

# **ADAM INTERNATIONAL UNIVERSITY CATALOG**



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Notice: The Adam International University Catalog contains information regarding fees, curricula, and related policies and procedures. Every effort has been made to make the catalog accurate as of the date of publication. However, Adam International University reserves the right to change policies or revise the information contained in this catalog without notice.

**ADAM INTERNATIONAL UNIVERSITY**

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*defining your success,  
your future, your world*

Adam International University is committed to serving students from Georgia and the surrounding region with an emphasis on international students from Southeast Asia and Asia. Students will have an opportunity to learn in a face-to-face environment, augmented with online delivery.

Instruction is delivered by highly qualified faculty with both sound academic and real world work experience.

# ADAM INTERNATIONAL UNIVERSITY

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# ADAM INTERNATIONAL UNIVERSITY

## Welcome

### Message from the President



Dear Student,

Education can change one's life. It gives you the competitive edge. It helps build your confidence so you can take on all those things that confront you on a daily basis. An education prepares you for the workplace, for success in your family relationships, and for service to your community.

An education from Adam International University will prove to be a stimulating and mind stretching experience. Not only does our faculty have excellent academic credentials, but they also have real world experiences that are so valuable to connect textbook learning to the workplace.

The general education/liberal arts degree in an American institution brings many skills, knowledge, understanding, and appreciation to your education. Employers look for new workers who have good work habits, functional computer skills, and practical experience. In

addition, employers value staff with the ability to work under supervision and in groups, as well as being comfortable in leadership and collaborative situations. Furthermore, they seek employees who can solve problems, not create them.

Sure, employers want personnel who bring new knowledge and skills to their company, but unless they have the other attributes listed above they cannot be successful in the workplace. We strive to provide you with an education that accomplishes these tasks.

Adam International University will work hard to ensure your educational experience is a meaningful and successful one.

Best Wishes,

*Philip D. Langerman*

Philip D. Langerman, PhD  
President

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## **Mission Statement**

The mission of Adam International University is to provide its students with an innovative and supportive world-class education that is accessible and affordable. This educational opportunity is available to those who are desirous of pursuing lifelong learning and personal development, regardless of age, nationality or ethnic background. To accomplish this end, Adam International University will ensure that its educational opportunities will be of the highest quality, with ethical values at its core, and will be career-centered in its nature, intercultural in its focus and global in its scope. The University believes that those who complete its programs will be able to lead, participate fully and prosper in the global marketplace of education, healthcare and international commerce.

## **Vision**

Adam International University's vision is to open a world of education to students of all ages, both domestic and international, at an affordable cost. Students will grow personally and professionally and be better prepared for success at home, at work, and in their communities.

## **Goals**

To realize our mission Adam International University's goals are the following:

- Make it possible for anyone who is a high school graduate (or equivalent) to pursue undergraduate college studies and for those with a bachelor's degree from a regionally-accredited institution and other qualifications such as experience and academic potential to pursue graduate studies regardless of race, age, color, gender, disability, religion, creed, national or ethnic origin.
- Make educational opportunities widely accessible through flexible delivery systems, schedules and sites for credit and non-credit courses.
- Provide educational programs that will increase the opportunities of students' for employment or promotion.
- Offer undergraduate degree programs and graduate degree programs, general education, services and activities to enhance the academic and personal development of students.
- Stress excellence in teaching as the central educational mission; seeking a balance between theories and practical applications.
- Provide academic resources and services necessary for students to achieve their academic, career, and personal objectives.
- Provide student outcome assessments in a continuous quality improvement process that uses research to effectively verify and document where, when and how well student learning takes place in the classroom and program of study, in order to enhance the coordination, design and redesign of curriculum and its delivery.
- Assess objectives, programs, services and activities to assure continuous improvement and responsiveness to changing institutional and societal needs.

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## **University Approval Status**

Georgia Non-public Postsecondary Education Commission approved Adam International University to operate as a comprehensive university in March 2010.

## **Educational Services**

Adam International University offers the following:

### **Developmental Courses**

### **Diploma and Certificate Programs**

- Certified Nurse Aide
- Patient Care Technician
- Medical Billing and Coding
- Certified Management Accounting (CMA)

### **Associate Degree Programs**

- Criminal Justice
- Business Administration

### **Bachelor Degree Programs**

#### **Bachelor of Science**

- Business Administration
- Business Administration (International Emphasis)
- Management
- Marketing
- Banking & Finance
- Criminal Justice

### **Graduate Degrees**

- Master's in Business Administration
- Executive Masters in Business Administration

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## 2010-2012 Academic Calendars

TERM	YEAR	YEAR	YEAR
<b>SPRING TERM I</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Classes Begin	Jan. 5, 2010	Jan. 4, 2011	Jan 4, 2012
Last Day to Add a Course	Jan. 11, 2010	Jan. 10, 2011	Jan.10, 2012
Last Day to Drop a Course	Feb. 12, 2010	Feb. 14, 2011	Feb. 14, 2012
Final Exams/Last Day of Term	March 1, 2010	March 1, 2011	Feb. 29, 2012
Spring Break	Feb. 27 - Mar. 7, 2010	Feb. 26-Mar 6, 2011	Feb.25-Mar.4, 2012
<b>SPRING TERM II</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Classes Begin	Mar. 8, 2010	Mar. 7, 2011	Mar.5,2012
Last Day to Add a Course	Mar. 12, 2010	Mar. 11, 2011	Mar.9, 2012
Last Day to Drop a Course	Apr. 19, 2010	Apr. 18, 2011	April 10, 2012
Final Exams/Last Day of Term	April 30, 2010	Apr. 29, 2011	April 27, 2012
Graduation	May 1, 2010	April 30,2011	April 28, 2012
<b>SUMMER TERM I</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Classes Begin	May 04, 2010	May 3, 2011	May 7 , 2012
Last Day to Add a Course	May 11, 2010	May 10, 2011	May 10, 2012
Last Day to Drop a Course	June 8, 2010	June 6, 2011	June 15, 2012
Final Exams/Last Day of Term	June18, 2010	June17, 2011	June 22, 2012
<b>SUMMER TERM II</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Classes Begin	June 22,2010	June 21, 2011	June 26, 2012
Last Day to Add a Course	June 28, 2010	June 24, 2011	July 2, 2012
Last Day to Drop a Course	July 26, 2010	July 29,2011	July 30, 2012
Final Exams/Last Day of Term	August 6, 2010	August 5, 2011	August 10, 2012
<b>FALL TERM I</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Classes Begin	Aug. 16, 2010	Aug. 16, 2011	Aug. 20, 2012
Last Day to Add a Course	Aug. 20, 2010	Aug. 20, 2011	Aug. 24, 2012
Labor Day	Sept. 6, 2010	Sept. 6, 2011	Sept. 3, 2012
Last Day to Drop a Course	Sept. 20. 2010	Sept. 26, 2011	Sept. 21, 2012
Final Exams/Last Day of Term	Oct. 8, 2010	Oct. 8, 2011	Oct 5, 2012
<b>FALL TERM II</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Classes Begin	Oct. 19, 2010	Oct. 17, 2011	Oct. 15, 2012
Last Day to Add a Course	Oct. 22, 2010	Oct. 21, 2011	Oct. 19, 2012
Thanksgiving	Nov. 26-27, 2010	Nov. 25-26, 2011	Nov.22-23, 2012
Last Day to Drop a Course	Nov. 23, 2010	Nov. 28, 2011	Nov.29, 2012
Final Exams/Last Day of Term	Dec. 13, 2010	Dec. 9, 2011	Dec.13, 2012

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## **Admissions and Enrollment**

### **Admission Procedures for Students**

Adam International University encourages prospective students to arrange an appointment with an academic advisor. Adam International University responds to all requests for information and admissions procedures for undergraduate and graduate programs. Most admission decisions are made on a “rolling” basis. Upon completion of an applicant’s file, it is processed, whereby; the applicant will receive a letter regarding the University’s decision. If accepted, the student will be immediately assigned to an academic advisor.

### **Admission Procedures for Allied Health Diploma and Certificate Students**

To complete the admission process, the applicant must submit the following:

- Complete application for diploma and certificate admission form
- Submit high school transcripts or equivalency or show you can complete GED in 60 days
- Official transcripts from High School and any colleges attended
- Diploma application fee

### **Additional Admission Requirements**

#### **Patient Care Technician**

1. Must have Certified Nurse Aide certificate or diploma
2. Must have successfully completed CPR
3. Show evidence of current immigration record for hepatitis series, P.P.D, and PCT

### **Domestic Admission Procedures for Undergraduate Students**

To complete the undergraduate admission process, the applicant must submit the following:

- Application for undergraduate admission form
- Verification of high school completion or equivalency
- Official transcripts from all colleges/universities attended
- Transfer students need overall 2.00 GPA in completed college work
- Undergraduate application fee

\*ACT/SAT scores will be considered but not required.

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## **Domestic Admission Procedures for Graduate Students**

- Proof of bachelor's degree, a minimum overall 2.5 GPA
- Completed graduate admissions application
- Interview with admissions counselor
- Two letters of references (at least letter from a professional in the field)
- Letter stating why you wish to pursue a graduate degree
- Official transcripts from all post-secondary schools attended - 2-year associate degrees and bachelor degrees and any other master degree
- GMAT scores will be considered, but not required
- If English isn't your first language, English proficiency (550 minimum TOEFL; Band 5 minimum CELPT; 69 minimum MTELP; or other evidence demonstrating English proficiency) is required

## **International Admission Procedures for Undergraduate Students**

To complete the international undergraduate admission process, the applicant must submit the following:

- Official high school transcripts
- Official transcripts from all colleges/universities attended
- 500 minimum TOFEL score or other evidence demonstrating English proficiency
- Proof of ability to meet financial responsibility
- Completed undergraduate admissions application
- Copy of your passport

## **International Admission Procedures for Graduate Students**

- To complete the international graduate admission process, the applicant must submit the following:
- Proof of bachelor's degree, a minimum overall 2.5 GPA
- Complete international graduate application
- Two letters of reference and a personal letter stating why you wish to pursue a graduate degree
- Official transcripts from all post-secondary schools attended; GCE "A" level\* (or equivalent) and 2-year diploma, 3-year diploma or bachelor degree
- 3-5 years relevant work experience at mid-management level or higher
- English proficiency (550 minimum TOFEL; Band 5 minimum CELPT; 69 minimum MTELP; or other evidence demonstrating English competency);
- GMAT scores will be considered, but not required
- Copy of your passport
- Proof of financial ability to meet financial responsibility

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## **Placement Testing**

Adam International University will implement *Accuplacer* in our testing program for all students so that we can determine their academic qualification. The goal of the faculty is to match students with the appropriate level of initial instruction.

If a student's scores are not satisfactory on the *Accuplacer*, Adam International University will refer the student to the appropriate development studies course(s).

Students will be excused from taking the *Accuplacer* examination if they meet the following criteria:

- Students has an ACT score of 22 or above
- Student has scored 1700 on the new SAT and or a 3.0 or better HS GPA

## **General House Rules Regarding Credit by Proficiency Examination and/or Portfolio Credit**

Arrangements for proficiency examinations or portfolio credit should be planned early in a student's career at Adam International University through the student's Student Services Associate. As a general rule, portfolio credit submissions will not normally be arranged during the semester in which the student intends to graduate. A student must take proficiency examinations (CLEP) or the Adam International University Proficiency Exam (AUPE) a minimum of two weeks prior to graduation.

- CLEP, AUPE and/or Portfolio Credit may be used in any combination to accumulate a maximum of 45 credit hours toward the bachelor's degree. Credit awarded through proficiency examination or portfolio evaluation does not reduce the hours required toward residency.
- The Student Services staff serves as the main source of information to students. Current information and registration forms must be obtained from this source prior to scheduling any exams. All proficiency examinations are scheduled by Student Services.
- Students are not eligible to take a proficiency examination or to submit for portfolio credit for a course in which they have received a failing grade or a "W". Proficiency examinations and portfolio credit are graded on a Pass/No Credit basis. Students will receive credit only once for an equivalent course, proficiency examination and/or portfolio credit.
- A non-refundable fee is charged for any proficiency test or portfolio assessment and must be paid prior to the examination or submission. However, students may cancel prior to the test date.
- CLEP examinations are available only for registered Adam International University students or those considering attendance. Adam International University is not a national CLEP testing center, so CLEP credit applied for programs at this University may not transfer to another institution. A maximum of 45 credits can be applied to an Adam International University degree from all portfolio and proficiency exams.

## ***College Level Examination Program (CLEP)***

The CLEP offers two kinds of examinations:

Subject examinations measure achievement in one course at a time, therefore students can study for them while taking other courses or between academic semesters. Subject exams can be taken at any time before the final semester of enrollment. They are computerized, 90-minute, multiple-choice exams. Study

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guides for each exam, which address the content of each exam, provide a list of recommended study materials, and contain sample questions.

## ***CLEP Credit by Examination***

The CLEP (College Level Examination Program) is another way to earn credit. CLEP credit can apply toward Adam International University's general education requirements. CLEP credit will be awarded if a score is achieved at the ACE recommended level for coursework and criteria listed below:

- English Composition with Essay – will satisfy the English Composition requirement
- Humanities – will satisfy the Arts and Humanities requirement
- Mathematics – will satisfy the Mathematics requirement
- Natural Science – will satisfy the Natural Science requirement
- Social Sciences and History – will satisfy the Social Services and History requirement

## ***Adam International University Proficiency Exams (AIUPE)***

Adam International University continually develops proficiency exams. Examinations are available to students who demonstrate prior learning from experience, training or independent reading that is equivalent to learning gained in the classroom. Generally, if an AIUPE is available for a subject, there will be no class for the subject. A study guide for each AIUPE is available in the Student Services Center. Students are not eligible to take proficiency examinations for courses which they have received a failing grade or a "W".

## ***Prior Learning Portfolio***

Students who feel they have already gained learning equivalent in one or more courses in their degree program may request credit by composing prior learning portfolios. Because the portfolio must be prepared under specific format requirements, interested students must develop it with the guidance of the Student Services staff. The portfolio should be completed well in advance of the semester of graduation. In portfolios, students will explain their knowledge relative to course outcomes and how they gained the knowledge. You must receive the course outcomes from the faculty teaching the course. In addition, students must include proof of their learning such as work samples, certificates and other items of documentation. Once the portfolio is completed, the material is submitted to a faculty evaluator. If the knowledge explained and documented is judged to be equivalent to that of students achieving a "C" or better in the course for which credit is requested, credit is awarded. If the student does not demonstrate equivalent knowledge, credit may be denied or delayed pending satisfactory completion of specific learning objectives.

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## ***Independent Studies***

Independent Studies allow students in good academic standing to pursue learning in areas not covered in a regular course or to extend study in areas previously taught. To be eligible for an Independent Study, a student must have:

- Achieved a minimum 2.00 cumulative GPA
- Completed a minimum of 16 credit hours at Adam International University
- Earned a grade of “B” or higher in a course in an area related to the study
- Secured the sponsorship of a faculty member
- File the form with the appropriate Academic Office no later than the end of the week before the session begins

Given the discipline and rigor involved, students may take no more than three credits of Independent Studies per semester. A total of nine credit hours of Independent Studies may count toward the bachelor’s degree requirements and a total of three credit hours may count toward the associate’s degree requirements.

To register for an Independent Study, a student must complete an Independent Studies Proposal Form (available in Student Services) with the assistance and approval of a faculty sponsor. Grading will be on a letter grade basis or Pass/No Credit. Changes are not permitted once approval has been given by the supervising faculty member.

The completed proposal must be submitted for approval to the appropriate academic office no later than the end of the week before the session begins.

## ***Internships***

An undergraduate internship is a unique learning experience that integrates academic studies with practical work experience. To qualify, students must have a 2.5 undergraduate cumulative GPA. Internship information and guidelines for major programs are available in Student Services. Graduate internships can be Curricular Practical Training and are required in the International MBA.

## ***Correspondence Course Credit***

Thirty semester hours of credit can be earned through correspondence courses from other accredited colleges and universities after enrolling at Adam International University. Prior approval must be secured from Adam International University before any credits can be transferred.

## ***Credit for U.S. Military Experience***

We will use the *Guide to the Evaluation of Educational Experience in the Armed Services*, published by the American Council on Education to determine what credits will be awarded.

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## ***Transfer Credit***

Credits approved for transfers are normally given full credit. Your grades will appear on Adam International University transcript but will not be computed in your Adam International University GPA.

Adam International University will consider transfer credit from:

- Regionally accredited colleges and universities in the United States
- Nationally accredited colleges and universities such as DETC or ACICS
- Institutions with specialty accreditation must be approved by Adam International University prior to credit transfer
- International schools, colleges or universities that are registered by their Ministry of Education or by an approved national governing body and approved by Adam International University
- Transcripts that have been evaluated by an approved foreign credential evaluator service will be accepted based on their recommendations

All credits earned at international schools, colleges or universities outside of the United States reported in a foreign language, must be evaluated by an approved evaluation service at the student's expense. Credit will not be put on our transcript until the student is matriculated at Adam International University.

A maximum of 90 semester hours will be allowed for credit transfer from four-year accredited colleges and universities.

A maximum of 15 semester hours of ESL will be approved to apply toward an undergraduate degree after the student is matriculated to Adam International University

## ***Credit Transfer from a Technical or Community College***

Credit earned from regionally accredited Community Colleges will be transferred toward graduation requirements as follows:

- Up to 60 semester hours of credit earned in associate of applied science or associate science programs
- Up to 60 semester hours of credit earned in associate of arts programs
- Up to 60 semester hours of credit earned in two-year occupational diploma programs
- Up to 30 semester hours of credit earned in one-year occupational diploma programs

Credit earned through diploma and advanced diploma programs at colleges and schools approved by a Ministry of Education will be transferred toward graduation requirements as follows:

- Up to 60 semester hours of credit earned at an institution with instruction offered at a level comparable to a community college in the United States
- Up to 90 semester hours of credit earned at an institution with instruction offered at a level beyond that of a two-year college in the United States. (For example, three year Poly Technical Colleges in Singapore)

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## ***Transient Students***

Students working toward a degree at another college or university may enroll for up to 15 semester hours at Adam International University as a transient student. Students must obtain authorization from the Dean or Registrar of their institution indicating approval of the specific courses to be taken. The proper form to use for such authorization is available from the Registrar's Office or Student Services offices.

A degree-seeking student who wishes to complete coursework at another regionally-accredited college or university and then apply it toward an Adam International University degree may complete a Course Equivalency Form (available from the Student Services Office) to find out in advance how the course(s) will transfer to Adam International University. The student should attach a copy of the catalog description for the course in question. Students who follow this procedure will be notified concerning how the course(s) will transfer (equivalency and degree applicability) assuming a grade of "C-" or better. Students who do not obtain such assurance run the risk that the coursework may not apply toward the degree as intended. To be awarded transfer credit, a student must arrange for the institution at which the credit was earned to forward an official transcript to Adam International University.

## ***Transfer Students***

A student who has attended an accredited college, university, community college or technical college in the U.S., and is reported to be in "good standing" at that institution, will normally be admitted to Adam International University. A student who has attended an international school or college that offers a diploma or an advanced diploma approved by the Ministry of Education, and offers instruction at a level comparable to a community college or technical college will normally be admitted to Adam International University.

Credits will transfer to Adam International University from schools accredited by any of the following regional accrediting associations:

- 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

Evaluation of credits from unaccredited institutions will be carried out according to the "Transfer Credit Practices of Designated Education Institutions", published by the American Association of Collegiate Registrars and Admissions Officers.

## **Selecting a Major**

Upon selecting a major, which should be done at the end of your second year, report to the Registrar's Office to be sure you understand what courses you need to take to complete your major and degree.

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## Undergraduate Academic Policies

### Academic Credit Course Load - Undergraduate Level

Students should plan academic class loads in consultation with their faculty advisor. Two hours out-of-class study for each classroom hour of study is recommended.

### Academic load is designated as follows:

Full-time	12 or more credit hours
Part-time	1-11 credit hours
Three-fourths time	9-11 credit hours
Half-time	6-8 credit hours
Less than Half-time	1-5 credit hours

### Academic Credit Course Load – Graduate Level is designated as follows:

Full-time	9 or more credit hours
Half time	5 or more hours
Part time	1-9 credit hours

### Undergraduate Class Level:

The following chart defines student class levels

Freshman	0-29 credit hours
Sophomore	30-59 credit hours
Junior	60-89 credit hours
Senior	90 or more credit hours

### Course Numbering System

The course number denotes the class level for which courses are intended. Courses numbered below 100 are designed to assist students in learning the basic foundations and will start with “0” course numbers. Courses numbered below 100 generally are not accepted as transfer credit by other institutions. Those numbered 100-199 are designed for freshmen, 200-299 for sophomores, 300-399 for juniors and 400-499 for seniors. Courses numbered 500 and above are graduate courses.

### Graduation

A commencement ceremony is held once a year at the Atlanta campus in May. Each individual international campus may also hold ceremonies; contact your campus staff for more information. Each prospective graduate must complete the Application for Graduation at least one term before your expected graduation. Application deadlines will be posted at each center. Your academic file must be complete prior to submitting the application for graduation.

### Graduation with Honors

Graduation with honors signifies outstanding academic achievement. Degrees will have one of the following inscriptions to recognize this excellence: summa cum laude, if the grade point average is at least 3.9; magna cum laude, if the grade point average is at least 3.5 but less than 3.8; or cum laude, if the grade

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point average is at least 3.3 but less than 3.5. At least 30 semester hours must be earned at Adam International University before these honors may be granted.

Transfer credit will not be included in the grade point average maintained for determining graduation honors at Adam International University.

## **Honor Roll**

Each semester, those students who are enrolled as full-time students and who have achieved at least a 3.5 grade point average for the semester will have their names placed on the Honor Roll.

## **Class Attendance**

Class attendance requirements are established by the respective faculty and will be stated on the course syllabus. Attendance requirements may vary from course to course. Attending class regularly and on time is highly recommended.

## **Grade Appeal Process**

The grade for each course is determined by the individual faculty member and will be stated on your course syllabus. Written appeals can be submitted to the Vice President of Academic Affairs. A decision will be communicated in writing within 30 days.

## **Registration**

Near the end of each semester or term, registration for the following semester or term is conducted.

## **Transcripts**

A request for a transcript of all credits earned at Adam International University must be made in writing to the Registrar. All requests must include the following:

- Full name, family name first and capitalized, under which student was registered at Adam International University
- Social security number for U.S. students or assigned number for international students
- Present address and telephone number
- Approximate dates of attendance at Adam International University
- The address where transcript copies are to be sent
- Student's signature
- Fee payment to Adam International University (original transcript is free and is issued with your degree, each additional copy ordered at the same time will be \$5.00 each)

Transcript requests will be honored within seven to ten working days, upon receipt of the above information.

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## ***Standards of Academic Progress and GPA Standards for Undergraduate Students***

### **Academic Performance and Grading**

The Higher Education Act of 1965, as amended, requires Adam International University to develop and enforce standards of academic progress prior to awarding any federal funds to students. These standards apply to all federal financial aid programs.

The following criteria determine Satisfactory Academic Programs (SAP):

- Grade Point Average (GPA)
- Cumulative GPA Hours / Completed Hours
- Maximum Time for completion of Educational Objective
- Appeal Process

### **Evaluation of Coursework**

The evaluation of coursework at Adam International University employs the following grades:

<u>Grade</u>	<u>Points</u>	<u>Grade</u>	<u>Points</u>
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	.7
C+	2.3	F	0

All coursework in regular semesters is graded on a scale from “A” through “F”.

### **GPA Standards:**

<u>Semester Hours Accumulated</u>	<u>Adam International University GPA</u>
0-30	1.60
31-45	1.70
46-60	1.80
61-75	1.90
76-90	1.95
91+	2.00

### **GPA Requirement**

A student must maintain a minimum grade point average based on the number of credit hours attempted. Each GPA will be checked at the end of each semester. A student will be placed on conditional status when he/she drops below the required Minimum Cumulative GPA hours. Failure to achieve Minimum Cumulative GPA in the subsequent semester will result in the cancellation of all federal financial aid.

Student work in each course is carefully evaluated by the instructor in order to help the student monitor his or her performance and achieve his or her education goals. Grades are formally reported at the middle and end of each term, but the student is encouraged to check his or her progress with the instructor whenever

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there is any uncertainty. An overall grade average of “C” or 2.0 grade point average is required for graduation. Some majors require a GPA of more than 2.0 in the courses in the major.

## **Repeat Coursework**

A student may repeat a course for purposes of earning a higher grade in the course without prior approval. The student may not attempt a course more than twice without the approval of the appropriate Dean. The highest grade earned by the student will be used to determine the student’s cumulative grade point average (GPA). For purposes of earning academic honors, all courses attempts will be factored into the cumulative grade point average.

## **Credit Hours Completed Standards**

Students must continue to complete 67% of all credit hours attempted in order to receive Federal Financial Aid. Students’ cumulative 67% status will be determined at the end of each spring semester. Students will be placed on cancellation status for the upcoming term when their cumulative completion rate drops below 67%. Successful completion is defined by receiving a letter grade ‘D’ or higher. Students will be reinstated after they achieve a cumulative term GPA of 2.0 and successful completion of all coursework toward their degree. Students will be reinstated to conditional status and will remain on conditional status as long as they achieve a cumulative term GPA of 2.0 and until they achieve a 67% completion rate. (Federal Student Aid Handbook, Vol. 1, Ch. 1, pgs. 1-8)

## **Maximum Time for Completion of Education Objectives**

Financial Aid: Standards of Academic Progress

Students must complete the degree requirements within 150% of the required hours for their degree program. At Adam International University this is 120 semester credit hours. These hours include ALL credit hours attempted, including developmental courses, from which a student withdraws. Once 120 hours of attempted credit hours have been reached, a student is no longer eligible for federal financial aid; a student transferring to Adam International University will have his/her eligibility determined after all transfer credits have been applied to his/her academic record.

When a student attempts 135% of the required credit hours in his/her total program, he/she will be placed on review status. This review status indicates that the student is approaching the maximum attempted hours for receiving federal financial aid. Students who attempt 150% of the required credit hours in their total program will be placed on cancellation status. The same GPA and credit hour standards apply to all non-financial aid students.

## **Standards of Academic Progress for Undergraduate Students**

To remain in good academic standing all admitted students at Adam International University are expected to maintain standards of satisfactory academic progress.

Academic progress is measured in two ways:

- Undergraduate students must maintain a cumulative GPA as outlined in the prior charts
- Undergraduate students are permitted a maximum of six years to complete a degree program. The date of admission will determine when a program begins.

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If degree requirements cannot be completed within six years, a student must reapply to the university. Degree requirements will be redefined according to the catalog in effect when the student is readmitted.

Academic and degree progress standards are monitored through the advising process to ensure student success by:

- Providing assistance to the student in setting and achieving academic goals
- Assisting the student in utilizing the facilities and personnel of the university
- Alerting the student of academic difficulty or deficiencies

## **Academic Probation**

Undergraduate students who fall below the appropriate cumulative GPA will be placed on probation for one semester at the end of any semester. Students will be notified in writing of probationary status and will then need to meet with their academic advisor as soon as possible to identify remedies. A student under academic probation may have their registration restricted and/or monitored. A student will be automatically removed from academic probation, and will be notified when their cumulative GPA rises to or above the required standard during the probationary period.

## **Academic Suspension**

Failure to remedy the GPA deficiency may result in academic suspension. Students will receive written notification of academic suspension. Suspended students may not enroll in additional classes for at least two terms. At that time, a student may petition the Office of the Vice President of Academic Affairs for reinstatement. Financial Aid students should refer to the Financial Aid section for additional criteria.

## **Appeal Process**

Students who have received a notice of academic suspension have the right to appeal the suspension if there are extenuating circumstances. A written appeal must be submitted to the Vice President of Academic Affairs within 15 days of the date of notification. Extenuating circumstances should be explained fully in the appeal. Appeals are initially reviewed by committee. Denied appeals may be taken to the Vice President of Academic Affairs.

## **Re-entry after Suspension**

Appeal for reinstatement – Suspended students may submit a written appeal to the Vice President of Academic Affairs within 15 days of receipt of the suspension letter; if a student does not appeal within the 15 day period their appeal will be rejected. The student will be advised in writing of the decision within three weeks of the receipt of his/her letter of appeal for reinstatement. Suspended students may apply for readmission to Adam International University. The student must demonstrate in writing to the Vice President of Academic Affairs a reasonable capability to raise and maintain his/her cumulative GPA. The Vice President of Academic Affairs will either approve or deny readmission of the suspended student. The student will be notified of the decision within 21 days. Upon approval of readmission, the student must reapply to the university through the admissions process at the student's campus and complete the normal process of admission. Students will be readmitted on an academic warning status. After satisfactorily completing the admission process, the student returning from suspension may register for classes through his/her previous advisor. If the student does not adequately progress off of academic warning, he/she may become a candidate for academic suspension.

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A student with two academic suspensions from Adam International University may become a candidate for permanent suspension.

## ***Graduate Academic Policies***

### **Mentors**

Each new graduate student will be assigned a mentor to formulate a program of studies and supervise his/her work. It is suggested that students should work closely with their mentors, and that the courtesy of arranging appointments in advance with designated faculty member be observed by all students.

### **Grading System**

The following grades are used in graduate coursework:

<u>Grade</u>	<u>Quality Points per Credit</u>	<u>Definition</u>
A	4.0	Superior/outstanding
A-	3.67	Excellent
B+	3.33	Very Good
B	3.0	Good
B-	2.67	Fair
C+	2.33	Passing grade
C	2.0	Minimal passing grade
F	0.00	Failure
IP		In Progress
W		Withdrawn
I		Incomplete

'IP' indicates that a student is registered for a thesis or an approved research project, which has not been completed at the end of a given semester for which satisfactory progress is being made. This grade is temporary and once the work has been completed, it must be converted to one of the permanent grade symbols.

'W' indicates that a student has withdrawn from a course.

'I' indicates postponement of the completion of a course. It is given at the discretion of the instructor to a student who is doing satisfactory work, but who has not completed all the course requirements at the end of a given semester. Given such an extension, the student must complete all the required work, unless otherwise agreed, before the midpoint of the next regular semester. Failure to complete the necessary work within the stipulated time results in automatic conversion of the 'Incomplete' to a permanent grade of "F".

### **Appeal of Graduate Course Grades**

A student who wishes to appeal the final grade in a graduate course should first contact the professor of the course in order to remedy the situation informally. If, having met with the instructor, the student still

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thinks that he/she has been inappropriately evaluated in the course; he/she may make a written request that the Dean of Graduate Students reviews the process by which the grade was determined. The written request must describe, in detail, the situation and reason for appealing the course grade. The Dean will attempt to facilitate a reasonable solution at the departmental level. The Dean may make written recommendation to both the student and faculty member following the review. If the matter is not resolved at the dean level, then the student may request, in writing, that the Vice President of Academic Affairs review the matter. The VPAA will review the matter and provide a written decision to the student and faculty member. The VPAA's decision is final.

## **Standards of Academic Progress**

All students must have a cumulative graduate grade point average of at least 3.0 in order to graduate with a master's degree. In addition, it is expected that all students must maintain a cumulative graduate GPA of at least 3.0 in order to remain in good academic standing.

If a student is placed on academic probation, then the student is required to earn a cumulative graduate GPA of at least 3.0 within the next three courses taken (normally nine hours of coursework).

- A. Successful achievement of the expectation will result in the student being reinstated to regular academic status.
- B. Failure to fulfill this expectation will cause the student to be subject to dismissal

While there is no set limitation on the number of courses a student may take in a semester while on academic probation, it is imperative that the student recognize the necessity of improved academic performance in order to regain the minimum graduate GPA of 3.0 within the next three courses.

A student on academic probation is not eligible to hold a graduate assistantship. A student who is a graduate assistant and who is placed on academic probation may be reappointed for a second year provided he/she is making reasonable progress towards completion of the degree requirement. In this situation, the student's program director will have to provide the Dean a written recommendation presenting a sufficient case for reappointment.

## **Plagiarism and Cheating**

Plagiarism means copying verbatim someone else's work and submitting it as your own. Cheating is usually associated with testing examination or assignments while using unauthorized material from any source to assist you in completing your work. When you engage in either of these activities, it is an affront to your instructor and Adam International University, and will not be tolerated. The penalty may include failing the course or up to, and including suspension or dismissal.

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## **Student Services Department**

### **Student Services**

In Adam International University's student-centered approach, each student is matched with a Student Services Associate (SSA) as the primary contact person at the university. The SSA serves as an initial and long-term resource for the student, from admission to the university until the student's academic goals are achieved.

Students are matched with an SSA based upon their primary academic major. Students who have not declared a major are assigned to an SSA who is familiar with student issues. All international students and students with disabilities are assigned to an SSA who is experienced in these areas. Some of the services provided by an SSA are:

- Clarification of educational and career goals
- Periodic review of academic progress
- Assistance in preparing a chronological degree plan
- Degree audits to specify remaining academic requirements for degree completion and expected graduation date
- Assistance in scheduling for classes
- Liaison services with other university departments

### **Academic Support**

Students at the university are expected to take charge of their own learning, collaborating with faculty and peers in the process. To support students' efforts, the university offers a variety of services designed to help them achieve their educational goals and maximize their success.

Academic support functions are focused in the Teaching and Learning Center (TLC).

These functions include:

- Administering out-of-class tests for current students
- Conducting group and individual tutoring sessions
- Offering academic skills consultations
- Planning individually prescribed remedial activities for students

Staff also guides students in the development of appropriate alternatives to classroom credit, such as portfolio credit for prior learning and proficiency tests.

### **Health Insurance**

Adam International University does not endorse any health insurance company over another for our domestic students. Those students who desire to obtain health insurance should perform an internet search under "student health insurance" on any internet search engine to locate a plan that meets their individual needs.

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Health insurance coverage is required for all students including international students with an F-1 Visa status. Insurance premiums are billed automatically to the student's tuition account. Premiums are due to the Business Office by the third week of the term, or a late fee is incurred. A waiver of this health insurance coverage may be granted to students who present an acceptable Waiver Petition Form showing the student has parental or personal insurance from their home country. Forms and additional information regarding this insurance requirement may be obtained from the Office of International Student Services.

## **Personal Counseling**

The main objective of personal counseling services at Adam International University is to provide referral for a broad range of issues and problems. The office serves as a connection between the person seeking assistance and an appropriate off-campus resource. This service is free and strictly confidential.

## **Student Code of Conduct**

The primary mission of Adam International University is to help each student become more effective through educational experiences that enhance intellectual abilities and career development. The university seeks to develop creativity, flexibility and independence of thought so that students will be able to face challenges with confidence. For that mission to be achieved, the faculty and administration of the university must be able to carry out their respective responsibilities efficiently and effectively in an atmosphere free from disruption or intimidation.

Therefore, when students apply for admission, they recognize their obligation to conform to regulations of the university. Further, it is understood and agreed to by students that failure to meet their obligations shall justify the invoking of disciplinary sanctions including, but not limited to, probation, suspension, dismissal or restitution. Students accept the responsibility to become familiar with the *Student Code of Conduct* which is available from the Office of Student Services.

## **Process for Disciplinary Action**

Students are encouraged to act on problems, complaints and grievances in a constructive manner. In general, matters dealing with classes, instructors, administrators, parking, food services and policies and procedures should be discussed directly with the persons involved or with the person in charge of that area. Students seeking assistance in identifying the appropriate channel are encouraged to consult with their Student Services Associate.

For concerns of an academic nature, refer to the "*Academic Standards*" section. For concerns of a non-academic nature, refer to the *Student Code of Conduct*.

## **Children on Campus**

To ensure that the environment of Adam International University campus classes is conducive to learning and free from distractions, children of students or faculty are not permitted to attend classes. In addition, children must never be left alone in another classroom, hallway or lounge; they should not be left anywhere unattended on campus grounds or in the parking lot.

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Students and faculty should be aware that there is an attendance policy in place for all classes and that they should plan for backup in case an emergency arises with regular childcare arrangements.

## **Clean Air Policy**

Smoking is prohibited in all university buildings.

## **Disorderly Conduct**

Conduct is prohibited, that interferes with university-authorized activities and the normal functioning of the university, including teaching, administration or other activities conducted, sponsored or permitted by the University. Students must demonstrate respect for faculty, fellow students and staff in all verbal and written communications and personal interactions.

## **Substance Abuse and Alcohol Policy**

It is the policy of Adam International University that the unlawful use, manufacture, distribution, dispensing or possession of any alcohol or controlled substance (drug) is absolutely prohibited on any university property or at any university center.

## **Sexual Harassment**

In accordance with the requirement of Title IX of the Education Amendments of 1972, Adam International University does not tolerate sexual harassment. Sexual harassment is defined as unwelcome advances, requests for sexual favors, or other verbal, visual or physical actions of a sexual nature when: submission to such conduct is made (explicitly or implicitly) a term or condition of an individual's status in a course, program or activity; submission to or rejection of such conduct is used as a basis for an educational decision affecting an individual; or such conduct has the purpose or reasonably foreseeable effect of unreasonably interfering with an individual's educational performance, or of creating an intimidating, hostile or offensive environment for learning. Any student alleging sexual harassment by faculty, staff for another student should advise the Student Code of Conduct Coordinator. Complaints will be promptly investigated. Each complaint will be treated confidentially to the extent that is practical and consistent with Adam International University's obligation under the law. If a determination is made that this policy has been violated, appropriate disciplinary action will be taken.

## **Student Complaint Procedure**

### **General Complaints:**

General student complaints shall be addressed to the top administrative officer of the department at which the complaint is directed.

### **Academic Complaint Procedure:**

Adam International University's Student Complaint Procedure for academic-related matters is generally a four-tier process:

- Level 1: Student-Instructor Conference. The student is required to request a Student-Instructor Conference in an attempt to resolve an academic issue within four (4) weeks of the administration of course final examination. The instructor shall conduct a Student-Instructor Conference, make a

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determination in the matter and notify the student of his/her determination within three (3) weeks of the time the Student-Instructor Conference was completed.

- Level 2: Student Submission of a Written Academic Appeal to Dean of Undergraduate Studies or Dean of Graduate Studies. In the event of an unsatisfactory resolution at the student-instructor conference level, the student is required to submit a written appeal to the appropriate dean within five (5) business days of the notification of the instructor's determination. The Dean shall issue a written decision within 15 days of the submission of the student's appeal.
- Level 3: Student Submission of Written Appeal to Vice President of Academic Affairs (final institutional level). In the event of an unsatisfactory resolution at the Dean level, the student is required to submit a written appeal within five (5) business days of the Dean's determination to the Vice President of Academic Affairs. The Vice-President of Academic Affairs shall make a determination in the matter and notify the student within two (2) weeks of the date of a timely submitted appeal; and
- Level 4: Student Submission of a Written Appeal to the Georgia Nonpublic Postsecondary Education Commission (appeal of last resort). In the event of an unsatisfactory resolution at the Vice President of Academic Affairs level, the student may submit a written appeal to the Georgia Nonpublic Postsecondary Education Commission (NPEC), at 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305. All appeals to NPEC should be filed no later than ten (10) working days after the issuance of the institution's final decision.

### Student Appeal of Disciplinary Action

Students who breach Adam International University's rules or standards of conduct will be referred to the Office of the Dean of Student Services. The Dean's office will investigate the matter, make a preliminary determination of the pertinent facts, inform the student of the Dean's determination(s) and provide the student an opportunity to challenge the credibility of the evidence by presenting additional evidence and/or witnesses to support the student's position.

Adam International University's Student Appeal Procedure for disciplinary matters is generally a four-tier process:

- Level 1: Appeal of Instructor Initiated Disciplinary Action to Dean of Student Services. The student is required to submit a written appeal of any disputed disciplinary action initiated by an instructor to the Dean of Student Services no later than the middle of the succeeding academic term. The Dean will review the appeal and issue a decision within 15 days of the submission of the appeal.
- Level 2: Student Submission of a Written Appeal to Judicial Review Committee (JRC). In the event of an unsatisfactory resolution of any disciplinary issue, the student is required to submit a written appeal of any disputed disciplinary action taken by the Dean of Student Services to the Judicial Review Committee no later than the middle of the succeeding academic term.

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- Level 3: Student Submission of a Written Appeal to Vice President of Academic Affairs. The student is required to submit a written appeal of any disputed disciplinary action taken by the Judicial Review Committee (JRC) no later than the middle of the succeeding academic term.
- Level 4: Student Submission of a Written Appeal to the Georgia Nonpublic Postsecondary Education Commission (appeal of last resort). In the event of an unsatisfactory resolution at the Vice President of Academic Affairs level, the student may submit a written appeal to the Georgia Nonpublic Postsecondary Education Commission (NPEC). (See address set out above).

## **Academic Board**

### **Purpose of the Academic Board**

The Academic Board provides the institutional framework for the monitoring and review of academic programs of Adam International University and local partners. The Board compliments the roles of the university's own quality assurance committees.

### **Role of the Academic Board**

- The Academic Board (the Board) will be responsible for ensuring compliance with the appropriate Quality Assurance procedures of Adam International University.
- The Board will ensure that its decisions are communicated to our partner institutions. The Secretary of the Board will forward copies of the minutes of every meeting to each institution.
- The Board will receive reports from the various learning centers offering academic programs and will monitor and review the performance of each center against agreed upon criteria.
- The Board will be empowered to raise matters relating to academic quality with all local centers.
- The Board shall monitor and review student academic performance and make recommendations on how performance might be improved. These may include advice on resources and staff development.
- The Board will take cognizance of the need to satisfy the expectation of the National Quality Assurance Agencies in each country.
- The Board will take cognizance of any issues relating to teaching staff and advise management accordingly.

### **Composition of the Academic Board**

- There will be a minimum of five members which are reappointed annually.
- Academic qualifications will require a member to be doctoral prepared with college or university teaching experience.
- The Board will be chaired by the Vice President for Academic Affairs for Adam International University.

# **ADAM INTERNATIONAL UNIVERSITY**

## **Educational Programs**

### **Developmental Courses**

DEV 001 Developmental English I

DEV 002 Developmental English II

DEV 003 Developmental Math I

DEV 004 Developmental Math II

DEV 005 Developmental Reading I

### **Diploma and Certificate Programs**

#### **Diplomas awarded in:**

1. Certified Nurse Aide
2. Patient Care Technician
3. Medical Billing and Coding

#### **Certificate is awarded in:**

1. Certified Management Accounting (CMA)

### **Certified Nurse Aide**

Adam International University has followed the Georgia Health Partnership guidelines in developing this curriculum. The Certified Nurse Aide (CNA) program will exceed the state requirements of 85 hours. The CNA program will be 128 hours.

#### **Certified Nurse Aide**

**CNA 100** Certified Nurse Aide 128 hours (Including 30 hours of clinical)

### **Patient Care Technician**

The Patient Care Technician program will exceed state requirement for instructional time.

#### **Medical Terminology:**

**MDA 101** Introductory Medical Terminology

**MDA 102** Advanced Medical Terminology

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## **Patient Care**

PAC 100 Introduction to Patient Care I

PAC 110 Patient Care Theory I

PAC 112 Patient Care Skills I

## **Health Education**

HED 100 Basic Life Support for Health Care Providers

HED 115 Introduction to Medical Ethics and Law

## **Health Sciences**

SCI 100 Survey of Anatomy & Physiology

## **Medical Billing and Coding**

The Medical Billing and Coding program will include approximately 48 hours of classroom courses (preparation for patient interaction).

## **Computer**

MIS 102 Principles of Computer Applications

## **Health Science**

SCI 110 Anatomy and Physiology – Body Structures

SCI 120 Anatomy and Physiology – Organs and Systems

## **Careers**

MED 110 Learning Framework

MED 112 Career Exploration/Planning

## **Medical Billing and Coding**

MEC 101 Medical Coding – Current Procedures and Terminology

MEC 102 Medical Coding – International Classification of Diseases

MEC 103 Medical Coding – Healthcare Common Procedure Coding System

MBC 110 Medical Billing and Reimbursement

MBC 111 Medical Billing Coding Certification Review

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**MBC 112** Medical Billing and Coding Internship

## **Medical Terminology**

**MDA 101** Medical Terminology

## **Medical Office**

**MDA 125** Medical Office Procedures

**MDA 130** Medical Insurance Procedures

**HED 115** Introduction to Medical Ethics and Law

# ADAM INTERNATIONAL UNIVERSITY

## Associate Degree Programs

### Associate of Science Degrees Awarded In:

#### Criminal Justice

- Business Administration

## General Education Requirements for Associate Degrees

**Humanities** (Choose one course PHI 120 or PHI 122) (12 Credits Total)

\*PHI 120 Ethics for Today's World

\*PHI 122 Introduction to Philosophy

ENG 102 Basic Composition I Required

ENG 104 Basic Composition II Required

ENG 106 Speech Required

**Mathematics** (Choose one course) (3 Credits Total)

MAT 103 College Mathematics

MAT 112 Quantitative Methods

**Science** (Choose one course) (4 Credits Total)

SCI 101 General Biology

SCI 102 General Biology Lab (One Credit)

SCI 105 Introduction to Geology

SCI 106 Introduction to Geology Lab (One Credit)

**Social Science** (Choose two courses) (6 Credits Total)

PSY 150 Introduction to Psychology

PSY 213 Conflict Resolution

SOC 122 Introduction to Sociology

**Total General Education Hours = 25 Credit Hours in Associate Degree**

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## **Courses - Criminal Justice Associate Degree**

The Associate Degree major in Criminal Justice prepares individuals for jobs in Criminal Justice and related occupations.

**CMJ 120** Introduction to Criminal Justice

**LAW 125** Criminal Procedure

**CMJ 140** Introduction to Corrections

**CMJ 150** American Courts

**CMJ 160** Ethics for Criminal Justice

**CMJ 210** Justice for Juveniles

**CMJ 220** American Police

**CMJ 230** Crime and Criminal Typologies

**CMJ 275** Private and Industrial Security

**LAW 307** Criminal Law

**CMJ 315** White Collar Crime

**CMJ 330** Parole to Probation

Our two tier criminal justice program gives students a choice to opt out after two years with an associate degree and be able to find respectable positions in criminal justice. The curriculum designed so all courses in the associate degree will apply towards a Bachelor's Degree in criminal justice.

### **Law Enforcement**

- Local law enforcement jobs usually do not require a degree. In fact, most city, county and state police only require a high school diploma. However many government organizations recognize that officers with degrees demonstrate higher level of performance and professionalism. As a result, these employees are often encouraged to earn a two year degree. By having two year degree law enforcement, employees can more easily advance to higher levels within these organizations.
- In many cases there is a trend for municipalities to have higher preference for hiring candidates who have at least a two year degree. This degree can also translate into a higher starting salary and other compensation benefits.
- Federal law enforcement jobs and state bureaus of investigation usually require at least a four year degree. A two year degree can be the first step to earning a four year degree for those who aspire to these jobs.

### **Courts**

- Many municipal courts do not require a degree to work in local court clerk offices.
- However, as in law enforcement jobs, a two year degree may help with advancements, salary and other compensation benefits.

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## **Corrections**

- Most entry level corrections positions do not require a degree. However to become a supervisor or to occupy other positions of leadership, a two year degree is often required.
- State and federal probation and parole officers are required to have at least a four year degree. The two year degree is a step towards obtaining the required four year degree.

## **Law School**

- The Criminal Justice track will provide an excellent foundation for students interested in pursuing a Law degree.

Students can opt out with an Associate's Degree or they can continue on to complete the Bachelor's degree in Criminal Justice.

## **Courses - Business Administration Associate Degree**

The Business Administration Major is designed for individuals who want a broad based background in business.

**MKG 101** Principles of Marketing  
**BUS 102** Principles of Management  
**BUS 103** Introduction to Business Administration  
**ECO 121** Principles of Macroeconomics  
**ECO 122** Principles of Microeconomics  
**MIS 141** Introduction to Spreadsheets  
**BUS 201** Management Theories and Practice  
**ACT 211** Principles of Financial Accounting  
**ACT 212** Principles of Managerial Accounting  
**MAT 248** Statistical Concepts  
**BUS 261** Human Resource Management  
**LAW 351** Business Law

**ADAM INTERNATIONAL UNIVERSITY**  
**PROSPECTS FOR ADAM INTERNATIONAL**  
**UNIVERSITY GRADUATES WITH AN ASSOCIATE'S**  
**DEGREE IN BUSINESS ADMINISTRATION**

Our Associate's Degree in Business Administration prepares graduates to begin or advance their careers in the business world, if the student for personal reasons is initially seeking a terminal degree. However, our Associate's Degree in Business Administration can also be a major step and provide significant incentives for the student to continue his/her studies in pursuit of a bachelor's degree.

Adam International University's associate's degree in business administration is designed to prepare program graduates for basic management and administrative roles in private, public and nonprofit organizations. Many will find employment as management trainees or managers in the sales or retail industries. Others will find opportunities to enter the job market as:

- Business Administration
- Health Care Administration
- Human Resources
- Information Systems

Lastly, with an Associate's Degree in Business Administration, our graduates will qualify for basic management and administrative roles in private, public and nonprofit organizations. Many graduates will find employment as management trainees or managers in the sales or retail industries. Others will find opportunities to enter the job market as:

- Project Assistants
- Office Managers
- Technology-Oriented Support Specialists

Those graduates who are interested in pursuing a Bachelor's Degree in Business Administration please see statement entitled "Prospects for Adam International University Graduates with a Bachelor's Degree in Business Administration."

# **ADAM INTERNATIONAL UNIVERSITY**

## **Bachelor Degrees**

### **General Education Program Goals and Objectives**

General Education at Adam International University contributes to the mission of providing professional education by: developing and enhancing competencies in communication and computer technology; providing essential general knowledge in the sciences, mathematics, humanities and the social sciences; promoting the assimilation, synthesis and application of knowledge; developing the skills needed to assess the ethical and practical consequences of actions; and integrating these skills and areas of knowledge to promote life-long learning.

### **General Education Outcomes**

Assessment processes used at Adam International University provide valuable information that allows us to make data-driven decisions and to improve programs. To gather this data on student learning, each program has determined the assessment tools it will use and when these will be administered. As students, you will continue to be assessed and evaluated in your courses, and you will also participate in assessment activities designed to help us as a college provide effective and relevant learning experiences.

Students become quite familiar with classroom assessment through courses that they have taken. Written tests, course projects, portfolios, program projects, practical examinations, oral presentations and cumulative exams are common in many classes. Adam International University student outcomes assessment plan is based on the college's commitment to improve the quality of teaching and learning across the institution by evaluating, on a regular basis how well students meet the defined educational and career goals.

### **Bachelor of Science Degrees Awarded In:**

- Business Administration (International Emphasis)
- Business Administration
- Management
- Marketing
- Banking & Finance
- Criminal Justice

### **Graduates will be able to:**

1. Communicate appropriately for a range of purposes and audiences
2. Apply analytical and critical thinking skills to solve problems, contrast personal positions and evaluate alternative philosophies
3. Interpret and use numerical information
4. Apply mathematical models and methods in problem solving
5. Apply the scientific method in decision making
6. Articulate ethical considerations in decision making
7. Investigate global issues and diverse cultures and environments as they have developed over time

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8. Evaluate the impact and importance of the arts, humanities and sciences on culture and human progress
9. Demonstrate technological literacy
10. Demonstrate information literacy

## Conditions to be Met for Bachelor Degrees

### To earn a Bachelor's degree you must:

1. Complete a minimum of 120 semester hours
2. Meet the 30 credit general education requirement
3. Successfully complete a major
4. Achieve a cumulative grade point average of at least 2.00 on a 4.00 scale
5. Achieve a minimum 2.00 grade point average in the major
6. Complete a minimum of 30 semester hours at Adam International University

## General Education Requirements for Bachelor Degrees

### **Humanities**

***(15 Credits Total)***

PHI 120 Ethics for Today's World	Required
PHI 122 Introduction to Philosophy	Required
ENG 102 Basic Composition I	Required
ENG 104 Basic Composition II	Required
ENG 106 Speech	Required

### **Mathematics** (Choose one course)

***(3 Credits Total)***

MAT 103 College Mathematics
MAT 112 Quantitative Methods

### **Science** (Choose one course & Lab)

***(4 Credits Total)***

SCI 101 General Biology
SCI 102 General Biology Lab (one Credit)
SCI 105 Introduction to Geology
SCI 106 Introduction to Geology Lab (One Credit)

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## **Social Science**

(9 Credits Total)

**PSY 150** Introduction to Psychology

**PSY 213** Conflict Resolution

**SOC 122** Introduction to Sociology

***Total Minimum General Education Hours = 30 Credit Hours***

Electives

Electives for all majors can come from any other course in the university catalog or from transfer courses.

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## **Bachelor Degree**

### **Business Administration**

#### **(International Emphasis) B.S. Degree**

The Business Administration (International Emphasis) Major is designed for individuals who want a broad based background in international business. There are 72 credits in the Business Administration (International Emphasis) International students studying in the United States are required to complete a business internship/curricular practical training (CPT) for a minimum of 12 credits.

- MKG 101** Principles of Marketing
- ECO 121** Principles of Macroeconomics
- BUS 102** Principles of Management
- BUS 103** Introduction to Business Administration
- BUS 200** Introduction to International Business
- ACT 211** Principles of Financial Accounting
- BUS 241** Business Internship
- BUS 242** Business Internship
- BUS 243** Business Internship
- BUS 244** Business Internship
- MIS 245** Information Systems –Managers
- MAT 248** Statistical Concepts
- BUS 261** Human Resource Management
- BUS 267** Money and Banking
- LAW 350** Constitutional Law
- BUS 344** Working with Diverse Population
- LAW 351** Business Law
- BUS 381** International Finance
- BUS 390** International Trade
- BUS 391** Special Topics
- BUS 393** International Trade Applications
- MKG 402** International Marketing
- LAW 411** International Law
- BUS 424** Business Administration Capstone

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## **Courses for Business Administration B.S. Degree**

The Business Administration Major is designed for individuals who want a broad based background in business (60 Credits in Business Administration Major). The business internship 244 is highly recommended for all students.

- MKG 101** Principles of Marketing
- BUS 102** Principles of Management
- ECO 121** Principles of Macroeconomics
- ECO 122** Principles of Microeconomics
- MIS 245** Information Systems for Managers
- BUS 201** Management Theories and Practice
- ACT 211** Principles of Financial Accounting
- ACT 212** Principles of Managerial Accounting
- BUS 244** Business Internship
- MAT 248** Statistical Concepts
- BUS 261** Human Resource Management
- BUS 321** Organizational Policy and Ethics
- BUS 322** Decision Making and Problem Solving
- LAW 351** Business Law
- BUS 359** Corporate Financing
- BUS 401** Production Management
- MKG 402** International Marketing
- LAW 411** International Law
- BUS 424** Business Administration Capstone
- BUS 450** Business Policy

Our Bachelor's Degree in Business Administration will equip graduates with the necessary background and tools to build a successful career as a leader in a wide range of business industries. Our graduates will gain a well-rounded business education and be armed with a comprehensive understanding of business management, technological knowledge and interpersonal skills.

Our curriculum in the Bachelor's Degree in Business Administration covers management principles and practices such as organizational leadership, people management, strategic planning and business-oriented computer applications. Students can also expect their program to include an introduction to core business subjects like accounting, finance, information technology and marketing. "Adam International University's bachelor's degree in business administration is designed to prepare program graduates for an array of leadership positions and other advanced roles in private, public and nonprofit organizations. Graduates will be ready to work across industries in positions such as:

# **ADAM INTERNATIONAL UNIVERSITY**

- Business Analyst
- Human Resources Generalist
- Operations Manager
- Marketing Specialist

## **Courses for Management B.S. Degree**

The major in management is designed for those individuals who expect to be in a management position in business or industry. (48 Credits in Management Major)

**MKG 101** Principles of Marketing  
**BUS 102** Principles of Management  
**ECO 121** Principles of Macroeconomics  
**ECO 122** Principles of Microeconomics  
**BUS 201** Management Theories and Practice  
**ACT 211** Principles of Financial Accounting  
**ACT 212** Principles of Managerial Accounting  
**MIS 245** Information Systems for Managers  
**MAT 248** Statistical Concepts  
**BUS 261** Human Resource Management  
**BUS 301** Applied Business Systems  
**BUS 344** Working with Diverse Populations  
**BUS 345** Strategies for Motivation  
**LAW 351** Business Law  
**BUS 359** Corporate Finance  
**BUS 415** Management Cases Capstone

## **Courses for Marketing B.S. Degree**

The major in marketing prepares individuals for jobs in marketing and marketing related occupations. (51 Credits in Marketing Major)

**MKG 101** Principles of Marketing  
**ECO 121** Principles of Macroeconomics  
**BUS 201** Management Theory and Practice  
**ACT 211** Principles of Financial Accounting  
**ACT 212** Principles of Managerial Accounting  
**MIS 245** Information Systems for Managers  
**BUS 261** Human Resource Management

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**MAT 248** Statistics Concepts  
**BUS 304** Consumer Behavior  
**MKG 328** Salesmanship  
**MKG 329** Retail Marketing  
**BUS 331** Advertising  
**MKG 333** Marketing Research  
**LAW 351** Business Law  
**BUS 359** Corporate Finance  
**BUS 383** Business Ethics  
**MKG 402** International Marketing

## **Courses for Banking & Finance B.S. Degree**

The major in Banking & Finance prepares individuals for jobs in Banking & Finance related occupations.  
(54 Credits in Banking & Finance Major)

**MKG 101** Principles of Marketing  
**ECO 121** Principles of Macroeconomics  
**ECO 122** Principles of Microeconomics  
**BUS 201** Management Theory & Practice  
**BNF 201** Fundamentals of Banking  
**ACT 211** Principles of Financial Accounting  
**ACT 212** Principles of Managerial Accounting  
**MAT 248** Statistical Concepts  
**MIS 245** Information Systems for Managers  
**BUS 304** Consumer Behavior  
**BNF 308** Banking Operations & Risk Analysis  
**BNF 310** Portfolio and Security Analysis  
**LAW 350** Constitutional Law  
**LAW 351** Business Law  
**BUS 359** Corporate Finance  
**BNF 405** Financial Statement Analysis  
**BNF 411** International Financial Institutions & Markets  
**BNF 413** Wealth Management

# **ADAM INTERNATIONAL UNIVERSITY**

## **Courses for Criminal Justice B.S. Degree**

The major in Criminal Justice prepares individuals for jobs in Criminal Justice and related occupations. (63 Credits in Criminal Justice Major)

- CMJ 120** Introduction to Criminal Justice
- LAW 125** Criminal Procedure
- CMJ 140** Introduction to Corrections
- CMJ 150** American Courts
- CMJ 160** Ethics for Criminal Justice
- CMJ 200** Study of Criminology
- CMJ 210** Justice for Juveniles
- CMJ 220** American Police
- CMJ 275** Private and Industrial Security
- CMJ 300** Study of Criminal Investigations
- LAW 307** Criminal Law
- CMJ 315** White Collar Crime
- CMJ 325** Criminal Justice Research Methodology
- CMJ 330** Parole to Probation
- CMJ 340** Internship I for Criminal Justice
- CMJ 410** Terrorism
- CMJ 440** Corporate Level Security
- CMJ 455** Gangs
- CMJ 460** Organized Crime
- CMJ 475** Investigation for the Crime Scene
- CMJ 480** Capstone for Criminal Justice

## **Electives in Criminal Justice**

- CMJ 230** Crime and Criminal Typologies
- CMJ 245** Issues Today in Criminal Justice
- CMJ 305** Criminal Analysis
- LAW 350** Constitutional Law
- CMJ 310** History of Corrections
- CMJ 320** Criminal Justice Seminar

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- CMJ 350** GIS/Crime Mapping
- CMJ 355** Management and Administration for Criminal Justice
- CMJ 400** Criminal Justice Systems Comparative
- CMJ 420** Fraud Examination I
- CMJ 430** Fraud Examination II
- CMJ 450** Issues in Corrections
- CMJ 490** Internship II for Criminal Justice

# **ADAM INTERNATIONAL UNIVERSITY**

## **Graduate Degrees**

### **Requirements for the General Masters in Business Administration Degree**

Conditions to be met for Master in Business Administration Degree:

1. Complete a minimum of 39 semester hours
2. Complete the required MBA courses
3. Achieve a cumulative grade point average of at least 3.00 on a 4.00 scale with no grade below a "C" 2.00
4. Complete a minimum of 21 semester credits at Adam International University

The General MBA is a 13 course, 39 credit hour program. Each three credit course will comprise 45 hours of instruction. Students must achieve a 3.0 overall GPA to graduate. Only A, B and C grades will apply toward the degree.

#### **ALL COURSES ARE THREE SEMESTER CREDIT HOURS**

**BUS 501** Business Diagnostics and Performance

**BUS 502** Financial Management

**BUS 503** Applied Business Economics

**BUS 504** Strategic Marketing and Customer Service

**BUS 506** Ethics in Corporate Governance

**BUS 507** Leadership in Action

**BUS 508** Strategic Thinking and Business Modeling

**BUS 509** Global Business Environment

**BUS 510** Global Marketing

**BUS 517** Corporate Finance

**BUS 520** Management of Information Systems

**LAW 535** Employment Law

**BUS 536** Advanced Financial Accounting and Reporting Issues

# **ADAM INTERNATIONAL UNIVERSITY**

## **Executive Masters in Business Administration**

### **Educational Goals and Objectives of the Program:**

The 21<sup>st</sup> Century decision maker, especially post *September 11<sup>th</sup>*, has to cope with new risks and unprecedented uncertainties. Such radical changes have destroyed many conventional paradigms, made irrelevant conventional management practices, and made obsolete many traditional personal skills. The 21<sup>st</sup> Century executive must master new competencies and global literacy's. A different philosophy of learning is required and a different mentoring culture is thus necessary.

### **The Core Focus**

In responding to the challenges of such an orderly world of chaos and complexity, the Executive Masters in Business Administration (EMBA) will focus on the following nine core areas that are essential for developing successful global executive leadership:

- Envisioning the future
- Crafting the strategy options
- Designing the right structure
- Nurturing the culture of performance
- Leading and innovating change
- Fostering customer intimacy
- Networking and mapping the alliance strategy
- Creating the sustainable advantage
- Ethical management for all stakeholders

### **The Learning Approach**

Adam International University's EMBA program aims to produce executive leaders who would be well-grounded in enduring qualities that focus on creativeness and innovativeness in managing businesses in the global context.

The learning approach emphasizes conceptual and experiential learning. Complementing the case study method is a practice of action learning in a team context. This transforms the classroom learning environment into the real business world context of problem solving and opportunity management. The eclectic use of philosophical tools enhances the development of the executive with a questioning mind.

Adam International University's EMBA is designed to: have a thorough grasp of the competitive business context and operating environment; use theories to solve real world problems and not the mere understanding of theories as intellectual concepts; improve the executive's ability to respond to critical challenges and managing paradoxes and not just learn management fads; address managerial issues and business in the global context; focus on long range strategic issues and not just the short term ad hoc problems; and develop competence in the cognitive and behavioral skills for leadership and learning.

# **ADAM INTERNATIONAL UNIVERSITY**

## **The Outcomes**

Adam International University's EMBA nurtures executives to manage the responsibility of success. We aim to ensure that Adam International University EMBA graduates will have the following outstanding leadership qualities and managerial capabilities:

- Versatility to hold many responsible positions in any organization
- Adaptability to succeed in global and multicultural contexts
- Alertness to sense changes and critical turning points
- Confidence to lead teams
- Ability to innovate changes
- Boldness to think unconventionally
- Willingness to learn continuously
- Willpower to achieve
- Courage to be held accountable
- The ethical sense to share success

## **Faculty Qualifications**

Faculty is selected based on their academic preparation and work experience. Only individuals with a MBA or appropriate Master's Degree based on content expertise will be used. Individuals prepared at the doctoral level will be expected to teach 40 to 50 percent of the courses.

## **Writing Style**

Students will be required to use *The Chicago Manual of Style* and student papers must be in this format.

# **ADAM INTERNATIONAL UNIVERSITY**

## **Requirements for an EMBA Degree:**

### **Executive Masters in Business Administration Degree:**

1. Complete a minimum of 36 credit hours
2. Complete the required EMBA core and emphasis or the general EMBA curriculum
3. Achieve a cumulative grade point average of at least 3.00 on a 4.00 scale with no grade below a "C" 2.00
4. Complete a minimum of 24 credits at Adam International University
5. Demonstrate ability to meet financial obligation

The EMBA is a twelve course, 36 credit hour program. Each three credit course will comprise 45 hours of instruction. Students must achieve a 3.0 GPA. Only A, B and C grades apply toward the degree. Instruction will be in English except in China and Taiwan where courses can be taught in Chinese. The faculty will be bilingual (English and Chinese). When the course is taught in Chinese the American Syllabus and outcomes will be taught. American text books will be used with texts translated into Chinese.

## **EMBA Sequence of Courses**

**BUS 501** Business Diagnostics and Performance

**BUS 502** Financial Management

**BUS 503** Applied Business Economics

**BUS 504** Strategic Marketing and Customer Service

**BUS 505** Human Capital Management

**BUS 506** Ethics in Corporate Governance

**BUS 507** Leadership in Action

**BUS 508** Strategic Thinking and Business Modeling

## **Marketing Concentration/Emphasis**

**BUS 509** Global Business Environment

**BUS 510** Global Marketing

**BUS 511** Product Development and Innovation

**BUS 512** Retail Marketing including E-Marketing

## **Global Business Concentration/Emphasis**

**BUS 509** Global Business Environment

**BUS 510** Global Marketing

**BUS 513** Managing Alliance Strategy

# **ADAM INTERNATIONAL UNIVERSITY**

**BUS 514** International Finance

## **Finance Concentration/Emphasis**

**BUS 515** Global Financial Management

**BUS 516** Risk Management and Portfolio Analysis

**BUS 517** Corporate Finance

**BUS 518** Financial Institutions

## **IT Management Concentration/Emphasis**

**BUS 519** IT Security

**BUS 520** Management of Information Systems

**BUS 521** Technology Management

**BUS 522** Information Technology for Management

## **Project Management Concentration/Emphasis**

**BUS 523** Project Management

**BUS 524** Project Finance and Budgeting

**BUS 525** Managing Project Teams

**BUS 527** Operations Management

## **Nursing Concentration/Emphasis**

**NUR 505** Issues in Aging and Mental Illness

**NUR 510** Strategies for Nursing and Health Care

**NUR 551** Innovations and Change in Health Care

**NUR 571** Hospital Administration and Medical Care Law

## **Requirements for the Masters in Business**

### **Administration Degree**

*(Program for International students in America)*

#### **Educational goals and objectives of the program:**

Adam International University offers an MBA program with a mandatory business internship (also called Curricular Practical Training - CPT) requirement for international students. Under the mandatory CPT program MBA students can start work during the first semester and continue through the degree program. This program allows students to work up to 40 hours per week in "practical training" jobs for which they are paid regular wages. If more than 20 hours are worked per week it will reduce Optional Practical Training after graduation.

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Adam International University's unique MBA program provides an education that combines academic study with practical experience. The "curriculum related" employment is a practical application directed towards the student's academic course of study. The business internship students are paid for their work experience, which is supervised and evaluated by both the employer and university CPT program advisor. This program gives students an opportunity to test skills learned in the classroom and expand their knowledge through related work experience. Students are able to obtain valuable hands-on experience in real work environments.

Adam International University, in conjunction with many North American business firms, will assist qualified students in obtaining an education that will equip them with the skills necessary to compete in the global market.

## **The Outcomes**

Adam International University's MBA with a required internship for international students nurtures aspiring executives to manage the responsibility of success. We aim to ensure that the Adam International University MBA graduate will have the following outstanding leadership qualities and managerial capabilities:

- Versatility to hold many responsible positions in any organization
- Ability to enter the workplace at a higher level
- Adaptability to succeed in global and multicultural contexts
- Alertness to sense changes and critical turning points
- Confidence to lead teams
- Ability to innovate changes
- Boldness to think unconventionally
- Willingness to learn continuously
- Willpower to achieve
- Courage to be held accountable
- The ethical sense to share success

## **Faculty Qualifications**

Faculty is selected based on their academic preparation and work experience. Only individuals with an MBA or appropriate Master's Degree based on content expertise will be used. Individuals prepared at the doctoral level will be expected to teach 40 to 50 percent of the courses.

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## Writing Style

Students will be required to use *The Chicago Manual of Style* and student papers will be required to be in this format.

### Conditions to be met for Master in Business Administration Degree:

#### (Program for International Students):

1. Complete a minimum of 42 semester hours
2. Complete a mandatory two year business internship
3. Complete the required MBA courses
4. Achieve a cumulative grade point average of at least 3.00 on a 4.00 scale with no grade below a "C" 2.00
5. Complete a minimum of 27 semester credits at Adam International University

The MBA is a fourteen course, 42 semester credit hour program, which includes 12 semester credit hours of mandatory Curricular Practical Training experience called Business Internships. Each three credit course will comprise 135 hours of internship. Students must achieve a 3.0 GPA. Only A, B, and C grades apply toward the degree.

All Courses Are Three Semester Credit Hours

**BUS 501** Business Diagnostics & Performance

**BUS 502** Financial Management

**BUS 503** Applied Business Economics

**BUS 504** Strategic Marketing and Customer Service

**BUS 507** Leadership in Action

**BUS 510** Global Marketing

**BUS 517** Corporate Finance

**BUS 520** Management of Information Systems

**LAW 535** Employment Law

**BUS 536** Advanced Financial Accounting & Report Issues

**BUS 541** Business Internship

**BUS 542** Business Internship

**BUS 543** Business Internship

**BUS 544** Business Internship

# ADAM INTERNATIONAL UNIVERSITY

## Course Descriptions

### *Developmental Courses*

#### **DEV 001 Developmental English I**

This course addresses sentence-level problems in writing including complete sentences, sentence fragments, subject-verb agreement, verb tense, pronoun reference and agreement, and basic punctuation. Students write sentences, and later paragraphs, to correct these problems.

#### **DEV 002 Developmental English II**

This English course is designed to advance the students' writing skills. The aim of this course is to prepare the students for TASP and college writing. The students will study professional and peer writing samples, the composing techniques of different modes of writing, and grammar, usage, and mechanics. Special emphasis is placed on paragraph construction in the context of essay writing.

#### **DEV 003 Developmental Math I**

Course Description: A course covering the fundamental operations on whole numbers, fractions, mixed numbers and decimals; ratios; percentages; electronic calculators and consumer topics. The course is intended to provide a thorough review of basic skills needed in future mathematics courses and in applied fields.

#### **DEV 004 Developmental Math II**

Course Description: This course includes the following topics: graphing linear and quadratic functions, rational exponents, solving absolute value and quadratic inequalities, solving radical equations of lines and solving linear equations and systems of linear equations.

#### **DEV 005 Developmental Reading I**

Course Description: This course is designed to strengthen the student's reading skills and provide strategies necessary for reading and learning effectively in the general education and area of concentration courses. Emphasis is placed on vocabulary development and comprehension, including inferences, main ideas, and context clues. Enrollment is determined by the student's placement score. This course does not apply toward credit hours needed to graduate in any program.

# **ADAM INTERNATIONAL UNIVERSITY**

## **Diploma Programs**

- Certified Nurse Aide
- Patient Care Technician
- Medical Billing and Coding

### ***Certified Nurse Aide Course Description***

#### **CNA 100 Certified Nurse Aide**

Course Description: This course introduces the student to the fundamentals of nursing. This course will prepare the successful student to sit for the Georgia State Nursing Assistant Registry Exam. The state of Georgia requires all Nursing Assistants to be certified in order to qualify for employment as a CNA. The course consists of 98 hours of training in the classroom and our well-equipped clinical lab. There will be 30 hours of training at a clinical site such as a nursing home or hospital for a total of 128 hours. Training consist of classroom, lecture, multimedia source, guest speakers, and hands on practice. The student will, at all times, be supervised, guided, and mentored by the instructor, a Registered Nurse.

### ***Health Education***

#### **HED 100 Basic Life Support for Health Care Providers**

Course Description: This course will train students how to recognize and respond to life-threatening emergencies such as heart attack, cardiac arrest, respiratory arrest and foreign-body airway obstruction (choking). Students will learn to recognize heart attack and stroke in adults, and breathing difficulties in children. Students will also learn the CPR techniques for victims of all ages, including ventilation with barrier devices, use of an automated external defibrillator (AED), and relief of foreign-body airway obstruction.

#### **HED 115 Introduction to Medical Ethics and Law**

Course Description: This course will presents basic legal and ethical issues related to the patient care. Topics will include confidentiality, Health Insurance Portability and Accountability Act (HIPAA), standard of care for nurse aides, negligence, criminal and civil divisions of law, privileged communication in medical records, and ethics. Upon successful completion of this course, students will be able to utilize legal terminology and respond ethically to situations that arise in the workplace.

### ***Health Sciences***

#### **SCI 100 Survey of Anatomy & Physiology**

Course Description: This course will present an integrated approach to the human body through the lifespan. Topics will include the structural makeup and function of each body system and the organic process of living organisms. Upon successful completion of this course, students will be able to separate

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and identify the parts of the human body to ascertain their position, anatomy, and function as well as to determine healthy organic processes and the effects of aging and poor health throughout the lifespan.

## ***Patient Care Technician Course Descriptions***

### ***Medical Terminology***

#### **MDT 101 Medical Terminology**

Course Description: This course covers the pronunciation, spelling, and usage of medical terms and abbreviations. The studies will help students to build a medical vocabulary through an understanding of root words denoting body structures, prefixes, suffixes and body functions.

#### **MDT 102 Advanced Medical Terminology**

Course Description: This course continues the study of the pronunciation, spelling, and usage of medical terms and abbreviations. Topics will include building medical terms using word roots, suffixes, prefixes, and combining forms. Emphasis will be placed on medical abbreviations, definitions, pronunciation and spelling of terms. Upon successful completion of this course, students will be able to use medical terms and abbreviations as well as pronounce medical terminology.

### ***Patient Care***

#### **PAC 100 Introduction to Patient Care Technician I**

Course Description: This course will introduce the students to the field of patient care as professional Patient Care Technicians (PCT). Topics will include: personal care skills basic, patient care technician knowledge and skills – learning how to administer care for the overall physical, social and mental healthcare well-being of the patients.

#### **PAC 110 Patient Care Technician Theory I**

Course Description: The Patient Care Technician Theory curriculum will provide students with the necessary information for patient care technician's long and short-term services taking into consideration patient lifespan challenges.

#### **PAC 112 Patient Care Skills I**

Course Description: The Patient Care Technician Skills course will provide students with the necessary information for patient care technician's long and short-term services, taking into consideration the multitude of patient lifespan challenges.

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## ***Health Education***

### **HED 100 Basic Life Support for Health Care Providers**

Course Description: This course will train students to recognize and respond to life-threatening emergencies such as heart attack, cardiac arrest, respiratory arrest and foreign-body airway obstruction (choking). Students will learn to recognize heart attack and stroke in adults, and breathing difficulties in children. Students will also learn the CPR techniques for victims of all ages, including ventilation with barrier devices, use of an automated external defibrillator (AED), and relief of foreign-body airway obstruction.

### **HED 115 Introduction to Medical Ethics and Law**

Course Description: This course will presents basic legal and ethical issues related to the patient care. Topics will include confidentiality, Health Insurance Portability and Accountability Act (HIPAA), standard of care for nurse aides, negligence, criminal and civil divisions of law, privileged communication in medical records, and ethics. Upon successful completion of this course, students will be able to utilize legal terminology and respond ethically to situations that arise in the workplace.

## ***Health Sciences***

### **SCI 100 Survey of Anatomy & Physiology**

Course Description: This course will present an integrated approach to the human body through the lifespan. Topics will include the structural makeup and function of each body system and the organic process of living organisms. Upon successful completion of this course, students will be able to separate and identify the parts of the human body to ascertain their position, anatomy, and function as well as to determine healthy organic processes and the effects of aging and poor health through the lifespan.

## ***Computer***

### **MIS 102 Principles of Computer Applications**

Course Description: This course will present the skills to help the student reach optimal keyboarding operation and data entry to meet entry-level employment opportunities requiring this skill.

## ***Health Science***

### **SCI 110 Anatomy and Physiology – Body Structures**

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Course Description: This course will focus on the study of the structure and function of the human body. Topics include the cells and tissues, integumentary, skeletal, muscular, and nervous systems, and the special senses.

## **SCI 120 Anatomy and Physiology – Organs and Systems**

Course Description: This course will focus on the study of the structure, function and dysfunction of the digestive, respiratory, circulatory, urinary, endocrine, and male and female reproductive organs and systems.

## ***Career Development***

### **MED 110 Learning Framework**

Course Description: This course will focus on the practical models for adult learning. Experimentation with various learning models and application of study strategies based upon the models will result in students developing a personal learning approach matched to their preferences and strengths.

### **MED 112 Career Exploration/Planning**

Course Description: This course will prepare students for a successful career search. Topics include practicing the decision-making process, market research, job search skills such as completing applications, writing letters of application, developing and using resumes, interviewing skills, and networking.

## ***Medical Billing and Coding***

### **MEC 101 Medical Coding – Current Procedures and Terminology**

Course Description: This course is an introduction to the Current Procedural Terminology (CPT). The CPT coding system released by the American Medical Association, is a systematic listing and coding of procedures and services performed by physicians. Emphasis will be placed on coding accuracy.

### **MEC 102 Medical Coding – International Classification of Diseases**

Course Description: This course will introduce the student to the International Classification of Diseases (ICD). The ICD is a set of guidelines for reporting and coding diseases and/or diagnosis terms for illnesses, injuries, and encounters with health care professionals. Emphasis is placed on coding accuracy and specificity using this system.

### **MEC 103 - Medical Coding – Healthcare Common Procedure Coding System**

Course Description: This course is designed to advance the student in the medical coding system with a strong focus on accurate evaluation and management coding, as well as introducing the student to the Healthcare Common Procedure Coding System (HCPCS).

### **MBC 110 Medical Billing and Reimbursement**

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Course Description: This course will advance the student into the process of billing and collections, as well as reimbursement and auditing/appeals. Emphasis is placed on proper billing and collection techniques, filing claim forms, claim rejections, adjustments and overall reimbursement concepts.

## **MBC 111 Medical Billing Coding Certification Review**

Course Description: This comprehensive course is designed to prepare Medical Billing and Coding students for the certification exam.

## **MBC 112 Medical Billing and Coding Internship**

Course Description: In cooperation with participating local medical offices, insurance companies, and Certified Professional Coders, the advanced student is assigned to a specific location and serves a minimum of 135 hours practicing the responsibilities and duties of a Certified Billing and Coding/Reimbursement Specialist.

## ***Medical Terminology***

### **MDA 101 - Medical Terminology**

Course Description: This course covers the pronunciation, spelling, and usage of medical terms and abbreviations. The studies will help students to build a medical vocabulary through an understanding of root words denoting body structures, prefixes, suffixes and body functions.

### **MDA 102 - Medical Terminology**

Course Description: This course continues the pronunciation, spelling, and usage of medical terms and abbreviations. The studies will further the develop student's medical vocabulary through an understanding of root words denoting body structures, prefixes, suffixes and body functions.

### **MDA 125 - Medical Office Procedures**

Course Description: This course will introduce the student to the administrative routines of a medical office. There will be role-playing with medical terminology utilized for records management, appointment scheduling, receptionist duties, and telephone techniques.

### **MDA 130 - Medical Insurance Procedures**

Course Description: This course will enable the student to accurately define insurance terms and abbreviations and will introduce the student to simulation exercises with filing and billing procedures.

### **HED 115 – Introduction to Medical Ethics and Law**

Course Description: This course will presents basic legal and ethical issues related to the patient care. Topics will include confidentiality, Health Insurance Portability and Accountability Act (HIPAA), standard of care for medical billing and coding, negligence, criminal and civil divisions of law, privileged communication in medical records, and ethics.

# **ADAM INTERNATIONAL UNIVERSITY**

## **Undergraduate Course Descriptions**

### **Division of Liberal Arts & Science**

#### ***Accounting***

##### **ACT 211 Principles of Financial Accounting**

Course Description: Accounting is the language of business. This course concentrates on basic accounting concepts beginning with the accounting cycle and includes the development and analysis of financial statements of a business organization. The emphasis is on the use of financial information for decision making purposes. 3 credits

##### **ACT 212 Principles of Managerial Accounting**

Course Description: This course emphasizes the use of accounting data by management. It examines budgeting, costing systems, cost-volume-profit relationships and performance evaluation measures. An annual report will be analyzed and evaluated to see how financial and other information is displayed and used for decision-making purposes. Prerequisite: ACC 211. Prerequisite: ACCT 211 or Instructor's permission. 3 credits

#### ***Communications***

##### **COM 110 Hunting and Holding a Job**

Course Description: This course teaches the fundamentals of employment. This course focuses on writing a resume, cover letter, reference page and thank you letters. Using a hands-on approach, students will learn productive job searching techniques, interviewing, networking and job skills. Simulated interviewing sessions will be conducted. 3 credits

##### **COM 200 Introduction to Communications Studies**

Course Description: This course is an introduction to major theoretical, critical, research and pedagogical issues in human communication. Students will learn the basic principles of communication, and the importance of communication in their everyday and business lives. 3 credits

##### **COM 314 Team Building**

Course Description: In this course, students will learn: formation, socialization and identity, team problem solving, individual and collective motivation, conflict and power, learning and team development, and group liabilities. 3 credits

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## ***English***

### **ENG 102 Basic Composition I**

Course Description: This course is designed to improve the student's speaking, writing and listening skills through practical reading, writing, listening and speaking assignments. Particular emphasis is placed on the writing of sentences, paragraphs and essays as well as the construction and presentation of short speeches. 3 credits

### **ENG 103 Writing for Business**

Course Description: This course will introduce students to writing business reports and other common forms of business communication. *Prerequisite: ENG 102 or Instructor's permission.* 3 credits

### **ENG 104 Basic Composition II**

Course Description: This course is designed as a continuation of Composition I. Emphasis is placed on the practical application skills through group discussions, persuasion, business writing, the mass media and literature. *Prerequisite: ENG 102 or Instructor's permission.* 3 credits

### **ENG 106 Speech**

Course Description: This course will increase the ability of students to make clear effective speeches, including research, speech organization, presentation and extemporaneous speaking. 3 credits

## ***Sciences***

### **SCI 101 General Biology**

Course Description: This is an introduction to fundamental biological topics. The course will consist of five units: introduction, biology today, cells, genetic evolution, and diversity and ecology. Series of topics will be distributed under each of the five units.

3 credits

### **SCI 102 General Biology Lab**

Course Description: This component of the Biology course introduces laboratory procedures and techniques involving the process of scientific investigation including making observations, devising techniques, and drawing conclusions. Students will gain practical experience in the investigative process and develop critical thinking skills. The General Biology Lab will be supported by *SimBio* Software that produces inquiry driven laboratories for biology education. Seven laboratory experiences will be present during a term. These laboratory experiences are: Darwinian Snails, Flowers and trees, Diffusion, Osmosis, Mitosis and Meiosis, Barnacles and Tides, Niches and Competitive Exclusion. 1 credit

### **SCI 105 Introduction to Geology**

Course Description: The course will include such topics as: composition earth streams, groundwater, glaciers, wind, and waves, rocks and minerals, volcanoes, earthquakes, plate tectonics and environmental hazards. 3 credits

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## **SCI 106 Introduction to Geology Lab**

Course Description: This is a virtual introductory geology lab supported by geology online labs. Geology labs on line were invented in 1999 to develop web based activities to change the learning and teaching of earth science. There are three 2 week labs. The title of the 2 week labs are: geological dating, earthquakes and metrics and river discharge and river flooding. The remaining two weeks of the geological labs will involve the students in writing and presenting a geological topic of their choice on geological dating, earthquakes and metrics, and river discharge and river flooding. 1 credit

## ***Law***

### **LAW 125 Criminal Procedure**

Course Description: This course examines the principles, processes and procedures utilized by the criminal justice system to determine the guilt or innocence of individuals accused of a crime. Further, the course will introduce the student to the factors involved in determining the punishments of those convicted of crimes. Topics include the legal concepts such as “due process”, “Miranda” rights and other steps of criminal proceedings, investigation, and punishment.

### **LAW 307 Criminal Law**

Course Description: This course is an introduction to substantive and procedural criminal law, including practical problems faced by paralegals and entry-level legal assistants. The course will also examine current events and introduce the student to terms, concepts, principles and tasks helpful to entry-level employees in criminal practice.

### **LAW 350 Constitutional Law**

Course Description: This course presents a broad overview of the relationship between the United States Constitution and the American Legal System. The course will focus on terms and concepts related to basic and overarching principles of constitutional law, including an examination of Amendments to the Constitution and the political landscape surrounding the enactment of the Amendments.

### **LAW 351 Business Law**

Course Description: This course will be an introduction to the nature and sources of law, and the methods by which laws are made. Students will study basic principles of contract law and property law as the foundations for business enterprise. Students will examine topics such as: commercial paper, secured transactions, bankruptcy, professional liability, malpractice, and related topics. *Prerequisite: Upper class status or Instructor's permission.* 3 credits

### **LAW 411 International Law**

Course Description: This course will provide students with the necessary legal knowledge they will need to successfully carry out international business transactions. The legal aspects of international business transactions will be discussed and analyzed. Topics will include: dispute settlement, multinational enterprise operations, contract law, patent, copyrights, trade mark protection, taxation, financing, foreign investment, banking and insurance. *Prerequisite: MKG 101.* 3 credits

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## ***Mathematics***

### **MAT 103 College Mathematics**

Course Description: Topic areas to be covered in the course will include: basic algebra review, number system, mathematical system of linear equation and matrices, linear inequalities, probability, descriptive statistics, and probability distribution, and, mathematics of finance. 3 credits

### **MAT 112 Quantitative Methods**

Course Description: This course will provide students, especially those with a focus on business administration, with a mathematics background needed for higher level, business-related courses such as Math 248 (Statistical Concepts). Topics covered include: a brief review of algebra, linear programming, basic probability (read and interpret various graph formats, calculating the mean, median and mode of data sets) and determine the probability of an event. *Prerequisite: MAT 103 or Instructor's permission.* 3 credits

### **MAT 248 Statistical Concepts**

Course Description: This course will examine simple probability models, random variables, discrete and continuous distributions, sampling, elementary hypothesis test and the power of a test, as well as application of probability to statistical methods. *Prerequisite: MAT 103 or Instructor's permission.* 3 credits

### **MAT 261 Elementary Statistics**

Course Description: This course will provide an introduction to basic statistical usage in business management problem solving. Investigation into current research models is stressed and interpretations emphasized. Students will use microcomputers to complete appropriate problem-solving solutions. *Prerequisite: MAT 103 or Instructor's permission.* 3 credits

## ***MIS/ Computer Science***

### **MIS 102 Principles of Computer Applications**

Course Description: This course will present the skills to help the student reach optimal keyboarding operation and data entry to meet entry-level employment opportunities requiring this skill.

### **MIS 142 Introduction to Databases**

Course Description: This course is designed to introduce students to theory and utilization of database management systems in organizations, including searching, sorting, reporting and maintenance. 3 credits

### **MIS 245 Information Systems for Managers**

Course Description: This course is a review of both business information and the systems used to organize and store data. With emphasis on the practical and relevant, students will be coached on how a manager assesses and shares common business information using modern computer networks. The student will learn to apply the principles of management information systems to the solution of business problems. *Prerequisite: MIS 141 or Instructor's permission.* 3 credits

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## ***Philosophy***

### **PHI 120 Ethics for Today's World**

Course Description: This course will include major ethical positions and assumptions regarding questions of freedom, choice, obligation, and conflicts in contemporary moral conduct, values, and reasoning as applied to the business world. 3 credits

### **PHI 122 Introduction to Philosophy**

Course Description: This course will introduce students to central philosophical themes, including the mind/body problem, the existence of God, ethical problems, the nature of reality. 3 credits

## ***Sociology***

### **SOC 122 Introduction to Sociology**

Course Description: This course provides a broad overview of sociology and how it applies to everyday life. Major theoretical perspectives and concepts are presented, including sociological imagination, culture, deviance, inequality, social change, and social structure. Students will also explore the influence of social class structures and social institutions, such as the family, religion, education, healthcare, government, economy, and environment.

### **SOC 141 Culture and Society**

Course Description: This course explores the role of people in their social environment through a multicultural perspective. Basic premises of the social sciences are incorporated into discussions of cultural artifacts, values, beliefs, and customs. Racial, ethnic, and other multicultural issues are related to institutions and organizations. 3 credits

## ***Psychology***

### **PSY 150 Introduction to Psychology**

Course Description: This course provides a broad introduction to the field of psychology, one of the social sciences. Students will be introduced to a range of topics that offer insight into human thought and an action, including what motivates us to study human behavior, ethical decisions, problem solving, and theories on memory, learning, intelligence, and personality. This course will highlight the use of critical thinking and the application of the concepts. This course will draw on practical psychological concepts related to your personal and professional relationships. 3 credits

### **PSY 213 Conflict Resolution and Problem Solving**

Course Description: Students will build on previously learned interpersonal relationship skills. Confrontation problem solving, goal setting, and evaluation strategies will be explored. Emphasis will be placed on individual and group facilitative relationships in the professional workplace. 3 credits

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## **Division of Business**

### ***Business Administration***

#### **BUS 102 Principles of Management**

Course Description: This course will offer an introduction to key concepts for the design and management of organizations. This course is designed to give students an overview of business administration. 3 credits

#### **BUS 103 Introduction to Business Administration**

Course Description: This course introduces the various aspects of business operations. Specific areas include marketing, purchasing, finance, personnel, production, quantitative controls, and the physical factors associated within an organization. 3 credits

#### **BUS 200 Introduction to International Business**

Course Description: The course will introduce the practice of business. Concentration will be placed on terminology and the functioning of business using real world settings and their holistic nature as a guide for understanding. Functional areas of management, marketing, accounting, and finance will be seen, heard, and understood as a part of the total fabric of business. Videotapes of the on-site intensive experience will be used in the classroom as well as computer technology to reinforce course outcomes. 3 credits

#### **BUS 201 Management Theory and Practice**

Course Description: In this course, students will learn about decision-making under uncertainty, linear programming, waiting line models, game theory, and will implement simulation using a project life cycle development time line. Discussions will focus on management styles. 3 credits

#### **BUS 238 Principles of Financing**

Course Description: This course is designed to survey the field of finance and provide the foundation for more advanced finance coursework. Topics included will be: sources of business and financial information, financial statement analysis, the time value of money, the nature and measurement of risk, financial institutions, investments, and corporate finance. 3 credits

#### **BUS 241 Business Internship**

Course Description: This is the first Business Internship of a four Business Internship series. Business internship 241 is the basic Business Internship that will focus on the basic opportunity of the successful business organization. The enrolled student is required to keep a daily or weekly log of his/her observations and comments regarding: How the business functions organizational Behaviors and structure human resource management, accounting and budgeting, business indices, payroll, research and development(optional), planning, health benefits, policy, and marketing.

#### **BUS 242 Business Internship**

Course Description: This is the second undergraduate internship of a four business internship series. Business internship 242 intermediate that will focus on two of the business issues, ( human resource management, organizational behavior and structure accounting and budget, business indices, payroll, research and development, policy, and marketing), conduct an in depth field study report on these issues twice during the internship to the faculty member and the site supervisor.

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## **BUS 243 Business Internship**

Course description: A planned curricular practical theory (CPT) undergraduate internship program providing students an opportunity to learn by receiving training and experience in a successful business. The course provides an opportunity for students to use classroom knowledge with successful business opportunities. The internship linking of classroom knowledge to the application of two identified successful business operations is the fundamental goal of this internship.

## **BUS 244 Business Internship**

Course Description: The final business internship/CPT course is designed to provide international students with hands-on experience in the work place of American business. The students will use their reports on classroom knowledge to link to business operations that can be used to apply to a current successful business opportunity. Students will publish these classroom applications of knowledge to analyze and report a successful business practice. The goal of the internship is to develop an annual conference on business knowledge and successful opportunities. The internship must meet a minimum of 135 hours.

## **BUS 261 Human Resource Management**

Course Description: This course is an introduction to the strategic planning and implementation of human resource management, including staffing, development, appraisal, and rewards. Prerequisite: BUS 102 or Instructor's permission. 3 credits

## **BUS 267 Money and Banking**

Course Description: This course will present both classical and contemporary issues in the theory of money, banking, and financial institutions. Topics to be covered will include: theories of money demand and money supply, the gold standard, the structure of central banks and the Federal Reserve system, the relationship between money supply and overall economic activity, the theoretical and practical aspects of monetary policies and money creation, the efficacy of fiscal policies versus monetary policies, and the role the Federal Reserve plays in economic stabilization. 3 credits

## **BUS 301 Applied Business Systems**

Course Description: The primary focus of this course will stress the use and application of established and proven business systems. This course is designed to provide an understanding of group dynamics, cross-functional business applications, individual coaching/mentoring, strategic planning, and the integration of current technological applications in the organization. Prerequisite: MIS 245 or Instructor's permission. 3 credits

## **BUS 304 Consumer Behavior**

Course Description: This course will explore the individual differences, cultural and social factors, and situational variables that impact attitude formation and change, learning, decision making, and the behavior of consumers. Emphasis will be placed on how to use this information to develop marketing strategies. Prerequisite: MKG 101 or Instructor's permission. 3 credits

## **BUS 321 Organizational Policy and Ethics**

Course Description: This course will examine the social, ethical, legal, economic, equity, environmental, public policy, and political influences on managerial decisions and strategies. Prerequisite: MKG 101 or Instructor's permission. Prerequisite: BUS 201 or Instructor's permission. 3 credits

## **BUS 322 Decision Making and Problem Solving**

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Course Description: This course will be a hands-on introduction to modeling and solving typical business problems employing commonly used techniques and software tools. 3 credits

## **BUS 331 Advertising**

Course Description: This course is designed as a study of the creative functions of advertising in print and broadcast. Students will develop advertisements, including all visual and verbal elements, to develop creative ability and critical judgment. *Prerequisite: MKG 101 or Instructor's permission.* 3 credits

## **BUS 344 Working with Diverse Populations**

Course Description: This course will be a historical and economic review diverse participation in the United States workforce. Students will analyze contemporary diversity cases, and become more aware of biases that are common in the business world. *Prerequisite: BA 102 or Instructor's permission.* 3 credits

## **BA 345 Strategies for Motivation**

Course Description: This course will focus on motivational strategies in human behavior. Students will review the major theories that lend insight to motivation and behavior from a physiological, cognitive, social, environmental, and learning standpoint. *Prerequisite: MKG 101 or Instructor's permission.* 3 credits

## **BUS 415 Management Cases Capstone or Business Internship/CPT**

Course Description: This is the capstone for management majors. The purpose of the course is to integrate all prior learning in management, related coursework and workplace experiences. Students will be expected to develop a power point presentation around a management case. *Prerequisite: Sr. Status and/or completed all previous required degree courses.* 3 credits

## **BUS 424 Business Administrative Capstone**

Course Description: This course is intended to be a challenging capstone course for the business student, and as such will integrate and build upon the knowledge and skills you have acquired through your previous coursework. Unlike other business courses that concentrate narrowly on a particular function or aspect of business (accounting, finance, marketing, operations, human resources, or information systems), strategic management is a "big picture" course. It cuts across the whole spectrum of business and management. The center of attention is the total enterprise (the industry and competitive environment in which it operates), its long-term direction and strategy, its resources and competitive capabilities, and its prospects for success. 3 credits

## **BUS 450 Business Policy**

Course Description: Policy is the study of the functions and responsibilities of senior management. This course is designed to study an organization from the perspective of top management, particularly the crucial issues that impact the success of the total enterprise, the decisions that determine the direction of the organization and the strategies adopted that shape its future. The problems of policy in business, like those of policy in public affairs, have to do with choosing purposes, molding organizational identity and character, continuously defining the priorities, and mobilizing resources for the attainment of goals in the face of competition and/or adverse circumstances. The course will exam the principal concerns of top business officials, including the complex relationships that need to be managed, the strategies to be formulated, and the environments that need to be navigated. This focus on the tasks of the top management will draw upon the interactions among the different functional areas to which the student will

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have already been introduced in earlier courses (e.g., management, marketing, finance, accounting, information systems). 3 credits

## **LAW 351 Business Law**

Course Description: This course will be an introduction to the nature and sources of law, and the methods by which laws are made. Students will study basic principles of contract law and property law as the foundations for business enterprise. Students will examine topics such as: commercial paper, secured transactions, bankruptcy, professional liability, malpractice, and related topics. *Prerequisite: Upper class status or Instructor's permission.* 3 credits

## **BUS 353 Operations Management**

Course Description: This course will discuss the fundamental principles of operation in both private and public sector organizations. Topics will include: productivity and quality, supply chain management, job design, forecasting location and layout strategies, goods and services design, material requirements planning, capacity planning, inventory management, and linear programming. *Prerequisite: BA 102 or Instructor's permission.* 3 credits

## **BUS 359 Corporate Financing**

Course Description: This course will provide students with an understanding of financial valuation, investments, risk-return, trade-offs, and capital structure decisions. *Prerequisite: ACT 211 or Instructor's permission.* 3 credits

## **BUS 381 International Financing**

Course Description: This course will focus on four main areas of international finance: (1) key economic theories, (2) various financial instruments for risk management (3) exchange risk management, and (4) international financing and investment issues. *Prerequisite: ACT 211 or Instructor's permission.* 3 credits

## **BUS 383 Business Ethics**

Course Description: Students will learn a consideration of important ethical issues; e.g., the definition of the good or the conflict of duties; why ethics is so important in today's business relationship. *Prerequisite: MKG 101 or Instructor's permission.* 3 credits

## **BUS 390 International Trade**

Course Description: This course will cover basic tools to understand what determines the flow of goods across countries in international trade, and what determines the flow of savings and investments from one country to another in international finance. Also covered will be applications to topics of current interest to include: the debate on globalization, free trade agreements, the U.S. current account deficit, and the medium run prospects for exchange rates. *Prerequisite: ECO 121 & ECO 122 or Instructor's permission.* 3 credits

## **BUS 391 Special Topics**

Course description: The focus will be on various topics in national or International business. *Prerequisite: Instructor's permission.* 3 credits

## **BUS 393 International Trade Applications**

Course Description: This course will focus on techniques and procedures involved in successfully carrying out export and import transactions. Topics will include: the "language of international trade," INCO terms,

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payment terms, trade barriers, export licensing, pricing, order handling, insurance, international collections, and international transportation. Documentation for import and export, as well as customs clearance procedures will be examined in detail. Students will be expected to use both computer technology in support of course outcomes, as well as understand its application in the export/import environment. *Prerequisite: MKG 101 or Instructor's permission. 3 credits*

## **BUS 401 Production Management**

Course Description: This course will focus on: aggregate production planning procedures, disaggregating methods in hierarchical production planning, master production scheduling, material requirements planning, lot-sizing, and capacity planning. Production and operations management tools and principles such as, Just-in-Time, PERT/CPM and Total Quality Control, that are critical to the success of any business in a competitive marketplace, will be examined. *Prerequisite: BUS 102 or Instructor's permission. 3 credits*

## **BUS 402 International Marketing**

Course Description: This course will focus on a study of the scope, differences, and opportunities in international marketing, importing, and exporting procedures. Students will learn techniques for trading and investing abroad. *Prerequisite: MKG 101 or Instructor's permission. 3 credits*

## **BUS 403 Global Pollution and Industrial Policy**

Course Description: In this course, students will be made aware of the many forms of pollution that affect our planet and ways to reduce pollution from various industries. The class project will be to develop proposed policies for industries to follow to reduce and control pollution. 3 credits

## **LAW 411 International Law**

Course Description: This course will provide students with the necessary legal knowledge they will need to successfully carry out international business transactions. The legal aspects of international business transactions will be discussed and analyzed. Topics will include: dispute settlement, multinational enterprise operations, contract law, patent, copyrights, trade mark protection, taxation, financing, foreign investment, banking and insurance. *Prerequisite: MKG 101. 3 credits*

## **BUS 415 Management Cases Capstone or Business Internship/CPT**

Course Description: This is the capstone for management majors. The purpose of the course is to integrate all prior learning in management, related coursework and workplace experiences. Students will be expected to develop a power point presentation around a management case. *Prerequisite: Sr. Status and/or completed all previous required degree courses. 3 credits*

## **BUS 424 Business Administrative Capstone**

Course Description: This course is intended to be a challenging capstone course for the business student, and as such will integrate and build upon the knowledge and skills you have acquired through your previous coursework. Unlike other business courses that concentrate narrowly on a particular function or aspect of business (accounting, finance, marketing, operations, human resources, or information systems), strategic management is a "big picture" course. It cuts across the whole spectrum of business and management. The center of attention is the total enterprise (the industry and competitive environment in which it operates), its long-term direction and strategy, its resources and competitive capabilities, and its prospects for success. 3 credits

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## **BUS 450 Business Policy**

Course Description: Policy is the study of the functions and responsibilities of senior management. This course is designed to study an organization from the perspective of top management, particularly the crucial issues that impact the success of the total enterprise, the decisions that determine the direction of the organization and the strategies adopted that shape its future. The problems of policy in business, like those of policy in public affairs, have to do with choosing purposes molding organizational identity and character, continuously defining the priorities and mobilizing resources for the attainment of goals in the face of competition and/or adverse circumstances. The course will examine the principal concerns of top business officials including the complex relationships that need to be managed, the strategies to be formulated, and the environments that need to be navigated. This focus on the tasks of the top management will draw upon the interactions among the different functional areas to which the student will have already been introduced in earlier courses (e.g., management, marketing, finance, accounting, information systems).

## **POL 145 Introduction to American Government: Current Events**

Course Description: This course will introduce the student to local, national, and international events shaping the world in which we live. Emphasis is placed on becoming aware of the role of the American government in everyday life.

## **LAW 350 Constitutional Law**

Course Description: This course presents a broad overview of the relationship between the United States Constitution and the American Legal System. The course will focus on terms and concepts related to basic and overarching principles of constitutional law, including an examination of Amendments to the Constitution and the political landscape surrounding the enactment of the Amendments.

## ***Banking and Finance***

### **BNF 201 Fundamentals of Banking**

Course Description: This course is designed to provide students with an overview of the history, purpose and function of banking. Students will focus on how banks serve the financial needs of individuals, businesses, and government in today's competitive environment. Comparisons will be made between the financial services offered through traditional banking institutions versus the financial intermediaries (mutual funds, insurance, etc.) 3 credits

### **BNF 267 Money and Banking**

Course Description: This course studies the impact on business planning due to changes in macroeconomics brought about through actions of central banks using a project orientation in order to simulate real world business decisions. 3 credits

### **BNF 308 Banking Operations and Risk Analysis**

Course Description: This course is designed as a further study of the concepts and practices in banking under the theme of risk management. Students will investigate some of the risks of banking including risks in: credit, liquidity, interest rate, market, operations, and sovereign and solvency risks. Students will

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become proficient in using techniques for managing assets and liabilities. *Prerequisite: BNF 201 or Instructor's permission.* 3 credits

## **BNF 310 Investment and Portfolio Analysis**

Course Description: This course concentrates on the analysis of financial investments with emphasis on portfolio analysis. Topics covered include asset allocation decisions, asset pricing models macroanalysis and microevaluation. Additional topics covered are derivative security analysis and evaluation of portfolio performance. 3 credits

## **BNF384 Financial Marketing**

Course Description: In this course, students will have an opportunity to apply corporate financial management tools and theories to real world business problems. Working in small groups, students address issues involved with financial forecasting and planning, capital budgeting, capital structure, stock and bond sales, and working capital management. *Prerequisite: Instructor's permission.* 3 credits

## **BNF 405 Financial Statement Analyses**

Course Description: This course will present the concepts and techniques of financial analysis as employed by the external users of financial statements of publicly traded companies that are prepared according to the Generally Accepted Accounting Principles. The objective of the course is for students to learn how to utilize accounting information in making investing, lending, and other managerial decisions. *Prerequisite: ACT 211 or Instructor's permission.* 3 credits

## **BNF 411 International Financial Institutions & Markets**

Course Description: Students will learn an introduction to money and capital international markets, financial intermediation, and bank and non-bank financial institutions as they relate to the supply and demand of loan able funds. 3 credits

## **BNF 413 Wealth Management**

Course Description: This course will offer a detailed study of Comprehensive Wealth Management and issues, key tactics, organizational issues, and case studies ranging from client relationships to prospecting for new clients to develop centers of influence. The 13 Wealth Management issues will help develop concerns, and solutions, and case study analysis. *Prerequisite: BUS 359 or Instructor's permission.* 3 credits

## ***Economics***

### **ECO 121 Principles of Macroeconomics**

Course Description: This course is designed as an introduction to macroeconomics. Students will learn analysis of forces that determine the level of aggregate economic activity. 3 credits

### **ECO 122 Principles of Microeconomics**

Course Description: This course will detail the allocation of resources and distribution of income within various market structures, with emphasis on analytical tools. 3 credits

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## ***Criminal Justice***

### **CMJ 120 Introduction to Criminal Justice**

Course Description: This course will introduce the main components of the criminal justice system, police, courts, and corrections. The course will examine the functions of these components and their interrelationships and will take a critical look at problems in the criminal justice system. 3 credits

### **CMJ 140 Introduction to Corrections**

Course Description: This course presents a general overview of corrections in the United States. Topics include jails and prisons, institutional procedures, recent innovations, and the future of corrections. Students will also study the historical and philosophical foundations of incarceration in America. 3 credits

### **CMJ 150 American Courts**

Course Description: This course examines the judicial process with a focus on the structure and function of the courts. Other topics include judicial selection and behavior, prosecution, jury system, and the role of lawyers in American society. 3 credits

### **CMJ 160 Ethics for Criminal Justice**

Course Description: This course will focus on the range of ethical theories and their application to criminal justice employees within the criminal justice settings. Upon successful completion of the course, the student will be able to: trace the historical foundation of ethical behavior in criminal justice, explain how cultures determine moral behaviors, know the differences between moral and ethical behavior, explain the police to crime control strategists, role of corrections and the role of the courts in community corrections, define police subculture, and identify modern day policing issues. 3 credits

### **CMJ 200 The Study of Criminology**

Course Description: This course will examine the nature and extent of crime in the United States. Topics will include: criminal personalities, criminal deviant behavior, theories of causation, and principles of prevention, control and treatment. Upon successful completion of the course, the student will be able to: identify the three sources of measuring criminal behavior, recognize the positive effects of early intervention for juvenile offenders, analyze various cultural disparities in the criminal justice system, explain relevant theories of crime prevention, document national statistics related to crime cycles, media misrepresentation, and theories of deviance, and know that criminal justice is the fastest growing academic discipline in America. *Prerequisite: CMJ 140 or Instructor's permission.* 3 credits

### **CMJ 210 Justice for Juveniles**

Course Description: This course will provide an in-depth analysis of the theories of delinquency, environmental issues, juvenile justice issues, and the juvenile justice system. Objective, up-to-the-minute presentation of juvenile delinquency theory and juvenile justice policy issues will be discussed. The class will examine opposing sides of controversial aspects of delinquency and delinquency programs in a balanced, unbiased way. 3 credits

### **CMJ 220 American Police**

Course Description: The evolution of modern law enforcement in the United States is the principle focus of this class. The roles of police officers will be emphasized and police functions within various environments examined. The course will also study the attitudes of the public toward police and the police subculture.

*Prerequisite: CMJ 140 or Instructor's permission.* 3 credits

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## **CMJ 230 Crime and Criminal Typologies**

Course Description: This course will examine the total hierarchy of crime from serious crimes against people to victimless white-collar crimes. The purpose will be to show the traditional attitudes toward offenses and offenders relevant to correctional procedures. Upon successful completion of the course, the student will be able to: describe the psychological risk factors in juvenile crime, analyze human aggression and violence, trace the sociological correlations of assault and homicide, explain the demeaning aspects of sexual offenses, and identify drug crimes, economic crimes and correctional psychology. *Prerequisite CMJ 200 or Instructor's permission.* 3 credits

## **CMJ 245 Issues Today in Criminal Justice**

Course Description: This class is designed to focus on the most critical criminal justice issues in the United States today. Topics will include but will not be limited to: legalization of unlawful drugs, pornography, abortion, same-gender marriages, gun control, capital punishment, sex offender notification laws, and physician-assisted suicide. *Prerequisite CMJ 140 or Instructor's permission.* 3 credits

## **CMJ 275 Private and Industrial Security**

Course Description: This course will review the full range of internal and external industrial and private security functions and procedures. Upon successful completion of the course, the student will be able to: trace the history of private and industrial security, explain basic security goals and responsibilities, analyze security systems at work, describe procedures followed when prevention fails, and document the challenges facing the security profession in the twenty-first century. *Prerequisite CMJ 140 or Instructor's permission.* 3 credits

## **CMJ 300 the Study of Criminal Investigations**

Course Description: This course will explore the theory and scope of conducting a criminal investigation. Topics covered include duties and responsibilities of the investigator, techniques and strategies of investigation, investigative terminology, evidentiary issues, and legalities. *Prerequisite CMJ 140 or Instructor's permission.* 3 credits

## **CMJ 305 Criminal Analysis**

Course Description: This course presents a comprehensive analysis of various criminal justice systems throughout the world. Topics included will: identify trends, analyze the crime, and prevent further occurrences will be discussed. Focus will be on scanning, collecting, analyzing, and disseminating information/intelligence to reduce crime. 3 credits

## **CMJ 307 Criminal Law**

Course Description: This course is an introduction to substantive and procedural criminal law, including practical problems faced by paralegals and entry-level legal assistants. The course will also examine current events and introduce the student to terms, concepts, principles and tasks helpful to entry-level employees in criminal practice.

## **CMJ 310 The History of Corrections**

Course Description: In this course the students will examine the history of correctional systems in the U.S. Topics discussed will include: the sociology of confinement, reform movements, criminal control, institutional procedures, and future innovations in corrections. *Prerequisite CMJ 140 or Instructor's permission.* 3 credits

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## **CMJ 315 White Collar Crime**

Course Description: This course will cover a variety of subjects relating to white-collar crime, including types of fraud and white-collar offenses, major legal cases associated with the subject and jurisdictional matters with white collar offenses in the criminal justice system and private sector. *Prerequisite CMJ 140 or Instructor's permission.* 3 credits

## **CMJ 320 Criminal Justice Seminar**

Course Description: This course will provide the student with practical application of theories by introducing them to professionals in the field, exposing them to careers in criminal justice and providing them with terminology associated with the field of criminal justice. *Prerequisite CMJ 140 or Instructor's permission.* 3 credits

## **CMJ 325 Criminal Justice Research Methodology**

Course Description: This course will provide an introduction into the theory, design, collection and analysis of data in criminal justice research. *Prerequisite CMJ 140 or Instructor's permission.* 3 credits

## **CMJ 330 Parole to Probation**

Course Description: This course will introduce the student to various alternatives to incarceration in the American justice system and will feature the origins, development, and usage of probation and parole as punishment and as a deterrent to crime. *Prerequisite CMJ 140 or Instructor's permission.* 3 credits

## **CMJ 340 Internship I for Criminal Justice**

Course Description: The internship will grant students an opportunity to experience practical application of classroom information. Students will be placed in a community law enforcement agency or other criminal justice organization under the supervision of a qualified official and a faculty representative. *Prerequisite: Program Director or Advisor's permission.* 3 credits

## **CMJ 350 GIS/Crime Mapping**

Course Description: This course will examine the recent development of criminal mapping as a crucial tool of law enforcement to spot and analyze spatial patterns of crime and criminal behavior. Topics will include the powerful software technology of geographic information systems (GIS) that has taken criminal mapping to the next level. *Prerequisite CMJ 140 or Instructor's permission.* 3 credits

## **CMJ 355 Management and Administration for Criminal Justice**

Course Description: This course provides an in-depth analysis of the contemporary theories relating to administrative behavior in the correctional setting. Topics of study will include organizational cultures, structural perspectives, conflict management, value wars, and strategies for correctional success. *Prerequisite CMJ 160 or Instructor's permission.* 3 credits

## **CMJ 400 Criminal Justice Systems Comparative**

Course Description: This course will present a comprehensive analysis of how various criminal justice systems throughout the world. Topics will include: international crime control, corrections, and courts. The focus on several countries teaches the student the various styles of organization and operation of world criminal justice systems. *Prerequisite CMJ 220 or Instructor's permission.* 3 credits

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## **CMJ 410 Terrorism**

Course Description: This course will examine the causes and consequences of terrorism and the effects of "9-11" on internal security in the U.S. Topics will include homeland security, public transportation alarms, foreign travelers, and governmental response to the terrorist threat. *Prerequisite: CMJ 200.* 3 credits

## **CMJ 420 Fraud Examination I**

Course Description: This course will cover the principles and methodology of fraud detection and deterrence. This course will include the topics: skimming, cash larceny, check tampering, register disbursement schemes, billing schemes, and payroll and expense reimbursement schemes. Upon successful completion of this course, the student will be able to: have familiarity with skimming schemes, cash larceny schemes, check tampering methods, familiarity with register disbursement schemes, billing schemes and with payroll and expense reimbursement schemes. *Prerequisite: CMJ 200 or Instructor's permission.* 3 credits

## **CMJ 430 Fraud Examination II**

Course Description: This course will present principles and methodology of fraud detection and deterrence. Topics to be covered will include: inventory and other assets, fraudulent statements, fraudulent financial statements, bribery and corruption, conflicts of interest, and understanding the big picture behind occupational fraud. *Prerequisite: CMJ 420 or Instructor's permission.* 3 credits

## **CMJ 440 Corporate Level Security**

Course Description: This course will investigate the providing of security to private retail and industrial enterprises. Topics of study will include shoplifting, loss prevention, insurance recovery, inventory control, robbery, and burglary. *Prerequisite: CMJ 275 or Instructor's permission.* 3 credits

## **CMJ 450 Issues in Corrections**

Course Description: Correctional issues discussed will include penology, correctional change strategies, nontraditional correctional programs, inmate social systems, correctional reform, and the sociology of confinement. *Prerequisite: CMJ 140 or Instructor's permission.* 3 credits

## **CMJ 455 Gangs**

Course Description: This class offers an introduction to current literature and representations of street gangs in American culture. Discussions will include definition of gangs, gang membership, prison gangs, and gang criminal behavior. *Prerequisite: CMJ 140 & CMJ 200 or Instructor's permission.* 3 credits

## **CMJ 460 Organized Crime**

Course Description: This course will review organized crime, its emergence in American society, the activities of organized crime, and its relationship to other principal social institutions and components of the criminal justice system. *Prerequisite: CMJ 140 & CMJ 200 or Instructor's permission.* 3 credits

## **CMJ 475 Investigations for the Crime Scene**

Course Description: This course will explore the theory and scope of conducting a criminal investigation. Topics to be covered will include: duties and responsibilities of the investigator, techniques and strategies of investigation, investigative terminology, evidentiary issues, and legalities. *Prerequisite: CMJ 140 & CMJ 200 or Instructor's permission.* 3 credits

# ADAM INTERNATIONAL UNIVERSITY

## **CMJ 480 Capstone for Criminal Justice**

Course Description: This course is designed as a review of a variety of data relevant to the Association of Certified Fraud Examiners (ACFE) certification exam. This course is designed to better prepare students to take and pass the ACFE certification exam. *Prerequisite: Senior Status and Program Director or Advisor's Approval.* 3 credits

## **CMJ 490 Internship II for Criminal Justice**

Course Description: The practical application of classroom theory will be the focus of this course. Students will be placed in a community law enforcement agency of their choosing, under the supervision of a qualified official and a faculty representative. This field experience will be the culmination of the student's curriculum in criminal justice. *Prerequisite: Senior Status and Program Director or Advisor's permission.* 3 credits

## ***Marketing***

### **MKG 101 Principles of Marketing**

Course Description: This course will provide an introduction to: customer behavior and research, service/product development, and pricing and promotion in diverse and international marketing contexts. Course will include common principles of marketing, creating and building customer value, pricing and promotional strategies, and effective product placement strategies. 3 credits

### **MKG 328 Salesmanship**

Course Description: Students will learn the principles underlying the sales process and practical application of these principles to selling situations. Study of the role of selling in the total marketing process will be the focus of this course. *Prerequisite BUS 304 or Instructor's permission.* 3 credits

### **MKG 329 Retail Marketing**

Course Description: This course will focus on a study of the institutions of: retailing, retailing research, selection of store location and layout, retail organizational structure, and merchandise planning and management. There will be an evaluation of: retail store image, promotion, retail pricing, retail strategy, and retail trends. *Prerequisite: MKG 101 or Instructor's permission.* 3 credits

### **MKG 333 Marketing Research**

Course Description: This course will focus on research approaches, methods, and applications. Students will use a formal approach to problem-solving for marketing decisions. Topics will include: research design, attitude measurement, data sources, collection, and analysis of a real-world marketing research project. *Prerequisite: Junior standing or Instructor's permission.* 3 credits

### **MKG 402 International Marketing**

Course Description: This course will focus on a study of the scope, differences, and opportunities in international marketing, importing, and exporting procedures. Students will learn techniques for trading and investing abroad. 3 credits

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## **Graduate Course Descriptions**

### ***EMBA***

#### **BUS 501 Business Diagnostics and Performance**

Course Description: This course will introduce the Theory of Constraints Approach to Business Diagnostics. Various case studies from a wide range of industries examining many organizations will enable students to apply the framework and readily identify problems in organizations in order to allow action to be taken to improve the business prospects. 3 credits

#### **BUS 502 Business Accounting and Finance**

Course Description: This course has been designed for students who have not previously studied accounting and finance courses. The main focus of this course will be on the understanding and application of accounting and financial information. Specific areas that will be considered are: generally accepted accounting principles underlying the accounting process, analysis of business performances and decisions, and limitations of financial statements. 3 credits

#### **BUS 503 Applied Business Economics**

Course Description: This course will introduce the fundamentals of microeconomic and macroeconomic principles relevant to the business world. It will expound on basic theories and principles governing individual behavior and government policies and actions for practical understanding and application to businesses and professionals. Specifically, the course will focus on the decisions taken by consumers and producers based on their interactions in the market. The rationale of government actions in the economy towards the pursuit of employment, income, external trade and debt objectives will be reviewed. 3 credits

#### **BUS 504 Strategic Marketing and Customer Service**

Course Description: The market environment today is greatly influenced by many factors, such as: customers, competitive firms, advent of new technology and digitalization trends, growing mix of industry forces and increasing trend towards globalization. In this course, students will address these issues, and learn to consistently re-assess and re-evaluate company strategies and relationships with strategic customers. 3 credits

#### **BUS 505 Human Capital Management**

Course Description: This course will emphasize the interaction between strategy and human resources, as approached from a general managerial perspective. The main focus of this course will be on the strategic aspects of human resource management. Specific areas which will be considered are: mission statement, human-capital theory, strategic management, strategic planning, environmental analysis, human resource planning, strategy implementation, and principles of evaluation. 3 credits

#### **BUS 506 Ethics in Corporate Governance**

Course Description: In the wake of recent corporate scandals, the course will focus on the need for corporate governance to strike a balance between economic objectives, legal considerations and social obligations. Topics will examine the principles of corporate governance and make comparisons of practices in several countries like USA and the member nations of the Organization for Economic Co-operation and

# **ADAM INTERNATIONAL UNIVERSITY**

Development (OECD). OECD represents 31 of the world's most developed countries, and in turn serve as models for the many developing nations. 3 credits

## **BUS 507 Leadership in Action**

Course Description: This course will examine leadership as a process, rather than as a position. It will investigate leadership theories based on: power and influence, personality and attitude, fellowship, groups, teams, and the contingency theory, and will survey and analyze leadership skills. 3 credits

## **BUS 508 Strategic Thinking and Business Modeling**

Course Description: This capstone course in the development sequence of courses in management will focus on the contemporary issues in strategic thinking, entrepreneurship and change management, bringing together the previous skills and knowledge gained in the courses taken earlier. 3 credits

## **BUS 509 Global Business Environment**

Course Description: This course will be a discovery of the global environment where transnational corporations interact and transact. Structural and functional characteristics of players, such as corporations, government and background institutions will be discussed. There will be a focus on PEST analysis and the development of the trading system, FDI, foreign markets and strategies for market entry. Overall, the course will provide an overview of the impact of globalization on the new world economy. 3 credits

## **BUS 510 Global Marketing**

Course Description: This course will focus on how: firms are increasingly looking towards the global market to grow and expand their earnings, the global market continues to grow rapidly with an estimated export volume approaching 6 trillion (U.S. dollars), most economies continue to encourage exports as a means of economic growth, and how trade between nations plays a strategic role in promoting international relations. 3 credits

## **BUS 511 Product Development and Innovation**

Course Description: In this course the student will study how research has indicated that the management of new product development and innovation are critical success factors of almost all businesses, including: manufacturers or service providers, technology leaders, followers, or in mature and emerging industries. Also, student will study how improving new product development via innovation is the most cost effective and efficient means of achieving and sustaining competitive advantage in business. 3 credits

## **BUS 512 Retail and E-Marketing**

Course Description: This course will covers three specific areas of retail marketing, namely: how to attract customers into the retail environment – shop, restaurant, pub or the virtual store, how to persuade those customers to make a purchase, and how to ensure that they will revisit the outlet to make further purchases. 3 credits

## **BUS 513 Managing Alliance Strategy**

Course Description: This course will review why successful business alliances are critical to the competitive advantage of many companies. This course has been designed to enable students to understand and use alliances more effectively. 3 credits

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## **BUS 514 International Finance**

Course Description: This course will build upon the fundamental principles of international finance by examining and reviewing of recent issues and development in the literature. Topics will include: exchange rate determination, foreign exchange markets, international finance, and international arbitrage relationships. 3 credits

## **BUS 515 Global Financial Management**

Course Description: This course will build upon the principles of investment analysis and financial management, and will blend the theoretical and practical aspects of investment and financial management from a global perspective. 3 credits

## **BUS 516 Risk Management & Portfolio Analysis**

Course Description: This course will focus mainly on the analysis of financial risk management, the study of securities markets, and security analysis for portfolio planning. Among topics to be covered will be: portfolio theory, CAPM theory (measuring risk return and mean-variance efficiency), areas under risk management such as hedging, options, and future markets with the focus on multinational firms and risk management. 3 credits

## **BUS 517 Corporate Finance**

Course Description: This course will be an extension of the principle of finance, and focuses on the strategic aspects of corporate finance. Students will learn to blend both theory and practical aspects of investment and financing decisions to increase the understanding and application of corporate finance. Topics will include: CAPM theory, dividend policy, capital structure, debt, and equity finance. 3 credits

## **BUS 518 Financial Institutions**

Course Description: This course will cover a broad overview of both the domestic and international financial systems. Students will consider the economic principles of the functions of the domestic and international institutions, and will analyze the integration of financial markets and institutions, and its policy implications on global developments. Topics will include: money and capital markets, the Federal Reserve System, financial markets and instruments, monetary policy, and financial system. 3 credits

## **BUS 519 IT Security**

Course Description: This course will use a case study approach to heighten the awareness and enhance the preparedness of managers to handle security threats to information within their organization. The course will generally follow the standards for the Certified Information Systems Security Professional (CISSP) certification examination, but will take a more management-level approach. This course was not designed to be a preparation course for the CISSP. 3 credits

## **BUS 520 Management of Information Systems**

Course Description: This course will review information systems (IS) from a manager's perspective. The course has been designed to challenge the student to understand the practical implications of information systems and increase their awareness of the potential problems as well and the benefits that come with such projects. This course aims to be an up to date subject that can be of immediate practical use to the student in the workplace. 3 credits

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## **BUS 521 Technology Management**

Course Description: This course takes a case study approach to the management of technology. The course will cover ten specific areas where lessons can be learned as to ascertain the skills and techniques for successful technology management through examining and analyzing the successes and failures of others. 3 credits

## **BUS 522 Information Technology for Management**

Course Description: This course will be an introduction to Information Technology and Computer-based Information Systems for managing enterprises, organizations and projects. The course will use a case study approach to heighten the awareness of managers and also incorporates a number of practical exercises to enhance the students understanding of their role as managers in I.T. strategy formation and implementation. 3 credits

## **BUS 523 Project Management**

Course Description: This course will offer a holistic and fundamental approach to the management of projects. It will encompass a study of the risk, value, finance, procurement, business strategies, and law and information technology together with an appreciation of the soft skills necessary in the effective management of projects. Topics will include: an overview of project management, the processes and activities around 3 phases comprising the Definition Phase, the Planning Phase and the Implementation Phase, and all with an underlying emphasis on communication and management skills. 3 credits

## **BUS 524 Project Finance and Budgeting**

Course Description: This course will refer to the techniques of financing projects that are dependent on cash flows for repayment, as defined by the contractual relationships within each project. Students will study: what distinguishes project financing from conventional direct financing (rather than looking to the firm's entire asset portfolio to generate cash flow in project financing), that the project is a "distinct legal entity" and, that financing is tailored to the cash flow characteristics of the project assets. 3 credits

## **BUS 525 Managing Project Teams**

Course Description: This course will offer insights on developing and sustaining the project team throughout the project life cycle, and promoting working interdependence in an environment of mutual trust and win-win beliefs. It will emphasize: understanding the stages of team development, building strong project teams by eliminating barriers to high performance, selecting and organizing the project team for success by gaining commitment through participative decision-making, and developing a matching skill and responsibility matrix. 3 credits

## **BUS 527 Operations Management**

Course Description: This course will explain how operations management can be used to maximize customer service and competitive performance. It will show how the highly competitive global marketplace today is forcing organizations to find new and better ways to create and deliver value to customers, particularly increased customer service. It is now being recognized that, through operations management, the twin objectives of cost reduction and service enhancement can be achieved. 3 credits

## **NUR 505 Issues in Aging & Mental Illness**

Course Description: Defining the aging process and health care for the elderly will be examined in this course. How the quality of life changes for family members throughout their lifetime, and what happens if

# **ADAM INTERNATIONAL UNIVERSITY**

you become the caregiver will be discussed. New research in mental illness and the aging process will be reviewed. 3 credits

## **NUR 510 Strategies for Nursing & Healthcare**

Course Description: In this course, students will gain knowledge in evaluating and assessing skills for an individual's health during their life span. Decision-making, problem-solving, and alternatives in health care delivery systems, and the financial understanding of health care systems will be discussed. 3 credits

## **NUR 551 Innovations and Changes in Health Care**

Course Description: In this course, students will learn about: marketing strategies, new research, changes in the health care field, new medications, new computer hardware/software technology, and new equipment operations. 3 credits

## **NUR 571 Hospital Administration & Medical Care Law**

Course Description: This course will focus on the laws, rules, and regulations governing hospital administration, nurses, and medical care providers on the local, state, and federal levels. 3 credits

## **BUS 501 Business Diagnostics and Performance**

Course Description: This course will introduce the Theory of Constraints approach to business diagnostics. Various case studies from a wide range of industries examining many organizations will enable students to apply the framework and readily identify problems in organizations in order to allow action to be taken to improve the business prospects. 3 credits

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## **BUS 506 Ethics in Corporate Governance**

Course Description: Corporate governance has been a subject of hot debate in recent decades. The recent corporate failures were often attributed to incompetence, fraud and abuse of power. Hence, the recent call for transparency in decision-making and financial reporting has been responded by governments of many countries. The main focus of this course will be on how corporate governance ultimately can lead to a balance between economic and social goals, and between individual's and society's standards. 3 credits

## **BUS 507 Leadership in Action**

Course Description: This course will examine leadership as a process, rather than as a position. It will investigate leadership theories based on: power and influence, personality and attitude, fellowship, groups, teams, and the contingency theory, and will survey and analyze leadership skills. 3 credits

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## **BUS 520 Management of Information Systems**

Course Description: This course will review information systems (IS) from a manager's perspective. The course has been designed to challenge the student to understand the practical implications of information systems and increase their awareness of the potential problems as well and the benefits that come with such projects. Students will study current information that can be of immediate practical use in the workplace. 3 credits

## **LAW 535 Employment Law**

Courses Description: Employment Law provides a comprehensive analysis of federal and state laws as they affect the human resource function, including equal employment opportunity, wage/overtime payment, employment agreements, and other restrictions on management's rights. Emphasis is placed on applying employment laws to develop programs that enable organizations to be proactive in meeting both company and work force needs, with an eye to resolving workplace disputes, preventing litigation, and implementing and administering personnel policies and practices in compliance with applicable law. 3 credits

## **BUS 536 Advanced Financial Accounting and Reporting Issues**

Course Description: This course will cover financial accounting practices and theory in relation to consolidations, foreign currency transactions and financial statement translation and partnership accounting. 3 credits

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## ***Master's in Business Administration Degree (for International Students)***

### **BUS 533 International Business Environment**

Course Description: Students will examine the legal and policy issues raised by doing business internationally, as well as unique challenges in dealing with international financial markets and international accounting. The course will be integrated across business functional areas. The pedagogy will involve a mixture of lectures, workshops, case studies, and experimental learning activities. There will be special guest speakers with international business experiences to present in-class talks to the students. 3 credits

### **LAW 535 Employment Law**

This course will review how various employment related statutes and case law impact businesses today. It will include an in-depth analysis of: discrimination, harassment, various leave acts, unemployment laws, worker compensation laws and other related areas of regulation. 3 credits

### **BUS 536 Advanced Financial Accounting**

This course will cover financial accounting practices and theory in relation to consolidations, foreign currency transactions and financial statement translation and partnership accounting. 3 credits

### **BUS 541 Business Internship**

Course Description: A planned graduate internship program providing students an opportunity to learn by receiving training and experience in a business. This is the first graduate business internship of a four graduate business internship series. The goal of the business internship is to introduce the graduate student to appropriate methods for data collection and analysis of selected business operations. The graduate student will become familiar with the use of data collected and analyzed to determine decisions to be made to develop a specific business function. *The internship will have a minimum of 135 contact hours.*

### **BUS 542 Business Internship**

Course Description: This is a planned internship program that provides students an opportunity to learn and gain work experience in a business setting and relate that experience to the classroom. The goal of the internship is to review and select criteria for designing a business project as an analytical vehicle to suggest how a specific business operation can be improved. *The internship will have a minimum of 135 contact hours.*

### **BUS 543 Business Internship**

Course Description: This is a planned internship program that provides students an opportunity to learn and gain work experience in a business setting and relate that experience to the classroom. The goal of this internship is to determine how effective graduate students can use business professionals input to improve a designed project to improve a select business operation. *The internship will have a minimum of 135 contact hours.*

### **BUS 544 Business Internship**

Course Description: This is a planned internship that is based on relationship between classroom knowledge and its use to improve business operations. The goal of this internship is to identify implementation strategies that can be used to gain the acceptance of faculty business professionals. *The internship will have a minimum of 135 contact hours.*

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## **CONTINUING EDUCATION COURSE DESCRIPTIONS**

Continuing education courses can be developed to meet any individual's professional needs for employment. We will work with employers to determine training needs. Below are examples of nursing continuing education courses and activities.

### **Medical Safety Awareness Program (MSAP)**

Using our Medical Safety Awareness program (MSAP), the skilled foreign nursing candidate will create a culture of safety awareness by developing an understanding of the importance of recording critical errors through the creation of an immunity policy. We will collaborate with Medical facility's risk management team to create a Medical Safety Awareness Program (MSAP). MSAP is designed to provide the foreign medical staff an avenue to report issues of safety. 3 credits

### **Advanced Simulation Training (AST)**

Qualified Foreign Medical Professionals will be chosen from various countries to undergo an Advanced Simulation Training (AST). Advanced Simulation will include the training and evaluation of soft skills; e.g. critical thinking, decision skills team dynamics, prioritization, and workload management. Advanced Simulation will establish a standard for scenario development, application, evaluation and critique that will target the desired procedural behavioral skills. 3 credits

### **Crisis Resources Management**

Crisis Resources Management (CRM) has been designed to improve a team's effectiveness and efficiency in solving simple or complex problems. CRM is composed of six basic elements: communication, leadership, conflict resolution, decision-making, situational awareness, and resource management. Although they are separate in nature, each component works directly together to form a better team. 3 credits

### **Competency Assessments**

The purpose of a competency assessment will be to evaluate the skills of the foreign health care professional based on their knowledge derived from their foreign education and experience. An assessment will be customized to meet the specific needs of the company based on job-specific competencies, regulatory standards, and company policies. 3 credits

# ADAM INTERNATIONAL UNIVERSITY

## Tuition and Fees

### Academic Year 2010-12

Adam International University recognizes that educational expenses can be a significant factor in the decision to attend college. Adam International University's affordable tuition is one of the lowest of all independent baccalaureate colleges and universities in Georgia. In addition, many support services for students are made available at no cost.

The tuition and fees charged by the University are kept as low as possible for the benefit of students. The University offers students maximum flexibility in paying their educational expenses. Efforts are continually made to provide quality education at an affordable cost to students.

The University accepts all tuition and fees with the understanding that the student, in paying such tuition and fees, agrees to abide by all University policies and regulations, whether or not printed in this catalog, and by any decisions of the administration and faculty regarding the student's status at the University. Although every effort is made to provide accurate and up-to-date information on educational costs and fees, the University reserves the right to change its tuition, fees and charges as economic conditions warrant. Those who fail to pay accounts when due are delinquent and may be dropped from classes. Students with delinquent financial obligations will not be permitted to enroll for subsequent semesters. Past-due balances must be paid by cash, cashier's check (money order). Personal checks will not be accepted for past-due balances.

#### 2010-2012 Academic Years Undergraduate Full-Time Student Tuition

Annual Tuition (Cost per Credit Hour \$300.00).....\$9,000.00/Year

#### Meal Plan Charges:

- Board Plan, per semester.....\$TBD

#### Room Charges:

- Residence Hall, double occupancy/semester.....\$TBD
- Residence Hall, single occupancy.....\$TBD

#### 2010-2012 Academic Years Undergraduate Part-Time Student Tuition

Tuition per Credit Hour ..... \$300.00

#### Other Undergraduate Educational Costs

Registration Fee (non-refundable)..... \$25.00

Application fee (*non-refundable*)..... \$50.00

Laptop (must be webcam equipped)..... \$600.00

Technology Fee (quarterly)..... \$70.00

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College Level Examination Program (CLEP) per credit hour attempted .....	\$25.00
Adam International University Proficiency Examination (AUPE) per credit hour attempted .....	\$60.00
Competency statement evaluation per credit hour requested.....	\$70.00
Deferred tuition application fee ( <i>non-refundable</i> ).....	\$70.00
Late payment fee for deferred tuition reimbursement plan .....	\$125.00
Graduation application fee* ( <i>non-refundable</i> ).....	\$100.00
Returned Check Processing Fee .....	\$25.00

\*Penalties apply for late submissions/remittance

### 2010-2012 Academic Years Graduate Full-Time & Part-Time Student

EMBA Annual Tuition (36 Credit Hours) .....	\$14,400 / Year
EMBA Part-Time Tuition (Prorated).....	1,200.00 / 3 Cr. Course
MBA Annual Tuition (39 Credit Hours).....	\$15,600 / Year
MBA (International – CPT) (42 Credit Hours) .....	\$19,200 / Year
MBA Part-Time Tuition (Prorated) .....	\$1,200.00 / 3 Cr. Course

### Other Graduate Educational Costs

Application Fee ( <i>non-refundable</i> ).....	\$50.00
Graduation application fee* ( <i>non-refundable</i> ).....	\$100.00
Returned check processing fee .....	\$25.00
Laptop (must be webcam equipped).....	\$ 600.00
Technology Fee (quarterly).....	\$70.00

\*Penalties apply for late submissions/remittance

### International Student Educational Fees

#### New International Students

Application Fee ( <i>non-refundable</i> ).....	\$50.00
<i>(A one-time non-refundable fee to process the application)</i>	
Initial Processing fee (non-refundable) .....	\$50.00
Laptop (must be webcam equipped).....	\$600.00
Technology Fee (quarterly).....	\$70.00

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\$75 is also due upon registration. Acceptable means of payment: Visa/Amex/MasterCard/Personal Checks and Bank Wire

**\*All payments received must be in United States dollars.**

# ADAM INTERNATIONAL UNIVERSITY

## Refund Policy

Adam International University has established a refund policy related to course withdrawals, changes in a student's program of study and other extenuating circumstances. All students who do not begin or withdraw from a course of study may request a refund by completing and submitting an Add/Drop Form. Deposits and down payments are credited to a student's account as tuition payments, unless the student clearly designates the payment as an application fee or other appropriate fee.

The university operates on a semester basis. Two eight (8) week terms comprise a semester. After the commencement of classes, students who withdraw from one or more courses in a given term may be entitled to a tuition refund, if the notice of withdrawal form (Add/Drop Form) is properly submitted to the institution prior to the end of the fourth week, a refund will be paid in accordance with the following Tuition Refund Chart:

### TUITION REFUND CHART

<u>WITHDRAWAL DATE</u>	<u>PERCENT REFUND</u>
Prior to the beginning of classes	100%
Prior to end of Week 1	95%
Prior to end of Week 2	75%
Prior to end of Week 3	67%
At the end of Week 4	50%
After the start of Week 5	None

All refunds shall be paid within 30 days of the date of notification of the withdrawal. The amount to be refunded will be determined by the week during which the notice of withdrawal is submitted or the week in which the student last attends class, whichever occurs last.

An application fee is charged only once, unless the student has completed a program of study and is making application to enter an unrelated program, or if the student previously withdrew from the university, the student is not liable for any portion of the application fee. An application fee is non-refundable.

Adam International University understands that's extenuating circumstances can exist for students: such as personal injury, prolonged illness, hospitalization, death, or other circumstances that prohibits completing a course of program or study. When this type of situation arises, the university will work with the student to determine a settlement that will be fair to the student and the institution.

If Adam International University cancels or changes a program of study or courses (time or location) in such that a student who has started the program or courses is unable to continue, the university will make arrangements in a timely manner to accommodate the need of each student enrolled in the program, that will be fair to the student and the institution.

# ADAM INTERNATIONAL UNIVERSITY

## Multiple Course Attempts

A student may repeat a course for purposes of earning a higher grade in the course without prior approval. The student may not attempt a course more than twice without the approval of the appropriate Dean. The highest grade earned by the student will be used to determine the student's cumulative grade point average (cgpa). For purposes of earning academic honors, all courses attempted will be factored into the cumulative grade point average.

## Compliance with Federal Regulations

### Students Right to Know

The following information is provided in compliance with the Federal Student Right-To-Know Act of 1990. The Student Right-To-Know Act requires an institution participating in any student financial assistance program under Title IV of the Higher Education Act of 1965 to disclose graduation rates to current and prospective students. The retention rates are calculated from Fall to Fall, based on the Fall's entering class of first-time, full-time degree-seeking freshmen, in accordance with the definitions established by the Student Right-To-Know Act. It reflects the six-year cumulative graduation rate of incoming freshmen and does not include students that have transferred into our institution and have graduated. Adam International University is a new university and therefore data is not yet available for graduation rates.

### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C 1232g; 34 CFR Part 99) is a Federal Law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

**Students to whom the rights have transferred are 'eligible students.'**

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):
  - School officials with legitimate educational interest
  - Other schools to which a student is transferring

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- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Accrediting organization
- To comply with judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State Law

Schools may disclose, without consent, 'directory' information such as a student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance. However, schools must tell parents and eligible students about the request for directory information, and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible student annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260- 3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

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# ADAM INTERNATIONAL UNIVERSITY

## Directory

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