

CALIFORNIA INSTITUTE OF ADVANCED MANAGEMENT



2013-2014 CATALOG

December 21, 2013 – January 28, 2015

9550 Flair Drive Suite #500
El Monte, CA 91731
TEL: (626) 350-1500 FAX: (626) 350-1515
WWW.GOCIAM.ORG info@gociam.org

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MESSAGE FROM THE PRESIDENT

To New CIAM Students and Candidates

It is with a great deal of pride that I welcome you to the California Institute of Advanced Management (CIAM). CIAM is a non-profit graduate school offering an MBA based on the principles developed by Peter F. Drucker, known worldwide as “The Father of Modern Management.”

As will be the case with your program, Drucker emphasized application and action rather than theory alone. His principles have been tested in the real world of management around the world. His teaching concepts have been further developed and proven in many classrooms, not only in the U.S., but in China, with the Peter F. Drucker Academies of China and Hong Kong, with representation in 32 cities and over 50,000 executive graduates.

Let me outline just a few of the exciting learning methodologies integral to the program. Though we do not skip theory, the application of theory to the real world is taught in every class. In most classes, your professor will lead a discussion of how you can use the new knowledge taught on the job right away. Moreover, you will work with real businesses to apply your new skills immediately, and you will meet business executives, some of whom will come to your classroom, share their experiences, and answer your questions. Through Skype, you will meet other world-famous professors from top universities.

We learn from the case studies of exemplary successful people, like Peter Drucker himself, who transformed their lives. Developing from immigrants with limited knowledge of English to world leaders in business is an American story of success with lessons for all of us. Using this approach, you will learn how to speak confidently and clearly to fellow managers and senior executives. You will learn the correct way to find the best job openings, present yourself, interview, and negotiate effectively.

We are constantly working to improve, and we are one of the few graduate schools that require its professors to take instruction in teaching before they are allowed in the classroom, and to take additional training to constantly improve their teaching skills for your benefit.

Finally, you will find that our approach is personal and that we really care about you and your success, not only as you complete our program, but after you graduate. We know that we are only successful ourselves when you are successful.

My very best wishes for a great career at CIAM and afterwards,

Bill Cohen

**William A. Cohen, PhD, Major General, USAFR, Ret.
President, California Institute of Advanced Management**

MISSION STATEMENT AND OBJECTIVES

The mission of CIAM is to provide a flexible, affordable, and high quality education based on the principles and values of Peter F. Drucker, “the Father of Modern Management,” to enable students to immediately apply their knowledge and ability with integrity and success, and to incorporate the following specific objectives in support of our mission:

- ❖ Offer graduate degrees in Executive Management & Entrepreneurship based on the teachings of Peter Drucker
- ❖ Develop every student’s ability to communicate in both writing and speaking
- ❖ Involve every student in the real application and communication of management skills
- ❖ Provide the opportunity to interact with potential employers and professional contacts in every course
- ❖ Encourage innovative and entrepreneurial thinking in all facets of our program
- ❖ Use an advanced teaching model to enable completion of degrees in a condensed time period consistent with good learning
- ❖ Reduce classroom time where applicable through blended instruction
- ❖ Maintain affordability
- ❖ Assist every student toward career and professional success



CIAM has made every reasonable effort to determine that everything stated in this catalog is accurate. This catalog is prepared in advance of the time period it covers; therefore, changes in courses and programs offered, together with other matters contained, are subject to change without notice by the administration of CIAM.

ACADEMIC CALENDAR 2013 – 2015

Hours: **Saturdays** 8am to 12pm;
Weekday Evenings 5pm to 9pm

Cohort #2	Day of the Week	First Day of Class	Last Day of Class	Dates for Instruction	Project Wrap -Up/ No class
Term 4	Saturday	Dec. 21, 2013	Feb. 8, 2014	12/21, 1/4, 1/11, 1/18, 1/25, 2/8	2/1
	Wednesday	Dec. 23, 2013	Feb. 12, 2014	12/23, 1/8, 1/15, 1/22, 1/29, 2/12	2/5
Winter Break: 12/24/2013 to 1/3/2014 ; Break: 2/12/2014 to 2/21/2014					
Term 5	Saturday	Feb. 22, 2014	Apr. 5, 2014	2/22, 3/1, 3/8, 3/15, 3/22, 4/5	3/29
	Tuesday	Feb. 25, 2014	Apr. 8, 2014	2/25, 3/4, 3/11, 3/18, 3/25, 4/8	4/1
Break: 4/8/2014 to 4/18/2014					
Term 6	Saturday	Apr. 19, 2014	May 31, 2014	4/19, 4/26, 5/3, 5/10, 5/17, 5/31	5/24
	Wednesday	Apr. 23, 2014	Jun. 4, 2014	4/23, 4/30, 5/7, 5/14, 5/21, 6/4	5/28
Break: 6/5/2014 to 6/13/2014					
Cohort #3	Day of the Week	First Day of Class	Last Day of Class	Dates for Instruction	Project Wrap -Up/ No class
Term 1	Saturday	June 4, 2014	July 26, 2014	6/14, 6/21, 6/28, 7/12, 7/19, 7/26	7/5
	Wednesday	June 18, 2014	July 30, 2014	6/18, 6/25, 7/2, 7/9, 7/16, 7/30	7/23
Break: 7/31/2014 to 8/8/2014					
Term 2	Saturday	Aug. 9, 2014	Sept.20, 2014	8/9, 8/16, 8/23, 9/6, 9/13, 9/20	8/30
	Wednesday	Aug. 13, 2014	Sept. 24, 2014	8/13, 8/20, 8/27, 9/3, 9/10, 9/24	9/17
Break: 9/25/2014 to 10/3/2014					
Term 3	Saturday	Oct. 4, 2014	Nov. 15, 2014	10/4, 10/11, 10/18, 10/25, 11/1, 11/15	11/8
	Wednesday	Oct. 8, 2014	Nov. 19, 2014	10/8, 10/15, 10/22, 10/29, 11/5, 11/19	11/12
Break: 11/20/2014 to 12/5/2014					
Term 4	Saturday	Dec. 6, 2014	Jan. 24, 2015	12/6, 12/13, 12/20, 1/10, 1/17, 1/24	12/27, 1/3
	Wednesday	Dec. 10, 2014	Jan. 28, 2015	12/10, 12/17, 1/7, 1/14, 1/21, 1/28	12/24, 12/31
Winter Break: 12/21/2014 to 1/6/2015					

SCHEDULE OF CLASSES

Current Term (Cohort 2, Term 4)

IS501: Management of Information Systems

Type	Day	Time	Location	Instructor	Start Date	End Date
Lecture	Saturday	8am to 12pm	Room 500	Dr. Daniel Aldama	12/21/13	2/8/14

DRU501: Practicum on Applied Strategy and Research

Type	Day	Time	Location	Instructor	Start Date	End Date
Lecture	Wednesday	5pm to 9pm	Room 500	Dr. YueMing Huang	12/23/13	2/12/14

Next Term (Cohort 2, Term 5)

ACC501: Accounting For Decision Making

Type	Day	Time	Location	Instructor	Start Date	End Date
Lecture	Saturday	8am to 12pm	Room 500	Dr. Joseph Otto	2/22/14	4/5/14

BUS501: Quantitative Analysis for Decision Making

Type	Day	Time	Location	Instructor	Start Date	End Date
Lecture	Tuesday	5pm to 9pm	Room 500	Dr. Curt Duffy	2/25/14	4/8/14

HOLIDAY SCHEDULE

*Dates in the Academic Calendar may be subject to change.

Please note that our Offices as well as Campus will be CLOSED on the following Federal Holidays:

November 11, 2013 (Monday) Veteran's Day
November 28-29, 2013 (Thursday-Friday) Thanksgiving Day
December 25, 2013 (Wednesday) Christmas Day
January 1, 2014 (Wednesday) New Year's Day
January 20, 2014 (Monday) Martin Luther King Birthday
February 17, 2014 (Monday) Washington's Birthday
May 26, 2014 (Monday) Memorial Day
July 4, 2014 (Friday) Independence Day
September 1, 2014 (Monday) Labor Day
October 13, 2014 (Monday) Columbus Day
November 11, 2014 (Tuesday) Veteran's Day

RELIGIOUS HOLIDAYS

On religious holidays, professors of a particular faith will not be required to teach but are required to obtain a substitute professor. Students also are not required to attend class on a holiday requiring their absence, but are required to make special arrangements to make up the coursework with their professor. In all cases, as much advance notice as possible should be given, but no less than two weeks prior to the intended absence.

OFFICE HOURS

Our office hours are from 8:30 AM to 5:30 PM, Monday through Friday. CIAM offices are closed on Federal Holidays as shown above.



AFFILIATIONS

The California Institute of Advanced Management is affiliated with two other organizations, The Institute of Leader Arts and the Drucker Academies of China and Hong Kong.

The Institute of Leader Arts has existed since 1973 as a non-profit organization that researches, publishes, and provides consulting services to organizations in Leadership and Management. The affiliation with CIAM results from the fact that William A. Cohen is the founding president of both organizations. ILA's history and its focus on consulting and on promoting the books and writings of Dr. Cohen allows for the marketing of CIAM through ILA online resources and the wider dissemination of the stature of CIAM's president.

The Peter F. Drucker Academies of China and Hong Kong offer management training courses in 33 locations in China and Hong Kong. With the goals of building Chinese management capacity, it is inspired by the work of Peter F. Drucker, whose ideas permeate all of PFDA's programs. The PFDA is funded by Minglo Shao through the Bright China Education Development which also is the source of unrestricted grants to CIAM. Mr. Shao is founding Chairman of the CIAM Board of Trustees which hired Dr. Cohen as founding President of CIAM and asked him to implement a US-based MBA program that would embody Drucker's philosophy and would innovate in the areas of executive management and entrepreneurship in order to offer an outstanding educational program that is also affordable and accessible, especially to immigrant communities in the San Gabriel Valley.

APPROVAL DISCLOSURE STATEMENT

California Institute of Advanced Management, a private institution has been granted institutional approval to operate by the State of California Bureau for Private Postsecondary Education pursuant to California Education Code Section 94915. The Bureau's approval means the institution and its operation are in compliance with the standards established under law for occupational instruction by private postsecondary education institutions and does not imply any endorsement or recommendation by the State of California or by the Bureau. Institutional approval must be re-approved every three years and is subject to continuing review.



ADMISSIONS

The following prospective students are eligible to apply for the MBA program at CIAM:

- Any person possessing a Bachelor's degree in any field from an accredited institution with a 3.0 or higher GPA
- GMAT or GRE
(The candidate must have taken the exam within the five years prior to starting the program at CIAM)
- One year organizational work experience

Please note: Candidates not meeting these eligibility requirements may petition a committee for entrance under exceptional circumstances such as: having to work while attending school, exceptional accomplishments as a student or post-graduate, hospitalization for exceptional periods, high GMAT/GRE score, etc. Meeting all or any criteria does not guarantee acceptance or rejection to CIAM.

Technical Minimum Requirements required for the MBA program

Access to a computer running:

1. Windows 7 (or higher)
2. Internet Explorer (v7 or higher), Chrome (v4 or higher), or other Web Browsers.
3. Microsoft Office 2007 or higher: Word, Excel, PowerPoint (or equivalent such as Mac iWork)

WHO should apply?

Individuals seeking to expand their career objectives through an enhanced understanding of and experience in the profession of management and entrepreneurship.

HOW to apply?

Applications can be completed at our office located at:

California Institute of Advanced Management
9550 Flair Drive Suite #500, El Monte, CA 91731



WHEN to apply?

Applications are accepted all year round.

AFTER you apply...

1. Submit an application fee of \$100.00.
2. Complete Distance Learning Questionnaire.
3. Review Class Schedule and School Catalog at www.GOCIAM.org.

VETERANS

For tuition and fees, please refer to the VETERANS INFORMATION BULLETIN from the Admissions Office.

REGISTRATION AND ENROLLMENT PROCEDURES

Registration is the process of becoming officially enrolled at CIAM.



Complete the Application Process:

Resume – Submit the most current copy of your resume to Admissions and Records Office.

Transcripts - Submit official transcript(s) to the Admissions and Records Office.

Tests – Take the GMAT or GRE with scores to be submitted to CIAM.

Interview – Meet with the Office of Admissions, Dean, and President.

Assessment – Write an Assessment Essay.

Complete the Acceptance and Enrollment Process:

Sign – Sign a School Performance Fact Sheet and Student Enrollment Agreement.

Pay – Pay tuition fees and other applicable fees (Payment plans are available).



After Enrollment

Attend – Counseling/ Orientation

Class Registration: Classes will be assigned on a first-come-first-served basis by the Admissions Office upon completion of the steps mentioned above.

ADMISSION POLICIES

Students will be admitted to the institution without regard to race, creed, color, ethnicity, religion, background, native origin, physical disability, or sexual orientation. Any students or prospective students that feel they have been a victim of discrimination should immediately report it to the Dean, who will conduct an investigation and will carry out any disciplinary action deemed appropriate. In addition, CIAM maintains and follows a strict policy prohibiting sexual harassment, in any form, including verbal, nonverbal, physical, visual conduct and/or reprisal.

New students will attend an orientation before the start of the first class where important School policies and procedures will be discussed. Students will sign an acknowledgment for their file indicating that they have received all pertinent information, including specific directions for accessing the most current CIAM school catalog online at the CIAM website at WWW.GOCIAM.ORG. A copy of the school catalog will also be emailed to the student upon enrollment.

Transfer Credit

Students wishing to transfer credit(s) to CIAM from another institution must request that an official transcript from the other institution(s) is provided to CIAM for evaluation. Course credit is granted for courses taken at the postsecondary level in accredited institutions when such courses cover the same material or equivalent material. A maximum of two (2) courses or eight (8) units can be transferred in. CIAM will charge \$50/unit evaluation fee for transfer credits. Be aware that transcript transmission and evaluation may take several weeks or more.

If the student is dissatisfied with the number of transfer credits awarded, he/she can appeal to the President. The President will respond to the student within ten (10) working days. The request/complaint must be made within two (2) weeks of the student receiving the transfer credit. CIAM does not award any credit for prior experiential learning, challenge examinations or achievement tests. Foreign transcripts must be translated into English and the translation certified by the translator and notarized.

If an evaluation is needed for foreign transcripts (after review from the Admissions Office), please refer to www.naces.org to select an evaluation service. Official transcripts are required from the sending institution, which must be received in the original sealed envelope. The evaluation must also be received in the original sealed envelope from the evaluation service you select. The evaluation services listed at www.naces.org are not related to CIAM and the University makes no representations or warranties on their behalf. Any fees for the evaluation service will be the responsibility of the student.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at CIAM is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CIAM to determine if your credits or degree will transfer.

Transfer or Articulation Agreements

This institution has not entered into any transfer or articulation agreements with any other college or university. However, the student may transfer up to 8 units from other institutions accredited by a U.S. government approved accreditor. These courses must be equivalent of the courses offered by CIAM. The equivalency will be determined by the Dean. The student might be asked to submit the official course descriptions of the courses for evaluation purposes. See Transfer Credit policy above.

FACILITIES

All courses at the California Institute of Advanced Management will be taught at the following address:

9550 Flair Drive Suite #500, El Monte, CA 91731

Classrooms are subject to change every Term and are TBD.



CIAM, located on the 5th Floor, offers a professional, welcoming, and contemporary learning environment. Our well-equipped classroom features a projector and projection screen, computer and speaker, camera and microphone, bulletin and dry erase boards, as well as comfortable, adjustable chairs and table seating to accommodate the small classes that are a hallmark of CIAM. Our air-conditioned classroom complies with ADA requirements, including wheelchair friendly access. The classroom conveniently adjoins our Administration Offices (including Dean, Vice President, and Director of Admissions). There is a desktop computer reserved for student use located just outside the classroom, complete with all the necessary programs for research. Next to this desk, there are magazines for student reference and enrichment. There are student break areas on the 1st floor, including vending machines, indoor and outdoor dining areas, and an outdoor courtyard. Many nearby restaurants and coffee shops are just a few minutes' walk from the campus.

LOCATION

CIAM is conveniently located in the heart of the San Gabriel Valley, adjacent to the San Bernardino Freeway (Exit Rosemead Blvd.). The campus is served by public transportation, including Metrolink & bus.



PARKING

Free parking is plentiful on site, just steps from the rear building entrance, and public transportation serve our area via Metro buses. Express service to the El Monte Transit Hub is supplemented by extensive local service.



ADMINISTRATIVE STAFF

The CIAM administration comprises business education leaders whose résumés includes top positions and extensive teaching experience at important universities as well as current and past students who participate fully in decision making at CIAM.

Dr. William A. Cohen, President



United States Military Academy, West Point
Bachelor of Science - Engineering
University of Chicago
Master of Business Administration – Research and Development Management
Peter F. Drucker & Masatoshi Graduate School of Management,
Claremont Graduate University
Master of Arts - Management
Ph.D. in Executive Management
The International Academy for Integration of Science and Business,
Moscow, Russia.
Honorary Doctorate in Humane Letters

Dr. Cohen is a retired Air Force general with combat experience. He supervised a reserve component of 1,200 supporting all training, and academic and professional education through the doctoral level in the Air Force. He has held a variety of administrative positions in both private and major public universities, including Institute Director, Department Chair, and President. He was Director of Research and Development at Sierra Engineering Company; Manager of Advanced Technology Marketing, McDonnell Douglas Astronautics Company; Chief Sales Engineer, Arava Aircraft and Subsystem Engineering Manager, cockpit layout and ejection systems at Israel Aircraft Industries. He is the author of more than 50 management books published in 23 languages.

Jennie Ta, Vice President of Administration



University of California, Riverside
Bachelor of Science Business Administration
California Institute of Advanced Management
Master of Business Administration in Executive Management and Entrepreneurship

For several years, Ms. Ta held an advising role in the Tuition Assistance and Financial Aid Departments at Touro University International (now Trident University) an accredited online University. Afterwards she became an Assistant General Manager in the El Torito restaurant chain. She was then promoted to Accounting Manager at Real Mex Foods where she served for three years.



Harish Amar, Dean

Delhi University, India
Bachelor of Science in Biology
Punjabi University, India
Master of Business in Marketing
Cal State University Los Angeles
Master of Business Administration

Mr. Amar has been Dean at three Universities including Dean of the College of Business and Management at West Coast University, Academic Dean at New West Coast University, and Executive Director & Dean at Advanced Colleges of America. As an academic administrator, he has held both professorial and executive positions at a number of universities including Director of Academic Administration, Director of Education, Director of Academic Development, and Executive Director and managed a budget of \$9 million. He has evaluated Universities for accreditation at numerous universities in the U.S., Puerto Rico, & Europe, and has presented various workshops & seminars abroad in Asia including China, Taiwan, & India.



Dr. Carl Selkin, Director of Communications

Syracuse University, NY
Bachelor of Arts in English
SUNY Binghamton, NY
Master of Arts in English
SUNY Binghamton, NY
PhD in English

Dr. Selkin served 12 years as Dean of Arts and Letters at California State University, Los Angeles. He was a chair and full-time professor at the same university and ran his own copy writing business. Through his internal and external contacts Dr. Selkin initiated and marketed interdisciplinary studies in film, TV and theater which resulted in a major program at CSULA.



Dr. Robert Kirkland, Director of Advanced Projects

United States Military Academy, West Point, NY
Bachelor of Science in Engineering
University of Pittsburgh, PA
Master of Arts in History
University of Pittsburgh, PA
Ph.D. in History

Dr. Kirkland has taught at the United States Military Academy, the University of Southern

California, Claremont McKenna College, and Trident University International. His academic awards include the Leo Codd Memorial Award as instructor of the year for all Army ROTC programs in the United States and the Hubert Herring Award presented by the Pacific Coast Council of Latin American Studies for singular contributions to the organization. He served over 25 years in the active duty Army culminating as the Army ROTC Professor of Military Science at the University of Southern California from 2010-2013.



Dr. Nevin Kamath, Director of Legal Studies

The University of Texas at Austin
Bachelor of Arts in Government
Bachelor of Business Administration in Management Information
Harvard Law School, MA
Juris Doctor

Dr. Kamath is an attorney & strategy consultant based in Los Angeles, CA. Dr. Kamath serves as Adjunct Professor of Clinical Management Communication at the USC Marshall School of Business where he teaches Communication Strategy in Business. He is the founder of The Case Coach, where he delivers career coaching to clients in Asia, North America, and Europe. Nevin's consulting experience includes working with McKinsey's global healthcare practice and as a pro-bono consultant for Nobel-prize nominated human rights nonprofit in Bangalore. He is an ongoing Coach with the Fullbridge Program, a Mini-MBA bootcamp for attorneys and undergraduate leaders. He tutors writing skills with MindsMatter; a national nonprofit focused on tutoring underserved high school students. Finally Dr. Kamath serves as the Special Advisor to the CEO for Learntobe.org, an online tutoring platform. Dr. Kamath received a JD from Harvard Law School and is admitted to the State Bar of California.

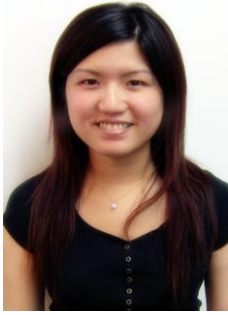


Penny Li, Director of Admissions

Liaoning Normal University, China
Bachelor of Law- Politics and Ideology Education
California State University, Northridge
Master of Public Administration
California Institute of Advanced Management
Master of Business Administration in Executive Management and
Entrepreneurship

Ms. Li has 8 years of professional media experience as a TV executive in China. During the production of a televised charity event, she organized a media aid project / fundraiser that raised \$150,000 for 6,000 children with cerebral palsy. As an assistant counselor, Ms. Li assisted over 600 international and domestic students at California State University, Northridge, with their transition from their respective community colleges to CSUN. Ms. Li also has experience as a Chinese program coordinator at a Chinese language school in Los Angeles and was also a business assistant at the University Student Union, Inc. at CSUN and won an award for the most inspirational student assistant employee of the year.

Sandy Chou, Receptionist / Executive Assistant



Ms. Chou has 13 years of office administrative experiences in the areas of import/export, travel, and private schools, including 3 years at a BPPE approved institution. She was a teacher assistant for several after-school programs helping students in grades K to 8. Nine years of promoter experiences in food, travel, and skin care helped her develop her marketing, sales interests, and knowledge. She is currently a store senior assistant manager at a Chinese café chain, working for the company for over 8 years.

**Claudia Sarabia, Graduate Assistant,
Assistant to the Dean**



University of California, Los Angeles
Bachelor of Arts – History

Ms. Sarabia has over 10 years experience in office administration in the areas of commercial real estate, banking, arts non-profit, and city government. At General Growth Properties she managed special project and systematized data management for the top three leasing professionals. Additionally, she has a strong customer service background having worked with Speedo Corp wholesale and other local retailers. She is currently working on obtaining her MBA at CIAM.

**Edward Martinez, Graduate Assistant,
Assistant to the Vice President of Administration**



California State University, Los Angeles
Bachelor of Science - Business Administration

Mr. Martinez has over 8 years of administrative and managerial experience, having worked in both the private and public sectors. His strong leadership, communication, and organizational abilities are in part due to his employment as an assistant store manager at CVS Pharmacy. He supervised daily store operations and determined staffing levels to maintain optimum productivity and sales. For more than 3 years, as program coordinator, his excellent team building and problem solving skills enabled him to effectively service the HIV/AIDS community at a non-profit organization. Currently, Mr. Martinez oversees day-to-day operations, including accounting and inventory control activities at his own business. Finally, he received his BS in business from CSULA and is enrolled in CIAM's MBA program.



Truong Trinh, Graduate Assistant,
Assistant to the Vice President of Administration

California State University Long Beach
Bachelors of Arts - Business Economics

Mr. Trinh has several years of account management and customer services experience from Northwestern Mutual, and Metropolitan Home Mortgage. He also has much sales and accounting experience across different industries such as in academics and in government services. Due to his diligence and positive attitude he becomes a Branch Manager at Prime Automotive working in management efficiency, distribution sales, and inventory.



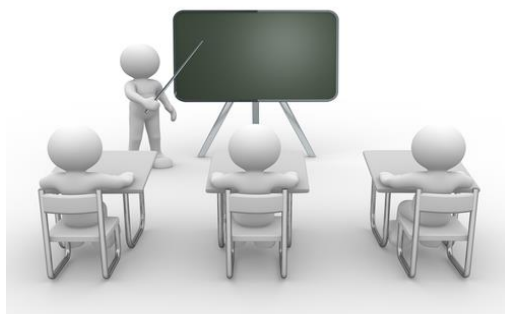
Paul-Long Lee, Graduate Assistant,
Assistant to the Director of Admissions

California Polytechnic University Pomona
Bachelors of Science - Business Administration, Marketing Emphasis

Mr. Lee has had several years of experience in Marketing Research, Tactics, and web development. His strong leadership, communication, and organizational abilities are in part due to his previous role as the Marketing Director at Tycoon Materials, Inc. and his experience with providing marketing consulting for various small businesses in Southern California. Currently, Mr. Lee is developing his own business, while working on obtaining his MBA at CIAM.

PROFESSORS

All CIAM professors have their Doctorates. The student will be informed of their designated professor prior to the start of the course. However, in the event that class assignments may be subject to change, the replacement professor will be just as highly qualified to teach the class.



PERMANENT Faculty

Dr. William A. Cohen

The International Academy for Integration of Science and Business,
Moscow, Russia.



Honorary Doctorate in Humane Letters
Peter F. Drucker & Masatoshi Graduate School of Management,
Claremont Graduate University
Ph.D. in Executive Management
Master of Arts in Management
University of Chicago, IL
Master of Business Administration in Research and Development
Management
United States Military Academy, West Point, NY
Bachelor of Science in Engineering

Dr. Cohen has 35+ years of experience, education and training related to subjects being taught. He has taught at USC, UCLA, Claremont Graduate University, California State University Los Angeles, and Trident University International. His academic awards include the Outstanding Professor's Award at CSULA, the Freedoms Foundation of Valley Forge George Washington Honor Medal for Excellence in Economic Education, and the CSULA Statewide Nomination for the Outstanding Professor Award. In 1999, he was named one of four "Great Teachers in Marketing" by the Academy of Marketing Science. He was the 2006 Goolsby Distinguished Visiting Professor in Leadership at the College of Business Administration at The University of Texas at Arlington. He received the Distinguished Alumnus Award from Claremont Graduate University, where Peter Drucker taught in 2009.



Dr. Carl Selkin

SUNY Binghamton, NY
PhD in English
SUNY Binghamton, NY
Master of Arts in English
Syracuse University, NY
Bachelor of Arts in English

Dr. Selkin has 40+ years of experience, education and training related to subjects being taught. He served 12 years as Dean of Arts and Letters at California State University, Los Angeles. He was a chair and full-time professor at the same university and ran his own copy writing business. Through his internal and external contacts Dr. Selkin initiated and marketed interdisciplinary studies in film, TV and theater which resulted in a major program at CSULA.



Dr. Robert Kirkland

University of Pittsburgh, PA
Ph.D. in History
University of Pittsburgh, PA
Master of Arts in History
United States Military Academy, West Point, NY
Bachelor of Science in Engineering

Dr. Kirkland has 12+ years of experience, education and training related to subjects being taught. He has taught at the United States Military Academy, the University of Southern California, Claremont McKenna College, and Trident University International. His academic awards include the Leo Codd Memorial Award as instructor of the year for all Army ROTC programs in the United States and the Hubert Herring Award presented by the Pacific Coast Council of Latin American Studies for singular contributions to the organization. He served over 25 years in the active duty Army culminating as the Army ROTC Professor of Military Science at the University of Southern California from 2010-2013.

CURRENT Faculty



Dr. Yue Ming Huang

University of California at Los Angeles, CA
EdD in Educational Leadership
Johns Hopkins Bloomberg School of Public Health, MD
Master of Health Science in Molecular Microbiology & Immunology
University of California at Los Angeles, CA
Bachelor of Science in Physiological Science

Dr. Huang has 10+ years of experience, education and training related to subjects being taught. She is an Assistant Professor at the Geffen School of Medicine at UCLA and the Director of Operations at the UCLA Simulation Center, where she develops curriculum and faculty to use simulation techniques and technology to train health care providers. She has led many workshops in simulation education, teamwork, communication, and non-technical skills development. She served as the first Chair of the Education Committee for the Society for Simulation in Healthcare. Her publications include "Simulation Center Operations and Administration" and "Simulation for Quality Assurance in Training, Credentialing and Maintenance of Certification."



Dr. Daniel Aldama

Capella University, MN
Ph.D. - Information Technology Management
University of California at Irvine, CA
Master Business Administration
University of Redlands, CA
Bachelor Science - Business Administration

Dr. Aldama has 20+ years of experience, education and training related to subjects being taught. He began his IT career while working in telecommunications. Some of the positions he held are Programmer Analyst, Database Administrator, Network Analyst, Technical Writer, and Project Manager. Since 2002 he has worked as an independent consultant specializing in assisting small to medium sized organizations with IT solutions. Dr. Aldama has also been teaching at various colleges and universities in southern California since 1996.

PREVIOUS Faculty



Dr. Michael D. Cortrite

University of California at Los Angeles, CA
EdD in Educational Leadership
California State University at Northridge, CA
Master of Arts in Public Administration
University of Redlands, CA
Bachelor of Arts in Public Service Management

Dr. Cortrite has 30+ years of experience, education and training related to subjects being taught. He is currently teaching at the MBA level at California State University in Northridge and is also an Educator at the Simon Wiesenthal Center Museum of Tolerance. He was a professor of Administration at Santa Monica College where he developed a new Ethics in Law Enforcement class. He has held many positions at the Santa Monica Police Department excelling to the status of Sergeant. His publications include "What Is the Best Method of Evaluating a Police Training Program?" (Vol.4) as well as co-authoring "Ethics Training: A passing Fad or Sustaining Component." He has also volunteered at various organizations including his current Board of Directors position at the Santa Monica Police Activities League.



Dr. James Walz

Regent University, Virginia Beach, VA
Ph.D. in Organizational Leadership
Chaminade University, Honolulu, HI
Master of Business Administration
University of Hawaii, Honolulu, HI
Bachelor of Arts in Drama & Theater

Dr. Walz has 13+ years of experience, education and training related to subjects being taught. He is currently the Managing Director of Seawind Global Management Solutions LLC, a leadership and management training and business consulting company. He has served in leadership and management roles in industries such as higher education, health care, consumable products, and entertainment where he managed the 4-time Grammy Award winning music group, the Imperials. His higher education experience spans 25 years and includes the Presidency of two Colleges and Dean at two Business Schools. His research interests and publications are in the areas of Ethics, Organizational Change, and Leadership. He has also served as a Naval Officer.



Dr. David Hurlic

Pepperdine University, CA
Doctorate in Education from in Organizational Leadership
California State University at Los Angeles, CA
Master of Business Administration
Pepperdine University, CA
Bachelor of Science in Business Management

Dr. Hurlic has 10+ of experience, education and training related to subjects being taught. His research interests are in the area of diversity and affirmative action, business ethics, and leadership. He has worked with numerous non-profits in the area of community development and leadership training, assisting small business owners with business plan development, strategic planning, marketing planning, & leadership development. Currently he works at the Southern California Gas Company where he has held various positions over the years which include; operations management staff, budget planning and control staff, field operations, technical planning, and marketing.

Dr. Joseph Otto



California State University, Los Angeles, CA
SAP ERPSim Software Faculty Certification
University of Memphis, TN
Ed.D. in Curriculum and Instruction Fields: Business Education,
Computer Education
Eastern Illinois University, IL
Master of Science in Business Education
Iowa State University, IA
Bachelor of Science in Industrial Administration: Accounting

Dr. Otto has 25+ years of experience, education and training related to subjects being taught. He is a professor of Information Systems and Accounting in the College of Business and Economics at California State University, Los Angeles. He has researched the areas of IFRS, XBRL, Financial, and Managerial Accounting in Accounting, and the areas of SAP, Knowledge Management, Cloud Computing, Distance Learning, Flash, XML, Web Site Design, Optimization and Maintenance, eCollaboration Tools, and others in the area of Information Systems.



Dr. Curt Duffy

Fielding Graduate University, CA
Ed.D. in Educational Leadership & Change
Antioch University, CA
Master of Fine Arts in Creative Writing
Worcester Polytechnic Institute, MA
Bachelor of Science in Mechanical Engineering

Dr. Duffy has 20+ of experience, education and training related to subjects being taught. He has been teaching in a wide range of college and university settings since 2001. With degrees in both the arts and sciences, as well as business experience in project management, marketing, and educational administration, Dr. Duffy is well versed in the skills professionals need to succeed in today's high-tech, communications-dependent industries. Dr. Duffy has worked with major Southern California employers such as Paramount Pictures and Southern California Edison. He was also chair of the Business Program at ITT Technical Institute, Torrance and Dean of Students at West Coast University. Dr. Duffy's dissertation focused on the creation, propagation, and adoption of linguistic memes, or slogans.



Dr. J. Richard Johnson

University of California, Los Angeles, CA
Ph.D. in Sociology (Organizational Behavior)
University of California, Los Angeles, CA
Master of Arts in Sociology
(Small Group Dynamics, Theory, Research Methods)
University of California, Los Angeles, CA
Bachelor of Arts in Sociology

Dr. Johnson has 20+ years of experience, education and training related to subjects being taught. He has been a consultant and contract executive for thirty years. As Chief Administrative Officer for Praxis Associates, he built the Procurement, HR, and legal departments. Dr. Johnson has consulted in several industries, specializing in change management, organizational development, project management, statistical process control, and financial modeling. He pioneered and developed at Beckman Instruments, played a key role in the transformation of Pacific Bell, and served other large telecommunications companies as an organizational and statistical control consultant for two decades. He has served as an interim COO for a garment manufacturer in Madagascar with over 4,000 employees. His primary research interest is the relationship between leadership behavior and effort supply.



Dr. Wenli Jen

University of Southern California, CA
Ed.D. Educational Leadership
Harvard University
Ed.M., Human Development and Psychology
University of California, Irvine
Bachelor of Arts in Social Science

Dr. Jen has 10+ years of experience, education and training related to subjects being taught. She is an educational consultant working to improve professional development and learning in educational, community and business industries. Dr. Jen is known for her work in management, leadership, public relations, and community engagement. Dr. Jen works collaboratively with city government, chambers of commerce, law enforcement, schools, community agencies, businesses and other organizations. Dr. Jen has spoken at international, national and state conferences. She has also spoken at UCI, USC, Azusa Pacific University, Chaffey College and other colleges. She sits on various boards and steering committees in education, business, mental health and media. Dr. Jen is the recipient of the 2012 Woman of the Year award for the 24th Senate District of California and the 2013 Woman of the Year for the 49th Assembly District of California.



Dr. Sergio Perez

Argosy University, CA
Doctor of Education Concentration in Organizational Leadership
Keller Graduate School of Management, CA
Master Degree Business Administration
Master Degree Information Systems Management
DeVry University, CA
Bachelor of Science Degree Accounting

Dr. Perez has 20+ years of experience, education and training related to subjects being taught in several of industries over the course of the past 20 years which include Governmental, Non-Profit, and For Profit. He has extensive experience in the areas of Finance, Accounting, Financial Analysis, Econometrics, Information Solutions, Quantitative/Qualitative analysis, Research, Meta-Analysis, Correlation, Regression, Strategic Analysis, Planning, Forecasting, E-Technology, Call Center, Compliance, Business Applications, Outsourcing/Insourcing, Contracting, Change Management, Marketing, Leadership Development, Help Desk, Customer Service, Leadership Development, Six Sigma Process, Project Management, Application Development, Database Administration, Revenue Cycle, and Team building to name a few items.

ACADEMIC & ADMINISTRATIVE POLICIES

CIAM reserves the right to make changes at any time in regulations, policies, and programs.

Changes in Tuition and Fees

Prices are subject to change at any time.



Program Changes

Program schedules are subject to change. The School reserves the right to modify course content and the overall structure of the curriculum, which will be compliant with State and Federal regulations.

Policies and Procedures

Policies and procedures may be amended at any time in accordance with State and Federal regulations.



FERPA

Students' Records

In accordance with the Family Educational Rights and Privacy Act (FERPA), the University protects the privacy of student records, including address, phone number, grades and attendance dates. Student records will be kept permanently in a locked fireproof file cabinet and a backup copy of the student's records will be kept electronically. Students who wish to review their educational records must submit a written request to Student Services. Arrangements will be made after the request is received.

Student records will be maintained at the school site for five years from the last date of attendance. Transcripts are maintained permanently.

At graduation, students are provided with a copy of their official transcript and diploma at no cost. Students and alumni requesting additional copies of their transcript must do so in writing to Student Services and pay a \$10 fee for each transcript and/or \$50 for each diploma. Priority/Express shipping will be available at an additional cost. No official transcript(s) may be released if records are on hold for financial reasons or missing documentation.

Written consent is required before educational records may be disclosed to third parties, with the exception of accrediting bodies and government agencies so authorized by law. Please see Student Services for more information.

CIAM transcripts will show all of the following:

1. The courses that were completed, or were attempted but not completed, and the dates of completion or withdrawal
2. The final grades for each corresponding course
3. Credit for courses earned at other institutions
4. Credit based on any examination of academic ability or
5. educational achievement used for admission or college placement purposes
6. Degrees and diplomas awarded
7. The name, address, email address, and telephone number of the institution



Changes in Student File

It is the Student's responsibility to file any changes to their current name, address, email address, and telephone number with Student Services within five (5) days of such changes

Student Grievance Procedure

Students experiencing difficulty should immediately bring the matter to the attention of their instructor. The student should use the Grievance Resolution Form to express his/her concern. If the Instructor cannot resolve the problem, the matter should be referred to the Dean. The Dean has five (5) working days to resolve the issue. The Dean will call a meeting between the student and the instructor. The instructor and the student will be asked to present evidence regarding the incident or complaint. The Dean will distribute the findings/decisions to the instructor and the student within five (5) working days after the meeting. If the issue is not resolved at the level of the Dean, the President be the final reviewer and will resolve the issue. All complaints should be resolved within the 30 days of the initial date on the Grievance Resolution Form.



Academic Freedom

CIAM as an institution of higher learning, upholds a policy of complete academic freedom. We define academic freedom as the freedom to conduct research, teach, speak, and publish, subject to the norms and standards of scholarly inquiry, without interference or penalty, wherever the search for truth and understanding may lead.

Satisfactory Academic Progress

CIAM requires all students to maintain academic progress throughout their educational program. Students will be evaluated to determine their satisfactory academic progress based upon the following criteria:



1. Students must maintain a cumulative GPA of 3.0 or better at any given time.

2. If a student's average falls below 3.0, he/she must improve the GPA to 3.0 or better in the following terms.

The student cannot repeat more than three classes in the entire program. The student's original grade stays on the transcript; however, the grade point average will be re-calculated based on the better grade earned.

Grading System

CIAM's grading system consists of the following designations:
(Please refer to Table 1)

(Table 1)	
Letter Grade	Grade Points
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
F	0.0

Grades and Grade Point Average

All students must meet the minimum standards of academic progress while enrolled at CIAM. Failure to maintain the minimum cumulative GPA of 3.0 will result in the student being placed on probation.

CIAM does not have a cumulative final test or examination required for the completion of any of the programs. Grades are based upon the quality of work completed, i.e., upon the actual accomplishment in courses offered for credit. The GPA is computed by dividing all GPA hours/units into quality points received.

All assignments and exams are to be graded within three days of being submitted. All final grades for the course are submitted by the professor after three business days following the end of the session. Comments are given from the professor to the student for every submitted assignment and for each discussion forum in which the student participates. It is good practice for the professor to attach the graded assignment in the learning platform through feedback files.

Incomplete Grades

Incomplete academic work for unforeseeable, emergency, and justifiable reasons within two weeks of the end of the term may result in an "I" (Incomplete) grade been entered in the student's record. A final grade will be assigned when the work assigned has been completed and evaluated. It is not used in calculating a grade point average and no credits will be earned. A course with a grade of "I" (incomplete) must be completed within two months. The Dean will have the final authority to assign I's or W's (Incompletes or Withdrawals).

Late Assignment Policy

The instructors may accept late assignments occasionally because of certain extenuating circumstances faced by students. It will be left to the instructor's judgment whether the student's assignment is down-graded or not based on the specific reason for lateness.

Consistent lateness of assignments by any student will be brought to the attention of the Dean by the instructor. The student at risk will be counseled by the administration.

Add / Drop Period

The Add/Drop period occurs within the first week (7 days) of CIAM's seven (7) week term. During this period, students may add or drop individual courses. If a student drops all courses, this will be considered an automatic student withdrawal. Dropped courses that occur within this period will not appear on students' transcripts nor will these dropped courses be included in evaluating student maximum allowable time frame specific to satisfactory academic progress. New students that have not been enrolled may be admitted during this period provided they attend at least one scheduled class during the Add/Drop period. Students will not be admitted after the Add/Drop period without approval from the Dean.

Course Withdrawal

A student who withdraws from a course may do so only with the permission of the Dean. The student who withdraws from a course prior to its completion will be assigned the grade of "W" (Withdrawal). This grade is not calculated in the cumulative grade point average, and no credits will be earned. However, since all CIAM courses are required, the course will need to be retaken prior to the awarding of the MBA degree. See "Course Repetitions" below.

Course Repetitions

A student is required to repeat any course in which a grade of "F" (Failure) or "W" (Withdrawal) was received. The new grade will replace the original grade for the purpose of calculating the cumulative grade point average. However, courses will be considered credit hours attempted for the purpose of determining successful course completion percentages. The student will be responsible for tuition fees incurred for any repeated courses. Student may repeat the same course only once and are not allowed to repeat more than three courses.

Reinstatement Policy

A student must successfully retake courses previously failed so that the re-calculated grade point average and successful course completion percentage meet or exceed the minimum requirements.

Withdrawal from School

If a student chooses to withdraw from school, the student needs to provide a written notice. If a student does not attend class, is not on an approved Leave of Absence (please see Leave of Absence Policy below), and fails to notify the school for a period of three consecutive class sessions, the student will be deemed withdrawn as of the last date of



attendance. The student will be eligible for reinstatement and receive credit for classes successfully attended and monies previously paid, for a period not to exceed six months. Student may request the leave of absence only once from the day the first course begins till the last course ends.

Leave of Absence Policy

The student must submit a written request to the Dean for approval. Supporting documentation may be required. A student may be granted a leave of absence (LOA) not to exceed 180 days in any 12-month period including breaks and holidays. If a student does not return at the expiration of a leave, the withdrawal policy above will apply. The request for a LOA may be based on but are not limited to: a medical condition of the student or a medical condition affecting a member of the student's family (under the Family and Medical Leave Act, FMLA), including birth or adoption of a child; military deployment; jury duty for a sustained period; other reasons to be considered by the University.



Appeals

Students may appeal any decision regarding their progress, probation, suspension, or dismissal. All appeals must be submitted in writing to the Dean within two (2) weeks of the action causing the appeal. The letter of appeal should include any reasons or extraordinary circumstances as to why the decision should be reversed. The appeal will be reviewed, and the student will be notified of a decision within 30 days.

Probation Policy

Students who fail to meet any of the "Standards of Satisfactory Progress" may be placed on Academic / Attendance Probation. However, at the end of the probationary period, the student must meet the stated minimum grade / completion standards. If the student meets these standards, the student will be removed from probationary status. If the student does not meet these standards at the completion of the probationary period, the student is subject to dismissal.

Students may be placed on Conduct Probation should the following behaviors occur: disruptive or disrespectful behavior toward staff, faculty, or other students; theft of property, use of indecent or profane language, cheating on examinations, repeated violations of the school dress code (please see page 25), harassment of instructors or other students, or discrimination of any kind. All conduct rules apply to the classrooms, school buildings, and parking areas. A student placed on probation will meet with the Dean, who will outline a plan for the student to be removed from probation.

Suspension and Dismissal Policy

It is at the sole discretion of the Dean whether to take probationary action or terminate a

student. Students may be suspended or dismissed for the following reasons:

Failure to adhere to any probation plan developed by the appropriate administrative personnel.

A third (3rd) probation of any kind, with the recommendation of the appropriate administrative personnel.

Excessive violations, based upon assessment and recommendation by the appropriate administrative/instructional personnel, with the approval of the Dean.

In any event, should a student be on probation and found to be violating any school rules and/or attendance policy, the student may be terminated from school for "Probation Violation."

The school will notify the student in writing of the suspension or dismissal. Any student suspended or dismissed may appeal that decision as per the appeal procedure noted previously. Any student suspended or dismissed may apply for reinstatement only upon approval of the Dean. Reinstatement is subject to space availability. Students suspended or dismissed will be required to return all materials loaned to them by the school.

Should a student fail to respond to a "Student Notice" issued by any administrative/instructional personnel, that student will be suspended from class until proper contact with the issuing department has been made & a signed return slip is given to him/her for re-admission to class.

Attendance Policy



California Institute of Advanced Management emphasizes the need for all students to attend classes on a regular and consistent basis. Students are expected to maintain a 100% attendance in all courses. Students are required to report absences by e-mail to the instructor with a copy to Jennie Ta (jennie.ta@gociam.org) before class starting time on the day of the absence.

Attendance will make up a percentage of grading criteria for final grades in each course. Regular attendance is expected of every student. Any student not attending the first class meeting may be dropped by the instructor. Since our program includes an online component, the students must log in and complete the assignments for that week. If the student fails to participate on the Discussion Board or does not submit online homework for that week, this will be considered absent from the online class. The class participation starts with one student answering the question posted by the instructor. Other students then enter into the discussion based on this initial response. The instructor may enter into the discussion at any time and students' comments can continue based on the instructor's new comment. The students will be graded on the basis of the quality of their contribution to the discussion, as well as the of the sum total of their participation in the discussion. The week for online classes is considered from 12:00AM Sunday morning to 11:59PM on the following Friday. The student must finish the assignments within this time period for that week. The instructor must post the response/feedback/evaluation within 3 business days after the deadline for the students to submit their assignments. In other words, the instructor's response/evaluation/feedback must be posted by 11:59PM by the Wednesday following Friday

deadline for students.

After a student accumulates three (3) or more absences (in class and online combined), consecutive or nonconsecutive, in any class, an instructor may drop the student. In the event a student is absent for a prolonged period of time, it is expected that contact will be made with the respective instructors immediately to advise the instructor of this absence and the reasons for it. The instructor may then decide whether or not the student may continue in the class or withdraw. It should be noted that failure to make this contact and follow through with the decisions made at this time could result in the student receiving a grade of “F” or “W” in the class.

Arriving late more than 10 minutes counts as a tardy and counts as 1/3 of an absence (tardy 3 times = 1 full absence). Also, returning late from a break 10 minutes counts as 1 tardy. Leaving before the end of class also counts as absence from class. Students may be required to come to school during the weekday to watch the video of the on-ground session missed.

Excused and Unexcused Absences

CIAM does not differentiate between an excused or unexcused absence in computing the maximum number of absences allowed. Any absences require approval from the professor and also the Dean and may sometimes involve the Chief Academic Officer.



Mitigating Circumstances

The Dean may waive the Standards of Satisfactory Progress for circumstances of personal illness, unusual family responsibilities, military service, unexpected consequences arising in the student's homeland, or other significant occurrence outside the control of the student. These circumstances must be documented by the student to demonstrate that the cited circumstances have had an adverse impact on his/her performance. No waivers will be provided for graduation requirements.

Graduation Requirements

The student must have completed the program with a 3.0 GPA (“B” average) overall in the program to graduate from the California Institute of Advanced Management and receive the MBA degree. The Registrar maintains academic records of all course work completed at the school. Transcripts will be released only after receipt of a signed, written request from the student. A Diploma will be issued when all required classes in the program have been successfully completed (with a cumulative minimum of 3.0 GPA) and all financial obligations have been satisfied.

The keystone graduation requirement must be completed in one of the final four courses in a student's degree program. Students select the course and opt out of the group consulting project for that course. The keystone substitutes for the consulting component of that course

and is graded by the faculty member teaching the course. The keystone is designed to highlight the student's individual capacity to perform a significant individual consulting or research project at the MBA level and thus complements the consulting projects completed in the other 11 courses. The requirement must be fulfilled through one of the following options:

1. An individual consulting project having to do with the course taken.
2. A paper based on independent study and research on a relevant and significant aspect of executive management and entrepreneurship having to do with the course taken and suitable for publication in an appropriate academic journal or presentation at an academic conference.

Graduation & Commencement

There are important differences between graduation and commencement.

Graduation is a process that requires submission of an Application for Graduation, completion of all academic requirements for the intended degree, and settling all financial obligations. The administrative process of will indicate the student's official date of graduation.

Commencement refers to the ceremony that takes place every June, officiated by the President of the University, where the student can showcase his/her academic endeavors with invited guests. This ceremony also gives the opportunity for the University, its administrators and faculty acknowledge students accomplishment of earning their degree. Commencement is also when the student receives his/her earned diploma.

A degree becomes official when it is posted to the students transcript and not by participation in commencement. A student must complete a graduation application so that the Registrar can verify graduation requirements completion and subsequently post the degree on the transcript. During the period between final verification for degree eligibility and commencement or mailing of diplomas, a copy of the student's diploma and a letter from the registrar confirming graduate status will be mailed out on request within 60 days of completion of all financial and educational requirements. The actual diploma along with the class ring will be presented by the president at commencement. If a graduate is unable to attend commencement held once a year in around June, the diploma will be mailed to the most current address provided by the student within 30 days after the annual commencement ceremony.

Academic Council

The Academic Council is responsible for matters pertaining to CIAM student academic performance and to disciplinary and corrective actions pertaining to student behavior, improper conduct, possible criminal issues or other such matters and for any faculty related issues. The Office of Admissions reviews the grades and student conduct at the end of each term to determine the academic status of students by applying CIAM's policies of satisfactory academic performance and student conduct and makes recommendations to the Dean.

Permanent Council Members

Jennie Ta, Vice President of Administrations
Carl Selkin, Director of Communications



Appointed Members (annual term)

Faculty Member

1. At the end of each term, the Office of Admissions reviews final grades and student transcripts. If a student's record indicates he/she is experiencing academic difficulty, the Dean will be notified. The Dean will inform the student via e-mail, telephone or U.S mail of any change in status and recommends the next steps the student should take. Students have the right to appeal the dean's determination to the Academic Council. The Academic Council is the administrative body that reviews and either denies or grants student continual enrollment in the university due to the student's academic standing or other issues related to CIAM policies. The Academic Council is not limited to academic review.
2. The President of CIAM has entrusted the Academic Council with the task of enforcing and interpreting CIAM academic policy. CIAM outlines these policies in the school catalog and holds students responsible for adhering to them.
3. The Academic Council makes recommendations to the President regarding student dismissal, suspension or other disciplinary actions, including academic performance, honesty and integrity, and behaviors that undermine the mission of CIAM.
4. The student may invite faculty members or classmates to testify to matters of fact and may have legal counsel present. The Council may request the list of such individuals up to 10 days prior to the scheduled hearing if witness and etc. are desired. The Council reserves to limit the number of such individuals.
5. The Council meets within the first two weeks after the term ends if needed. However, any member of the Council can request an emergency meeting.
6. All recommendations from the Academic Council are forwarded to the President. The President shall consider Council's recommendations in making the final decision.

Student Email

We encourage each student to use their assigned gociam.org email address as this is CIAM's main form of communication with the student.



Student Meetings

CIAM plans to schedule student meetings once per term. These student meetings are headed by the Dean and will cover a variety of topics that will be beneficial to student learning. In order to accommodate the busy schedules of our students, CIAM will aim to schedule these

meetings 30 minutes before the 1st weekday class of each new term (the student will be notified otherwise). To make the meeting more interactive, students may be asked to make relevant presentations for the meeting. Attendance is mandatory.

Foreign Students

CIAM does not offer visa services to prospective students from other countries or English language services. CIAM does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by:

1. The admissions review
2. Receipt of prior education documentation as stated in the admission policy.

English Proficiency

Our MBA program is taught in English language. Therefore, it is imperative that the student has sufficient language skills. CIAM assesses the English proficiency of students by requiring that they complete a Writing Assessment Essay on site at CIAM under supervised conditions. The essay is evaluated by faculty trained in assessing student writing and experienced in applying standards and performance expectations. Oral English skills are tested as well during a recorded Communication Video with the student as required for Admissions that will demonstrate the students' presentation and speaking skills. In addition, international students

are required to take the TOEFL exam or equivalent (please see Admissions requirements for more information). Students must be able to read and understand English at a level equivalent to that of a graduate of an American 4-year college. An undergraduate degree demonstrates satisfactory English language proficiency.

Learning Platform

CIAM is using Moodle as its learning platform. Moodle is used for the online component of the program. The course content is available to the students 24 hours a day. Coursework is completed at a location determine by the student. Moodle is relatively easy to use and all students will be trained on using this platform prior to the start of the class. Each student is given individual access to Moodle with his/her unique login and password. The user has the ability to change the password after the first login. Students should not share login information. Assignments, Threaded Discussions and other activities that are graded should be submitted by each student individually. If there is any compromise with a student's login information, he or she should contact Sandy Chou at sandy.chou@gociam.org immediately.

Moodle was originally developed to help educators create online courses with a focus on interaction and collaborative construction of content. Some features of Moodle CIAM utilizes are: Assignment submission, Discussion forum, File upload and download, Grading, Moodle instant messages, Online calendar, Online news and announcement and etc.

STUDENT SERVICES



Admissions and Records

Admissions and Records is the first contact students will generally have with CIAM. The Office provides clear and concise information to all members of the community, and admits and registers students in a timely and proficient manner. The Office provides supportive contacts with students, faculty, and the administration by maintaining and retrieving student records. The Admissions and Records Office serves as the final evaluator of all certificate and graduation applications, distributes student records (including grades and transcripts), and certifies and reports attendance data to appropriate agencies.

New Student Orientation

Student orientations counsel students through the process of attaining their degree(s). This includes explaining the admission process, program and degree requirements, credential requirements, course registration, academic advisement, and any recent school policy change as well as updates. Regular students orientations are held prior to each term or on an as needed basis.

Student Seminar

Student seminars are held throughout the year, this includes job finding, developing effective writing skills, leadership development, etc.

Volunteer Opportunities

Students have opportunities to develop and expand their skills through volunteering in various university departments such as admissions, administrations, marketing, information technology, or provide assistance to a faculty.

Non-Federal Work-Study Program (NFWS Program)

The Non-Federal Work-Study Program (NFWS) consists of funds granted solely by CIAM to aid enrolled students in achieving a graduate degree education. This program offers selected and qualified students a 15 hour per week work schedule in various administrative offices. The students can use the earned wages to pay for a portion of their tuition at CIAM. Students must maintain a satisfactory grade point average and job performance for continued employment for the duration of their 11-month MBA program of study. An agreement specifying job performance criteria and academic criteria will be signed by the student and the Vice President at time of hire. The students will be provided with meaningful learning experiences that help to meet their educational or career goals, without displacing or replacing regular employees. Since our degree program is in management and entrepreneurship, student

workers will be assigned tasks and projects that range from research to drafting policies and procedures. Applications for this program are accepted year-round. Any CIAM new or continuing student in good standing is eligible to apply for this program. Students selected for the program meet the following minimal criteria as evaluated by the Selection Committee:

1. Evidence of ability to perform challenging administrative tasks at a professional level
2. Evidence of applicability of NFSW program to the career and educational goals of the student
3. Evidence that the NFSW assignments will not negatively affect the student's ability to successfully complete the program of study.

The standard Application for Graduate Admissions will be used, along with an application letter addressing the 3 criteria above and providing evidence that the candidate meets the criteria.

Continuing students will be evaluated on their record of performance at CIAM in addition to the criteria above. Applicants will be interviewed by the scholarship committee with questions based on the letter of application.. The selection committee will consist of the President, the VP of administration, and the Dean. Additional selection criteria will consist of the student's GPA, organizational experience, GMAT/GRE score, presentation skills, writing skills and other accomplishments. Students meeting criteria will be accepted on a first-come, first-served basis until available positions are filled. (The availability of NFSW positions varies throughout the year, the maximum at any given time is three). Candidates must present proof of eligibility to work in the United States prior to consideration. Total earnings (which are subject to tax withholdings) are limited to a maximum of \$10,000 gross. There are no additional benefits provided by CIAM. Students are paid \$15 per hour and timesheets are submitted to Payroll monthly. Please contact the Office of Admissions for more information.

Career Services

"Living in fear of loss of job and income," management guru Peter F. Drucker once wrote, "is incompatible with taking responsibility for the job and work group." This is why CIAM's teaching model integrates career development, such as job search, into our academic program. Our teaching model also incorporates consulting in each course, allowing showcasing of the MBA student's abilities to potential employers. There are also visiting executives in every face-to-face class meeting, with the exception of the first and last class meetings. Our President, Dr. William A. Cohen, who is a bestselling author of job finding books and a former executive recruiter, can assist graduates in career planning with such advice as exercises in advertising and selling one's self, interviewing techniques, negotiation and more.

CIAM is committed to working closely with graduates on their professional development, both inside and outside of the classroom, in order to help them achieve their career goals. In addition to working closely with current students and graduates, CIAM is also committed to building lasting relationships with potential employers in order to create opportunities for CIAM graduates as well as serve the needs of potential employers.

The purpose of CIAM's Career Services Program is to assist CIAM's graduates that are in need of employment in finding a position that is in line with CIAM's MBA degree in Executive Management and Entrepreneurship. The Career Services Department will assist CIAM's graduates in the following areas:

- Preparing students to compete for employment opportunities through:
 - o Interviewing skills & follow-up
 - o Resume writing
 - o Application completion
 - o Cover letter writing
 - o Professional behavior and attire coaching
 - o Setting up interviews
 - o Keeping a career log
- Developing meaningful and sustainable relationships with employers
- Assisting graduates throughout the entire hiring cycle



All CIAM students are eligible for Career Services. The Institute does not make any promise of employment or starting salaries for current students or graduates. The University reserves the right to refuse employment assistance to graduates who do not conform to its policies

Housing

CIAM does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Los Angeles, CA rental properties start at approximately \$1,000.00 per month.

Textbooks

CIAM does not require students to purchase textbooks. Cyber-textbooks are provided at no cost by CIAM to students.

Library



LIRN - CIAM uses the services of LIRN, an online library that can be accessed by students 24 hours a day. LIRN provides a core library collection with access to millions journal articles, books, encyclopedias, newspapers, magazines, and audio, and video clips. The website is www.LIRN.net. CIAM has the access to Books24x7®, which is the new e-book service offered by LIRN, Books24x7® offers on-demand, instant access to the complete text of thousands of best-in-class online books, book summaries, audio books, research projects in business, technology, engineering, finance and more.

Ebrary - CIAM subscribes to the Business & Economics database collection of Ebrary. It has a growing online collection of over 2,500 full text, searchable books and reports. The Ebrary link is inserted in each online syllabus so that the student can get access at any time, from anywhere. Three quarters of the Business & Economics database collection books have been published in the last two years.

CSU Libraries - CIAM offers students the opportunity to access any CSU (California State University) library collections with borrowing privileges and on-site access to information specialists and electronic collections. CIAM will reimburse student costs against their receipt when they sign up with any CSU Library as a “Friend of the Library”, “Patrons of the Library”, or its equivalent. Some nearby CSU libraries include:

CSU Los Angeles, CSU Northridge, CSU Long Beach, CSU Fullerton

A Librarian will be available to students for assistance with any library issues. The Dean’s office will also be available to assist. Please note that the Librarian will follow the Office and Campus close dates, please refer to the Federal Holidays on page 6.

Printing Service

Printing services available to students during business hours.

Computer Access

A computer for academic use only: is available on-site at CIAM.



English Language Services

The California Institute of Advanced Management considers excellent written and oral communication in English to be essential for students and graduates. Every course requires that students perform at a graduate level in tasks that demand these skills in order to obtain a passing grade.

To insure student success, admissions screening includes a series of oral interviews and the completion on site of a writing sample. Admission is contingent on adequate performance on these tasks.

Students who sense or advised that their oral and or writing presentations and assignments are not up to CIAM standards are offered the option of remedial tutorials on an as needed basis. These tutorials, including sessions designed to meet the needs of ESL students, focus on listening, reading, speaking and /or writing skills as needed. Tutorials are conducted by the Director of Communications in his capacity as a CIAM faculty member.

These tutorials may be face-to-face, mediated by the CIAM learning platform, or conducted via email. Group sessions will be organized if a sufficient need is identified by faculty and CIAM administrators. While CIAM makes every effort to provide excellent remedial English services free of charge, CIAM offers referrals to other programs not connected to CIAM should student progress be inadequate or should students request additional assistance. Referrals are free although third party services may entail a fee or tuition levied by the third party.

STUDENT CONDUCT

Students are expected to abide by ethical standards in preparing and presenting material that demonstrates their level of knowledge and that is used to determine grades.

The following are considered violations of acceptable student conduct and may result in dismissal:

- Cheating in any form of an academic work.
- Use of alcoholic beverages or illegal drugs on campus.
- Use of indecent or profane language. Language or actions that disrupt the academic environment.
- Failure to follow common sense rules of safety and/or posted safety regulations.
- Harassment or discrimination of any kind.
- Possession or use of a weapon of any kind
- Violation of any university policy or state and federal laws.



Drug and Alcohol Policy

Possession of alcohol, drugs, or any indication of substance abuse will be grounds for immediate dismissal from CIAM without probationary status.

Lost or Stolen Personal Property

CIAM is not responsible for lost or stolen personal property - valuables should not be left unattended on school grounds or facilities.

Dress Code

All students will be expected to dress in an appropriate manner, to convey a professional appearance or image, and to be neat and clean. "Business Casual" is strongly encouraged. Attending class or entering any campus building while barefooted or bare-chested is specifically prohibited.

Students & Professor Consulting Policy

Students and Professors are prohibited from doing paid consulting with a CIAM client so long as the student or the professor is in any way associated with CIAM, even after the completion of the course.

Students are also prohibited from doing CIAM consulting for a professor or a professor's company, students should not do a consulting project for an organization for which their

professor consults or has previously consulted, and any situation where there is an actual or potential conflict of interest. CIAM might make certain exceptions where the student is a member of an organization or business. However, the dean must be notified ahead of time and approve it prior to any actions by the student team.

CIAM students will NOT accomplish implementation of their recommendations or plans either pro bono or for payment under any circumstances.

These policies are established to prevent any possible conflicts of interest or the appearance of such a conflict.

If a CIAM client requests paid or unpaid work be done after the term consulting project is complete, the students and/or professor should explain that this is contrary to CIAM policy and cannot be accomplished. After graduation or permanent separation from CIAM, students, or in the case of the professor, if the professor permanently severs his/her connection with CIAM and will not teach for CIAM in the future, then there are no restrictions.



PROGRAMS



MBA in Executive Management & Entrepreneurship

The Master's Degree program prepares students with the necessary skills and knowledge to understand, manage or create financial, business, and leadership careers on the upper level of management. The program provides the tools for business and leadership professionals to develop knowledge, attitudes, and skill sets that will equip them to perform effectively, ethically, and creativity in the corporate or entrepreneurial environment. Completion of this program requires about 11 months of study if the student takes two classes per Term. Max enrollment per course is 20 students.

PROGRAM OBJECTIVES AND PROGRAM DESCRIPTION

PROGRAM OBJECTIVES

1. California Institute of Advanced Management offers an MBA program based on the principles and values of Peter F. Drucker, “the Father of Modern Management” to enable students to immediately apply their knowledge and ability with integrity and success
2. This program is comprehensive and covers all the essential elements of business education including Accounting, International Business, Ethics, Marketing, Finance, Organizational Behavior, Quantitative Analysis, Entrepreneurship, Leadership, and Strategy.
3. The students will apply their skills learnt in the above areas while the degree program is in progress in terms of consulting projects with small businesses.
4. This program will teach CIAM students to think critically, solve problems and make decisions effectively.
5. The students will learn to communicate intelligently and articulate ideas and information effectively in the business context.
6. The students will learn how to collaborate in teams.
7. The students will learn how to motivate, lead and mentor others.
8. The students will learn how to be ethical in terms of integrity and accountability espoused by Peter F. Drucker.
9. The students will learn the effective use of technology to solve management problems.
10. To learn and apply basic principles of Entrepreneurship.
11. The students will demonstrate their competency in the global aspects of business.

INSTRUCTIONAL METHODS

Our instructional methodology includes lecture, experiential learning exercises, individual and group presentations, and the application of principles to the student’s current job or profession. Students will also be exposed to speakers from the industry on a regular basis. In addition, our students will be involved in consulting projects with small businesses as a way of putting into practice many of the concepts they are learning in the classrooms.

Credits Hours/Units

Quarter hours are awarded per course. Each course taken at CIAM is equivalent to four (4) Quarter hours. Each course meets once a week for six (6) weeks in class. Each class meets for four (4) hours per week. In addition, there are five (5) online lessons in each course. Each online lesson is about equal quantities of material presented, assignments, and other requirements.

Each course will have twenty-four (24) class hours and twenty (20) online Hours. The total classroom hours (in class and online) are forty-four (44) hours, which is equivalent to four (4) quarter units. In addition, students are required to do considerable amount of reading of the related material, assignments, and consulting for each class.

There are approximately six (6) Terms in a year. Two courses are taken per Term, so that the

student may complete the MBA program in about 11 months.

At the student's option, the MBA program can also be completed in about 22 months when taking 1 course per term.

Prior to Enrollment, the student will specify which track he/she would like to take. Students are not allowed to do take more than 8.0 credits (2 courses) per term.

Every class has 24 hours of face-to face classes and 20 hours of online lectures. That converts into 44 hours for the 4 quarter units. Therefore, every quarter unit is equivalent to 11 clock hours. In addition, the students, on the average spend 16 hours per week, on reading, homework assignments and consulting etc. The aproximate breakdown of hours spent outside of lectures is as follows:

Additional Readings:	6 hours
Paper Assignment:	4 hours
Consulting Project:	4 hours
Preparing for in-class presentations:	1 hour
Threaded Discussions:	1 hour

Advanced Teaching Model

1. Every course has 11 lessons
6 face-to-face and 5 online lessons given simultaneously:
one face-to face lesson and one online lesson each week
over Saturday, Sunday or weeknight.



2. The face-to-face lessons are four hours long.
The face to face lessons may have the following format:

Topic	Time
Executive Speaker	60 minutes
Professor's Lecture	60 minutes
Individual Informal Student Presentations	30 minutes (1-2 minutes each); professor assigns topics
BREAKS	30 minutes
Student Discussion of Lesson's Principles Applied to their Work or Short Experiential Learning Exercise	30 minutes
Class/Group Discussion of Theory/Principle Application (Progress with Consulting Assignment)	30 minutes

**depending on the size of the cohort, presentations can be up to 5 minutes*

3. The 6th and final in-class lesson consists of team presentations of the student group

consulting projects. Clients attend. All students participate and are graded. The feedback of the client, the class and team members are included in the grading. Presentations are a maximum of 30 minutes. Five minutes are allowed for Q and A. The professor leads discussion after all presentations are made.

Course Structure

<u>Course No.</u>	<u>Title</u>	<u>Quarter Credits</u>
DRU501	Leadership based on Drucker's Principles	4.0
DRU502	Innovation and Entrepreneurship based on Drucker's Principles	4.0
DRU503	Managing One's Self and One's Career Based on Drucker's Principles	4.0
ACC501	Accounting For Decision Making	4.0
IB 501	International Business Concepts	4.0
ETH501	Business Ethics	4.0
FIN501	Corporate Finance	4.0
IS501	Management of Information Systems	4.0
MGT501	Management and Organizational Behavior	4.0
MKT501	Marketing Management	4.0
BUS501	Quantitative Analysis for Decision Making	4.0
MGT 599	Practicum on Applied Strategy and Research	4.0
TOTAL		48.0

A Diploma will be awarded to the Student upon completion of the 12-course program of study if all other requirements are met.



COURSE DESCRIPTIONS

ACC501: Accounting for Decision Making

4.0 Quarter Credits

This course examines how accounting information is used in managerial decision-making and control. The course stresses how to use rather than how to prepare accounting reports. Topics to be covered include: basic cost concepts, cost volume profit relationships, product costing, differential analysis, strategic product pricing, cost allocation, budgeting, and the evaluation of financial performance.

BUS501: Quantitative Analysis for Decision Making

4.0 Quarter Credits

Metrics and analysis are hallmarks of outstanding management. Managers must understand the basics and application of descriptive and inferential statistics including basic descriptive statistics, statistical inference, hypothesis testing, correlation and regression, time series forecasting, inventory models, simulation, queuing, and decision under uncertainty. Students will also learn how to present data effectively using graphs and charts. The course will also address decision trees and expected value of information.

ETH501: Business Ethics

4.0 Quarter Credits

This course will prepare students to face the ethical challenges that they are likely to experience as managers. Students will come to realize that ethical dilemmas are common aspects of the business decision-making process. As a result of taking this course, students should become more proficient in issue recognition, application of ethical principles, and analysis of the consistency of corporate decision-making processes with such principles. While we never expect managers to be joyful when they encounter ethical dilemmas, our goal is to help students develop the competence, courage, and character that will enable right action for the good of all.

FIN501: Corporate Finance

4.0 Quarter Credits

This course introduces the student to the basic decision models of financial management and prepares them to take an active role in financial decision-making in their organization. It provides an introduction to the theory, the methods, and the concerns of corporate finance. The main topics include: 1) the time value of money and capital budgeting techniques; 2) uncertainty and the trade-off between risk and return; 3) security market efficiency; 4) optimal capital structure, and 5) dividend policy decisions.

IB501: International Business Concepts

4.0 Quarter Credits

Today's markets are becoming increasingly global, and it is imperative that managers understand the theories, institutions, and environmental elements that underlie international commerce. This course will equip students to manage using a comprehensive framework to formulate strategies in the global marketplace. The course covers competitive advantage, competitive strategies, alternative modes of market entry, including import and export through intermediaries, contracts with suppliers and distributors, and foreign direct investment (FDI).

IS501: Management of Information Systems

4.0 Quarter Credits

In this class, students will learn about business and consumer information systems. We will cover MIS theory and practice as they relate to management and organizational theories. Students will learn about the use of IT in different functional areas of the firm. The role of the Internet in facilitating, augmenting, and providing competitive advantage for information systems.

MGT501: Management and Organizational Behavior

4.0 Quarter Credits

This course deals with human behavior in organizations. It will employ a number of conceptual frameworks, case discussions, and skill-oriented activities and challenge students to apply these to our course topic. In part, these will include: motivation, learning and development, group dynamics, leadership, communication, power and influence, change, diversity, organizational design, and culture.

MKT501: Marketing Management

4.0 Quarter Credits

Peter Drucker said that marketing was too important to be left to marketers. Indeed, marketing is one of the most important, complexes, and fascinating management disciplines, and is closely tied to other functions of the firm such as R&D, operations, and finance. An understanding of marketing fundamentals is an essential component of management knowledge. The roles of ethics, corporate social responsibility, and public policy intrinsic in marketing decision making in global environments are explored.

DRU501: Leadership based on Drucker's Principles

4.0 Quarter Credits

Drucker's view of leadership is critical to becoming an effective executive: the fundamental decision for the leader, the leader's role in shaping the organization's future, how a leader must develop, what he should and should not do. This class will cover Drucker's models of ethics, duty, motivation and leadership, and marketing, which are fundamental to sound leadership. Students who take this course will develop a deep understanding of leadership and an

appreciation that courage, commitment, careful thought and analysis, and character are the foundations they will need to develop over a lifetime of service.

DRU502: Innovation and Entrepreneurship based on Drucker's Principles

4.0 Quarter Credits

This course will provide the student with an opportunity to learn about Drucker's ideas about the practice of innovation, the seven sources for innovative opportunity, his principles of innovation, the practice of entrepreneurship, entrepreneurial management, and the entrepreneurial business, entrepreneurship in the service institution, the new venture, and entrepreneurial strategies. This course discusses the basics every manager needs to organize successful technology and/or market-driven innovation in both entrepreneurial and established firms. The course will examine how entrepreneurs and managers can shape their firms so that they continually build and commercialize valuable innovations.

DRU503: Managing One's Self and One's Career based on Drucker's Principles

4.0 Quarter Credits

We live in an age of unprecedented opportunity. We all like to think that with ambition, drive, and talent, you can rise to the top of your chosen profession regardless of where you started out. But companies today are not managing their knowledge workers' careers. Instead, you must be your own chief executive officer; you must become more deliberate in managing yourself and your career. In this class, we consider how Peter Drucker explained how to manage your career.

MGT599: Practicum on Applied Strategy and Research

4.0 Quarter Credits

This course introduces the student to the concepts of vision, mission, and determination of the basic long term goals and objectives of a company, and the adoption of a course of action and the allocation of resources for carrying out these goals.

The practical aspect of this course may also be a demonstration of MBA mastery by which the Students prove by an accomplishment under the guidance of the professor teaching the course their ability at the MBA level. This may be:

1. A solo or group consulting project in which students recruit the client, complete the initial interview which define the goals, methodology, and timing, execute the consulting assignment and develop the consulting report and present the results of the engagement to the client and the class. Or
2. A presentation at an academic conference, or an article in a peer-reviewed academic or practitioner's journal which may be co-authored by the student's professor.

Lecture hours: 24 hours (2 quarter credits) / Practicum hours: 60 hours (2 quarter credits)

TUITION REFUND POLICY

Student's Right to Cancel



The Student has the right to cancel the program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. Students on full CIAM scholarships or 100% tuition assistance may cancel their enrollment at any time.

Cancellation may occur when the student provides a written notice of cancellation at the following address: This can be done by mail or by hand delivery.



CIAM (626)350-1500
9550 Flair Drive Suite #500
El Monte, CA 91731

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled the school will refund the student any money paid, less a registration fee of \$100.00 within 45 days after the notice of cancellation is received.

Withdrawal from the Program



As stated above, you may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$100.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have

withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of the maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for three (3) weeks.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For programs beyond the current "payment period," if the student withdraws prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

FINANCIAL AID

CIAM offers a payment plan that requires no interest and is designed to be fully completed by graduation. CIAM also offers flexible and reliable student financing solutions with competitive interest rates. Both these options may be available for qualified students. Please inquire for more information.

Consequently, CIAM does not sponsor nor is it affiliated with student loan programs of any type, either Federal or State. It may offer work nonfederal study programs for selected and qualified students, but this is not commonplace.

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

TUITION & FEES

*\$25.00/ penalty per returned check

Program	Application Fee Non-Refundable	Student Tuition Recovery Fund Non-Refundable	Textbooks	Tuition	Total Cost for Entire Program
MBA	\$100.00	\$7.50	\$0.00	\$15,000.00	\$15,107.50

* *Estimated charges for the period of attendance and the entire program.*

* *At the student's option, the university may accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first class session are disclosed on the enrollment agreement.*

* **VETERANS** - Please refer to the Veterans Information Bulletin at the Admissions Office.

STUDENT TUITION RECOVERY FUND (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California resident students were attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- The school closed before the course of instruction was completed.
- The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
- There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
- An inability to collect on a judgment against the institution for a violation of the Act.

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

- You are a student, who is a California resident or are enrolled in a residency program, and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

- Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.
- You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following apply:
- You are not a California resident, or are not enrolled in a residency program, or
- Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.



ACCREDITATION DISCLOSURES

CIAM does not issue licenses. We award degrees only for our MBA in Executive Management and Entrepreneurship.

As a new graduate school, CIAM cannot apply for national accreditation for two years. Therefore, it is important for you to understand that a degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California. Also, a student enrolled in an unaccredited institution is not eligible for federal financial aid programs.



BOARD OF TRUSTEES

The affairs of the corporation shall be managed by a Board of Trustees as prescribed in the Bylaws of the corporation.

Minglo Shao Chairman



Mr. Shao is the founder and chairman of Bright China Group, an investment group that operates in Los Angeles, Hong Kong and major cities around China. Under his leadership, Bright China Group has invested more than \$500 million in China, providing employment to more than 10,000 laid-off workers in more than 20 cities. In Shanxi he provided the funds to build and operate schools providing educational opportunities to more than 3,000 students from poverty-stricken farming families in the region. Through Bright China Group, Mr. Shao also heads the Peter F. Drucker Academy, a nonprofit educational organization dedicated to researching and teaching Drucker's management ideas in China. The Peter F. Drucker Academy teaches in 32 cities in China and Hong Kong and has more than 50,000 graduates. Mr. Shao founded and provided the grant for starting the CIAM.

Yeh Wah Chong



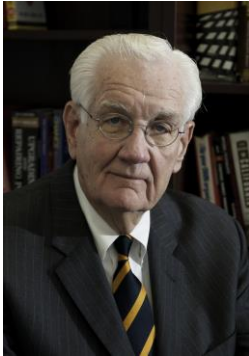
Yah Weh Chong is an exceptional artist who produces sculptures done completely in silk. In an era of mass-produced goods made by what seems like a limitless supply of cheap labor, artist and businesswoman Yah Weh Chong works meticulously to create by hand expressive art—doll masterpieces which are historically accurate in dress, poise, and hair style. Her work covers the full spectrum from antiquity to modern times in China and shows full expression from day to day work and leisure activity of her subjects to satire and politics. Yah Weh Chong brings a unique perspective to her work which has also contributed significantly to the foundations and companies begun and managed by her husband, Minglo Shao, in both the U.S. and China.

General Leonard **Kwiatkowski**



General Kwiatkowski headed a number of space programs in the Air Force including Program Director of a major space communications program, the Military Satellite Communications Joint Program Office. After his Air Force retirement he held a variety of senior leadership positions at Lockheed Martin including Executive Vice President of Programs for the Lockheed Martin Missiles and Space Division, Deputy to the President of the Space Systems Company, VP and General Manager of the Global Communications Systems line of business and Director of Quality and Mission Success. He was responsible for leading the investment, research and development and manufacturing of a wide variety of space systems in a multi-billion dollar business unit with more than 7,000 employees.

C. William Pollard



Bill Pollard is Chairman of Fairwyn Investment Company, a private investment firm. He served twice as Chief Executive Officer of The ServiceMaster Company, a Fortune 500 Company. He also served as Chairman of the Board of and was elected Chairman Emeritus when he retired. During his leadership of ServiceMaster, the Company was recognized by *Fortune* magazine as the #1 service company among the Fortune 500 and also was included as one of its most admired companies. During this period, ServiceMaster also was identified as a “star of the future” by *The Wall Street Journal* and recognized by the *Financial Times* as one of the most respected companies in the world. He is also the author of two bestselling books and contributed to many other books on management.

Dr. Danny Yu



Danny Yu is the key executive in three NGOs. In 1980 he established Educational Services Exchange with China (ESEC). This is a non-profit organization for promoting Sino-American educational exchanges and training services. To date ESEC has partnered with over 300 Chinese universities and government agencies for the training of over 150,000 individuals. ESEC's English training program has worked with China's Ministry of Education and Academy of Sciences for the English training of thousands of overseas-bound government officials, scholars, scientists and professionals. Almost every Chinese government official including the President of China has been trained by Dr. Yu's techniques. Recently Dr. Yu developed new methods of student-centered learning which are being tested throughout China.

Stay In Touch



CATALOG DISCLOSURES

California Bureau for Private Postsecondary Education

California Institute of Advanced Management is a non-profit institution and approved to operate by the Bureau for Private Postsecondary and Vocational Education. For more information, please call the Bureau for Private Postsecondary Education at (916) 431-6959, or toll free at (888) 370-7589, or visit its website at: www.bppe.ca.gov.

Any questions a student may have regarding this catalog should be referred to the Director of Administration. If after consultation with the CIAM Director of Administration and the CIAM President, a question is not resolved satisfactorily, further inquiries can be made to:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
<http://www.bppe.ca.gov>
P: 888.370.7589 or 916.431.6959, F: 916.263.1897

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

A student or any member of the public may file a complaint about this or any institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site <http://www.bppe.ca.gov>. Of course, it is usually better to attempt to resolve an issue directly with CIAM first.

CIAM's approval to operate as a private postsecondary school in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. CIAM under section 94802 (a) of CPPEA, will by operation of law, be approved upon the Bureau's approval pending approval. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, West Sacramento, CA 95798-0818, 888.370.7589.

Should you have an issue at CIAM; we would appreciate the opportunity to resolve it through our own grievance procedures first before filing a complaint as direct resolution is usually faster and easier.

CIAM has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

