrument Flight Briefing
AVA 438 Flight Inst. Instrument Practical Test

These courses further develop a candidate's teaching skill by review and further instruction pertaining to instrument flight in the subject areas or disciplines listed. Study is integrated with practical demonstration of understanding through teaching workshops, involving individuals or groups.

The fundamentals of instructing: teaching (methods), learning and evaluation processes.

Aircraft systems: general systems, de-icing and anti-icing systems, flight instruments and navigation equipment; preflight preparation, flight planning, Federal Aviation Regulations, publications and logbook entries related to instrument flight and instrument ground instruction; aeromedical factors; meteorology and cockpit resource management.

These courses extend a candidate's teaching qualifications and further develops teaching skills by requiring practical demonstration of understanding and flying technique with respect to the following:

Air Traffic Control clearances and procedures; attitude instrument flying and basic instrument maneuvers; radio navigation aids; departure, enroute and instrument approach procedures; emergency operations and cockpit resource management.

This may involve instrument flight in multi-engined aircraft (as appropriate).

AVA 446 Flight Inst. Instrument Ground School
AVA 447 Flight Inst. Add Class Flight Training
AVA 448 Flight Inst. Add Class Flight Briefing
AVA 449 Flight Inst. Add Class Practical Test

These courses further develop a candidate's teaching skill by review and further instruction in the subject areas pertaining to the additional class of aircraft. Study is integrated with practical demonstration of understanding, through teaching workshops, involving individuals or groups.

The fundamentals of instructing: teaching (methods), learning and evaluation processes.

Cockpit resource management, aeromedical factors; scanning and collision avoidance; use of distractions aerodynamics; weight and balance, performance and Limitations; navigation and flight planning; night operations; high altitude operations; Federal Aviation Regulations; national air-space system; instructor endorsements and records.

These courses also extend a candidate's teaching qualifications and further develop teaching skills by requiring practical demonstration of understanding and flying technique in the class of aircraft concerned.

Course outlines for the additional instructor class ratings include the additional areas of operation pertinent to single-engine or multi-engine aircraft, respectively.

BEH 122 Cultural Heritage of the Southwest
Surveys Hispanic and other cultures of the American Southwest. Explores historical development, social structures, religious beliefs, art forms, and impacts of these cultures on contemporary society.

BEH 123 Social Change and Cultural Values
Diversity and change, in individuals, institutions, and society in general, are pervasive aspects of democracy and the "American way of life." This course surveys social, cultural, political and demographic trends and changes and the effects of these changes on contemporary values, attitudes and lifestyles. Diversity and pluralism are explored as forces for enrichment of the American cultural experience.

BEH 125 Cultures of the Native Americans
Surveys the origin, history, traditions, religious beliefs, and arts of the major Indian tribes of North, Central, and South America. Explores the similarities and differences among the major tribes and the impact of modern life on the traditional ways, and the impact of traditional ways on modern life. (Field Trip Lab Fee may be required.)

BEH 221 Introduction to Behavioral Science
Surveys major areas of psychology and related behavioral sciences. Focuses on the psychology of human motivation, personality, learning and cognition. Explores knowledge and insights from the major "forces" in psychology (Behaviorism; Psychodynamic/Psychoanalytic Psychology; Cognitive and Humanistic Psychology), and related fields (e.g. Behavior Genetics, Ethology and Sociobiology, Social Psychology).

BEH 222 Humanistic Psychology and Personal Growth
Surveys Humanistic (third force) Psychology and its human potential applications. Examines Abraham Maslow's hierarchy of needs, as basis for human motivation, and Maslow's psychology of self-actualization. Includes practical applications for personal growth and well-being, as well as direct and indirect applications to business.

BEH 223 Group Dynamics and Problem Solving
Surveys principles of effective interpersonal and group functioning. Explores group decision-making and problem solving, working in teams and task forces, and running effective meetings. Focuses on practicing group dynamics principles through actual experience in brainstorming, negotiating, and win-win problem solving (conflict resolution).

BEH 300 Personality and Motivation
Behavioral, psychodynamic, humanistic, and other major approaches to understanding personality and motivation. Various specific perspectives on human motivation and emotion. Implications and applications for self-understanding and lifestyle.

BEH 305 Cognitive Psychology
Introductory survey of cognitive psychology ("the psychology of thinking, knowing and awareness"). Human memory and information processing; thinking, concept formation, problem-solving and creativity; states of consciousness, etc.

BEH 310 Social Psychology and Interpersonal Processes
Introductory survey of social psychology. Includes such topics as: social perception, attitudes, social influence, group and interpersonal processes, assertiveness, and strategies for promoting healthy relationships.

BEH 315 Psychology of Adjustment and Stress Management

Examines sources, effects and strategies for managing stress in today's challenging and fast-paced lifestyles. Surveys effective vs. ineffective (or dysfunctional) coping strategies; various approaches to stress management and relaxation; and mental health and the well-adjusted person.

BEH 401 Teambuilding, Negotiating, and Conflict Management

This course extends and elaborates concepts and processes from BEH 223 (Group Dynamics). Emphasis is on negotiating, problem solving and team building in business and other professional contexts. Prerequisite: BEH 223

BEH 411 Developmental Psychology

Introduction to the principles and problems of human development through each stage of life. Explores life span stages from the pre-natal period through old age. Includes emotional, social, psychosocial, cognitive (mental and intellectual), moral, personality, psychological and physical development.

BEH 415 Psychology of Free Enterprise and Democratic Values

A psychologically-oriented examination of fundamental personal, economic, and socio-political freedoms and democratic values in a free society. Explores psychological (human nature) basis for, and legitimacy of, freedom and democracy in human motivation and personality, cognition and free will.

BEH 420 Contemporary Issues in Behavioral Science

Supervised research or supervised study project (i.e., readings, conferences, and written project). With the assistance and agreement of the instructor, the student will select, design, and complete a program of research covering a significant contemporary problem, issue, or topic in an area of behavioral science.

BEH 422 Psychology of Personal and Professional Achievement

"Leadership is an attitude before it's an ability." The same concept applies to personal and professional achievement. This course explores personal qualities, values, attitudes, and behaviors which help build career, professional, and life success. There is a further examination of "learned optimism," assertiveness, creativity, and other attributes and abilities which increase personal effectiveness and facilitate high levels of achievement.

CAP 785 Applied Thesis Research Seminar

This course is designed to be the final course in the Master's program at WIU. This course is to be the "capstone," or last course completed in the degree program. The major focus is to integrate knowledge and concepts from each course in the student's Master's degree curriculum into an in-depth Applied Thesis. The capstone course requires the student to have developed an Applied Thesis which involves a critical analysis and comparison of factors in the global environment, the industry or operational context, and of an organization within that context. Primary and secondary research methods are used to demonstrate documentation of applied theory. (Please note this is a 2 credit course.)

ECO 272 Microeconomics

A study of individual markets and the distribution of income among individual consumers and firms in a mixed market economy. The focus is on the functioning of factor markets and product markets, and the supply and demand for final goods and services.

ECO 274 Macroeconomics

Examines the economy as a whole, with emphasis on the factors affecting the overall level of national income (GNP), employment, the price level, and foreign trade. Additional analysis is made on the economic conditions and policies necessary to achieve full employment and economic growth. Prerequisite: ECO 272

ECO 276 Money and Banking

An examination of the role of money and its flow through the commercial banking process. Special emphasis on the structure of the Federal Reserve System, the instruments of central banking, movements in bank reserves, and the new electronic banking procedures. Prerequisite: ECO 272 & 274

ECO 501 Economic Theory

Theories of consumption, production, non-competitive markets, input demand, cost and expenditure functions, income accounting, and price indexes, consumption and investment functions, money supply, money demand, inflation and unemployment, and macroeconomic models. For this graduate-level CBK course, additional assignments relative to the graduate project are required.

ENG 101 English Composition I

This course promotes standard writing skills and helps students become better readers and writers. Emphasis is on grammatical usage, mechanical writing skills, critical reading, writing for coherence and correctness and basic library skills. Expository techniques of paragraphs, short essays and reports are covered.

ENG 102 English Composition II

This course continues to build writing skills and develop critical thinking in reading, writing and evaluating research. The styles and strategies for organizing and writing properly documented research papers are explored. Prerequisite: English 101

ENG 110 Business Communications

Effective communication is increasingly important in the information and service-oriented American business environment. Internal and external business communications using verbal and non-verbal techniques are addressed. Major topics are: writing reports, job related communications such as letters and memos, and verbal communication. Prerequisite: English 102

FIN 322 Operations of Financial Institutions

Examines the structure and operation of financial institutions including commercial banks, thrifts, financial services companies, and others. Covers the techniques used to analyze profitability, liquidity, structural, short-run versus long-run decisions and the differences between small, large, domestic, and international banks. Prerequisites: ECO 272, ECO 274, FIN 317

FIN 325 Portfolio Management

Topics include the valuation of common stocks, bonds, and options using the current techniques of risk return analysis and market efficiency. Portfolio theory, bond portfolio ratios, options pricing, financial futures, investment management, and measures of investment performance are also discussed. Prerequisites: FIN 317

FIN 332 Professional Financial Planning

An area of the financial planning process including: concepts, theories, analytical methods, establishment of goals and directives, forecasting of lifetime income and expenditures, evaluation of alternative investments, money management, taxation, and retirement and estate planning. Investments considered are: home ownership, securities, money market funds, investment partnerships, insurance, business ownership, real estate, and retirement programs.

FIN 341 Financial Markets

Introduction to theories and models concerning financial markets are covered in this course as well as analysis of financial instruments and major financial market participants. Government and legal influences on financial markets is also an integral part of the course. Prerequisites: ECO 272, ECO 274, FIN 317, MGT 311

FIN 412 Working Capital Management

Emphasizes the management of current assets and current liabilities. Particular attention is given to planning the firm's overall levels of liquidity, stressing cash management and credit policies. Selected topics such as bank relations, factoring, and secured inventory financing are discussed. Prerequisites: ECO 272, ECO 274, FIN 317

FIN 417 Financial Management

Analysis of capital methods and requirements involved in obtaining funds. Major areas included in this course are: planning the efficient and effective use of capital, asset management, financial analysis, sources and uses of funds, capital budgeting, and cost of capital. Prerequisite to all Finance courses. Prerequisite: ACC 301, ACC 302

FIN 420 Seminar in Financial Institutions

Seminar in which students do advanced work on selected cases involving profitability analysis, high performance banking, capital structure, lending policy, developing and marketing of financial institutions, emerging financial services industry, liability management, asset and liability matching and structure, capital policy, and aggressive financial institution behavior affecting profitability. Preparation and presentation of research papers are required. Prerequisite: FIN 322

FIN 450 Real Estate Finance

Acquaints the student with the basic concepts and principles of real estate and urban economies that affect real estate investments. Equips students with essential tools needed for comprehensive real estate investment analysis. Emphasizes the financial aspects of real estate, e.g., appraisal, feasibility analysis, and principal and secondary markets of real estate.

FIN 455 International Finance

An overview of operational aspects of international finance. Topics include: financing international operations, sources of capital, the foreign exchange market, transaction and transaction risks, international institutions, international collections, lending policies, government regulations, and services available to the global manager.

FIN 499-Seminar on Financial Issues and Trends

A review of current issues concerning the financial community. Includes research, presentation of papers, and discussion of the latest financial trends.

FIN 639-Financial & Economic Analysis of the Firm

Analytical methods utilized for the management decision-making process. The role and treatment of financial and economic quantitative techniques as applied to business policy decisions. Prerequisite: FIN 517

FIN 655-Corporate Financial Management

Presents the policy options available to corporate financial managers in such areas as liquidity, leverage, profit planning, capital structure, and capital budgeting. Describes how the techniques of financial analysis can be used to aid decision-making by evaluating the benefits and costs of alternative courses of action. Examines the special problems of multinational corporations.

FIN 656-International Financial Management

Financial management of multinational enterprises. Topics include the international monetary system, institutional factors in multinational business finance, financial decision-making in multinational firms, and international capital markets.

FIN 660-Security Analysis

Analysis of stock market investing applicable to all investment assets. Includes techniques of security analysis and security valuation based on financial statements of the organization. Prerequisite: FIN 655

FIN 665-Money and Capital Markets

Introduction to U.S. and international financial systems. Provides an overview of the role of the Federal Reserve System and international regulations in the financial markets and how these markets change with various environmental factors. Major topics include: the factors affecting interest rates including inflation, term to maturity, and risk; surveys of the role of money and capital markets in providing liquidity, short-term credit, long-term investment capital, and assets to hedge adverse movements in prices and interest rates, futures markets, options opportunities, and international arbitrage opportunities.

FIN 670-Mergers and Acquisitions

Analyzes mergers and acquisitions, both as a growth strategy and as a means of increasing the market value of the firm. Skills are developed in scanning the environment for potentially attractive targets, and thereafter, to determine the terms of the merger; accounting treatment of mergers, played by tax and antitrust laws, etc. Prerequisite: FIN 665

FIN 680-Financial Modeling

Three major components: (1) Study of the general and financial models, including model variables and objectives, modeling dependencies, and specifying the form of various relationships. (2) Dependency of financial modeling on computing, specifically, with financial models developed in the context of a decision support system, i.e., a computerized system that supports financial managers in their analysis and modeling. (3) Actual development by students, through projects and cases, of financial models. Prerequisite: 670

FIN 685-International Finance Theory

Analytical techniques are relied on to translate rules of thumb used by international financial executives into specific decision criteria. This course provides the conceptual framework and analytical techniques within which the key financial decisions of the multinational firm can be analyzed. The traditional areas of corporate finance are examined from the perspective of a multinational corporation. Prerequisite: FIN 656

FRN 258-French I

Introduces elementary spoken and written French. Focuses on essential vocabulary for oral communication at elementary conversational level. Includes brief survey of French culture and commercial/cultural mores, standards, and etiquette.

FRN 259-French II

Further developing the oral and written business skills in the French language. Emphasis on practical, business, and travel-related contexts. Prerequisite: FRN 258

GEN 499-Seminar on Issues in Contemporary Human Experience

This "capstone" course is designed to help students review, integrate, and apply key concepts, knowledge, and insights of their General Education. Students will do a "case study" utilizing prior learning, and will analyze important contemporary issues from various liberal arts perspectives. This multi-perspective analysis of crucial issues is designed to help students appreciate the role of liberal arts in understanding and enriching the human experience. Prerequisites: All other course work for the B.A. Degree must be completed (or in progress).

GER 262-German I

Aims at basic oral and written expression. Practical vocabulary for use in professional contexts is emphasized. A brief survey of German culture and commercial/cultural mores, standards, and etiquette is included.

GER 263-German II

Further developing oral and written business skills in the German language. Emphasis on practical, business and travel-related contexts. Prerequisite: GER 262

GOV 250-Economic Geography

An introduction to the study of distribution of primary industries, resources, and infrastructure in relation to income, markets, and production considerations.

GOV 280-Contemporary Political and Economic Systems

An introduction to the political and economic structures of various types of countries. There is an emphasis on understanding the differences between North American, Asian, and European free enterprise systems, and various socialist, social democratic and authoritarian regimes.

HCM 628-Human Resources Management in Health Care

Being able to understand the health care strategies and match the human resource needs to those strategies is optimizing the management of resources. Job functions, laws, technologies, team interactions, corporation direction/strategies all have a direct impact on how the human resources are managed. This course provides the management processes needed for the corporate, department/division, and individual levels.

HCM 638-Managing Organizational Change in Health Care

The design of change within the health care industry must be an adaptive process which affects the organizational structure, design, technology and interpersonal processes. This course practices the consultative skills needed in assessing the need for change, developing intervention strategies, and assessing the impact of various changes within the organization.

HCM 644-Economics of Health Care

Economics of production and distribution of health care services, with special emphasis on the impact of regulation, competition, the changing structure of the industry, and the role of economic incentives.

HCM 648-Health Care Policy

Designed to provide the dynamics of policy relating to the functional relationships between all internal levels of administration, communities, and health care systems, as well as the external governmental laws and regulations.

HCM 660-Health Care Planning and Program Development

A strategic and operational integrative focus on the planning and program development processes at the industry, corporate, department and individual levels. Included are the societal concerns, technological developments, political regulations, economic drivers and the competition.

HCM 665-Dynamics of Health Care Corporate Culture

An analysis of the various dynamics of corporate culture with a focus on the individual's abilities to work with other people or teams who have different personal and professional objectives as to what they expect from the workplace. Understanding the influence power and politics has on the decision-making process.

HCM 670-Strategic Marketing in Health Care

Analysis of complex health care marketing issues involving strategic policy decisions and operational strategies. Concentration on the process of competitive strategic marketing problems and issues as related to the health care services aspects.

HCM 676-International Comparisons of Health Care Delivery Systems

An analytical comparison of the alternative methods of international health care delivery and financing systems. Comparisons are made of health systems such as those in Canada, U.K. National Health Service, Sweden, etc.

HIM 646-Health Care Integrated Data Analysis: Clinical, Administrative, Financial

A study of the corporate and functional decision-making process within the health care unit and the data flows and holdings needed to respond with the right information at the right time. Utilizing data analysis techniques and re-engineering processes.

HIM 652-Health Care Customer/User Application Interface

Designed to provide the techniques necessary to bring about a total understanding between the developers of the application software and the customer/user. Focusing on the bottom line which is the the software needed for the customer/user decision-making processes.

HIM 658 Health Care Communications/Network Management

An understanding of how to manage the internal and external communications/network system throughout the health organization. Focusing on the business units data/information needs and the technical aspects of determining the network's needs, selection of a network platform, purchasing the hardware and software, financing, and the implementation process.

HIS 127 Religions of the World

Comparative study of major religions of the world and their impact on the economies in which they are prevalent. Reviews tenets of Buddhism, Christianity, Confucianism, Hinduism, Islam, Judaism, and Taoism.

HIS 278-Historic Perspectives of the World Economies

Traces the history of the world economies showing how conflict, trade and colonial interests have influenced modern history. Focuses on the competition for world markets and the struggle for economic empires.

HUM 201-Introduction to Culture and the Arts

Explores the complex role of culture and the arts in enriching the human experience. Examines universal human themes and values in art ("art imitates life") and the power and influence of the arts ("life follows art") by analyzing art forms from great world literature to contemporary popular culture (including cinema). Looks at "good" art in terms of the "surplus of meaning" and the socio-cultural function of testing and teaching values, standards of conduct and social good.

INB 400-International Management

Major topics are environmental constraints on doing business abroad; effects of overseas business investments on domestic and foreign economies; foreign markets analysis and operational strategy of a firm; and management problems of international operations.

INB 411 Economic and Business Environment: Europe/Russia

Topics include the changing nature of business activity in the European Economic Union and the current Eastern European countries and greater Russia. The effect of historical, political and cultural factors on commerce and economic trade, the volume of trade among the nations and the government policies, legal barriers, and monetary restrictions affecting such trade.

INB 412-Economic and Business Environment: Middle East/Africa

A review of the volume, direction, and composition of trade between the United States and Middle Eastern/African countries. Topics include the historic, political, social, economic, and cultural factors promoting trade among member countries; the government policies, legal barriers, promotional efforts, and market potential.

INB 413-Economic and Business Environment: Latin America

A review of the volume, direction, and composition of trade between the United States, Latin American and Caribbean countries. Topics include the historic, political, social, economic, and cultural factors promoting trade among member countries; the government policies, legal barriers, promotional efforts, and market potential.

INB 414-Economic and Business Environment: Pacific Rim

Topics include the cultural and economic differences existing in the many nations situated on the Pacific Rim and the impact on trade. Commercial activities in such diverse countries as Australia, Malaysia, People's Republic of China, and Thailand. The social, political and legal constraints affecting business activities and ventures.

INB 420-Import/Export Management

The emphasis is on the organization of export and import operations in support of marketing and distribution; included are freight forwarding, shipping procedures, and selecting transportation modes; documentation and the interface with treasury functions in international banking transactions and collections; review of governmental regulations over imports and exports. Prerequisite: INB 400

INB 460-International Economics

Analysis of issues in international trade and finance; interrelationships among domestic and international economic forces and institutions, international monetary systems, problems, and issues. Prerequisite: ECO 272

INB 490-Total Quality Management - International

Designed for the international business professional needing to understand the principles of ISO 9000 Total Quality Management (TQM) in their historical context; the roles of management and the work force in managing quality and the strategies needed to successfully implement a TQM program. Emphasis will be on the application of TQM principles internationally.

INB 499-Seminar on Current Issues in International Business

Students develop the ability to relate the principles and concepts of economics and international business to the analysis and understanding of current events in the practical world. The course synthesizes the operations, finance, and marketing functions of the firm that is conducting business in an international context. Prerequisite: INB 400

INB 590-Total Quality Management - International

Designed for the international business professional needing to understand the principles of ISO 9000 Total Quality Management (TQM) in their historical context; the roles of management and the work force in managing quality and the strategies needed to successfully implement a TQM program. Emphasis will be on the application of TQM principles internationally. For this graduate level course, additional assignments relative to the graduate project are required.

INB 601-International Business Environment

The global business environment of today's world creates a need for full understanding of the economic, political, social and technological issues of many nations. The logistical system of the multinational firm must adjust to meet the strategic goals. Alternative structures of overall corporate policies and strategies as related to the global operation.

INB 641-Managing in the Global Cross-Cultural Environment

An exploration of cultural and religious environments which exist on a global basis. Emphasis on an understanding of the need for developing methodologies for managing in specific cross-cultural situation. An in-depth study of situations existing in the global economy and business world. Prerequisite: INB 601

INB 643-International Business Policy and Strategy

The strategic features of developing international business organizations. The strategies and policies of major industrial firms; international business for small and medium size companies; long term planning and research for exploitation of opportunities for global business. Development of strategic plans for organizing, financing, and managing in international operations.

INB 650-Structure of the Global Economy

Survey of world populations, income, resources, and patterns of economic development with emphasis on newly developed nations and emerging nations. Study of the changing nature of agricultural and industrial production, direction of world trade, and techniques for financing global trade, lending practices, and world debt. Prerequisite: INB 601

INB 670 - Legal Environment of International Business

Legal questions of international business environment are explored. Study is made of the interrelationships among laws of different countries as they affect individuals and business organizations attempting to operate internationally. The courses provide the future executive with an awareness of how legal problems and their solutions can influence the direction of international business. The role of attorney is also investigated in this framework.

INS 320-Cultural and Social Environment: Pacific Rim

The course uses comparative and historical methods to focus on how the religious, philosophical, historical, and cultural traditions of the Pacific Rim civilizations impact modern problems, processes, and outcomes. There is a particular emphasis on the impact of colonialism and modern state building on the cultures and societies of this area, with a strong focus on comparing Asian, Latin American, Pacific Islander and North American development trends.

INS 321-Cultural and Social Environment: Europe and Russia

The course uses comparative and historical methods to focus on how the religious, philosophical, historical, and cultural aspects of European civilizations impact modern problems, processes, and outcomes. There is a particular emphasis on the development of conflicting world views over time such as feudalism in both its Catholic and Orthodox forms, Marxism, and western democratic capitalism (in both its classic liberal and social democratic variants).

INS 323-Cultural and Social Environment: Latin America

The course uses comparative and historical methods to focus on how the religious, philosophical, historical, and cultural aspects of Latin American civilizations impact modern problems, processes, and outcomes. There is a particular emphasis on the impact of tribalism, pre-Columbian civilizations, colonialism and modern state building on the cultures and societies of this area.

INS 324-Cultural and Social Environment: Middle East and Africa

The course uses comparative and historical methods to focus on how the religious, philosophical, historical, and cultural aspects of Middle Eastern and African civilizations impact modern problems, processes, and outcomes. There is a particular emphasis on the impact of tribalism, traditional civilizations, colonialism and modern state building on the cultures and societies of these areas.

IS 302-Quick Basic/Visual Basic Programming

A general programming language used to solve a wide variety of business tasks; Microsoft Quick Basic is predominately used on PC's in an interpretive form and is also available on minis and mainframes. The course covers the Quick Basic language and provides an introduction to structured problem solving as used with MS DOS 5.1 or greater.

IS 303-C Programming

A general purpose programming language that features modern control flow and data structures, economy of expression, and a rich set of operators. C is becoming the most important and popular programming language because of its portability features and generality. The course focuses on structured problem solving and "C-style" programming. Prerequisite: IS 302

IS 304-Advanced C Programming

A general purpose programming language that features modern control flow and data structures, economy of expression, and a rich set of operators. C is becoming the most important and popular programming language because of the portability features and generality. This course is a continuation of the introductory IS 303 and focuses on the structured problem solving, advanced data equalization, "C-style" programming and software reusability. Prerequisite: IS 303

IS 305-Object Oriented Programming

Introduces object-oriented programming concepts using the C/C++ programming language. Object-oriented programming is based upon non-traditional concepts including object, type, implementation hiding, parameterization, inheritance, encapsulation, and abstract data type. This course stresses the inclusion of reusable program code to decrease the software development cycle. Prerequisite: IS 303

IS 306-COBOL Programming

The predominantly used programming language for large business applications, this language is oriented toward business data processing that is characterized by relatively simple algorithms coupled with high volume input-output. The course focuses on business problem-solving and emphasizes the four divisions of a COBOL program.

IS 308-Pascal Programming

A powerful programming language designed to provide a convenient method in which to teach the essentials of computer programming. Pascal's emphasis on program design and structure enforces programming discipline in a very instructive way. The course focuses on structured problem solving and Pascal programming.

IS 309-POWERBUILDER Programming

POWERBUILDER is a powerful graphical based programming language that forms the cornerstone of many of today's client/server applications programs. This course will introduce students to programming techniques using POWERBUILDER 4.0. Application of object oriented techniques, including inheritance and polymorphism, in programming will be stressed. Prerequisite: IS 305

IS 315-Enterprise Data Analysis

All computer software programs are based on the data needed by the business functional areas. IS professionals need to have a methodology of what data to collect so that there can be a software program developed and written which provides the information to the decision makers. The major techniques covered are: system analysis, systems design, systems programming, systems implementation, and system audit.

IS 318-Hardware and Systems Architecture

The major components of computers - hardware (mainframes, minis, servers, and personal computers), operating systems (MVS, VM, VMS, UNIX, Windows, OS/2, DOS), application software, and utilities are covered in this course.

IS 319-Communications, Networks, Telecommunications

Businesses must communicate electronically to continue to be competitive. This course covers the major process of internal and external data communications; utilizing networks within the organization for data communications; and the major integration of telecommunications as needed by the organization's data requirements.

IS 350-Commerce on the Web

A hands-on course in which students work in groups exploring the ways businesses and communities interact on the Web. Groups propose a design for a local commerce Web and prototype it.

IS 410-Management Information Systems

Information systems is becoming a necessity in all facets of society. The information systems course includes an overview of the computer area, integrating computers into the business environment, beginning programming in BASIC and SQL languages, and other computer operational activities. This course is required as prerequisite for all IS courses.

IS 421-Data Base Management

Data base management is one of the major applications systems that assists organizations in managing the data. The course provides an overview of the concepts involved in the four structure models: 1) simple, 2) hierarchical, 3) network, and 4) relational. Prerequisite: IS 315

IS 423-Software Engineering and Applications

Software is the heartbeat of many businesses. One of the major concerns is to be able to manage the process. The software engineering course involves: software product life cycle, software engineering concepts, process models and metrics, requirements-specifications-design-implementation-validation of systems using modern programming languages, reuse of software work products, large scale systems, and the human factors of software engineering.

IS 435-Client Server Computing

Advances in hardware, software and communications have opened the door to a new world of distributed computing. This combination of technologies has led to the phenomenon known as Client/Server computing. The intent of this class is to provide a strong foundation of knowledge of the critical component areas of Client/Server. The technical aspects, management and institutional concerns will be discussed.

IS 480-IS Management

Management functions of planning-organizing-leading-controlling are utilized in the management course. This course provides the overview of managing the following IS areas: data/information, hardware, software, communications/networks, human resources, financial/budgets, organizational, planning and security. Prerequisite: All IS courses under IS 480

IS 499 - Seminar on IS Issues & Trends

A review of current issues and trends concerning the information systems function. This course requires analytical and comparative research papers presenting current issues and trends as determined from the literature as well as primary research. Prerequisite: IS 480

IS 590-Management of Technology Proposals

Many projects are developed in idea form and then sent out to the business world for a response. Knowing how to prepare, respond and manage project proposals encompasses many skills, such as: develop the project team; understanding how to interpret what was asked for in the proposals; identifying the criteria that require a response; developing the qualitative responses that meets each of the criteria; developing the cost estimating/budgets and return-on-investment justifications; and creating a high quality presentation format. For this graduate level course, additional assignments relative to the graduate project are required.

IS 610-Strategic Information Systems Planning

Organizations throughout the world must plan for the strategic utilization of their limited resources. The corporate strategic planning process is the foundation used in this course for the development of an information system's strategic plan.

IS 612-Integrated Information Systems

Enterprises are becoming more dependent on the Information Systems function as they face global competition. This course discusses the management of the function of Information Systems and the increasing role that IS performs in helping meet the Enterprise's strategies. The class focuses on the need to manage information, the strategies needed to integrate the many diverse and complex applications and data bases that exist in many companies. This course requires a familiarity with software, systems engineering, hardware, and communications concepts. It will expand upon that knowledge through learning the "why" and "how" of conduction of an Information System Study and creation of an Information System Plan (ISP).

IS 620-Information Resources Management

Data, information, and knowledge must be managed at all levels of the organization. This course involves the techniques and methodology of managing the process of data, information and knowledge to meet the corporate strategies.

IS 625-Economics of Information Systems

Information systems/technology is a major contributor to the business strategies. This course develops the processes needed to show the value of information systems to the business through improved performance at the functional line of business. In addition, the course describes the computational tools (cost/benefit analysis, return on investment, net present value, etc.) for analyzing and quantifying benefits and costs for information strategies.

IS 626-EDP Auditing

All IS functions must be audited for the proper control procedures to be monitored. EDP Auditing involves the following processes: systems, development, testing, and implementation.

IS 640-Global Information Systems

Designed for the information/business professional involved in developing corporate strategies through information, technology, and systems. Emphasis is on how to manage the process of data, information, knowledge and technology which contributes to the bottom-line global business strategies.

IS 642-Network Structures and Mathematical Algorithms

Collection of problems and algorithms that use a variety of data types which arises in many applications. Mathematical tools used in algorithm analysis become an integral part of the course. Data structures are used to illustrate the many implementations of abstract data types and their interactions.

IS 643-Telecommunication/Satellite Systems Engineering

Communications has been a major factor in the expansion of business on a global basis. The information systems professionals must have the critical skills needed for satellite communications as well as terrestrial communications. Major knowledge topics are: satellite systems, orbital positioning, transponders and allied space systems, link-power-budget space transmissions, mathematics of space interference, transponder channels satellite access, Iridium Satellite Project analysis, and other current/futuristic global satellite operations.

IS 644-Global Communications Networks

Data and information are communicated internally and externally throughout all organizations. This course analyzes various networks used for carrying the data and information internally and externally, using domestic and foreign carriers, satellites, etc.

IS 645-Electronic Commerce and Internet

The global data highway offers dramatic new business opportunities as well as new ways to run existing businesses. This new technology will help them achieve a competitive advantage for transforming relationships with customers, suppliers, and business partners, to empower global business and to rebuild their organizations. Students address these topics through on-line research, analysis, and Internet related applications.

IS 650-Software Engineering Methodology

IS software development requires strict engineering and re-engineering processes and structure in completing programming projects. Major software development topics in this course are: project life cycle; modeling tools; managing the models; analysis process models - environmental, behavior, user; programming and testing; and maintaining.

IS 652-Software Requirements, Prototyping, and Design

Software, the core of the information systems environment, must be managed for competitive advantage. The thrust of this course is to provide prospective management with software engineering techniques, methods, tools (CASE, etc.), and procedures. Prerequisite: IS 650

IS 654-Data Base Management & File Org.

Software is critical to any organization's success. This course involves the analysis of organizational needs, data and storage structures, file design, indexed sequential-clustered-inverted files, DBMS design, and hierarchic and relational data bases. Special emphasis is placed on the relational data base as related to the client server environment.

IS 660-Security Systems Engineering

The digital transmission of data requires all components of an information system to be engineered for high level security. Major emphasis will be on engineering the security tools that can be integrated into the systems software, applications software and communications software to meet the various levels of confidentiality required by business data. Also, emphasis will be on engineering the hardware/ technology to meet the physical data security requirements.

IS 699-Seminar on Issues & Trends in IS

The Information Age and all the changes are permeating through all of society. Future management professionals must understand how these major changes become trends in the business environment. The IS issues and trends are analyzed based upon the current and projected business environment to determine what trends are evolving. Prerequisite: All IS major courses

JPN 250- Japanese I

Introduces spoken and written Japanese. Focuses on essential vocabulary for oral communication at elementary conversational level. Includes brief survey of Japanese culture and commercial/cultural mores, standards, and etiquette.

JPN 251- Japanese II

Further developing the oral and written business skills in the Japanese language. Concentrates on conversational and professional terminology from the business and travel-related contexts. Prerequisite: JPN 250

LIT 205-British and American Traditions

Comparative study of selected works by major British and American writers. There are also some brief readings from other cultures. This course is designed to enhance appreciation and understanding of great literature. The course explores the universal themes in literature and analyzes values and techniques of language, character, idea, and plot that emerge in literary works.

MAT 108-Applied Mathematics of Business

Review fundamentals of mathematics, including decimals, signed numbers, fractions, and percentages. Covers the mathematics of accounting, retailing and finance. This course is a prerequisite for any other math course and is an essential foundation for the business curriculum.

MAT 110-Algebra I

Covers the basic concepts of algebra, including variable expressions, operations on polynomials, graphing linear equations, inequalities, factoring, exponents, radicals and quadratic equations. Special focus on the application of algebraic principles to business and industry. Prerequisite: MAT 108 or equivalent

MAT 111-Algebra II/Pre-calculus

For students in computer science program, and/or who are preparing for the MS/Information Systems Engineering program, and for those who have had MAT 110. Topics include a review of the fundamentals of algebra functions, conic sections, systems of equations, matrices, exponential and logarithmic functions, sequences, series, trigonometric equations and identities, complex numbers. Attention given to application of the concepts to business and industry. Prerequisite: MAT 110 or equivalent

MAT 116-Calculus for Business

An introduction to the theories and methodologies of differential and integral calculus with special application to business and industry. Topics include derivatives and their uses, exponential and logarithmic functions and their applications, differential equations and intervals. Prerequisite: MAT 111 or equivalent

MGT 335-Human Resources Management

Competitiveness is enhanced by having the right people doing the right things within the organization. Companies must position themselves with the most qualified people and appropriately designed, productivity-based policies and procedures to accomplish their strategies. Among the key HRM topics emphasized are: HRM functions (planning/recruiting/selecting/training/appraising); company policies/procedures implementation; federal/state regulations compliance; rights and responsibilities of employers and employees; and trends of the next decade.

MGT 411-Quantitative Methods for Decision-Making

Survey of quantitative techniques utilized in the management decision-making process. Topics in this Common Body of Knowledge course include normal distributions, random variables, statistical inference, regression, correlation, analysis of variance, analysis of co-variance, survey design, forecasting, as well as use of computer software for statistical modeling. Prerequisite: MAT 110

MGT 425-Small Business Management

A large percentage of the work world revolves around the small business environment. As the business world continues to change, there is a greater need for increased knowledge of how the small business is managed. Topics covered are: ownership, management styles, cash flow/working capital, bank borrowing, venture capital, product selection, accounting/inventory management, and managerial policies and procedures.

MGT 437-Supervision and Leadership

A critical need of the daily operations of the fully functioning organization is the positive supervision and leadership provided by the management team. This is becoming increasingly important as businesses seek to coordinate their efforts so as to attain their strategies. Major topics covered are: the supervisor's role, management/supervisory styles, supervisory functions and activities, problem solving, human relations, discipline techniques, and operational control.

MGT 440-Organization Theory and Behavior

MGT 440 integrates organization behavior, management/leadership principles, management/leadership philosophy and management/leadership theory as used in public and private organizations. Topics included are: evolving management thought, functions, and practices; management approaches; general management systems theory; contingency management; and process analysis. Teaching methodology of this course blends coverage of the field's knowledge and ideas with student involvement via self-assessment, experiences, group exercises and dynamic, realistic cases.

MGT 445-Corporate Training and Development

Corporations realize that to be competitive they must have an educated work force. Many billions of dollars are spent annually on all levels of training and education. Major topics are: understanding the need for training within the organization; analysis, design, and development of programs that respond to the corporate strategies; development of a training department within the corporate structure; monitoring, controlling, evaluating training; and planning for the future training needs.

MGT 450-Political, Legal, and Ethical Issues in Business

This course covers the structure, activities, and concerns of business relative to government policies and regulation interrelated with societal issues. Other areas involve the economic and legal environment of the business enterprise; social and political influences; ethics; business responsibility; employment and labor issues; and consumer problems.

MGT 455-Interpersonal and Group Behavior

Organizations must develop team building methods to fully develop the human resource capabilities of their work force. This is completed through analysis of case studies, leadership theories, discovering and developing leadership styles, motivational theories, and creating the techniques on how to establish groups within the corporate environment.

MGT 460-Labor/Management Relations

The balance of labor and management relations within the organization creates the ability of the organization to successfully meet the strategies. Major topics are: growth/trends in labor market, collective bargaining, arbitration, impact of the labor relations on the organization's strategies, analysis of federal labor laws, NLRB negotiations, labor agreements, and the human relations involved in labor/management relations.

MGT 465-Organization Development

This course is designed to introduce undergraduates to the role and practices of internal and external O.D. change agents. An overview of the diagnostic and intervention techniques used in the organization development process, as well as the functions and methodologies of the change agent are provided. Class activities are highly experiential and interactive, and students explore a variety of O.D. topics including action research, moving and restraining forces for change, diagnostic models, survey/feedback techniques, and behaviorally-based planned change interventions at the individual, group and system level.

MGT 470-Operations Management

This course explores the management of the operational elements of the business, including production, materials acquisition, marketing and distribution systems. Quantitative techniques and analytic tools are used in isolating critical issues that require executive action. Provides a quantitative basis for the decision-making process in such areas as: examination of processes, products, services, equipment and facilities; and the relationship of the human resource system to the operational system. Prerequisite: MGT 311

MGT 485-Business Policy

Business Policy is the capstone course for all Bachelor of Science degree programs and should be taken as the last course in the B.S. degree program. This is an integrative business case analysis course that includes the concepts used in strategy, tasks, and processes of strategy formulation and implementation. The case analysis process involves the integration of functional and behavioral processes of the organization and the concepts learned in the courses taken for the Bachelor's degree. Student skills developed in this course include: diagnosing organizational problems, conducting business audits, formulating and selecting strategy alternatives, and recognizing the possible problems in implementation. Prerequisite: All other undergraduate courses in the major.

MGT 490-Total Quality Management

This course is developed for the business executive and/or manager needing to understand the principles of Total Quality Management (TQM), the roles of management and the work force in managing quality and the strategies needed to successfully implement a TQM program. Emphasis will be placed on the criteria established by the U.S. Baldrige Award.

MGT 499-Seminar on Strategic Management Issues

A review of current issues and topics of concern to the business community, as reflected in written reports, articles, and analysis of management and strategic actions and events. Course methodology includes library research, literature reviews, analytical and comparative research reports for each class session, and discussion of the latest trends in strategic management. Prerequisite: All other undergraduate management major courses

MGT 590-Total Quality Management

This course is developed for the business executive and/or manager needing to understand the principles of Total Quality Management (TQM), the roles of management and the work force in managing quality and the strategies needed to successfully implement a TQM program. Emphasis will be placed on the criteria established by the U.S. Baldrige Award. For this graduate level course, additional assignments relative to the graduate project are required.

MGT 625-Strategic Management

This course presents the structure for developing and implementing a strategic planning process within an organization. Major topic areas that are the focus of the lecture and discussions are: mission and vision statement development and analysis; external environment analysis; company profile; SWOT analysis, and decision-making on strategic direction; and achieving congruence of corporate objectives, strategies, and implementation. Case analysis is used as a method to simulate the strategic planning environment.

MGT 634-Entrepreneurship and Innovation

A study of the legal, financial, marketing, human resource, organizational and production aspects of starting, implementing, and successfully managing your own venture. Other topics include: patents, trademarks, copyrights, licensing strategies, tax implications, venture resources, etc. A major outcome for this course is a comprehensive business plan.

MGT 636-Managing Organizational Change

This course views change as an adaptive process that can affect organizational structure, design, and technology, as well as group and interpersonal processes. Devotes attention to the roles and responsibilities of both internal and external change agents, such as: developing consulting skills in needs assessment, diagnosis and problem identification, and process facilitation; developing intervention strategies at the individual, team and system level; and assessing the impact of various changes on the organization.

MGT 640-Corporate Ethics

Corporations are being scrutinized by the various publics relative to their ethical responsibility to society. Major topics covered are: government regulations; protection of workers; employee/employer rights and obligations; discrimination and employment practices; moral issues; and other theories of economic justice.

MGT 665-Corporate Power, Politics and Negotiations

Organizations are a working environment of people who have varying goals of what they expect from the workplace. These goals differ at all levels of the organization. Accomplishing the goals requires getting other people to do certain things. This course analyzes the various forms of power, compares and determines the necessary levels of politics and negotiations needed to implement the power. Course uses case study.

MGT 670-Conflict Management Strategies

Corporations are integrating people from all walks of life, with different educational and experiential preparations as well as various lifelong cultures. Integrating such a confluence of people requires the managers to be prepared to determine the causes of conflict, methods used for resolution, and various alternative recommendations that are based on the particular corporate culture. The conflict strategies will be analyzed through the micro analysis (person-to-person) and macro analysis (system-to-system).

MGT 675-Management of Innovation

This course examines techniques for the management of various forms of innovation within the organization. Special emphasis is placed on generating, managing, and adopting new products/services, new technologies, and new organizational structures, within the context and integration of the organizational objectives and strategies. Innovative management techniques are discussed through cases, research, and actual company examples.

MGT 699-Seminar on Global Issues in Management

This course explores the formulation of strategy and policy with emphasis on integrating the decisions of the various functional areas, as well as issues of strategic planning as applied to the total organization. Special contemporary topics and cases will be utilized that will emphasize integrative analysis and planning. The topics are to be researched and reports are due each class session. Prerequisite: All other graduate management major courses

MKT 311 -Sales Management

Professional sales force management is important to the total marketing program within any organization. Corporations need to understand how to integrate the sales force into the total marketing effort and with the products being sold. This course involves the examination of various types of selling situations, development of skills in organizing the sales program, and planning-recruiting-motivating the sales force.

MKT 312-Marketing Services

Service industries are the fastest growing segment of the business population and are becoming more important in the total marketing environment. In addition, service quality provides a key competitive advantage in all businesses. Major topics include the planning and execution of quality conscious management and marketing programs for service industries (commercial, public, and non-profit), professional services, as well as service aspects of the manufacturing sector.

MKT 317-Retail Marketing Management

A comprehensive study of the role marketing management contributes to corporate strategies in the retail industry. Major topics include the current environment of retailing, inventory decisions, customer decisions, customer service, location decisions, visual display, and merchandising.

MKT 322-Advertising and Sales Promotion

Advertising and sales promotion are two of the major methods used to get the corporate product information to the prospective customer. This course covers the general role and importance of advertising and sales promotion in obtaining corporate objectives. Topics include formulation of advertising strategy, message appeals, media selection, campaign evaluation, personal selling, and sales promotion.

MKT 327-Marketing Channels

Marketing channel decisions are among the most critical decisions facing management. This course is designed to provide the student with the skills necessary to choose the most effective marketing channels. Topics covered will include the nature of wholesalers, retailers, distributors, agents, and brokers, as well as the design, managing, evaluating, and modifying of marketing channels.

MKT 408 -Marketing Management

Marketing's role in the socioeconomic environment. Major topics include overview of marketing, target market segmentation, product planning, pricing techniques, distribution channels, and promotional strategies. This course is a prerequisite to all other marketing courses.

MKT 412-Marketing Research and Intelligence

Corporate marketing needs to have the right information to successfully implement its strategies. Businesses must monitor the environment, get feedback from its customers, and understand the competitive forces within the industry. Topics include basic methods and techniques for research, tools used to define, gather, and interpret information for marketing decision-making, computerized data-base used for marketing research, methodologies involved in doing applied market studies, and techniques on converting the market data to strategic and operational value.

MKT 417-Consumer Behavior

Examines the social, cultural, and psychological factors influencing the behavior of consumers. Topics include study of the consumer decision-making processes and their marketing implications. The role of culture, personality, lifestyle, and attitudes in consumer decisions will be analyzed as will the demographics population shifts for the next decade.

MKT 420-Public Relations

Public relations can contribute strongly to market performance. Marketing managers are finding that public relations is particularly effective in building brand awareness and brand knowledge. Topics to be covered will include techniques of publicity event management, media relations, and opinion surveys.

MKT 452-International Marketing

Analyzes the decision-making process in marketing products globally. Focuses on the design of global marketing strategies within the constraints of a particular cultural, economic, and political setting.

MKT 470-Strategic Issues in Marketing

Strategic in-depth analysis will be made of the major issues in marketing that have an impact upon the organization. All issues will be studied from the perspective of integration within the corporate strategies. Discussion of the major strategic issues will involve interaction with the corporation environment interactively as well as through case studies. The issues are to be researched and reports are due each class session. Prerequisite: All marketing courses except MKT 490

MKT 610-International Marketing

Domestic marketing is now concerned about how to integrate their strategies with the international marketing functions. This course covers the concepts and practices of marketing in the global environment. The modifications and adaptations required to meet the challenges and different problems will be a major focus of this course.

MKT 630-Promotion Management

Promotions are a major contributor to the success of many organizations. Problems of managing promotional operations in the firm, including advertising, sales promotion, merchandising, personal selling, and public relations are approached from a managerial point of view.

MKT 635-Marketing Channels

Examination of the marketing channels and vertical marketing systems from a managerial viewpoint. Topics covered will include an understanding of the channel's task environment, manufacturing, wholesaling, retailing, and physical distribution institutions.

MKT 640-Buyer Behavior

The study of the influence of buyer behavior on marketing strategy. Examines buyer concepts as they apply to the buying situation. Focuses on the use of consumer behavior knowledge, types of consumer research, and marketing issues.

MKT 646-Strategic Concepts in Marketing

Analysis of complex marketing problems that involve corporate policy decisions and operational strategies. An in-depth concentration of the concepts, issues, and development factors involved in building a marketing strategic plan; corporate strategies, environmental factors, strategic decision-making process, marketing program strategies, implementation, and control processes.

MKT 650-Industrial and Government Marketing

Marketing techniques as they apply to the industrial and government sectors. The course will include an analysis of the criteria used in the development and implementation of strategies in these markets.

MKT-654 Marketing Intelligence

Corporate marketing needs to have the right information in order to formulate successful strategies. Topics in this course include: the basic methods and techniques of information-gathering; strategic thinking behind an information project; methods for finding out competitive and market information; and interpreting information which will lead to successful decision-making. The course will focus on consumer, industrial, and international markets.

MKT 656-Marketing and Public Policy

Marketing policies are often influenced by the public. Managers are required to know how to understand the effects of these principal areas of public policy on their marketplace: advertising, product safety, health issues, information systems, business responsibilities, etc. These topics will be presented through case study and discussion.

MKT 699-Seminar on Issues in Marketing

This is an advanced course for students aspiring to corporate marketing, brand management or advertising agency. It uses the principles learned in major marketing courses in a real life consumer product project. Students are formed into teams and compete in development and presentation of complete research, marketing, positioning and advertising plans for the introduction of a product or service into the marketplace.

MPA 590-Total Quality Management in the Public Sector

This course is developed for the public administrator needing to understand and implement the principles of Total Quality Management in the public sector environment; the roles of public managers and the work force in managing quality; and, the strategies to successfully implement a TQM program. Special emphasis will be on U.S. quality initiatives for local, state and federal agencies. For this graduate-level course, additional assignments relative to the graduate project are required.

MPA 591-Strategic Implementation of Public Sector Quality

Understanding "Total Quality Management" is completed in MPA 590. Developing a working knowledge of how to institutionalize the Baldrige total quality management process within the government environment is done in MPA 591. Evaluating, monitoring and controlling the business processes of quality is a major focus of this course. For this graduate-level course, additional assignments relative to the graduate project are required. Prerequisite: MPA 590

MPA 610-Public Administration & Management

An overview of the public administrative and management process, procedures, structures and systems in the local, regional and federal levels. Current and futuristic practices, roles, responsibilities, and ethics of the public administrator/manager.

MPA 630-Managing Public Policy

Examines the relevant theoretical, conceptual and practical understanding in developing insights and skills needed to plan, determine policy, organize, manage, and implement public policy programs and operations.

MPA 642-Public Finance: Government Accounting and Control

This course will examine the use of finance and accounting services in the management of public organizations. Provides an insight into accounting principles and procedures for the public administration/management services professional.

MPA 646-Procurement and Contract Administration

Designed to develop the techniques and inter-office processes and procedures for the procurement of goods and services in the public sector. A practical approach is used to present the rules, regulations and accompanying laws which are critical to the contracts developed, negotiated and administered/implemented at all levels of the government process.

MPA 650-Human Behavior and Resource Administration

A realistic approach to the organizational theories and behavior within the operations of public sector. An analysis of the major factors (economic, political, social) and their implications to human resource management.

MPA 655-Communications Dynamics: Power, Politics and Negotiations

The actual dynamics of the communications systems within the management structures of the public sector and the societal environment. An analysis of power structures affecting the various work functions within the government environment. Utilizing the political and negotiating techniques to work within the various power structures.

MPA 667-Public Finance: Politics of the Budgetary Process

Surveying the political aspects of the public budgeting process. The course explores and simulates the process by which budgets are made, their purpose in the management process, and the grounding issues in public finance.

MPA 670-The Public Administrator and the Laws

An integrative analysis of the public administrator's job functions relative to the legal and moral forces guiding the decision-making processes within the public sector.

PHI 101-Introduction to Philosophy

It is important at some point to "stop, look, and listen" to the fundamental issues of life. This course introduces philosophical thinking and reasoning. The basic questions of life are examined: knowledge (epistemology), values, ethics, society (axiology), and the nature of reality (ontology). Exploring the meaning of life and helping the student develop a unique philosophy of life statement are integral parts of this course.

RES 600 - Graduate Research Methods (to replace BUS 637)

RES 600 is an introductory graduate course focusing on integrating research methodology into the real-world environment. Students will develop an understanding of the application of research methodology to problem-solving. Primary and secondary research methods assist in designing analytical and comparative techniques for application to work environments. These analytical and comparative methods will be used during the entire masters course of study and in the preparation of the CAP 785 Applied Thesis. During the course, the student is oriented to the 785 Applied Thesis and writes the thesis proposal. This course is a prerequisite for all Masters level (600-700) courses and is to be taken as the first or second course in the masters Managerial Core.

RES 601 - Applied Thesis Research I

RES 601 is a one-credit course which enables students to pursue their own Applied Thesis research project while simultaneously studying courses in the Managerial Core and Major areas. Students will engage in one-on-one contact with a research mentor/advisor to obtain guidance on issues of: research design, reference/source identification, data collection and analysis, application of research to recommendations for action, and presentation of ideas and concepts in a logical and competent manner. (Please note this is a 1 credit course.)

RES 602 - Applied Thesis Research II

RES 602 is a one-credit course which enables students to pursue their own Applied Thesis research project while simultaneously studying courses in the Managerial Core and Major areas. Students will engage in one-on-one contact with a research mentor/advisor to obtain guidance on issues of: research design, reference/source identification, data collection and analysis, application of research to recommendations for action, and presentation of ideas and concepts in a logical and competent manner. (Please note this is a 1 credit course.)

RUS 266-Russian I

Introduces writing and elementary conversational speaking and professional applications. Brief survey of Russian society and cultural/commercial mores, standards and etiquette.

RUS 267-Russian II

Designed to further develop the basic oral and written skills and reinforce vocabulary of the Russian language. Emphasis on practical business and travel-related contexts. Prerequisite: RUS 266

SCI 244-Geology of Arizona

Explores two billion years of earth history. Covers rocks and minerals, weathering and erosion, stratigraphic principles, the geologic time scale, geologic structures, plate tectonics, mountain building, volcanism, landforms, economic geology. Focuses on the unique geologic environment of Arizona and includes either individual or class field trips to selected sites. (Field study lab fee may be required.)

SCI 262-General Biology

An introduction to the life sciences. Includes the cell and processes needed to maintain life. Survey of bacteria, fungi, and plant and animal species.

SCI 270-Science, Technology and Quality of Life

Provides a general overview of scientific knowledge. Examines impacts of science and technology in general as well as specific contemporary technologies on society, lifestyle, and quality of life. Explores the effects of technology on the physical, social, economic, political, aesthetic, psychological, cultural, and other human environments.

SPN 254-Spanish I

Introduces the language, written and oral. Covers basic vocabulary and conversation at elementary conversational level. Includes brief survey of Spanish culture and commercial/culture mores, standards and etiquette.

SPN-255 Spanish II

Further develops the fundamental oral, written, and listening skills in Spanish. Emphasis on practical, business and travel-related contexts. Prerequisite: SPN 254

Faculty

Dr. Innocent Abiaka
B.S., B.A., University of Hawaii
M.I.M., American Graduate School of
International Management
M.P.A., D.P.A., Arizona State University

Mr. William P. Akins
B.A., San Francisco University
M.S., Kansas State University

Mr. Basil Al-Hashimi
B.A., Al-Mustansiriyah University
M.A., University of Wisconsin Oshkosh

Mr. Nathan (Joe) Bacchus
B.S., University of Arizona
M.B.A., Western International University

Mr. Stephen M. Baker
B.S., Regis University
M.S., University of Denver

Mr. Lawrence A. Beer
B.S., Boston University
J.D., St. John's University

Ms. Abbie H. Beller
B.A., Elmira College
M.B.A., Western International University

Mr. Derek Bennett
B.A., Emory University
M.S., Georgia State University

Dr. Gary A. Berg
B.S., Minot State University
M.S., University of North Dakota
Ed.D., University of Nebraska

Mr. David Bird
B.Sc., M.Sc., University of London

Mr. John Black
B.A., Ft. Lewis Agricultural &
Mechanical College
M.B.A., Idaho State University
M.A., Naval War College

Mr. Michael Blasnig
B.B.A., University of Wisconsin-Madison
M.B.A., J.D. Arizona State University

Dr. Kenneth Bobis
B.A., M.M., DePaul University
M.S., Loyola University
Ph.D., Illinois Institute of Technology

Ms. Bettie J. Bovard
B.S., Florida State University
M.S., American University

Ms. Marilyn Bowen
B.A., M.Ed., University of Arizona

Mr. James Bradbury
B.A., University
of Wyoming
M.S., Air Force
Institute of Technology

Mr. Paul Brunett
B.S., M.B.A., Western International University

Ms. Hali Burley
B.A., San Francisco State University

Mr. Randy Burns
B.A., Central Michigan University
M.B.A., Golden Gate University

Ms. Rebecca Butler
B.B.A., University of Texas at San Antonio
M.Acc., University of Tulsa

Dr. Michael J. Cohn
B.A., M.C., Arizona State University
Ed.D., Ball State University

Mr. Roger Cox
B.Sc., University of London;
M.A., University of Greenwich.

Ms. Judith Coyner
B.A., City College of New York
M.A., University of Northern Colorado

Mr. Thomas A. Coyner
B.A., Miami University
M.A., University of Northern Colorado

Mr. Thomas P. Cullison
B.S., Fordham University
M.B.A., City University of New York
CPA, State of Arizona

Mr. David Dearborn
B.A., M.A., Brigham Young University

Dr. Paul DeFrancis
AS., George Washington University
B.S., Southern Illinois University
M.A., Webster University
Ph.D., Southern Illinois University

Ms. Sheila M. DeVoe-Hiedman
B.S., M.B.A., Iowa State University

Mr. Ramnarian Dhanipersad
B.Sc., University of London;
M.A., Brunei;
M.Sc., University of London.

Dr. Paul Dygert
A.B., M.A., Ph.D., University of Michigan

Ms. Deborah K. Eiver
B.A., Brown University
M.I.M., American Graduate School of
International Management

Dr. Keith Fay
B.B.A., M.B.A., Arizona State University
Ph.D., The American University

Mr. George A. Francis
B.A., Monmouth College
M.B.A., University of Chicago

Dr. Mark Friedman
B.A., University of California-Los Angeles
M.A., San Jose State University
Ph.D., Arizona State University

Major Loyd R. Ganey
B.A., University West Florida
M.Div., Abilene Christian University
M.S., Georgia State University

Mr. Declan Gaffney
B.A., M.Phil., Trinity College, Dublin.

Ms. Renee L. Garecht
B.A., American Technological University
M.B.A., Golden Gate University

Ms. Jacqueline Gasser
B.A., M.S., Richmond College
M.P.A., Arizona State University

Ms. Roberta Gastineau
B.S.W., M.S.W., Arizona State University

Dr. Rudolph J. Gerber
B.A., M.A., St. Louis University
M.A., Columbia University
L.L.M., University of Virginia Law School
J.D. University of Notre Dame
Ph.D., Universite de Louvain, Belgium

Mr. Leroy Gilbertson
B.S., Minot State College
M.P.A., University of North Dakota

Mr. Kevin Grant
B.S., Southern Illinois University
M.A., Northern Arizona University

Mr. Randy Harwood
B.A., California State University
M.S., University of Texas

Dr. Hugh K. Hawk
B.A., Birmingham - Southern College
M.A., University of Virginia
Ph.D., University of Virginia

Mr. Doug Hawkins
I.B.A., M.P.A., D.P.A.(ABD),
Golden Gate University

Captain Daniel D. Haws
B.A., Arizona State University
J.D., University of Arizona

Dr. Elmer Guy Hollis
B.A., Morehouse College
M.S., American Technological University
M.B.A., Golden Gate University
Ph.D., Columbia Pacific University

Dr. Eileen Howell
B.A., Oberlin College;
M.A., Ph.D., University of Colorado

Mr. David Hunt
Cert. Ed., University of London
M. Phil., Nottingham

Mr. Sayeed Islam
B.Sc., M.Sc., South Bank University

Mr. John D. Jacobs
B.S., M.B.A., Arizona State University

Mr. Athanasios Karras
B.S., M.S., University of Arizona
M.B.A., Western International University

Mr. John C. Keenan
B.S., California State Polytechnic
University
M.S., U.S. Naval Post Graduate School

Ms. Nancy Kersten
B.A., Moorhead State College

Mr. Dale F. Kiefer
B.S., University of Toledo
M.A., M. Div., Trinity Evangelical
Divinity School

Mr. Avraham Lachs
B.S., M.B.A., Arizona State University

Dr. Charles LaClair
B.S., B.A., University of Florida
M.B.A., University of South Florida
Ph.D., University of Arizona

Ms. Jennifer Lam
B.S., Iowa State University
M.S., Purdue University

Mr. Ron Landsborough
B.S.I.E., M.H.S.A., Arizona State University

Ms. Debra Seaman Langdon
B.A., Loretto Heights College
M.B.A., University of Denver
Ph.D., (ABD) Arizona State University

Mr. Aleksander Lazarevich
B.S., M.S., University of Arizona

Mr. John Lewis
B.A., University of Maryland
M.S., Defense Intelligence College
M.A., Chapman University

Dr. Ernest E. Littler
B.S., M.E., University of Dayton
Ed.D., University of Cincinnati

Ms. Susan Lorenz
B.A., George Washington University
M.B.A., University of Hawaii

Ms. Nancy Mallette
B.S., University of Minnesota
M.S., Northern Arizona University

Dr. George Marron
B.S., Iona College
M.S.L.I.R., New York Institute
of Technology
Ph.D., Cornell University

Dr. Ronald McFarland
B.S., M.B.A., University of Phoenix
Ph.D., Nova Southeastern University

Captain Richard Meyer
B.S., Illinois State University
J.D., Northern Illinois University

Mr. Gary Milby
B.B.A., Eastern Kentucky University
M.B.A., Bellarmine College

Mr. Robert Mishkin
B.S., Michigan State University
M.S.W., Loyola University of Chicago

Mr. John W. Monk
B.S., United States Military Academy,
West Point
M.S., Naval Postgraduate School

Mr. Lamar Munroe
B.S., University of Phoenix
M.B.A., Western International University

Dr. Anthony J. Muscia
B.A., M.A., Duquesne University
M.B.A., Western International University
D.B.A., Nova University

Mr. Ted Nordine
B.A., M.B.A., Stanford University

Mr. Donald H. Ogden
B.A., Carleton College
M.B.A., Harvard University

Mr. Marshall Ojerio
B.S., University of Arizona
M.B.A., Golden Gate University

Ms. Sylvia Ong
B.A., Arizona State University
M.S., Western International University
M.B.A., Arizona State University

Mr. Vincent Pachulo
B.S., University of Arizona
M.B.A., Western International University

Dr. Alex Pai
B. Engr., University of Mysore (India)
M. Engr., Indian Institute of
Science (India)
Ph.D., Ohio State University

Ms. Gwendolyn Parks
B.S., B.A., Bowling Green State University
J.D., Case Western Reserve University

Mr. Kenneth R Paxton
B.A., M.A., McNeese State University

Dr. Laura Paxton
B.A., McNeese State University
M.A., McNeese State University
Ed.D., East Texas State University

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B.S., Kalamazoo College
M.S., Ph.D., Purdue University

Ms. Linda Perkins
B.A., M.A., San Diego State University

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B.S., Clarion University of Pennsylvania
M.S., Eastern Illinois University

Mr. Essex M. Peters
B.B.A., City University of New York
M.B.A., Western International University

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M.B.A., Wharton School, University
of Pennsylvania

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B.S., Ph.D., University of Utah

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M.B.A., University of Denver

Dr. Gary Powell
B.S., M.A., University of Texas at Austin
Ph.D., Arizona State University

Mr. David Preston
B.Sc., University of London;
M.Sc., Lough borough.

Mr. Richard Provencher
B.S., M.S., Western International University

Mr. Najeeb Qaisrani
B.Sc., M.Sc., Southbank University

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M.A., Rhode Island College

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Commerce de Paris
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M.B.A., Case Western Reserve University

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M.S., Western International University
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M.I.M., American Graduate School
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Mr. John Terry
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M.A., Arizona State University
M.A., University of Phoenix

Mr. James Ullman
B.A., University of Michigan
J.D., State University of New York

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B.S., Jackson State University
M.B.A., Arizona State University

Dr. Guntram Werther
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M.S., New Mexico State University
Ph.D., Washington University in St. Louis

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B.S., M.S., Florida State University.

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Ph.D., Stanford University

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