

**MIU**

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**Minnesota International University**

*Discover Yourself, Inspire Change, Impact the World!*

**Student Handbook and  
Course Catalog:  
Your Roadmap to Graduation  
2015 - 2017**

Undergraduate and Graduate Courses  
in Global Business

[www.miu-mn.net](http://www.miu-mn.net)

# MIU

## MINNESOTA INTERNATIONAL UNIVERSITY

Brooklyn Park, Minnesota

## SCHOOL OF GLOBAL BUSINESS

*Minnesota International University offers a Bachelor of Arts (BA) Degree in Global Business (GB).*

*Areas of Concentration offered include:*

- Global Business (Generalist) (GB)
- International Development Studies (IDS)
- Human Resources (HR)
- Nonprofits and Parks and Recreation Management (NP-PRECM) (with optional Martial Arts Program)
- Management of Information System (MIS)

*We also offer a Master of Business Administration (MBA), designed for people who are seeking advancement into the ownership or administration of:*

- For-profit or nonprofit businesses
- Governmental programs and agencies
- Social businesses
- Multinational corporations moving into developing countries

# MINNESOTA

## **International University**

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# MIU

## Minnesota International University

*Discover Yourself, Inspire Change, Impact the World!*

### Welcome!

Minnesota International University is a liberal arts university offering a Bachelor of Arts Degree in Global Business (B.A.) and a Master of Business Administration (M.B.A.). Our approach to global business prepares our graduates for an international focus on business development in the 21st century.

#### *Discover Yourself*

When you know yourself, you can start to help others.

#### *Inspire Change*

Improve living conditions and inspire the next generation.

#### *Impact the World!*

Play a pivotal role in the advancement of humankind through international business development.

Critical aspects of business in the 21st century include:

- multicultural competency - living in a much more diverse and complex social network, often venturing beyond traditional boundaries and requiring a deeper understanding of the history and culture of people from around the world.
- understanding of ethical business in the 21st century - the tremendous impact of technology on business and development impels learning new modes of ethical business, and forwards more equitable economic and social progress.
- mastery of skills for life-long learning - allowing MIU students to discover the keys to how they learn, so they are ready for a world we do not yet perceive.
- mass communication - recognition of the immediate need for communication skills that are requisite within a modern, technologically advanced society.

• internships - the realization that experiential learning through internships provides a more meaningful business foundation, preparing our students for the real world.  
We encourage you to contact our enrollment counselors to discuss your goals in earning business degree at Minnesota International University.

MIU is tailored to meet the needs of busy adults. Extended business hours make it possible for you to contact our administrative staff at times that is convenient for you, including days, evenings and weekends. We hope you will feel free to contact us online or by phone with any questions you may have concerning our degree programs.

### **MIU BUSINESS HOURS:**

**Monday through Friday: 8:00 a.m. to 5:00 p.m.**

**Saturday: 8:00 a.m. to 4:30 p.m.**

### **CONTACT INFORMATION:**

**ADDRESS: 6200 west Broadway Avenue North**

**PHONE: (612) 735-2148**

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**Minnesota International University**

## MIU Educational Philosophy

- We believe in our students. We also believe in our academic faculty.
- We use teaching strategies that will reach all learning styles.
- We seek to provide a course that allows the time for our students to make meaning of what they are learning. As a result, most courses use the last session as a time for students to present the information they have learned in a format that gives them time to develop their own voice. Over the course of the degree, we expect to see our students growing more comfortable in expressing their thoughts and communicating their ideas.
- We have the goal of making the tone of our course sessions respectful. Students are not pitted against each other in an academically competitive environment. The main goal is learning to work together. Students have the opportunity to review the course midterm in order to adjust as needed.
- We acknowledge that our students should have access to careful instruction at each step of the degree-seeking process. It is better for us to assume that our students are uninformed, rather than assuming our students already possesses a well-developed background knowledge, about any of the courses MIU offers.
- We take the responsibility to deliver excellent teaching, so that an individual student has a right to expect that he/she can earn an 'A' in that course with hard work, good attendance, and follow-through to specific instruction. "Anything is easy to learn if you have a good teacher." ~ Bill Cosby
- Working hard towards a worthy goal, learning something new, growing in understanding are among the greatest joys of living.
- We are in the business of building dreams



**Minnesota International University**

## Vision/Mission Statement

### ***VISION***

Minnesota International University is committed to empowering our students within a changing society by developing their own self-discovery through creative thinking, a love for life-long learning, a challenging academic program, and a multicultural perspective of our world, in order that they may be ready to serve the global community.

### ***MISSION***

Minnesota International University is dedicated to:

- opening the door of higher education to deserving students around the world.
- promoting our students to high literacy, that they may confidently apply their learning to benefit the community.
- teaching our students communication skills through the use of technology, that they may find their voice and share their knowledge.
- developing multicultural competency, so that our students are prepared to move beyond borders and interact with people from different walks of life and far-flung parts of the world.



**Minnesota International University**

## Course of Study

### **Introduction**

The Minnesota International University Bachelor of Arts Degree in Global Business and the Master of Business Administration is based on an international approach to business practices, promoting multicultural competency, practical and direct instruction on effective business practices, with an emphasis on Internet marketing and web development, preparing entrepreneurs for global business in the 21st century.

Business and business communication have been revolutionized by technology, bringing new challenges and new opportunities. The need for a strong understanding of business ethics and the ability to interact intelligently across cultures is vital to business success in the 21st Century. Minnesota International University is designed to give its students the skills and knowledge they need to move forward in the fast-paced world of global business and achieve their dreams.

### **Graduate Department:**

#### **Master of Business Administration Degree (MBA)**

Our challenging MBA degree is designed to promote a global awareness of business in the 21st century. Over 95% of MIU Professors have conducted business overseas and are uniquely qualified to teach their courses. Courses include Masters level courses in Business Ethics, Communication, Operations Management, Information Systems, Business Law, Human Resources, and more.

*The culminating course is designed to give our students the opportunity to design their own entrepreneurial dream. At MIU we are in the business of building dreams.*

Below is a chart, which provides an overview of the MIU MBA Degree. We think you will see that our degree really covers the information you will need to advance your business career in the 21st century. A complete list of all graduate level courses may be found on page 35.



**Minnesota International University**

<b>Overview of MIU Graduate Degree Program (MBA)</b>			
Communication	Business and Business Ethics	Innovation in Business in the 21st Century	International Business
<ul style="list-style-type: none"> <li>• Business Writing and Communication</li> <li>• Human Resources Management</li> <li>• Web Publishing and Web Development</li> </ul>	<ul style="list-style-type: none"> <li>• Business Ethics</li> <li>• Organizational Learning, R&amp;D</li> <li>• Business Research                             <ul style="list-style-type: none"> <li>• Accounting</li> </ul> </li> <li>• Accounting for Nonprofits</li> <li>• Business Insurance and Security                             <ul style="list-style-type: none"> <li>• Business Taxes</li> <li>• Business Law</li> <li>• Finance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Information Technology Systems</li> <li>• E-Commerce</li> <li>• Operations Management</li> <li>• Strategic Planning</li> </ul>	<ul style="list-style-type: none"> <li>• International Economics</li> <li>• Nonprofit and For-profit Businesses</li> <li>• Statistics for Managers</li> </ul>
<ul style="list-style-type: none"> <li>• Entrepreneurship - Practical Steps to Starting Your Dream Business</li> <li>• Internship - Setting Up your Future (6 credits)</li> </ul>			
<p><b>60 Graduate Level Credits to Graduate</b></p>			

**MBA Portfolio based on Competencies**

As students complete each graduate level course, they will develop their professional portfolio. This portfolio will become an excellent reference tool as you continue your business career. The portfolio is based on the core competencies that are the foundation of the MBA Degree. Below is a chart of the MIU MBA Core Competencies.

DEVELOPMENTAL COMPETENCIES	STRUCTURAL COMPETENCIES	SYMBOLIC COMPETENCIES	SOCIAL/POLITICAL COMPETENCIES	ETHICAL COMPETENCIES
1. Information collection 2. Problem analysis 3. Program design 4. Training and instruction 5. Research, measurement and evaluation 6. Internet and website development	7. Leadership and judgment 8. Financial responsibility 9. Institutional oversight and risk management 10. Implementation skills 11. Written expression 12. Global economics	13. Motivation 14. Public relations/marketing campaigns 15. Publishing/website development	16. Philosophical, cultural, and historical perspectives 17. Legal and regulatory applications 18. Policy and political influences 19. National and international relations; multicultural competency 20. Oral /nonverbal communication	21. Civility, etiquette, and sensitivity 22. Moral and ethical decision-making processes 23. Human resources

As students complete each MBA course, assignments, research, final papers and presentations and internship assignments will be organized into the portfolio based on the twenty-three competencies. This portfolio will be reviewed by the Academic Advisor, before final permission to graduate is conferred.

***The MIU MBA degree program is set up for the success of our students.***



**Minnesota International University**

**Undergraduate Department:**

**Bachelor of Arts Degree in Global Business (BA)**

The Minnesota International University Bachelor of Arts Degree in Business is comprised of General Education courses, Global Business Core Courses, three required courses in one World Language, and Electives Courses. Additionally, a student may choose an Area of Concentration within the School of Global Business. The five Areas of Concentration include:

- Global Business (Generalist) (GB)
- International Development Studies (IDS)
- Human Resources (HR)
- Nonprofit and Parks and Recreation Management (NP-PRECM)
- Management of Information System (MIS)

**General Education Courses - minimum of 49 credits**

The MIU BA Global Business degree begins with lively general education courses in Language Arts and Communication, Math and Science, Social Science and Humanities. Under Humanities, our Global Business degree includes a World Language - Spanish. Between English and Spanish our students will be able to communicate with over 2 billion people living on the planet. Additionally, many of our students are non-native English speakers. For those students speaking English as a Second Language (ESL) we offer up to two ESL courses, designed to bring students to the collegiate level of communication.

Most of our courses have been specifically designed to give our students the chance to practice communication skills. You will not leave MIU as the same person who began! Now is the time to prepare yourself for the life you will lead. Professors at MIU understand this and are prepared to work to develop the talents of our students. You will be challenged!

Our General Education courses are designed to support the Global Business degree and are specifically designed with a multicultural perspective. Over 95% of our professors have themselves worked in international businesses and have amazing talents to share with our students.

**Global Business Core Courses - minimum of 39 required credits**

All BA Global Business students take the Global Business Core courses. Included in these courses are beginning and intermediate courses in Ethics, International Business Models, Sustainability, Internet Marketing and Promotion, Internet Security, Customer Service for Global Markets, Economics, Accounting and more. All MIU professors receive special training in reaching all learning styles.

**Areas of Concentration and Electives - minimum of 24 required credits**

MIU offers four areas of concentration. Students can choose between Global Business (Generalist) (GB), International Development Studies (IDS), Human Resources (HR), Nonprofits and Parks, Recreation Management (NP-PRECM), and Management of Information System. Under NP-PRECM, students may choose to prepare themselves for working in either the nonprofit and parks and recreation industry or the martial arts industry.

**Martial Arts Specialization within NP-PRECM**

MIU offers a unique program in Martial Arts Business. Our students have the opportunity to take courses that advance them through all levels of Taekwondo or Haidong Gumdo (Korean Sword), combined with the Nonprofits and Parks and Recreation Area of Concentration, giving our students the skills and knowledge needed to open their own Martial Arts Schools.

***College Life Course***

MIU is designed for the success of our students. All incoming BA students are required to take a one-credit course in College Life. This course is designed to give all our students the support they need to be successful in U.S. schools. An emphasis on developing your talents and understanding academic ethical standards well prepares our students for success, both personally and professionally.



**Minnesota International University**

## Semester Overview

MIU is designed to meet the needs of working adults. Courses are set up to meet just once per week, with longer sessions. Classes may be held in the evenings, weekends, during the day, or online. Here's how it works!

- Fall and Spring Semesters - 14 weeks each
- Semesters divided into Session One and Session Two - 7 weeks each
- Students register for 15-18 credits per semester in two groups of 2 to 3 classes each session (fulltime)
- 3 credit courses meet 7 sessions of 4 hours each (not including breaks)
- 2 credit courses meet 7 sessions of 2 hours each (not including breaks)
- 3 credit Martial Arts courses (Labs) meet 42 1-hour sessions

### ***Required Business Reference Portfolio Based on Competencies***

Completion of the B.A. and M.B.A. Degrees is based on students acquiring a level of mastery of each of the competencies listed for the B.A. Degree in Global Business, the Areas of Concentration and the M.B.A. Degree. In the B.A. program, initial construction of the B.A. Portfolio is completed during the required College Life Course (1 credit).

The B.A. degree in Global Business (generalist) and the four Areas of Concentration are based on six competencies. As assignments are completed, the student chooses the competency that he/she thinks best displays the mastery of a portion of the competency. The M.A. Degree is based on 23 competencies and an M.B.A. Business Reference Portfolio is constructed during the Business Ethics Course. As assignments are completed, the students are required to place their assignments into their portfolio. By the time students are ready to begin their careers, we expect the portfolio will serve as a future reference and used to bring to interviews. The portfolio may contain a mixture of print and electronic files copied on CDs or DVDs.

## BACHELOR OF ARTS DEGREE IN GLOBAL BUSINESS GRADUATION REQUIREMENTS

### MIU BA Degree Requirements

Based on requirements set by  
Minnesota Office of Higher Education (Semester Credits)

General Education Requirements Minimum: 49 credits	BA Global Business Core Minimum: 47 credits	Areas of Concentration	Electives
Introduction to College Life 1 credit (required of all incoming students) Communication 9 credits Social Sciences 9 credits Humanities 9 credits Math 6 credits Natural sciences 6 credits	Minimum of 39 credits required in Core Business Courses PLUS 4 Internships, 8 credits (2 credits each year)	Generalist: Choose a minimum of 18 credits from a combination of Areas of Concentration	Generalist: Minimum of 6 credits
		International Development Studies: Minimum of 18 credits	International Development Studies: Minimum of 6 credits
		Non-Profit and Parks and Recreation Management: Minimum of 15 credits	Non-Profit and Parks and Recreation Management: Minimum of 9 credits
		Non-Profit and Parks and Recreation Management: Minimum of 12 credits	Non-Profit and Parks and Recreation Martial Arts: Minimum of 12 credits
World Language Requirements (Through Humanities Dept.) World Language 9 credits OR English as Second Language (ESL) Maximum of 6 credits (ESL for non-native English speakers only)		Human Resources: Minimum of 18 credits	Human Resources: Minimum of 6 credits
		Management of Information System: Minimum of 18 credits	Management of Information System: Minimum of 6 credits
49 credits	47 credits	Total of 24 credits	
Minimum Total of 120 credits for graduation			

*Your advisor will meet with you and create your roadmap to graduation. Together you will keep track of your progress.*



Minnesota International University

## MIU Course Listing

### B.A. General Education: Language Arts and Communication

#### **General Education: Introduction to College Life at MIU 100**

This course is designed to introduce students to the expectations and support services offered at MIU. It is a required course for all incoming freshman and B.A. transfer students. 1 credit

#### **General Education: Language Arts 101**

##### **Composition 1**

This course will lay the groundwork for many of the courses the students will continue to take as they pursue their educational goals at MIU in a B.A. Degree in Global Business. This is not a remedial course. Writing clear, effective prose is the hallmark of an educated person. As the objectives state, students will learn about the process of writing beginning with the paragraph, building toward essay writing and ending with a properly documented research paper. 3 credits

#### **General Education: Language Arts 102**

##### **Business Communication**

The purpose of this course is to introduce the student to the basic concepts and techniques needed to communicate successfully in the business world. 3 credits

PREREQ: Language Arts 101: Composition 1

#### **General Education: Language Arts 201**

##### **Mass Communication and Social Media**

This course is a lively overview of the multifaceted and ever-evolving media of mass communication. Students taking this course will learn how to create a professional presence on the Internet. 3 credits

#### **General Education: Language Arts 202**

##### **Speech**

This course will focus on the skills and competencies needed to communicate within the fast-paced world of business in the 21st century. The course is set up to encourage active learning through step-by-step exercises, video scenarios and ethics cases. This course is based on current issues and interests in the business world and is a very important foundation to the MIU B.A.

Global Business Degree. 3 credits  
PREREQ: Language Arts 101: Composition 1

**General Education: Language Arts 301 - Literature  
Classical Influences on Modern Business Culture**

This is an intriguing survey course tracing the evolution of political, religious and economic thought from ancient Greece to Modern Europe, Asia and the Americas. 3 credits

## B.A. General Education: Mathematics and Science

**General Education: Mathematics 130  
College Mathematics**

This course examines the fundamental concepts of algebra and builds skills for performing specific mathematical operations and problem solving to support effective managerial decision-making. 3 credits

**General Education: Mathematics 230  
Introduction to Applied Statistics**

This course introduces the fundamental concepts of statistical analysis and demonstrates how statistical analysis can be a critical element in the support of effective managerial decision-making. 3 credits

**General Education: Mathematics 330  
Linear Algebra**

This course examines the more advanced concepts and techniques for solving systems of linear equations to support effective managerial decision-making. 3 credits

**General Education: Science 131  
Biology 1**

The purpose of this course is to enhance biology literacy of students. Additionally, the course will expose students to the use of the scientific method, which is utilized in biological inquiry. This course is useful as a foundation for everything from running a business that requires scientific processing to running a household. 3 credits (Course paired with Biology Lab 1)

**General Education: Science 131a  
Biology Lab 1**

This class provides hands-on experience in using scientific methods and principles. Companion course to Biology 1. 1 credit

## **General Education: Science 132**

### **Biology 2**

The purpose of this course is to expand the biology literacy of students. Additionally, the course will further expose students to the use of the scientific method utilized in biological inquiry. 3 credits (This course is paired with Science 131: Biology Lab I - 1 credit)

PREREQ: Science 131: Biology 1

## **General Education: Science 231**

### **Cell Biology**

This course is for students who have taken Biology 1 and 2 and are interested in learning about cell functions, DNA replication, protein transport and prokaryotic/eukaryotic cell signaling. 3 credits

PREREQ:

Science 131: Biology 1

Science 132: Biology 2

## **General Education: Science 331**

### **Ecology**

This course is an introduction to the science of ecology, in which we will examine ecological thought, principles, and interactions between organisms and the environment. This course will be very useful to students interested in issues of sustainability, green businesses, parks and recreation management, and environmental issues facing Planet Earth. 3 credits

PREREQ: Science 131: Biology 1

## **B.A. General Education: Social Sciences**

### **General Education: Social Science 110**

#### **Introduction to Political Science**

The purpose of this course is to foster an understanding of various political systems that have been implemented throughout known human history. As students compare and contrast differing political systems, they will gain a deeper understanding of the influences that affect our lives today and of the realities they will be facing as they move beyond national borders into the global markets. 3 credits

### **General Education: Social Science 210**

#### **Cultural Anthropology**

Cultural Anthropology presents the similarities and differences that people express through cultural diversity. As students become more aware of aspects of cultural diversity, they will be more successful in navigating the world of global business to their advantage, both professionally and personally. 3 credits

**General Education: Social Science 310**

**World Geography**

The students will take a practical look at regional geography with a global business perspective. This course is an armchair trip around the world, introducing students to the traditional trade opportunities that have existed between regions of the world for millennia. 3 credits

**General Education: Social Science 311**

**The World that Trade Created: 1400 to the Present**

This course is designed to explore the structure of international trade and issues such as the economic culture of drugs, transplanting commodities in world trade, and the economics of violence. 3 credits

**General Education: Social Science 410**

**International Political Economy**

The student will get a complete and accessible overview of how politics and economy collide in a global context, with an end to understanding how best to navigate the sometimes, choppy waters of the global economy to the student's business advantage. 3 credits

**B.A. General Education: Humanities**

(Includes World Language and English as Second Language ESL)

**General Education: Humanities 120**

**Theatre Arts and World Dramatic Literature**

The course examines production techniques and the collaborative process of theatre creation within a context of world dramatic literature, from ancient Greece to contemporary times. We will survey a wide breadth of human culture through use of pictures, YouTube, DVD, sound, and class involvement in reading, writing, and even acting. The world will come alive through the prism of theatre arts, reflecting and refracting universal human themes to which everyone can relate. 3 credits

**General Education: Humanities 220**

**Art Movements and Their Theatrical Expression:  
1850s to the Present**

This course examines the roots, philosophies, and cultural context for various art movements ("isms") in the 19<sup>th</sup> and 20<sup>th</sup> Centuries, with particular focus on their relationship to drama. The student will grow to appreciate elements of everyday life in a new way. This course is designed to inspire students to connect artistically with their community - visit an art museum, see a play or dance performance, read a poem, or create a piece of art! 3 credits

**General Education: Humanities 320**  
**Fundamentals of Acting**

This course is an introduction to the craft of acting, including warm-ups, script analysis, movement exercises, playing an action, and Stanislavsky-based theory, all leading to the final performance of a scene. Everyone can act, even people who have never tried before. 3 credits

**General Education: Humanities 121 - Fine Arts**  
**Introduction to Landscape Painting**

This course is designed to assure students an immediate level of success in the painting processes within the first semester. The course will create the kind of environment necessary to give students guidance and support in landscape painting, becoming a vehicle for personal development, expression and achievement. 3 credits

**General Education: Humanities 122**  
**Music Appreciation**

This course is an introduction to Western music from the Gregorian chant period through to the present. Students will gain a working knowledge of musical history with the end that they will grow in their appreciation and enjoyment of music. 3 credits

**General Education: Humanities 222**  
**Jazz History**

This course is an overview of Jazz from its earliest stages to the present. The goal of this class will include learning how to listen to jazz and think critically about it. The course will introduce the student to the leading figures in making jazz a type of music, which is enjoyed all over the world. 3 credits

**General Education: Humanities 123**  
**English as Second Language - Level 2**

This course is designed to provide instruction to the intermediate level, non-native speaker of English. Each class session is designed move at a pace that allows student the opportunity to practice English to mastery. 3 credits

NOTE: This course is not open to native English speakers.

PREREQ: Passing Level 1 ESL

**General Education: Humanities 223**  
**English as Second Language - Level 3**

This course is designed to provide instruction to the intermediate level, non-native speaker of English. Each class session is designed move at a pace that allows student the opportunity to practice English to mastery. 3 credits

NOTE: This course is not open to native English speakers.

PREREQ: Passing Humanities 123: ESL - Level 2

**General Education: Humanities 140**

**Spanish - Level 1**

The purpose of this course is to provide the opportunity for the student to learn Spanish at the introductory level. 3 credits

**General Education: Humanities 240**

**Spanish - Level 2**

The purpose of this course is to provide the opportunity for the student to continue to learn Spanish at the introductory level advancing from the MIU Level 1 Spanish course. 3 credits  
PREREQ: Humanities 140: Spanish Level 1

**General Education: Humanities 340**

**Spanish - Level 3**

The purpose of this course is to provide the opportunity for the student to continue to learn Spanish at the intermediate level advancing from the MIU Level 2 Spanish course. 3 credits  
PREREQ: Humanities 240: Spanish Level 2

**General Education: Humanities 440**

**Spanish - Level 4**

The purpose of this course is to provide the opportunity for the student to continue to learn Spanish at the intermediate level advancing from the MIU Level 4 Spanish course. 3 credits  
PREREQ: Humanities 340: Spanish Level 3



**Minnesota International University**

B.A. Global Business:

Global Business Core (GB Core)

Core business courses are required by all global business students.

Students must complete a minimum of 39 credits in the core courses for graduation with a B.A. Degree.

GLOBAL BUSINESS CORE COMPETENCIES
<ol style="list-style-type: none"><li>1) Ethical and moral leadership</li><li>2) Business management, technology, and marketing</li><li>3) Global trade opportunities</li><li>4) Financial responsibility</li><li>5) Understanding national and international multicultural perspectives (including people with special needs)</li><li>6) Written and oral communication skills at the B.A. Degree level (includes bilingual communication and use of technology in communication)</li></ol>



### **Global Business Core 150**

#### **Ethics in Business**

This course provides students with a strong understanding of ethics in business. Case studies, a discussion of ethical theory, and a diverse range of perspectives on specific topics give students the tools needed to address ethical situations in business. 3 credits

### **Global Business Core 151**

#### **Customer Service for Global Markets**

This course is an introduction to the field of customer service. The course will cover issues in customer service, integrity, and retention. Practical skills needed by supervisors in customer service are taught in this course, including listening techniques, verbal and non-verbal communication, handling conflicts and stress management. 3 credits

### **Global Business Core 152**

#### **Introduction to Business**

This course provides a foundation in business operations through a survey of major business functions (management, production, marketing, finance and accounting, human resource management, and various support functions). The course offers an overview of business organizations and the business environment, strategic planning, international business, and quality assurance. 3 credits

### **Global Business Core 153**

#### **International Business Models**

This course will examine worldwide patterns of and motivations for trade and investment, identify the institutions and environments affecting international business, and investigate how multinational firms adapt the functional business areas of finance, manufacturing, marketing, and human resources in order to operate on a global scale. 3 credits

### **Global Business Core 250**

#### **Marketing, Internet Marketing and Promotion**

This course has been designed to introduce the student to the core concepts of marketing. It provides a comprehensive introduction to the key issues involved in the development of a balanced and integrated approach to the marketing of products and services. 3 credits

## **Global Business Core 251**

### **Microeconomics**

Microeconomics considers how individuals and firms make decisions, how to use the resources they control, and how the interactions of individuals and firms affect the overall allocation of society's resources. The course examines the behavior of individual economic entities: the individual consumer, the individual firm, and the individual worker. Central themes include how and why markets work to allocate resources, why they may fail to work, and the implications of their successes and failures in regard to social policies. 3 credits

## **Global Business Core 252**

### **Macroeconomics**

In this course, students will learn the fundamentals of macroeconomics, which deals with the economy as a whole. An overview of the American economy will be explored through a study of basic supply and demand analysis and a review of fiscal and monetary policy to phases of the business cycle. Unemployment, inflation, GDP, and policy decisions, which affect the American economy both at home and abroad will be covered. 3 credits

PREREQ: GB CORE 251: Microeconomics

## **Global Business Core 350**

### **Financial Accounting**

This course is designed to introduce the Accounting Cycle concepts of accrual based accounting for a sole proprietorship according to Generally Accepted Accounting Principles (GAAP). 3 credits

## **Global Business Core 351**

### **Fundamentals of Managerial Accounting**

Topics covered will enable students to analyze and interpret both historical and estimated data used by management to conduct daily operations, plan future operations and develop overall business strategies. The emphasis will be on managerial accounting (versus financial accounting). 3 credits

PREREQ: 350: Financial Accounting

## **Global Business Core 352**

### **Intermediate Macroeconomics**

The course will cover theories essential for understanding the behavior of the economy in the long run and the short run. Topics to be learned include national income determination, inflation, economic growth, investment, consumption, international macro policy issues, and the business cycle. Empirical applications of the theoretical concepts will be heavily emphasized. At the end of the course, students should be able to analyze the effects of different macroeconomic policies on the economy, and understand the reasons for variations in the economic performance of developed and developing countries. 3 credits

PREREQ: GB CORE 251: Microeconomics

GB CORE 252: Macroeconomics

**Global Business Core 450**  
**Intermediate Accounting**

This course is a continuation of the study of accounting concepts and procedures. The course is an in-depth study of financial accounting concepts and principles as they relate to the accounting process and resulting balance sheet, income statement, and statement of cash flows. The student will apply Generally Accepted Accounting Principles (GAAP) to cash, receivables, and inventory. 3 credits

PREREQ:

GB CORE 350: Financial Accounting

GB CORE 351: Fundamentals of Managerial Accounting

**Global Business Core 451**  
**Business Analysis and Quality Assurance**

This course introduces the student to the breadth of business analysis and quality assurance (referred in this syllabus as BA and QA, respectively). Students will gain knowledge of concrete strategies for analyzing whether or not a business organization is delivering high-quality goods and services. 3 credits

**Global Business Core 452**  
**Introduction to Business Law**

This course examines principles of law that apply to the business world and various business transactions. The student will study principles that apply to constitutional, contractual, tortious, sales, and other business activities. This course is meant to provide a general introduction to the legal environment that affects individuals, businesses, and business transactions. In addition to providing a general introduction to the American legal system, this course will focus on specific legal topics, such as contracts and the Uniform Commercial Code. 3 credits



Minnesota International University

B.A. Global Business:

International Development Studies (IDS)

INTERNATIONAL DEVELOPMENT STUDIES (IDS)
<ol style="list-style-type: none"><li>1) Ethical and moral leadership</li><li>2) Business management, technology, and marketing</li><li>3) Sustainable development</li><li>4) Financial responsibility</li><li>5) Understanding national and international multicultural perspectives (including people with special needs)</li><li>6) Written and oral communication skills at the B.A. Degree level (includes bilingual communication and use of technology in communication)</li></ol>

**Global Business: International Development Studies 260**

**Introduction of International Development Studies**

In this course we will engage in a critical evaluation of the existing schools of thought in politics, public policy, and human organizations and their influence on international development. The course will pay particular attention to current situations in non-industrial societies and actively follow the contemporary debate on international development aid. 3 credits

**Global Business: International Development Studies 261**

**Sustainability**

The Brundtland Commission in 1987 defined "sustainability" as "meeting the needs of the present generation without compromising the ability of future generations to meet their own needs." This course explores some of the major scientific issues behind our understanding of sustainability. The class will explore such issues as biodiversity, population, food and water resources, climate change, energy, public health, and the overall forecast for the environment and the human condition for the next several decades. Students will gain a greater appreciation of how science can inform the policies and practices that are needed to shape a more sustainable future. 3 credits

**Global Business: International Development Studies 262**

**Introduction to Management of Information Systems**

This course covers how global businesses use technology and information systems to increase their profitability by gaining market share, improving their customer service, and managing their daily operations. Information learned in this course is applicable to small, medium and large companies and organizations. 3 credits

**Global Business: International Development Studies 360**

**Introduction to Finance**

This course is a study of financial institutions, investment techniques, and financial management. Students will examine acquisition of funds, cash flow, financial analysis, capital budgeting, working capital requirements, and capital structure. 3 credit

PREREQ:

BG Core 350: Financial Accounting

BG Core 351: Fundamentals of Managerial Accounting

**Global Business: International Development Studies 460**

**Introduction to Operations Management**

In this course students examine the operations function of managing people, information, technology, materials, and facilities to produce goods and services. Specific areas covered will include designing and managing operations, purchasing raw materials controlling and maintaining inventories, and producing goods or services, which meet customers' expectations. Quantitative modeling will be used for solving business problems. 3 credits

**Global Business: International Development Studies 461**

**International Trade – Exports and Imports**

This course covers the major facets of the export-import transactions and procedures required to successfully do business overseas. The focus is on practical applications, ranging from understanding the objectives of parties involved in importing and exporting to the basics of letters of credit, packaging, and transporting shipments. 3 credits



Minnesota International University

## B.A. Global Business: Nonprofit and Parks and Recreation Management (NP-PRECM)

NONPROFITS AND PARKS AND RECREATION MANAGEMENT COMPETENCIES
1) Ethical and moral leadership 2) Business management, technology, and marketing 3) Recreational program design and implementation 4) Business analysis 5) Understanding national and international multicultural perspectives (including people with special needs) 6) Written and oral communication skills at the B.A. Degree level (includes bilingual communication and use of technology in communication)

### **Global Business: Nonprofits - Parks and Recreation Management 290 Introduction to Nonprofits and Parks and Recreation Management**

This is an introductory course to the business field of nonprofits and parks and recreation management as it applies to developing many types of programming for tourism and nonprofit organizations. Students will examine the significant role parks and recreation businesses can play in international development, enable entire regions to make progress toward better living standards. 3 credits

### **Global Business: International Development Studies 261 Sustainability**

The Brundtland Commission in 1987 defined "sustainability" as "meeting the needs of the present generation without compromising the ability of future generations to meet their own needs." This course explores some of the major scientific issues behind our understanding of sustainability. The class will explore such issues as biodiversity, population, food and water resources, climate change, energy, public health, and the overall forecast for the environment and the human condition for the next several decades. Students will gain a greater appreciation of how science can inform the policies and practices that are needed to shape a more sustainable future. 3 credits

**Global Business: Nonprofits - Parks and Recreation Management 390  
Parks and Recreation Programming**

Parks and Recreation Programming explores the current approaches effective in providing programs that meet the needs and interests of customers while delivered within the philosophy and ethics of the profession. 3 credits

**Global Business: Nonprofits - Parks and Recreation Management 490  
Facilities Management**

This course is an advanced course in Nonprofits and Parks and Recreation Management and is designed to teach the student the important aspects of safe and secure Facilities Management. Presented in this class is up-to-date information and guidance on the evolving facility management profession. 3 credits

**Global Business: Nonprofits - Parks and Recreation Management 491  
Financing, Acquiring and Designing Parks and Recreation Systems**

This advanced course in NP-PRECM is designed to prepare students for the establishment and professional management of parks and recreation programs. The course leads the students through the entire process of finding start up financing, important background information on real estate acquisition, and in-depth consideration of how programming drives the need for a secure and flexible use facility, 3 credits

PREREQ:

NP-PRECM 290: Introduction to Nonprofits and Parks and Recreation Management

NP-PRECM 390: Parks and Recreation Programming

**Global Business: Nonprofits - Parks and Recreation Management 392a  
Team Sports - Volleyball**

The purpose of the course is to prepare students for the management of community volleyball programs. The course is approximately 50% classroom and 50% gym. During the gym sessions, students will learn the basics of the six elemental movements in volleyball, preparing them to teach an effective volleyball course to youth and adults, men and women. A special focus of the course will be to gain an understanding of how to provide safe and inclusive programs for all ages and abilities. 2 credits

**Global Business: Nonprofits - Parks and Recreation Management 392b  
Team Sports - Soccer**

The purpose of the course is to present soccer programming and how to develop an effective soccer program for beginners to competitive programs in the community. Students will spend three sessions in the gym, learning the basics of soccer, preparing students to teach an effective soccer course to youth and adults, men and women. Approximately 50% of the course will be classroom and 50% practice for coaching soccer. 2 credits

**Global Business: Nonprofits - Parks and Recreation Management 392c  
Team Sports - Baseball**

The purpose of the course is to present baseball programming and how to develop an effective baseball program for beginners to competitive programs in the community. Students will spend three sessions in the gym, learning the basics of baseball, preparing students to teach an effective baseball course to youth and adults. Approximately 50% of the course will be classroom and 50% participation in baseball practice sessions. 2 credits

**Global Business: Nonprofits - Parks and Recreation Management 392d  
Team Sports - Basketball**

The purpose of the course is to present basketball programming and how to develop an effective basketball program for beginners to competitive programs in the community. Students will spend approximately 50% of the course in the classroom and 50% in the gym, learning coaching techniques and safety procedures. A special focus in this course is the role basketball and other sports have played in integration in the United States, including racial and gender equality. A safety-first philosophy will be taught during this course. 2 credits

**Global Business: Nonprofits - Parks and Recreation Management 392e  
Team Sports - Football**

The purpose of the course is to present football programming and how to develop an effective football program for beginners to competitive programs in the community. Students will spend approximately 50% of the course in the classroom and 50% on the field, learning the basics of football coaching for youth to adults, men and women. A safety-first philosophy and inclusive programming will be stressed in the course. 2 credits

**Global Business: Nonprofits - Parks and Recreation Management 393a  
Outdoor Activities Programming**

The purpose of this elective course is to present a variety of outdoor activities including camping, canoeing, fishing and hiking as they relate to managing a parks and recreation program. Sessions will be divided between classroom instruction and in-the-field experiences, which will include camping, canoeing, fishing and hiking at local parks. 2 credits

**Global Business: Nonprofits - Parks and Recreation Management 393b  
Aerobics Training**

This elective course is designed to present a variety of aerobic programs as they relate to managing a parks and recreation program. Most sessions will be 50% classroom instruction and 50% aerobics training, with one session of water aerobics. 2 credits

**Global Business: Nonprofits - Parks and Recreation Management 393c  
Aquatics Programs**

This elective course is designed to introduce the development of safe aquatic programming from the viewpoint of a program director to serve the community. It will illustrate a variety of recreational swimming programs from providing lessons, staffing pools/lakes and coaching competitive athletes. The course is based on the internationally recognized Australian program, but also refers to the Red Cross and Y.M.C.A. programs as well. Most sessions will be 50% classroom and 50% pool instruction. (This is not a course that teaches swimming lessons.) 2 credits

**Global Business: Nonprofits - Parks and Recreation Management 394a  
Arts and Culture 1 - Management of Performing Arts Programming**

This course is exploration of the variety of performance modalities that can be incorporated into a Parks and Recreation system, with particular emphasis on managing a theatre company and developing educational programs. 2 credits

**Global Business: Nonprofits - Parks and Recreation Management 394b  
Arts and Culture 2 - Management of Fine Arts Programming**

This purpose of this course is to provide information to managers of parks and recreation facilities on how to provide fine arts programming for the community. Specifically, the course will teach photography as the vehicle for understanding what is involved in the process of designing and implementing a fine arts program that reaches a wide audience. 2 credits

**Global Business: Nonprofits - Parks and Recreation Management 394c  
Arts and Culture 3 Management of Music/Concert Programming**

This course is designed to give you an understanding into what is needed to put together a comprehensive program in the music field for a park or community center. 2 credits

• *NOTE: Martial Arts Courses must be passed before moving to the next level.*

**Global Business: Nonprofits - Parks and Recreation Management 395a  
Martial Arts**

**Taekwondo Course 1**

**White and Yellow**

The purpose of the course is to present the martial arts as they relate to a life-long journey towards greater physical discipline and mental acuity, preparing the student to teach Taekwondo classes and/or open a martial arts school. Course 1 covers the white and yellow levels of Taekwondo. The student will also read and discuss *The Art of War* by Sun Tzu, the oldest known military treatise in the world. 3 credits

**Global Business: Nonprofits - Parks and Recreation Management 395b**

**Martial Arts**

**Taekwondo Course 2**

**Orange and Green**

The purpose of the course is to present the martial arts as they relate to a life-long journey towards greater physical discipline and mental acuity, preparing the student to teach Taekwondo classes and/or open a martial arts school. Course 2 covers the orange and green levels of Taekwondo. During this course the student will also study Korean history. 3 credits

**Global Business: Nonprofits - Parks and Recreation Management 395c**

**Martial Arts**

**Taekwondo Course 3**

**Purple and Blue**

The purpose of the course is to present the martial arts as they relate to a life-long journey towards greater physical discipline and mental acuity, preparing the student to teach Taekwondo classes and/or open a martial arts school. Course 3 covers the blue and purple levels of Taekwondo. During this course the student will study the *Guide to Korean Culture*, by the Korean Culture and Information Service. 3 credits

**Global Business: Nonprofits - Parks and Recreation Management 395d**

**Martial Arts**

**Taekwondo Course 4**

**Brown and Brown Stripe**

The purpose of the course is to present the martial arts as they relate to a life-long journey towards greater physical discipline and mental acuity, preparing the student to teach Taekwondo classes and/or open a martial arts school. Course 4 covers the brown and brown stripe levels of Taekwondo. During this course the student will also study the history of Korean martial arts. 3 credits

**Global Business: Nonprofits - Parks and Recreation Management 495a**

**Martial Arts**

**Taekwondo Course 5**

**Red**

The purpose of the course is to present the martial arts as they relate to a life-long journey towards greater physical discipline and mental acuity, preparing the student to teach Taekwondo classes and/or open a martial arts school. Course 5 covers the orange and green levels of Taekwondo. During this course student will also study Korean history. 3 credits

**Global Business: Nonprofits - Parks and Recreation Management 495b**

**Martial Arts**

**Taekwondo Course 6**

**Red Stripe**

The purpose of the course is to present the martial arts as they relate to a life-long journey towards greater physical discipline and mental acuity, preparing the student to teach Taekwondo classes and/or open a martial arts school. Course 6 covers the orange and green levels of Taekwondo. During this course student will also read, *To Kill a Tiger, a Memoir of Korea*. 3 credits

**Global Business: Nonprofits - Parks and Recreation Management 495c**

**Martial Arts**

**Taekwondo Course 7**

**Chodan 1**

The purpose of the course is to present the martial arts as they relate to a life-long journey towards greater physical discipline and mental acuity, preparing the student to teach Taekwondo classes and/or open a martial arts school. Course 7 covers the orange and green levels of Taekwondo. During this course student will also study Korean history. 3 credits

**Global Business: Nonprofits - Parks and Recreation Management 495d**

**Martial Arts**

**Taekwondo Course 8**

**Chodan 2**

The purpose of the course is to present the martial arts as they relate to a life-long journey towards greater physical discipline and mental acuity, preparing the student to teach Taekwondo classes and/or open a martial arts school. Course 8 covers Chodan 2 level of Taekwondo. During this course student will read the bestselling novel, *The Orphan Master's Son*. 3 credits

• *NOTE: Martial Arts Courses must be passed before moving to the next level.*

**Global Business: Nonprofits - Parks and Recreation Management 396a**

**Martial Arts**

**Haidong Gumdo Course 1**

**White and Yellow**

This course is designed to teach students the martial art of Haidong Gumdo (Korean Sword) to mastery of levels one and two, preparing students to teach Haidong Gumdo and/or open Haidong Gumdo school. The goal of the course is to guide the student to develop mental and physical discipline, opening up a deeper inner awareness. Students in this course will also study *The Art of War* by Sun Tzu. 3 credits

**Global Business: Nonprofits - Parks and Recreation Management 396b**

**Martial Arts**

**Haidong Gumdo Course 2**

**Green and Purple**

This course is designed to teach students the martial art of Haidong Gumdo (Korean Sword) to mastery of levels three and four, preparing students to teach Haidong Gumdo and/or open a Haidong Gumdo school. The goal of the course is to guide the student to develop mental and physical discipline, opening up a deeper inner awareness. Students in this course will study Korean history. 3 credits

**Global Business: Nonprofits - Parks and Recreation Management 396c**

**Martial Arts**

**Haidong Gumdo Course 3**

**Blue and Brown**

This course is designed to teach students the martial art of Haidong Gumdo (Korean Sword) to mastery of levels five and six, preparing students to teach Haidong Gumdo and/or open a Haidong Gumdo school. The goal of the course is to guide the student to develop mental and physical discipline, opening up a deeper inner awareness. 3 credits

**Global Business: Nonprofits - Parks and Recreation Management 396d**

**Martial Arts**

**Haidong Gumdo Course 4**

**Red and Red Stripe**

This course is designed to teach students the martial art of Haidong Gumdo (Korean Sword) to mastery of levels seven and eight, preparing students to teach Haidong Gumdo and/or open a Haidong Gumdo school. The goal of the course is to guide the student to develop mental and physical discipline, opening up a deeper inner awareness. Students in this course will also study *Muye DoboTongji: The Comprehensive Manual of Martial Arts of Ancient Korea*, translated into English. 3 credits

**Global Business: Nonprofits - Parks and Recreation Management 496a**

**Martial Arts**

**Haidong Gumdo Course 5**

**Chodan 1**

This course is designed to teach students the martial art of Haidong Gumdo (Korean Sword) to mastery of Chodan 1, preparing students to teach Haidong Gumdo and/or open a Haidong Gumdo school. The course will guide the student to develop mental and physical discipline, opening up a deeper inner awareness through meditation. 3 credits

**Global Business: Nonprofits - Parks and Recreation Management 496b**

**Martial Arts**

**Haidong Gumdo Course 6**

**Chodan 2**

This course is designed to teach students the martial art of Haidong Gumdo (Korean Sword) to mastery of Chodan 2, preparing students to teach Haidong Gumdo and/or open a Haidong Gumdo school. The goal of the course is to guide the student to develop mental and physical discipline, opening up a deeper inner awareness. Students in this course will also read *To Kill a Tiger: A Memoir of Korea*. 3 credits

**Global Business: Nonprofits - Parks and Recreation Management 496c**

**Martial Arts**

**Haidong Gumdo Course 7**

**Chodan 3**

This course is designed to teach students the martial art of Haidong Gumdo (Korean Sword) to mastery of Chodan 3, preparing students to teach Haidong Gumdo and/or open a Haidong Gumdo school. The goal of the course is to guide the student to develop mental and physical discipline, opening up a deeper inner awareness. Students in this course will also study the ancient text of Haidong Gumdo, now translated into English. 3 credits

**Global Business: Nonprofits - Parks and Recreation Management 496d**

**Martial Arts**

**Haidong Gumdo Course 8**

**Chodan 4**

This course is designed to teach students the martial art of Haidong Gumdo (Korean Sword) to mastery of Chodan 4, preparing students to teach Haidong Gumdo and/or open a Haidong Gumdo school. The goal of the course is to guide the student to develop mental and physical discipline, opening up a deeper inner awareness. Students taking this course will also read the bestselling novel, *The Orphan Master's Son*. 3 credits



Minnesota International University

## B.A. Global Business: Human Resources (HR)

HUMAN RESOURCES COMPETENCIES
1) Ethical and moral leadership
2) Public relations and marketing
3) Development of human capital, including recruitment, training, and retention
4) Policy and political influences within the global market
5) Understanding national and international multicultural perspectives (including people with special needs)
6) Written and oral communication skills at the B.A. Degree level (includes bilingual communication and use of technology in communication)

### **Global Business: Human Resources 280**

#### **Introduction to Human Resources**

This course will teach students the value of human resource (HR) management for an organization. Topics covered include the interview and exit process, legal requirements, globalization, unionization and more. 3 credits

### **Global Business: Human Resources 281**

#### **Benefits and Compensation**

This course examines compensation and reward systems that provide motivation of employees and rewards for excellence in employee performance. The course covers job analysis, job description, evaluations, and compensation, based on compensable factors. The student will analyze the impact of unions and government in the labor force as well as addressing the important issue of pay performance. 3 credits

### **Global Business: Human Resources 380**

#### **Human Resource Information Systems (HRIS)**

This course examines the use of human resource information systems (HRIS) in improving communication throughout business organizations. Students will gain an understanding of how communication in organizations is facilitated by existing structures and processes through information technology (IT). Once this understanding is gained, students will learn how to positively impact communication through the use of human resources management (HR), by setting up systems (HRIS) that improve profitability, customer satisfaction and employee morale. 3 credits

**Global Business: Human Resources 381**  
**Employee Development and Labor Relations**

This course is an overview of the history of the American labor movement. Included in the course are important historical perspectives of wage policy, unions, government structure, and employee development, which shape our current understanding of how these processes operate in today's fast-paced global business. 3 credits

**Global Business: Human Resources 382**  
**Human Relations**

This course is based on presenting the principles underlying human relationships at the workplace, with the aim to improve productivity, customer satisfaction and employee retention. Students will learn to analyze situations that occur in workplace relationships and gain insights on how to bring out the best in people, for the good of the company. 3 credits

**Global Business: Human Resources 383**  
**Human Resources Management in Sports and Recreation**

This course is designed to enable students to understand the opportunities and importance of human resources for future successes in the rapidly growing field of sports and recreation management. Students will be introduced to concrete management techniques used in busy recreational settings. 3 credits

**Global Business: Human Resources 480**  
**Introduction to Research in Human Resources**

This course introduces the students to the basics of conducting important research in human resources (HR). Students will investigate the types of research used for different purposes, and will conduct their own research on a topic of choice within with field. Students will understand how to develop their own strategic leadership skills as they use HR research as a guide to developing a human relations program. 3 credits

PREREQ:

GB Core 151: Customer Service for Global Markets

HR 280: Introduction to Human Resources

HR 380: Human Resource Information Systems

**Global Business: Human Resources 481**  
**Legal, Ethical and Sustainability Issues in Human Resources**

This advanced course examines important international issues in Human Resource Management (HRM). The student will gain a thorough background in ethical issues and legal considerations facing professionals in HRM. Important information on the evaluation of sustainability within HRM programming is presented, as it interfaces with the legal and ethical standards. 3 credits

PREREQ:

HR 382: Human Relations

**Global Business: Human Resources 482  
Staffing Management**

This course is designed to prepare students on how to take a strategic approach to staffing management. Real-world examples guide the thinking of students to understand how to plan strategically, use staffing technology, social media, and job evaluations. 3 credits



**Minnesota International University**

**B.A. Global Business:  
Management Information System (MIS)**

MANAGEMENT OF INFORMATION SYSTEMS COMPETENCIES
1) Ethical and moral leadership
2) Basic computer programming
3) Understanding project management and business analysis
4) Understanding information systems including security
5) Understanding national and international multicultural perspectives (including people with special needs)
6) Written and oral communication skills at the B.A. Degree level (includes bilingual communication and use of technology in communication)

**Global Business: MIS 270  
Introduction to Management of Information Systems**

This course covers how global businesses use technology and information systems to increase their profitability by gaining market share, improving their customer service, and managing their daily operations. Information learned in this course is applicable to small, medium and large companies and organizations. 3 credits

**Global Business: MIS 271  
Business Data Communications**

The course covers the technical fundamentals of business data communications, including high-speed access, wireless networking, LANs, WANs, network design, inter-networking, and network management and security. Information presented in this course will be of use to people working to design and manage professional communications systems for businesses and organizations. 3 credits

**Global Business: MIS 370**

**Web 2.0 - The Business Model**

The purpose of this course is to examine how the web emerged as a major force, changing the way businesses communicate with their customers, suppliers, and employees while at the same time enabling increased efficiency. Students will learn critical methods for conducting business on the Web in the 21st century. 3 credits

**Global Business: MIS 371**

**Basic Java Programming**

This course presents Java, which is a popular and powerful computer language. It based on C and is called an object-oriented language. Students will have the opportunity to learn new Java sample codes in each session. This is a very hands-on course, under the guidance of the professor. 3 credits

**Global Business: MIS 470**

**Information Systems Project Management**

This advanced course is designed to provide the foundation for managing specific information system projects on a global scale. Vital skills needed for a successful business, and presented in this course, include how to select, summarize, and present facts in such a way that is useful to the recipient. This course will focus on preparing the student for real-world applications. 3 credits  
PREREQ: MIS 270: Introduction to Management of Information Systems

**Global Business: MIS 471**

**Management of Information Security**

This advanced course focuses on the managerial aspects of information security. With the growing dependence of government, business and nonprofit agencies, on the Internet, information security is one of the most vital aspects of the management of information systems. Consumers demand security and a business must know how to ensure privacy as its does business, in order to expand its loyal customer base. 3 credits

PREREQ:

MIS 270: Introduction to Management of Information Systems

MIS 370: Web 2.0: The Business Model

GB Core 451: Business Analysis



**Minnesota International University**

## B.A. Global Business: Electives

### **Global Business: Electives 271**

#### **Business Data Communications**

The course covers the technical fundamentals of business data communications, including high-speed access, wireless networking, LANs, WANs, network design, inter-networking, and network management and security. Information presented in this course will be of use to people working to design and manage professional communications systems for businesses and organizations. 3 credits

### **Global Business: Electives 370**

#### **Web 2.0 - The Business Model**

The purpose of this course is to examine how the web emerged as a major force, changing the way businesses communicate with their customers, suppliers, and employees while at the same time enabling increased efficiency. Students will learn critical methods for conducting business on the Web in the 21st century. 3 credits

### **Global Business: Electives 371**

#### **Basic Java Programming**

This course presents Java, which is a popular and powerful computer language. It based on C and is called an object-oriented language. Students will have the opportunity to learn new Java sample codes in each session. This is a very hands-on course, under the guidance of the professor. 3 credits

### **Global Business: Electives 470**

#### **Information Systems Project Management**

This advanced course is designed to provide the foundation for managing specific information system projects on a global scale. Vital skills needed for a successful business, and presented in this course, include how to select, summarize, and present facts in such a way that is useful to the recipient. This course will focus on preparing the student for real-world applications. 3 credits  
PREREQ: MIS 270: Introduction to Management of Information Systems

**Global Business: Electives 471**

**Management of Information Security**

This advanced course focuses on the managerial aspects of information security. With the growing dependence of government, business and nonprofit agencies, on the Internet, information security is one of the most vital aspects of the management of information systems. Consumers demand security and a business must know how to ensure privacy as its does business, in order to expand its loyal customer base. 3 credits

PREREC:

MIS 270: Introduction to Management of Information Systems

MIS 370: Web 2.0: The Business Model

GB Core 451: Business Analysis and Quality Assurance

**Global Business: Elective 472**

**Management for Quality and Performance**

This course introduces the student to the breadth of what is quality and why it is still vital to America and the world. Students will gain knowledge of different tools, techniques and its related strategies. This course will also focus on the fundamental principles, criteria, and historical foundations of total quality, while providing a foundation for understanding and applying technical tools and performance excellence from an enterprise perspective.

3 credits



**Minnesota International University**

## M.B.A. Global Business

Minimum of 60 Graduate Credits to Graduate

### **M.B.A. Global Business 501**

#### **Business Ethics**

This course is designed to give our students a strong foundation in business ethics to guide them in all future business dealings. Students will have the opportunity to study people who are known to be highly ethical people, as well as examine examples in business of ethical and unethical business behavior. Assignments in this course are designed to provide the foundation for the design and implementation of ethical businesses. 3 credits

### **M.B.A. Global Business 502**

#### **Business Writing and Communication**

This important course in the MBA degree program, brings the student up to today's standards in writing and communication on a global scale. 3 credits

### **M.B.A. Global Business 503**

#### **Information Technology Management**

This course provides an overview of information technology concepts and how they can be used in different industries. It stresses information technology as a whole, including hardware and software. 3 credits

### **M.B.A. Global Business 504**

#### **International Economics**

This is a pivotal course in the MIU MBA. Students will build background knowledge in the complex world of international trade, economics and microeconomics. Current issues in international trade will be discussed in class with valuable assignments geared to prepare students for international business opportunities. 3 credits

### **M.B.A. Global Business 505**

#### **Organizational Learning, Research and Development**

The focus of this course will be on creating and operating new ventures based on scientific and technical innovations. The course will cover aspects of the innovation process, business strategy and execution, understanding the market, the needs of investors and IP strategy and management. 3 credits

**M.B.A. Global Business 506**

**Business Research**

The course provides comprehensive coverage of business research topics backed by theory. The overarching theme of the course is to define managerial decision-making in an organized manner that will allow managers and owners to successfully guide their businesses. 3 credits

**M.B.A. Global Business 507**

**Financial Accounting for Public and Nonprofit Businesses**

This course is a study of fundamental accounting principles and procedures required to operate a modern business. Accounting is emphasized as a service activity designed to provide the information about economic entities that is necessary for making sound decisions. The course is approximately 50% instruction and 50% hands-on learning. 3 credits

**M.B.A. Global Business 508**

**Finance**

This course is a study of financial institutions, investment techniques, and financial management. Students will examine acquisition of funds, cash flow, financial analysis, capital budgeting, working capital requirements, and capital structure. 3 credits

**M.B.A. Global Business 509**

**Human Resources Management**

This course examines the important factors of human resource management (HRM). Students will examine processes used by 21st century businesses to fulfill their human resource needs effectively and profitably. 3 credits

**M.B.A. Global Business 510**

**Statistics for Managers**

Why Study Statistics? Managers need strong quantitative and statistical skills in order to make sense out of the masses of data being collected in today's computerized business environment. However, being able to crunch numbers in an Excel spreadsheet is *not* enough. Managers must also be able to understand what such summaries and tabulations mean. In particular, managers must understand importance of incorporating the concepts of variability and uncertainty into any data evaluation and decision making effort. This course will provide the student with an important practical understanding of statistics to be used to advantage in any business organization. 3 credits

**M.B.A. Global Business 511**

**E-Commerce**

This course is designed to introduce students to new models for the practice of business as it is affected by new technologies. From ethical issues related to customer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potentials and problems the Internet offers. 3 credits

**M.B.A. Global Business 512**

**Business Insurance and Security**

This course presents an up-to-date view of options for business owners and managers within the business insurance industry. Topics to be covered include risk management, health-insurance coverage, property insurance and crime insurance. 3 credits

**M.B.A. Global Business 513**

**Web Publishing and Web Development**

This course will introduce beginners to the tools and knowledge needed in creating interesting, usable, and well-designed business websites. Students will learn design principles for customer satisfaction in the use of websites for commerce and communication. (Lecture 50%, Computer Lab 50%) 3 credits

**M.B.A. Global Business 514**

**Operations Management**

In this course students examine the operations function of managing people, information, technology, materials, and facilities to produce goods and services. Specific areas covered will include designing and managing operations; purchasing raw materials, controlling and maintaining inventories, and producing goods or services that meet customers' expectations. Quantitative modeling will be used for solving business problems. 3 credits

**M.B.A. Global Business 515**

**Strategic Planning**

This course teaches the student how to effectively use strategic planning in coordinating and directing the business activities toward organizational goals. Strategic planning is required at all the levels of the firm from the business operations level to corporate level. Students will gain a clear understanding of the interdependency of marketing and different functional areas and the extent of their participation in decision-making. 3 credits

**M.B.A. Global Business 516**

**Business Law**

This course presents fundamental principles of law applicable to business transactions. The course relates areas of legal environment of business and sales contracts. Principles of law that apply to government, regulations, commercial paper, property, bailment, agency and business organizations are addressed. 3 credits

**M.B.A. Global Business 517**

**Business Taxes**

Sources of tax laws are both primary and secondary. In spite of the black and white rule approach in this course, much of the material comprising a tax practitioner's effort is spent with issues that are not clear-cut. Comprehending the administration of tax laws is critical to running a successful business organization. 3 credits

**M.B.A. Global Business 518**

**Entrepreneurship - Practical Steps to Starting Your Dream Business**

This course explores the meaning of entrepreneurship, explaining its underlying principles. Students will focus on getting their dream business off the ground. Considerations will be given to the challenges that arise as a business becomes successful, grows and eventually matures. The United States has seen a tremendous rise in entrepreneurs who have grown their businesses from a mere startup to multinational corporations. Now it's your turn! 3 credits

**PREREQ:** This course is designed to be taken during the final semester of the MBA degree program.



Minnesota International University

## Internship Program Overview BA and MBA

### *Introduction to MIU Internship Program*

The business climate is very competitive. MIU has designed an academic program that will provide our students with the advantages you need to gain real-world experience, preparing you for your first interviews. BA degree students will be required to complete four 60-hour internships (2 credits each year; 8 credits minimum for graduation), arranged through our Internship Program Office (IPO).

MBA students complete a three-part internship program of 230 hours, which includes two 40-hour placements, one 120-hour internship, which may include an international internship, and 30 hours of valuable classroom support. Students may seek out internships and have them approved through the IPO or students may be placed in an internship through the IPO. Internships will be supervised by faculty and will require ongoing academic assignments, which must be completed by the week following the end of the internship. These practical assignments will prepare you for future employment in your chosen field.

The goals for completing your internships include:

1. Gaining real-world experience in your chosen field.
2. Earning recommendations from business administrators in your chosen field, giving you a competitive edge over other entry-level candidates.
3. Developing important work relationships with possible future employers.

The MIU Internship Program is designed to give our BA and MBA students real-world experience in preparation for beginning their business careers. The program is based on the acquisition of the core competencies. Required assignments during the internships will document the students' understanding of each of the competencies.

### ***Business Portfolio***

During the course of the four-year BA degree program and the MBA degree program, MIU students will be compiling a Global Business Reference Portfolio. This working document is meant to serve as an important resource for our students both during and after earning their degrees. One section of the Business Reference Portfolio will be focused on the internships and the competencies that have been acquired to support our students as they move into their business careers.

### ***Supervision of Internships/Business Venture***

Internships/Business Ventures are supervised through the MIU Internship/Business Venture Program Office (IPO). Internship/Business Venture supervisors meet with the student and the business supervisor, making sure that our students get the opportunities they need to learn the skills and knowledge that equip our students for success. Assignment includes a log that chronicles the tasks of business experiences the student encounters and specific tasks that are tied to course-work completed during the school year.

Internship/business venture cycles run from August 31st to August 31st of each year. Students are required to complete an internship/business venture within the academic year. Students can complete the internship/business venture while taking classes or during breaks, including the summer break, if preferred. (Exceptions to this policy must be approved by the Advisory Board, and may happen from time-to-time depending on extenuating circumstances.)

Internships/business venture can be assigned to students or students can propose internships for approval. Internships may include experiences in other countries. The foremost goal of the internship/business venture program is to give our students an advantage when they graduate and start looking for that all-important first job.

Internship supervisors monitor student progress and receive student evaluation and feedback. Internships/business venture are graded on a pass/fail scale. Credit for completing an Internship/business venture is not given until all assignments are completed to a satisfactory level of performance and reflection.

### ***MBA Internship Overview***

An internship is a very effective vehicle for promoting yourself to the administrative level in business, whether your goal is to find employment in a corporation, a governmental agency or begin life as an entrepreneur and start-up your own business. MIU has designed an internship program that gives our

students the opportunity to get themselves out into the real-world and make important professional connections.

The MBA internship program (6 credits) is divided into three parts. Part I gives a student the chance to observe and make connections in at least 2 different business settings. Each setting is equal for 45 hours - 90 hours total. It is possible for students to intern in two completely different businesses or in one large business/corporation but 2 different departments. Part II is a 135-hour in-the-field experience, which is meant to give you the opportunity to advance yourself, showcase your talents and make professional connections. Part III consists of 15 hours of valuable classroom support. See table below.

Part I - 90 hours	Part II - 135 hours	Part III - 15 hours
Two 45-hour internships in different business settings.	One 135-hour internship in one location	Classroom support
Total 6 credits		

Students may find an internship of their choice, with approval or be placed on an internship through MIU's Internship Program Office (IPO). Internships may be conducted anywhere in the world. Arrangements and costs for travel and housing for international internships would be the responsibility of the student. We encourage you to be proactive and make the most of this opportunity. While a minimum of 6 credits of internships is required for graduation, students may want to complete additional internships.

## BA Internship Program

The chart below gives an overview of the 4-year Internship Program for BA Degree Global Business students.

Year 1	Year 2	Year 3	Year 4
45 hours on-the-job	45 hours organizing major event	45 hours on-the-job	45 hours on-the-job
15 hours classroom support	15 hours classroom support	15 hours classroom support	15 hours classroom support
2 credits	2 credits	2 credits	2 credits

### **BA Global Business Core: Internship 100**

MIU offers students an internship each year of the four-year B.A. degree program. The first internship is broken into 45 hours on-the-job and 15 hours in the classroom. The program is set up to provide students with the opportunity to gain real-world experience on-the-job, earn recommendations from business administrators and developing a professional network for future prospects. Grades assigned for internships are on a pass/fall basis.

45 hours on-the-job and 15 hours in the classroom - 2 credits

### **BA Global Business Core: Internship 200**

This second-level internship is designed to offer the student the opportunity to plan, organize and host a major event. Businesses of all types must host major events of many types, in order to achieve financial success. It is highly important that these events are run smoothly so that the company makes the most gains from the time and money invested in the event. Grades assigned for internships are on a pass/fall basis.

45 hours on-the-job and 15 hours in the classroom - 2 credits

### **BA Global Business Core: Internship 300**

This internship is the third-year in-the-field experience for students in their junior year of the BA degree program in Global Business. This internship is set up to provide students with a broad view of what it means to be in the business world, the expectations of employers, getting the job done right for customers, and being a positive influence at the worksite. Grades assigned for internships are on a pass/fall basis.

45 hours on-the-job and 15 hours in the classroom - 2 credits

### **BA Global Business Core: Internship 400**

This internship is the fourth-year in-the-field experience for students in their senior year of the BA degree program in Global Business. This internship is set up to provide students with an internship that is specifically designed for their chosen Area of Concentration. Grades assigned for internships are on a pass/fall basis.

45 hours on-the-job and 15 hours in the classroom - 2 credits

## MBA Internship Program

### **MBA Internship Program 519 a, 519b, and 519c**

6 credits total

The MIU Internship Program is designed to maximize the opportunity for MIU students to make their way to advancing their business career. The three-part program provides for a variety of experiences that build a solid foundation for showcasing your talents to prospective employers. It is recognized that MBA students may be balancing professional and personal responsibilities. The MIU Internship Office (IPO) will work with students' busy schedules when designing a personal internship opportunity.

### **BA Global Business Core: Part I - Internship 519a and 519b**

These 45-hour internships are designed to get our students out in the field, observing and exploring opportunities, getting a real-world picture of what is expected of a business manager, administrator or owner. Placements may be in for-profit or nonprofit business settings and may be completed in other countries. Grades assigned for internships are on a pass/fail basis. 2 credits

### **BA Global Business Core: Part II and Part III - Internship 519c**

This internship is designed as the culminating experience before graduation with an MBA Degree. Parts II and III are to be taken within the same calendar year (August 31 to August 31). Part II consists of 135 hours of in-the-field experience and Part III is the classroom support. In conjunction with this internship is the completion of the MBA Business Reference Portfolio required for graduation. Grades assigned for internships are on a pass/fail basis. 4 credits





## Minnesota International University

### Policies

#### NON-DISCRIMINATION POLICY

Minnesota International University accepts students of any race, color, religion, nationality ethnic origin, marital status, sex, sexual orientation or disability.

#### EQUAL ACCESS TO EDUCATION

Minnesota International University students are treated equally and assigned to elective and required courses without regard to race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, disability, and sexual orientation in regard to: extra-curricular activities, insurance benefits, health services, pregnancy, employment assistance, honors or awards, rules for behavior and dress code. All testing at Minnesota International University is non biased and validated for the purpose for which they are intended without regard to gender, disability, and race.

#### EQUAL OPPORTUNITY EMPLOYER

Minnesota International University is an Equal Opportunity Employer and seeks out applicants who will bring diverse perspectives to our learning community.

#### RESERVATION OF THE RIGHT TO MODIFY

The provisions for Minnesota International University are to be considered to be directive in character and not as an irrevocable contract between the student and the university. Minnesota International University reserves the right to make changes that seem necessary or desirable, including course adjustments.

#### RIGHT TO PRIVACY

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), Minnesota International University cannot release grades or other information about academic standing to parents unless the student has signed a release statement for that purpose, or unless the student is a 'dependent,' as defined by FERPA.

#### ANTI-HAZING POLICY

No student, professor, administrator, volunteer, contractor or other employee of the Minnesota International University shall plan, direct, encourage, aid or engage in hazing. No professor, administrator, volunteer, contractor or other employee of the college shall permit, condone or tolerate hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. This policy applies to behavior that occurs on or off school property and before, during and after school hours, and on all online interactions with persons associated with Minnesota International University. A person who engages in an act that violates Minnesota International University policy or law in order to be initiated into or affiliated with a

student organization shall be subject to discipline for that act. The University will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, professor, administrator, volunteer, contractor or other employee of Minnesota International University who is found to have violated this policy.

#### ANTI-HARASSMENT, ANTI-SEXUAL HARASSMENT, ANTI-VIOLENCE POLICY

All people at Minnesota International University have a right to feel respected and safe. Consequently, MIU has a strong policy in place for the purpose of preventing harassment, sexual harassment and violence. A harasser may be a student, employee or volunteer. Harassment may include the following when related to religion, race, color, national origin, sex, sexual orientation, disability or age: name calling, jokes or rumors, pulling on clothing, graffiti, notes or cartoons, unwelcome touching of a person or clothing, offensive or graphic posters, book covers, any words or actions that make one feel uncomfortable, embarrassed, that hurt one's feelings or make one feel bad. Harassment includes wrongfully accusing another person of harassment.

#### TRAVEL SEMINAR POLICIES

To ensure the safety and the academic pursuit of our Travel Seminars, persons applying to be accepted for the Minnesota International University Travel Seminars must agree to abide by the Safety Rules and Procedures for Travel Seminars.

#### ONLINE LEARNING POLICY

Minnesota International University is also an online university, offering a Bachelor of Arts Degree in Global Business Development with Areas of Concentrations in International Development Studies, Human Resources, Management of Information Systems and Nonprofit and Parks and Recreation Management, and is registered with the Minnesota Office of Higher Education. As an online school, it is important that all students, the faculty and staff and their families are safe and secure while working online. No faculty or student may use the online structure of Minnesota International University for purposes that it is not intended for, including, but not exclusive of:

- profiting from the sale of unauthorized services or materials.
- contacting people against their will, making abusive, lewd or threatening remarks, either in a serious or humorous manner.
- cheating or plagiarizing on student assignments and/or tests.
- using the internet as a way to support illegal activities, terrorist organizations and/or hate groups.
- harassing or sexually harassing anyone, or not reporting an incident of harassment or sexual harassment towards any one.
- hazing, or not reporting hazing activities.
- committing an act of violence, or not reporting an act of violence, against another person connected with Minnesota International University.

This University is designed to promote learning in an academic, enlightened, and considerate atmosphere, that will be supportive of each person's unique identity.

#### SUSPENSION, EXPULSION, AND DISMISSAL PROCEDURES

Failure to comply with the Minnesota International University Policies and/or the Minnesota International University Code of Ethics may result in one of the following.

- A. Official Reprimand: Students, staff or faculty would receive a dated and signed Letter of Reprimand issued from the office of the President and signed by the Advisory Board, detailing the specific incident and the required subsequent actions expected of the person

concerned. If no further disciplinary action is needed on this or other Minnesota International University policy matters, this letter would be destroyed at the time of graduation or the end of employment.

**B. Suspension of Participation:** A student would lose the right of participation in all aspects of Minnesota International University or with Travel Seminars until the following semester. A student wishing to reenter after a suspension, would do so under a probationary status, would reenter at the same place in the course the student was suspended from, and would be required to successfully complete a reapplication to Minnesota International University with 1) additional, written assurances as required on an individual basis and signed by the student and, 2) identify a sponsor, designated by the student and agreed upon by the college advisory board, who would continue to support, counsel and encourage the student in future interactions at Minnesota International University.

**C. Faculty or staff member who violates a Minnesota International University policy** may be placed on suspension, without pay, for a designated period of time. **D. Dismissal due to low academic achievement:** This would occur at the end of a semester in which the student has not met the required minimum standards of academic performance at Minnesota International University. (See Grading Policy.) **E. Dismissal due to poor and/or disruptive behavior:** This dismissal could occur at anytime during the semester, after a reported and investigated incident that has resulted in a disruption of the high ethical standards upheld at Minnesota International University, as delineated in the Minnesota International University Policies and Code of Ethics. (See Reporting Procedures.) Once an incident is reported to the President, the Human Rights Coordinator, and/or any other person representing Minnesota International University, an investigation into the details of the incident will be authorized and any law enforcement agency notified as required by law. If the report is found to be valid, the matter would be turned over to the Minnesota International University Advisory Board.

The Advisory Board has the responsibility for making the final decision to suspend and/or dismiss a student. The student has the right to a hearing on the matter, conducted before the full Advisory Board. The decision of the Advisory Board is final. A list of the members of the Advisory Board can be found under Faculty.



## Minnesota International University

### Code of Ethics

The Minnesota International University Code of Ethics provides the ethical foundation of our Professional Learning Community.

**HONESTY:** It is vitally important that all dealings within the Minnesota International University structure are based on honesty. This is a principle of lived experience and reflects upon the importance of writing your own work, avoiding any level of plagiarism, taking your own tests, avoiding any level of cheating on exams, and speaking the truth, avoiding lying or hiding the truth for personal gain or convenience. Tests and assignments found to be plagiarized will be failed. A repeated violation will result in expulsion of a student without return of tuition paid, or termination of employment for a faculty or staff member.

**INTEGRITY:** Within a Professional Learning Community we expect the best from our faculty and students. Academic assignments and projects should be completed with a due regard for respect of all cultures and peoples. This includes writing at a collegiate level without the use of vulgar and/or offensive language. Use of vulgar language is seen as an attempt to create a climate of bullying, which is not acceptable in the Minnesota International University Learning Community. Use of vulgarity and bullying language will result in expulsion of a student without return of tuition paid, or termination of employment for a faculty or staff member.

**HIGH EXPECTATIONS:** Within a climate of high expectations we are working together towards excellence. Excellence requires courage, high moral standing, and legal actions. It is important that within the structure of an institution of higher learning, all who participate in the pursuit of academic excellence can do so in a safe and law-abiding environment. Use of any part of the online or offline structure of Minnesota International University for illegal activities of any kind, including but not limited to harassment or sexual harassment, will result in expulsion for a student, without return of tuition paid, or termination of employment for a faculty or staff member.

I have read and understand the Minnesota International University Code of Ethics in regard to becoming a student and in regard to becoming an employee and I agree to comply with the principles of honesty, integrity, and high expectations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# MIU

## Minnesota International University

### FACULTY

#### Board of Directors

Ger Yang, M.A., Founder and Board Member, President and C.E.O.

Choua Yang, M.A., Founder and Board Member, Vice-President

#### Advisory Board

Dao Yang, Ph.D., Community Expert

Jon Oyanagi, B.A., Community Expert, Nonprofits and Parks and Recreation Management (NP-PRECM)

Robert Frankovich B.A. Community Expert for Martial Arts

#### Administration

Crystal Vang, Human Resources

Jeanene Miller, Admissions & Registrar

#### Faculty

##### Business Department

Wendell Ellis, D.B.A., Department Chair Global Business (GB)

Ragini Varma, M.A. Department Chair Management of Information Systems (MIS)

Amanda Herr, M.A., Department Chair of Human Resources (HR)

##### General Education Department

Jagdish Rebello, Ph.D., Department Chair Mathematics

Shirlene Roach, Ph.D., Language Arts and Communication and ESL

Lotte Seidler, P.D., Social Science

Jeff Nichols, Ph.D., Department Chair of Humanities/Performing Arts

Douglas House, M.A., Department Chair of Fine Arts

#### Staff

Youssef Darbaki, Recruitment

#### External Provider

Bill Yang, Technology Department, Owner of Priority-One Technologies



**Minnesota International University**

*Discover Yourself, Inspire Change, Impact the World for Good*

**ENTRANCE REQUIREMENTS**

All students must complete the application packet, including the application essay, for consideration as a student at Minnesota International University. (See Steps to Apply.)

**ACT, SAT, TOEFL**

Minnesota International University requires that U.S. and Canadian students take the ACT or the SAT test at their own expense before admission, and arrange for the Registrar's Office to receive the scores in a timely manner. While these tests are not the determining factor for eligibility, the score will be recorded on student transcripts. A score below the top 2/3 in national ranking will require the student to enter on a probationary status, which must be removed by the end of the first semester. English Language Learners are required to take the TOEFL test. (See International Students.)

All applicants must also submit an official copy of their high school and/or GED transcripts with their completed application. A grade point average of 2.3 is required for admission as a student in good standing. Grade point averages below 2.3 may be considered; however the student would only be admitted on a probationary status for no more than one semester. Students may be on probationary status for no more than one semester, during which time they must earn their way into good standing.

Home-schooled students are invited to apply. Documentation of high school level work accomplished must be presented, along with ACT/SAT scores. Home-schooled students will be considered on an individual basis.

**INTERNATIONAL STUDENTS & ENGLISH AS SECOND LANGUAGE STUDENTS (E.S.L.)**

As a university, we are committed to those students who are learning English as a second language (E.S.L.). International students and English Language Learners will need to take the TOEFL test at their own expense. Students scoring at or above 550 on the paper exam or the equivalent on the newly-introduced computer exam enroll as a student in good standing.

Students scoring between 480-550 enroll as a Level 2 ESL student, and will take English as their world language, in place of French/Spanish for one year. These students may enroll either full-time or part-time year round.

Students scoring between 440 and 480 enroll as a Level 1 ESL student and will take English as their world language in place of French/Spanish for two years. These students will only be enrolled as part-time year round students. This program is slower paced and allows the Level 1 ESL students more time to complete assignments.

ESL students still take the required Language Arts courses, with expectations adjusted according to a prearranged individualized learning plan. Once admitted, a yearly TOEFL will be administered in the spring as the world language final exam. Once the score of 550 has been achieved, the ESL designation will change to student in regular standing. It is required that the score of 550 be acquired by the end of senior year in order to graduate from Minnesota International University.

#### **STUDENTS WITH DISABILITIES**

Minnesota International University works closely with students who are challenged with a disability, understanding that turning a disability into an ability is a way of life for those who are challenged. Dignity and respect for all people must be at the core of an educator's life and we hope we may be of service to students with disabilities. Please contact our Enrollment Officers so that we can discuss your goals and special needs.

#### **DIVERSITY**

Minnesota International University is designed to specifically encourage the academic progress of people from many walks of life and parts of the world. We see the influence of many cultures as a strength for our Professional Learning Community and a source of inspiration for our faculty and students.

Each student at Minnesota International University is assigned an Academic Advisor, who is given the charge of advising and guiding students to graduation. As the student works through the four years to graduation, the advisor will be in a position to respond to concerns and questions at a personal level, problem-solve through challenges both personal and academic, and celebrate successes.

The curriculum of the Minnesota International University B.A. Degree and M.B.A. Degree programs offers students and faculty many opportunities to research and experience multicultural perspectives. It is our goal to bring graduates to cultural competency. By this it is meant that graduates will feel ready to go out into the world, and work with people from all over the globe.

The Minnesota International University Code of Ethics is the legal and moral basis from which we judge ourselves and our actions. Within the Code of Ethics, students of Minnesota International University will be allowed wide academic freedom of thought.

#### **TRANSFER STUDENTS**

MIU encourages transfer students to join our program and take advantage of our global perspective to learning. Students considering transferring from another college where work towards a liberal arts degree has been completed at an A to C- level for General Education Requirements and an A or B or C level for Business Courses, will be allowed to transfer earned college credits from an approved and accredited higher education institution. Transfer credits need to correspond to required courses at MIU in the specific degree program. It is required that at least 30 credits must be earned through MIU in order to receive an MIU Bachelor of Arts degree.

### CREDIT FOR PRIOR LEARNING OR EXPERIENCE

Students may be able to test out of all or part of the World Language or Applied Mathematics requirements and receive degree credit for past scholarship/competency. All decisions for accepting transfer credits will be made on an individual basis by the Minnesota International University administration and all decisions will be final.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

“The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

"Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

"Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

"Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

“Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose

directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

“For additional information or technical assistance concerning FERPA, you may call (202) 260-3887 (voice).

“Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., S.W.  
Washington, D.C. 20202-5920”

#### JOB PLACEMENT AND CAREER ADVANCEMENT

Minnesota International University maintains permanent records of student transcripts and is happy to make official copies available to our students and alumni within 24 hours of notice. There is minimal fee for official transcripts. Unofficial copies are always available to you by request.

It is the desire of the MIU staff to remain in touch with students as their careers advance. As a service to the MIU learning community, a business directory of current and graduated students, as well as current and former faculty and staff is maintained. To be listed in the directory, a student’s name and contact information must be submitted, accompanied by their signature. Changes to the listing can be made at any time. This listing is available only through a login/password.

To aid members of the MIU learning community, a free online tutorial on writing a resume is available. MIU staff will be glad to help edit student resumes online and give suggestions based on the latest trends. We hope students and alumni will take advantage of this free service.

#### REGISTRATION WITH THE MINNESOTA OFFICE OF HIGHER EDUCATION

Minnesota International University is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.”

Minnesota International University is not an accredited university at this point, we will start the accreditation process in January of 2016.



**Minnesota International University**

## Grading Policy

### DESIGNED FOR SUCCESS

The faculty and staff of Minnesota International University are committed to providing the academic and technical support needed for students to achieve academic excellence. All assignments are carefully chosen to expand the breadth and depth of our students' thinking. In order to remain a student in good standing, a Grade Point Average (GPA) of 2.0 must be maintained through each semester. A grade of A or B must be maintained in the student's chosen Area of Concentration for the B. A. degree and an average of 3.0 or higher in MBA courses.

Minnesota International University takes a careful approach to bringing in international students. We understand the challenges of coming into a new country, speaking a new language and we applaud those individual who take on the challenge of working for a college education. Internal systems are in place to ensure that each student receives the instruction they need to be successful. Professors and staff have all received special training in working with ESL populations and how to teach to mastery with high expectations. We believe in our students. All course work is based on content objectives, which are clearly identified during course sessions. By aligning the curriculum with assessment, we are confident that students who are willing to work hard will be successful.

Introduction to College Life is a required one-credit course for all freshman and transfer students. This course is an introduction to the cultural expectations of the world of higher education. In this course you learn how to learn, how to take on the new responsibilities that come with college life, and become aware of trends and critical issues facing students in the 21st century. This course also includes an overview of basic technology skills, so we are sure each student is proficient on computers to the level of expectation for our courses. This is a lively course, with a lot of student participation, designed to ensure your success.

Assignments completed above expectation will be awarded high honors. Student work achieving high honors for 3/4 of all assignments in a single semester will be awarded an Honors A. Grade Point Average (GPA) will be calculated using the following formula.

## Evaluation:

GRADE	Major: Business	Science	Mathematics	Language Arts	GPA*
AH-Honors	12.0H	12.0H	12.0H	12.0H	12.0H
A	12.0	12.0	12.0	12.0	12.0
B	9.0	9.0	9.0	9.0	9.0
C	6.0	6.0	6.0	6.0	6.0
D	3.0	3.0	3.0	3.0	3.0
F	0.0	0.0	0.0	0.0	0.0
I	I	I	I	I	I

During the course of earning a four-year degree many important life events can take place. Accommodations will be made for pregnancies, illnesses, deaths in the family and family and business emergencies. Students will find that our faculty are all life-long learners themselves, and understand the pressures of juggling family, work and school. But all have come to see the positive contribution the academic life can bring to family, business, religious and social relations.



**Minnesota International University**

**TUITION AND FEES  
2015-17**

**TUITION**

B.A. Degree .....\$200 per course; \$300 if the class has only one student  
M.B.A. Degree .....\$250 per course; \$350 if the class has only one student

**BOOKS**

Students should expect to pay about \$300.00 in books per semester. Some textbooks are held on reserve in the MIU Library. Some textbooks are available used at a reduced price.

**FEES**

Transcripts Fees ..... Paper copy: \$1.00 each.....Mailed within US: \$1.00  
Classroom supplies, such as Art Kits ..... will be anywhere from \$50.00 and up

**REFUND POLICY**

Refund policies for institutions of higher learning are carefully regulated by the State of Minnesota and Minnesota International University abides by these regulations.

Full Tuition refunded up to 7 days following receipt of payment. Thereafter tuition refunded on a pro-rated per diem basis up to and including 3/4 of the semester. No Tuition refunded after 3/4 of the course has been offered.

Tuition refund prorated on a per diem basis up to and including 75% of the course. Written notice of cancellation must be postmarked, with refund being prorated as of the day postmarked.

MIU reserves the right to adjust tuition and/or fees.



**Minnesota International University**

**STEPS IN APPLYING TO MINNESOTA INTERNATIONAL UNIVERSITY**

- ☒ Read the Student Handbook, understand, and accept Minnesota International University Policies and Code of Ethics.
- ☒ Fill out Minnesota International University application.
- ☒ Send high school and/or GED transcripts and ACT/SAT test scores to Minnesota International University. If entering as an International Student or E.S.L. student, send test scores from TOEFL test and high school transcripts.
- ☒ After receiving the application packet in the mail, complete the application and the application essay, and then mail application packet to the Admissions Office before application deadline.
- ☒ The submitted application, including the application essay, will be reviewed by the MIU Admissions staff. Students will receive the response to their application via email and postal service.
- ☒ Students receiving letters of acceptance must respond in writing and include payment of first semester tuition.
- ☒ After payment is received, the student will participate in a student orientation, which will be scheduled during the weeks prior to the start of their first semester. This early orientation introduces the student to the staff, allows the staff to assess the student's computer equipment, gives the student time to acquire additional items if necessary, and also allows time to ensure the student understands the use of the technology available to all MIU students.