



Your Learning Partner for Life®

Institutional Catalog
2012-2013

Main Campus Location: Richfield College
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Disclaimer

Richfield College reserves the right to change location and policy, and adjust requirements and standards as described in this publication at any time without prior written notice.

Effective Catalog Dates

This catalog is in effect for calendar years 2012 through 2013, starting from January 1, 2012. Any changes to the contents of this catalog during the year will be referenced with a number as a part of volume one. This catalog and all its contents, in print and digital format, is protected under the copyright laws of the United states and all international copyright laws.

The Richfield College Catalog is the document of authority for all students. The program requirements listed in the Richfield College Catalog supersede any information may be contained in any bulletin, web site, brochures, or other contents. The College reserves the right to change its policies, rules, regulations, requirements for graduation, course offerings and any other contents of this catalogue at any time. The updates as required by law and the institutional changes are included as a addendum to this catalog or the production of a new updated catalog.

Non-discrimination Policy

Richfield College does not discriminate on the basis of race, color, religion, national origin, gender, age, sexual orientation, or disability. Richfield College complies with the Civil Rights Act of 1964, related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Americans with Disabilities Act; and all civil rights laws of the state of California. Accordingly, equal opportunity for employment and admission will be extended to all persons, and the institution will promote equal opportunity and fair treatment.

Richfield College is a private postsecondary institution approved by California Bureau for Private Postsecondary Education (BPPE). The college at this time does not accept international F1 visa students.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE) at:

Bureau for Private Postsecondary Education (BPPE),

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95798-0818

Phone Number: (916)431-6959, Toll Free: (888)370-7589, Fax Number: (916)263-1897

Web Site: www.bppe.ca.gov

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

A student or any member of public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site : www.bppe.ca.gov

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Richfield College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diplomas and certificates you earn in all certificate and diplomas offered at Richfield College is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Richfield College to determine if your earned diploma or certificate courses will transfer.

Richfield College class sessions are held at the College's main facility located at:

20855 Ventura Blvd. Suite 16, Woodland Hills, CA 91364

A Message from Our President

Welcome,

On behalf of all members of Richfield College Learning Community, I would like to welcome you to our distinguished institution. By joining Richfield College you will have a knowledge partner for life. Our mission at the institution is to offer educational programs and opportunities that will help our learners for life. Our programs and courses enrich our students' quality of life, prepare our graduates for rewarding careers and decision-making opportunities, and educate our learners to be responsible and fair individuals who will have long-lasting and positive impacts on their lives, their family, their community, and our planet with the high respect for global diversity and individual freedom and choice.

With the best wishes for your academic success,

Michael Rahni, MBA, PhD

Michael Rahni

President,
Richfield College

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About Richfield College

Richfield College is located in City of Woodland Hills California, approximately twenty five miles Northwest of City of Los Angeles. Richfield College is a DBA of Richfield Technology Corporation, a Domestic Corporation incorporated under the laws of the State of California.

Richfield Technology Corporation does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years and has never had a petition in bankruptcy filed against it under chapter 11 of United States bankruptcy Code.

Richfield College under its previous name "Academy of English Language" was granted approval to provide educational services for English as a Second Language by the State of California, Bureau for Private Postsecondary and Vocational Education on May 21, 1999. On January 10, 2001, the school received the approval to add to its educational offerings business-related programs. The approval of the Nursing Assistant and Nursing Assistant programs were granted in January 2007 by the Board of Nursing Assistant and Psychiatric Technicians and the Department of Health Services respectively. Academy of English Language was purchased by Richfield Technology Corporation in 2011 and was renamed as "Richfield College". Richfield College was relocated to Woodland Hills, its present location, in 2011.

Richfield College is approved to operate as a private postsecondary institution by the State of California Bureau for Private Postsecondary Education (BPPE). The college at this time does not accept international F1 visa students.

Mission Statement

Richfield College's mission is to serve the lifelong learning needs of its diverse global community members by offering academic and career oriented educational programs and research opportunities that will prepare our students to accept entry level positions or enhance their managerial and leadership knowledge and skills based on their respected enrolled programs. Richfield College's missions is to offer quality and meaningful education and research, an efficient collaborative environment, modern physical and virtual settings, and information technology tools for making effective decisions that will improve the personal and professional lives of individuals in the global community they serve. The core elements of Richfield College's mission are to facilitate learning, collaboration, and research in our diverse and challenging global environment by utilizing information technology tools. Richfield College's mission is to prepare new generations of leaders and critical thinkers for effective and ethical leadership, ready to act as global citizens in addressing international and national issues across cultures.

Vision and values

Richfield College values striving to improve one's life and to have positive a impact on the lives of others. We understand that to be able to achieve these noble goals, one must have access to knowledge and be able to use it effectively.

At Richfield, we are offering quality instructions that will improve our learners' knowledge and skills and assist them in utilizing information technologies that will optimally collect and enhance data and information and will make it available for effective decision-making.

We understand that the global challenges the organizations and societies face today can only be met by collaboration between the individuals who represent different communities and share their global vision with their fellow learners.

We strongly believe the educational contents must be available in multiple formats, on-site, online, and hybrid, to make it accessible to learners based on their choice of delivery.

We promote respect for diversity and global citizenship. Through diversity, respect for human dignity and rights, and global interaction and cooperation, all will have an opportunity to improve their lives and the lives of others.

Our vision is to provide quality and affordable resources for our learners to assist them in pursuing their dreams by acquiring knowledge and skills that are on demand in their communities.

Richfield College 's goal is to become a partner for life for our learners and graduates. We are thankful for the opportunity to help our students and graduates in pursuing their life dreams.

Our vision is to work with all of our community members to develop programs and courses that will enhance our learners' career competencies, decision-making abilities, and research skills. We value the input from our community leaders, employers, members of our advisory committees, and community of intellectuals and experts. We strongly believe through continuous and effective dialog between learners, faculty members, the college's governance, the college advisory and partners, and the community, we will be able to develop and deliver courses and programs that will provide academic, professional, and research advancement for our learners

We value privacy, learners' rights, and the availability of physical and virtual resources conducive to learning. We continuously strive to improve our learning resources, educational programs and courses, instructional contents, and delivery methods, global effectiveness, and assessment tools and techniques.

We value education and professional experience. Our faculty and staff possess the educational and professional background that will combine academic instruction and hands-on training with real-life examples and projects.

The vision of the College's graduate studies program is to assist working professionals possessing academic and professional experience in studying and conducting at graduate levels and to prepare them to meet the challenges of their global communities.

Statement on Diversity and Global Citizenship

Richfield College is committed to promoting diversity and global awareness for the advocacy of peace and world welfare. We welcome international students and are committed to serve a diverse multicultural body of students in an atmosphere that promotes pride, respect, and teamwork. Our students come from different ethnic and community backgrounds. All programs at Richfield College recognize the value of respect for diversity and global citizenship and cooperation. Our learning community provides a learning climate that recognizes the value of originality and diversity, the richness of diverse thinking and dialog, the value of offering alternative perspectives and solutions, and the effectiveness of developing focused instructional content that will serve the needs of individual learners and their respected communities.

Advisory and Community Partnership

At Richfield, we are committed to high quality academic and career focused education and meaningful research. We strongly believe that our global mission can be achieved through genuine partnership with the community leaders and progressive institutions.

Richfield advisory committees are comprised of community leaders, industry professionals, public officials, and community employers who formally meet at least once each year, and who may be called as needed to make recommendations to the College community.

The Richfield Partner College initiative provides great opportunities for institutions around the world to share their knowledge, resources, and expertise with other institutions with common goals and visions. The College is actively seeking educational and research partnership with other educational institutions worldwide.

The Richfield New Executive Director's Association brings Global executives and leaders around the world together to share their knowledge and organizational resources to advance their organizational objective and improve the lives of people who live in their community.

The Richfield Club accepts membership from the community at large and offers technical and learning solutions tailored to the community's needs and demands.

Richfield's Community Leader Lecture Series provides a great opportunity for the College's learners to have personal dialog and knowledge-exchange meetings with the community leaders.

Richfield Alumni Association offers great opportunities to the institution's former learners to share their success stories with their fellow graduates and current students.

Richfield's President Circle brings local community leaders together to share their knowledge and resources and to offer recommendations and advice for life quality improvements.

Richfield's advisory and community organizations all provide valuable input and recommendations in areas of global direction and strategic planning, career development and occupational training, facility and infra-structure, admissions and graduation requirements, program and course contents and assessments, academic and community research, instructional resources, and other important issues related to improving the College's educational and research programs and functions.

Physical Facilities

Richfield College maintains its educational facility in the City of Woodland Hills, California . The college's virtual infrastructure is located on the shared and dedicated servers located in the facility and contacted outside its physical facility. The Richfield College campus has state-of-the-art technology hardware and software to assist its students' learning process and instructional technology needs.

The College facilities and equipment fully comply with Federal, State, and local ordinances and regulations including Building, Fire, and Health/Safety. The College is also available to accommodate handicapped students and has student parking spaces close to the facility. The facility has computerized classes/labs, library and media center with books, journals, educational software, and instructional reference materials and access to online texts, reference materials, and libraries via a high speed guided and wireless backbone infrastructure. Computers and printers are available in the labs, classrooms, and offices. The facility occupies over 3200 sq ft. of floor space specifically designed for an educational institution. Ample free parking space is available to the students, staff, and visitors. Restrooms are handicap compliant. All classrooms and labs have communication/telephone equipment. Security cameras are installed throughout the campus for student safety.

Richfield College Physical and Virtual Resources

1. Physical Facility and Equipment:

- a. Campus Space: The College is occupying a modern professional space with over 3200 sq. ft. on the second floor of a multi-building business complex in the city of Woodland Hills, CA. The facility has been renovated for an urban setting educational institution. All classrooms have large dual pane viewing windows and noise controlled walls.
- b. Parking: The facility has ample parking both in a Mediterranean parking and structure and in an open parking area. The parking is free to students and a handicap space is available close to the elevator.
- c. The physical facility has the following designated spaces:
 - i. Two smart computerized class rooms: Each classroom is equipped with fifteen business computers, access to network copier and printer, a high resolution projector, and phone/communication equipment.
 - ii. Lecture Rooms: Two lecture rooms with a maximum capacity of fifteen students each, the instructor podium with internet ready computer station, and a large porcelain writing board.
 - iii. Computer Service and Training Lab: The lab is equipped with a number of computers for hardware and software installation and training with the information technology support for the students, faculty, and staff members
 - iv. Library and Media Center: The library and media center accommodates a sizable number of texts, reference journals, DVDs and CDs, as well as magazines and supplemental instructional resources. Computers with

- high speed internet and access to online educational resources are available for use.
- v. Nursing Skills Lab: The lab is used for the college's Nursing Assistant , medical assistant, and home health aide programs and maintains all necessary supplies and equipment for the healthcare and allied programs.
 - vi. Administrative Offices:
 - 1. Admissions and Records (Registrar office)
 - 2. Student Services and Business Office
 - 3. Office of the Academic Dean
 - 4. Campus President and Conference Room
 - 5. Student lounge
 - 6. Receptionist and Waiting Area
 - vii. Printing and Copying Equipment: The facility is equipped with a high volume Minolta Konica Biz C351 copier/printer with color, duplex, collating, poster size, and booklet-making features. The equipment is located in the student services and business office during business hours and is networked to all computers throughout the campus. A number of desk printers/copiers are available in different locations for smaller print jobs.
 - viii. Network Equipment and Infrastructure: The College has an in-house server-based architecture utilizing CAT 5e wireless backbone and equipment. A primary and backup Dell Power Edge server and two 30 channels Net gear Smart switches connect the backbone. The network is utilizing Microsoft Enterprise Server 2008.
 - ix. Phone and Telecommunication Equipment: The College's phone and communication needs are accommodated by state of the art Avaya Communication equipment and switches with Avaya hardware and Switch Equipment with 30 station capacity.
 - x. Web Security Cameras and Monitoring Equipment. For student, faculty, and staff security and safety, the facility is monitored during business hours by state of art security cameras and equipment. The facility is monitored by an external monitoring station for further security.
 - xi. Restrooms and the elevator. The facility has two handicap compliant in-house restrooms. The elevator is located outside the facility directly across the hallway.
 - xii. Broadband and the Internet Access. The facility is internet and network ready with high broadband capacity provided by AT&T. Wireless access is provided throughout the campus via commercial firewall-router devices.
 - xiii. Merchant processing equipment. In order to facilitate online registration and the use of credit cards by students, the facility is equipped with merchant processing equipment and services

- d. Virtual and Web Enabled Infrastructure:
- i. Moodle Learning Management Software: Student access and collaboration is provided through Moodle Learning Management System (LMS) platform. Moodle is a leader and recognized LMS Provider in the World. All online contents and collaborative software is located on Secured Moodle servers and backed up on the College in-house servers
 - ii. Online and Web Contents and Presence: The College has its web presence via contract with IPAGE domain and hosting services. The web contents for the College are under construction by an experienced third party web developer.
 - iii. E-mail server and e-mail accounts: The College maintains an e-mail exchange server via contract with IPage. The server is secured and maintained by the College information technology specialist and is located at IPage facility.
 - iv. Online educational content and reference environment. The institution has utilized ProQuest , Encyclopedia Britannica, and a number of other online academic contents resources and services for all students taking onsite and online courses.
- e. Data and File Security: All important physical files in print formats are stored in a secured and fireproof vault located in the admissions and records office. All digital files are securely located on the servers in the admissions and records office with the backup securely stored on the contracted servers outside the campus.

How to Review Richfield College Licenses and Approvals

All interested persons may review the college's licenses and approvals at the Woodland Hills campus by visiting the campus in Woodland Hills. The college's licenses and approval documents are generally posted and are available in the office of College President.

Academic Calendar

Richfield College academic calendar is made of six two-month semesters. The following is a typical academic calendar for the institution:

Term	Semester	Period
One	Fall (A)	September/October
Two	Fall (B)	November/December
Three	Winter	January/February
Four	Spring (A)	March/April
Five	Spring (B)	May/June

Six	Summer	July/August
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Academic Programs

Postsecondary Non-Degree Certificate Programs

ENGLISH AS A SECOND LANGUAGE

A Diploma Program

960 Clock Hours, 32 Semester Credit Units

Program Schedule

Day Schedule-Monday to Friday, 9 a.m. to 1 p.m., 20 Clock Hours/Week 48 Weeks

Evening Schedule-Monday to Thursday, 5 p.m. to 10 p.m., 20 Clock Hours/Week 48 Weeks

Program Objectives

The English as a Second Language program's objective is to provide the student with English language instructions through (4) independent modules, from a very beginning level to a very advanced one. This design allows the student to enroll in the program at any level based on the results of the English Placement Test.

Program Outline

Module Code	Course	Lecture	Lab	Total Clock Hours	Semester Credit Units
ESL 100	Phase I – Beginning	180	60	240	8.0
ESL 200	Phase II – Low Intermediate	180	60	240	8.0
ESL 300	Phase III – High Intermediate	180	60	240	8.0
ESL 400	Phase IV – Advanced	180	60	240	8.0
TOTALS		720	240	960	32

COMPUTERIZED ACCOUNTING/BOOKKEEPING

(213.362-010, 216.482-010, 210.382-014)

Computer Operator, Accounting Clerk, Bookkeeper

A Diploma Program

720 Clock Hours, 24 Semester Credit Units

Program Schedule

Day Schedule-Monday to Thursday, 8 a.m. to 1 p.m., 20 Clock Hours/Week 36 Weeks

Evening Schedule-Monday to Thursday, 5 p.m. to 10 p.m., 20 Clock Hours/Week 36 Weeks

Program Objectives

The Computerized Accounting/Bookkeeping program is a postsecondary undergraduate non-degree curriculum which provides the student with thorough classroom instruction and laboratory applications in Finance, Accounting, and Office Automation. The modules making up this program are among the essential subjects in any Business Administration or Accounting/Finance Degree program. Graduates are prepared to continue their education in a four-year college in a wide variety of Economics-related majors.

Program Outline

Module Code	Course	Lecture	Lab	Total Clock Hours	Semester Credit Units
IMC 100	Introduction to Computers & Operating Systems	60	60	120	4
CB 101	Word Processing	60	60	120	4
CB 102	Spreadsheets	60	60	120	4
CB 105	Principles of Accounting	60	60	120	4
CB 104	Computerized Accounting	60	60	120	4
DB 100	Database Systems	60	60	120	4
TOTALS		360	360	720	24

COMPUTER OFFICE SPECIALIST

(213.362-010, 169.197-010, 637.261-018)

Computer Operator, Administrative Assistant, Customer Service

A Diploma Program

720 Clock Hours, 24 Semester Credit Units

Program Schedule

Day Schedule-Monday to Thursday, 8 a.m. to 1 p.m., 20 Clock Hours/Week 36 Weeks

Evening Schedule-Monday to Thursday, 5 p.m. to 10 p.m., 20 Clock Hours/Week 36 Weeks

Program Objectives

The Computer Office Specialist program is a postsecondary undergraduate non-degree curriculum which provides the student with thorough classroom instruction and laboratory applications in Computer Applications, Networking Technology, Operating Systems, , and Network Security. The modules making up this program are among the essential subjects in any Computer Information Systems / Telecommunication Academic programs. Graduates are prepared to continue their education in a four-year college in a wide variety of Information Technology related assignments.

Program Outline

Module Code	Course	Lecture	Lab	Total Clock Hours	Semester Credit Units
IMC 100	Introduction to Computers & Operating Systems	60	60	120	4
WIN 100	Windows XP	60	60	120	4
NS 100	Network Security	60	60	120	4
LIN 100	Linux	60	60	120	4
CIS 100	CISCO (CCNA)	60	60	120	4
ASI 100	Advanced Software Installation A+	60	60	120	4
TOTALS		360	360	720	24

NCLEX-RN REVIEW & PREPARATION

A Diploma Program

360 Clock Hours, 12 Semester Credit Units

Program Schedule

Day Schedule-Monday to Friday, 8 a.m. to 2 p.m., 20 Clock Hours/Week 18 Weeks

Evening Schedule-Monday to Thursday, 5 p.m. to 10 p.m., 20 Clock Hours/Week 18 Weeks

Program Objectives

The NCLEX®-RN Preparation program prepares a graduate nurse to pass the Registered Nursing (RN) NCLEX® State License Examination. The course consists of a thorough review of all the areas of the RN education. It also contains a substantial number of hours dedicated to exam preparation.

Program Outline

Module Code	Course	Lecture	Lab	Total Clock Hours	Semester Credit Units
NCL 100	Test-Taking Strategies and Nursing Management	30	30	60	2
NCL-200	Medical-Surgical Nursing	30	30	60	2
NCL-300	Women's Health Nursing	30	30	60	2
NCL-400	Pediatric Nursing	30	30	60	2
NCL-500	Psychiatric Nursing	30	30	60	2
NCL-600	Pharmacology	30	30	60	2
TOTALS		180	180	360	12

NURSING ASSISTANT PROGRAM

(355.674-014)—Nurse Assistant

A Certificate Program

150 Clock Hours, 5 Semester Credit Units

Program Schedule

Day Schedule-Monday to Friday, 8 a.m. to 2 p.m., 30 Clock Hours/Week 5 Weeks

Afternoon Schedule-Monday to Thursday, 2 p.m. to 6 p.m., 15 Clock Hours/Week 10 Weeks

Weekend Schedule-Saturday and Sunday, 9 a.m. to 5 p.m., 15 Clock Hours/Week 10 Weeks

Evening Schedule-Monday to Thursday, 6 p.m. to 10 p.m., 15 Clock Hours/Week 10 Weeks

Program Objectives

The Nursing Assistant program prepares students to work as Nurse Assistants or Caregivers in convalescent hospitals or in patients' homes. Lecture and lab/practical training will be conducted by qualified health practitioners. At the end of the training, they will take the state licensure examination for Certified Nursing Assistant.

Program Outline

Module Code	Course	Lecture	Lab/ Clinical	Total Clock Hours	Semester Credit Units
Mod I	Introduction	2	0	2	0.07
Mod II	Patients' Rights	2	1	3	0.10
Mod III	Interpersonal Relations	2	0	2	0.07
Mod IV	Prevention Management of Catastrophe and Unusual Occurrence	1	1	2	0.07
Mod V	Body Mechanics	2	4	6	0.20
Mod VI	Medical and Surgical Asepsis	2	8	10	0.33
Mod VII	Weights and Measures	1	1	2	0.07
Mod VII	Patient Care Skills	14	44	58	1.93
Mod IX	Patient Care Procedures	7	20	27	0.90
Mod X	Vital Signs	3	6	9	0.30

Mod XI	Nutrition	2	6	8	0.27
Mod XII	Emergency Procedures	2	1	3	0.10
Mod XIII	Long-Term Care Patient	2	0	2	0.07
Mod XIV	Rehabilitative Nursing	2	4	6	0.20
Mod XV	Observation and Charting	4	4	8	0.27
Mod XVI	Death and Dying	2	0	2	0.07
TOTALS		50	100	150	5.0

3.7 MEDICAL ASSISTANT (Front and Back Office)

(079.367-010)

Medical Assistant

A Diploma Program

720 Clock Hours, 24 Semester Credit Units

Program Schedule

Day Schedule-Monday to Thursday, 8 a.m. to 1 p.m., 20 Hours/Week 36 Weeks

Evening Schedule-Monday to Thursday, 5 p.m. to 10 p.m., 20 Clock Hours/Week 36 Weeks

Program Objectives

The main objective of this program is to secure entry-level employment as Medical Assistant. Students will graduate with front and back office skills. The administrative skills include medical insurance, coding, and billing; phones and scheduling; word processing; and medical office procedures. Students acquire clinical skills such as performing vital signs, injections, EKGs, first aid and CPR, urinalysis, laboratory procedures, and phlebotomy. Students will also train to assist physicians in minor surgeries and to prepare the patient for physical examinations.

Program Outline

Module Code	Course	Lecture	Lab	Total Clock Hours	Semester Credit Units
MA-100	Introduction to Medical Assisting, Patient Care and Communication	60	60	120	4
MA-200	Administrative Assisting and Medical Insurance	60	60	120	4
MA-300	Pharmacology	60	60	120	4
MA-400	Clinical Assisting I	60	60	120	4
MA-500	Human Body Anatomy	60	60	120	4
MA-600	Clinical Assisting II	60	60	120	4
TOTALS		360	360	720	24

WEBMASTER

(003.362-010; 030.162-010)

Computer Graphic Artist; Computer Programmer

A Diploma Program

1080 Clock Hours, 36 Semester Credit Units

Program Schedule

Day Schedule-Monday to Friday, 9 a.m. to 1 p.m., 20 Clock Hours/Week 54 Weeks

Evening Schedule-Monday to Thursday, 5 p.m. to 10 p.m., 20 Clock Hours/Week 54 Weeks

Program Objectives

The Webmaster program is a postsecondary undergraduate non-degree program which provides the student with thorough theoretical knowledge and hands-on practical experience. This program begins with computer graphics and progresses through webpage development and implementation using HTML and Dynamic HTML. One of the features of this program is the design and implementation of E-Commerce. The graduates will have the skills to work as entry-level Web Designer or Graphic Artist.

Program Outline

Module Code	Course	Lecture	Lab	Total Clock Hours	Semester Credit Units
NS 100	Network Security	60	60	120	4
ADB 100	Adobe Photoshop for Web Development	60	60	120	4
ADB 200	Adobe Illustrator	60	60	120	4
WM 500	DHTML I	45	45	90	3
WM 600	Java Script	60	60	120	4
WM 700	Visual Basic.NET	60	60	120	4
WM 800	Visual C++.NET	60	60	120	4
WM 900	Fundamentals of Ecommerce	60	60	120	4
WM 1000	Advanced E-Commerce	75	75	150	5
TOTALS		540	540	1080	38

POLICIES AND PROCEDURES

ENTRANCE/ADMISSIONS REQUIREMENTS

Richfield College requires that all admitted students have a high school diploma or a General Equivalency Diploma (GED) certificate. Richfield College does not admit applicants without a high school diploma or GED.

All potential students, must take an English Placement Test and a School Entrance Test and pass it with a minimum score as recommended by the test developer. All potential students must be interviewed by an Admissions Representative. Students enrolling in the Nursing Assistant program should pass an additional entrance test and they should comply with additional requirements mandated by the State of California .

Handicapped students are encouraged to call for an appointment prior to visiting the school. The institution's facility is handicap-ready.

Admission Procedures

Potential students should contact Richfield College by visiting the institution and meeting with an Admissions Representative. The representative will give the prospective student a tour of the campus, provide detailed information regarding the school's educational programs and student related policies, discuss the applicant's qualifications and previous education, and assist him/her in determining the best way to meet his/her educational and career objectives. The applicant will also meet with a Financial Services representative to discuss tuition and possible financing.

Admissions Policy

The admission consists of the following:

- a. Copy of the high school diploma and transcripts indicating that the student graduated from high school or passed the GED. All non-English transcripts must be accompanied by a certified English translation.
- b. Official copies of transcripts of all postsecondary level institutions attended prior to enrolling at Richfield College. All non-English transcripts must be accompanied by a certified English translation.
- c. The English Placement Test results. Based on the placement test, a student will be qualified to take the certificate program courses or will be recommended to complete Richfield College's ESL Program.
- d. Complete Student Application Form.
- e. Signed the Enrollment Agreement and Installment Contract Form. Please review the documents and forms carefully before signing. Signed acknowledged receipt of disclosure forms as required by the California California Private Postsecondary Education Act 2009.
- f. Payment of a non-refundable Registration Fee of \$75.

Students admitted to Richfield College are required to complete an orientation workshop about the college's policies and procedures related to safety, security, sexual harassment awareness, academic honesty, student conducts, academic freedom, and student's privacy rights as well as academic records keeping policies and procedures.

Note: For all CNA and HHA applicants , the following additional requirements will apply:

1. ATB STUDENTS: ATB students will not be accepted for enrollment in the Nursing Assistant Program.
2. DRUG TEST: All candidates for the CNA/HHA program must pass a drug test as an admission condition.
3. CRIMINAL BACKGROUND CHECK: All candidates for the CNA/HHA program must pass a criminal background check as an admission condition.
4. PHYSICAL EXAM: All candidates for the CNA/HHA must pass a physical exam including all current immunizations as an admission condition.

Richfield College informs applicants of their acceptance/denial once the enrollment agreement and the above items are completed and/or provided. If the school does not accept an applicant, Richfield College refunds all fees paid by the applicant.

ENROLLMENT POLICY

Students can enroll at the beginning of a new tri-semester.

CREDIT EVALUATION POLICY

Students with previous education in the course to be pursued will be tested upon enrollment and be given appropriate credit. Evaluation will be based on a written exam, an oral exam, or both. Credits allowed will be recorded on enrollment records and the length of the course shortened and the cost reduced proportionately. According to the Board's policy, students enrolled in the Nursing Assistant program will receive full credit for modules taken and passed in another accredited school based on an official transcript issued by that school. The Nursing Assistant Program Director is the only staff member authorized to grant such credit.

Students are required to submit an original transcript of records from the institution where they completed the classes or programs. The school will evaluate all prior education. An administrative fee of \$50 will be charged for each class/subject that will be evaluated and accepted for credit.

AWARDING OF CREDIT FOR PRIOR EXPERIENTIAL LEARNING

Richfield College does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its programs.

FINANCIAL ASSISTANCE

Students who wish to apply for private financial assistance will be required to complete the appropriate financial applications. Financial assistance personnel are available to help students apply for private student loans. Richfield College can offer a monthly payment plan with no financing charges. Richfield College does not participate in any federal or state student loan program.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Richfield College recognizes its obligation to ensure that enrolled students have the ability to successfully complete their program. Students must comply with the satisfactory academic progress requirements established by the school and published in this catalog. The elements of satisfactory academic progress (SAP) include the grade point average (GPA), attendance and increments for evaluation.

ATTENDANCE POLICY

1. **Attendance** – Students must attend classes according to their established schedules. Frequent tardiness and unexcused absences are cause for placing a student on probationary status. To be considered for graduation, the student must complete a cumulative attendance of 70% of the required number of clock hours in the program. Students whose cumulative attendance fall below 70% will be placed on probation and are allowed a maximum of 60 days to bring their cumulative attendance to 70%. If 70% attendance is not achieved at the conclusion of the probationary period, students will be terminated, or, if mitigating circumstances are presented, they will be placed on active suspension for up to 30 days to be given the opportunity to either attain a cumulative 70% attendance or be terminated.
2. **Absences**—Absences will be considered as excused under valid reasons substantiated in writing and at the discretion of the college president.
3. **Tardiness**- Tardiness is a disruption of a good learning environment and is discouraged. Excessive tardiness or leaving early may be cause for placing a student on probationary status.
4. **Interruption for Unsatisfactory Attendance**—Students with four (4) unexcused absences in any class will receive a written notification of academic probation for a period of one month.
5. **Termination due to Unsatisfactory Attendance**- Students who did not comply with the terms of their probationary status due to attendance infractions will be terminated. Students with 21 consecutive calendar days of unexcused absence will be withdrawn from the school.
6. **Make-up Work/Time** - Any regularly scheduled class hour that is missed may require make-up time. Missed work assignments will be required to be made up within thirty (30) school days. Students should see the instructor or director of the program for make-up procedure.
7. **Leave of Absence (LOA)** – A written request for a leave of absence will be considered, and the School Director or Assistant School Director may grant such leave to students for bona fide reasons. A maximum of 60 days leave of absence may be granted. The student will be withdrawn upon failure to return to school on the scheduled date.

CLOCK-HOUR/SEMESTER CREDIT UNIT SYSTEM

Richfield College Diploma and Certificate Non-degree programs are approved based on the total clock hours of each program. The college has defined and converted the clock hours in semester credit hours. The school has adopted United states Department of Education definition of semester/unit hours. Each tri-semester units is 15 hours of faculty instructed hours, 30 hours of faculty supervised lab and 30 hours of document project/assignment work outside the class hours.

SCHOLASTIC AND ACADEMIC PERFORMANCE STANDARDS

1. The college's grading system for each subject in all programs is as follows:

A	=	90% - 100%	4.00	=	Excellent
B	=	80% - 89%	3.00	=	Good/Average
C	=	70% - 79%	2.00	=	Passing
D	=	60% - 69%	1.00	=	Poor
F	=	00% - 59%	0.00	=	Fail
P/F		Pass / Fail		=	Credit/No Credit
I	=	No Points Assigned		=	Incomplete
W	=	No Points Assigned		=	Withdrawal

General Grading Guidelines

“A” = Clearly stands out as excellent performance. Definitively completes all the course requirements in a superior fashion, has unusually sharp insight into material and initiates thoughtful questions, goes beyond the basic requirements of the course by incorporating additional research, sees many sides of an issue, articulates well, and writes logically and clearly; integrates ideas previously learned from this and other disciplines/courses and anticipates the next steps in the progression of ideas.

“B” = Clearly completes all the course requirements in a professional way, grasps subject matter at a level considered to be good to very good, is an active listener and participant in class discussion, speaks and writes well, accomplishes more than the minimum requirements, and produces work in and out of class that is of high quality.

“C” = Demonstrates a satisfactory comprehension of the subject matter, accomplishes only the minimum requirements, displays little initiative, communicates orally and in writing at an acceptable level for a graduate student, and has a generally acceptable understanding of all basic concepts.

“D” = Quality and quantity of work in and out of class is below average, unsatisfactory and barely acceptable.

“F” = Quality and quantity of work in and out of class is unacceptable.

Note: To remain in good standing, a degree student must maintain a minimum cumulative GPA of 2.0 or higher.

I, Incomplete (Incomplete is given with the instructor approval for extension of time to complete the remaining requirements of a course. The incomplete must be initiated and approved by the registrar office. Any incomplete course must be completed in no more than of one tri-semester after its approval.)

W, Withdrawal (W indicates that the student was withdrawn from the course either by his/her request or by the registrar’s office. A grade designation of W indicates that the student has attended and then subsequently withdrawn from a course after the end of the Add/Drop period and prior to completing 80% of the scheduled clock hours for the course. A student who withdraws from a course after at least 80% of the scheduled clock hours in a course have passed receives an F.

The credit designation of W does not contribute to a student’s cumulative GPA, and the student receives no semester credit units toward his/her degree completion requirements. Semester credit units will count toward the total number of credits attempted. Credits attempted count toward determining full- or part-time academic status.

NC, Non-credit is given for any graduate course enrolled by students for the purpose of personal and professional knowledge enhancement. The courses taken as no-credit are not qualified for credit units designation and will not count toward any degree or certificate program at the College. The transcript issued for the classes taken as NC (non-credit) will show that the courses were taken as non-credit. A certificate of achievement will be issued for the non-credit course(s).

Grade Point Average (GPA) Calculation

A “weighted grade point average” is computed by assigning a numerical value of 4, 3, 2, 1, or 0 to the letter grade of A, B, C, D, and F respectively; then multiplying the numerical value of each grade by the number of credit units for each course completed to determine grade units. The total number of grade units is then divided by the total number of completed credit units to determine the weighted grade point average.

An “F” (Failing) grade which is repeated will remain on the transcript but will not be factored into the weighted grade point average. The new grade for the repeated course will be factored into the weighted grade point average.

A “W” (Withdrawal) grade or an “I” (Incomplete) grade will not be factored into the cumulative grade point average but will be used in the computation of credit units attempted.

3. **Interruption/Termination due to Unsatisfactory Grade or Progress—**Students must maintain a cumulative GPA of 2.0 (“C” or 70%) or better to maintain satisfactory progress. Students whose GPAs fall below 2.0 are placed on academic probation. Students will be required to attend make-up classes or tutoring to assist them to attain the minimum GPA. Students have one tri-semester(eight weeks) to attain the required minimum 2.0 GPA; otherwise, they will be terminated due to unsatisfactory grade or progress.
4. **Re-Entry Procedure—**Any student wishing to re-enter Richfield College must first obtain an approval from the School Director. Additionally, students who were dismissed or terminated must present a written appeal demonstrating evidence that the conditions, which caused the dismissal/termination, have been rectified before re-entry shall be considered.

If a student is terminated for being in non-compliance of financial obligations, the previous account balance must be settled first and/or payment arrangements should be made before the student is officially reinstated.
5. **Course Incomplete—**Students have one tri-semester to complete the requirements of an Incomplete grade; otherwise, they will receive an F (Fail) grade. Students whose programs require externships must clear their Incomplete grades prior to the commencement of their externship training.
6. **Course Repetitions—**In the event of a repetition of a course, the higher of the two grades obtained will be counted.
7. **Non-credit Remedial Courses—**The school does not offer non-credit remedial courses.

SUSPENSION AND DISMISSAL/TERMINATION POLICIES

Students who do not meet the minimum requirements for satisfactory academic progress or satisfactory attendance will be placed on probation. If during the next 30 days following being placed on probation status, the student achieves a minimum cumulative grade point average of C or better when under academic probation, or maintains a cumulative attendance of 70% or better when under attendance probation, the student will be removed from probationary status.

Richfield College reserves the right to dismiss any student who is not meeting satisfactory academic progress or whose attendance, academic grades, financial standing, or personal behavior does not comply with the school standards, regulations, and rules. Students who have been dismissed or terminated can submit an appeal in writing and the mitigating circumstances must be well documented. The student can present his or her and the school will observe the Appeal Procedures and the Student Grievance Procedures.

REPEATED COURSES AND MAKE-UP WORK

Students have the option to repeat a module in which a grade of “C” or less was earned in order to improve his or her grade point average. The higher of the two grades will be considered in the overall GPA calculation.

PROGRAM WITHDRAWALS

Students must submit a written request to the Student Services Department for processing a withdrawal. The request must be approved by the School Director. Once the withdrawal has been approved, approval must also be directed to the Financial Department to complete the withdrawal process. After the process has been completed, a grade of “W” will be awarded for the current module. A student can only withdraw once per program.

GRADUATION REQUIREMENTS

To graduate, a student must have a cumulative minimum grade point average of 70% (“C” or 2.0) or better, successfully complete each module with a minimum grade of 60% (D) or better, maintain at least a 70% attendance ratio, fulfill all other requirements stated in this catalog, and be in good financial standing with the school. Upon graduation, a Diploma shall be awarded within 30 days from the date of program completion. Graduates from the Nursing Assistant Program must pass the Exit Exam in order to graduate.

NOTE: Students graduating from the Nursing Assistant program who are preparing for the state licensing examination will be eligible to take the examination when the following requirements are met:

1. The candidate must be at least 17 years or older.
2. The candidate must be a high school graduate or possess a GED certificate or high school equivalency certificate.
3. The candidate must pass each of the theoretical modules with a minimum passing grade of 75% and graduate with the state-approved VN program.
4. The candidate must successfully complete the on-line examination named “The National Council Licensing Examination for Practical (Vocational) Nursing” (NCLEX®-PN).
5. The candidate must provide the Board with a valid Social Security Number prior to the examination.
6. The candidate must not have committed any criminal act that would disqualify him or her for licensing.
7. After successful completion of the examination, the candidate must pay or submit proof of payment for the initial licensing fee.

ACADEMIC APPEAL PROCEDURES

A student can appeal an unsatisfactory progress classification to the School Director by explaining in writing any extenuating circumstances relevant to the situation. The School Director will evaluate the circumstances presented by the student upon

appeal and will respond in writing. If it is determined that the student's circumstances warrant exception, the student will be placed on probation.

STUDENT RECORDS/RIGHT TO PRIVACY

The Federal Right to Privacy Act (FERPA) of 1964 enables all students to review their academic records, including grades, attendance and advising reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission from the student. State law requires that the school maintain these records for five (5) years. Transcript of Records will be kept for 50 years. Graduates can review their records during regular business hours by appointment. Copies of transcripts are made available to students at a minimal charge. Receipt of written consent from the student is required before records are released to a third party.

ACADEMIC FREEDOM POLICY

Richfield College is dedicated to the holistic development of students and to the production of graduates who can anticipate and respond effectively to the changing world, the college affirms the vital role of diverse perspectives in helping students to develop their own knowledge and their ability to evaluate knowledge claims critically. The administration, faculty, staff and students share responsibility for fostering a climate that is favorable to the free exchange of ideas and to the examination of conflicting ideas and interpretations using generally accepted disciplinary standards of inquiry. Freedom of speech and expression extends to all members of the academic community, subject to commonly accepted constitutional limits on speech that is libelous or slanderous, incites violence, or discriminates against or harasses others.

Academic freedom is essential to the integrity of intellectual inquiry and scholarly criticism, to the dissemination of knowledge, and to the search for truth and wisdom. It is the foundation upon which the all of the intellectual activity of the college rests. Faculty members are free to pursue scholarly interests without fear of censure, discipline, or reprisal. This freedom extends to the display, publication, and performance of creative work. Faculty may speak freely on all matters of college governance, and may speak, work, or act as an individual in the public arena without fear of institutional discipline or restraint.

STUDENT ACADEMIC ADVISING

Academic advising is available for all students while attending Richfield College. Academic Advisement is provided at no cost by qualified faculty and staff members.

HOUSING AND TRANSPORTATION

Richfield College does not maintain housing for students, nor does it make specific recommendations regarding housing. Richfield College assumes no responsibility for housing. However, housing accommodations are available within the community. Public transportation is easily available with a bus stop at the corner of De Soto

Avenue and Ventura Blvd. Only a short block from the campus facility. The school also assists students in obtaining a student monthly bus pass.

SMOKE FREE, DRUG AND ALCOHOL FREE POLICY

Richfield College promotes, encourages and maintains a smoke-free, a drug-free, and alcohol-free institution. As such, all students, staff and faculty members are required to sign a smoke free and drug-free statement prior to enrollment or employment.

STUDENT GRIEVANCE PROCEDURES

Students are encouraged to settle disputes, misunderstandings, and complaints amicably with the other person involved. Students may file a complaint by communicating verbally or in writing to any teacher, administrator, admissions personnel, or counselor. If a student delivers the complaint verbally and the complaint has not been resolved either within a reasonable period or before the student again complains about the same matter, the institution shall advise the student to submit a written complaint to the Student Services Department. The institution shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the institution shall provide the reasons for the rejection. Complaints that are not resolved by the Student Services Department to the satisfaction of the student should be directed confidentially, in writing by the student, to the Assistant School Director. The student may also make an appointment with the School Director for final resolution.

Definition: A grievance is a complaint arising out of any alleged, unauthorized, or unjustified act or decision by a student, faculty member, administrator, or staff person, which in any way adversely affects the status, rights, or privileges of a member of the student body. The burden of proof shall rest with the complainant.

Steps towards Resolution: Based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions headed by the Assistant School Director. Resolution shall be attempted at the lowest possible level. If a satisfactory solution cannot be reached within a reasonable period, the grievance shall be scheduled for presentation to the Student Grievance Committee for hearing and appropriate action. Informal discussion between persons directly involved in a grievance is essential in the early stages of dispute reconciliation and shall be encouraged at all stages of the grievance procedure.

Procedures for Official Hearings: If informal recourse fails to resolve the grievance within a reasonable time after filing, the School Director will schedule a Student Grievance Committee meeting. The voting members of this Committee shall be

comprised of the School Director, the Director of Student Services, and one faculty member who is a current or former instructor of that particular student.

A copy of the grievance shall be given in writing to the person(s) against whom the complaint is brought. The Committee shall review and consider documentary records, which relate to the case, including the grievance and its supporting documentation and any documentary evidence or statement by the person(s) against whom the complaint was filed. Committee members shall arrive at a judgment in consultation among themselves. A majority vote of such qualified members may make recommendation, as appropriate, for disciplinary actions or for changes in policy to the appropriate administrative officials.

Recourse after Hearing: If a student has exhausted these procedures and the problem has not been resolved to his or her satisfaction, he or she can write or call

Bureau for Private Postsecondary Education (BPPE),

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95798-0818

Phone Number: (916)431-6959, Toll Free: (888)370-7589, Fax Number: (916)263-1897

Web Site: www.bppe.ca.gov

Complaints should be made in writing and mailed, faxed, or emailed to the Bureau. The letter of complaint must contain the following:

- A detailed description of the problem(s);
- The approximate date(s) that the problem(s) occurred;
- The full name(s) of the individual(s) involved in the problem(s), including both institutional staff and/or other students who were involved;
- Evidence demonstrating that the institution's complaint procedure was followed prior to contacting BPPVE;
- The name and mailing address of the complainant.

In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded (e.g., the student's enrollment agreement, correspondence between the student and the institution, or school catalog).

Richfield College maintains a Complaint Log documenting name of complainant, date of complaint, date of resolution, and staff member responsible for resolving the issue.

CONDUCT POLICY

Students shall at all times when on the school premises conduct themselves in an orderly and considerate manner and shall appear for classes in a sober and receptive condition. Violation of this condition is a just cause for dismissal. The following standards are presented for students to observe while in attendance at Richfield College:

1. Willful disobedience to directions of school officials acting in the performance of their duties.
2. Dishonesty, such as cheating or knowingly furnishing false information.
3. Forgery, alteration, or misuse of school documents, records, or identification.
4. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized school activities.
5. **Dress Code and Behavior:** Richfield College is a professional career institution, and students are preparing for professional careers or to continue their education in a higher learning institution. It is expected that students will groom, attire, and behave in a professional manner consistent with standards of the workplace. This includes cleanliness in dress and personal hygiene. Appearance is vitally important in the technical and business world. Students enrolled in all healthcare programs are expected to comply with the special dress codes set forth by the respective departments.
6. **Illegal Drugs:** The use or sale of non-prescription, “controlled substance” drug(s), including but not limited to marijuana, cocaine, stimulants, and anti-depressants, will not be tolerated at Richfield College or at any school sponsored function off campus. Any student believed to be under the influence or in possession of a non-prescribed “controlled substance” drug will be temporarily prohibited from attending classes pending investigation of the incident. Should it be determined that the student was under the influence, in possession, or involved in the purchase and/or sale of controlled substances while on or off the premises, will be dismissed. Should it later be determined that the student was not involved, he or she will be reinstated and lost class time will be added to the normal completion date.
7. **Food and Drinks:** No food or drinks are allowed on the school premises.
8. **Cell Phones, Pagers, and Electronic Devices:** As a courtesy to the other students and to the instructor, all cell phones must be deactivated (in silent mode) while class is in session.

Grounds for Disciplinary Action—A student may be suspended, placed on probation, or dismissed/terminated for:

- a. Falsification of previous educational status on the Enrollment Agreement.
- b. Failure to obtain satisfactory academic and attendance progress as specified in this school catalog.
- c. Failure to fully pay the program costs as agreed in writing.
- d. Destruction or damage to any property of the school (the student will also be liable for repair and/or replacement of any damaged property).
- e. Any unlawful or improper conduct (including but not limited to the unlawful possession, use, or distribution of illicit drugs or alcohol), conduct contrary to the best interests of the Institution, or any conduct that discredits or mars the Institution or its reputation.

- f. Disruption of normal classroom discipline or any act of insubordination.
- g. Breach of any term of the Enrollment Agreement or this catalog.
- h. Cheating or dishonesty, such as during examinations, etc.

All disciplinary matters will come before the Student Grievance Committee, which will review the written complaint, interview the parties involved, and make a determination of the action to be taken. This may result in the dismissal of the charge, dismissal of the student, probation, suspension for a particular length of time, or other appropriate action.

HOURS OF OPERATION

Classes: According to the program and class schedule

Office Hours: 9:00 a.m. – 3:00 p.m., Monday-Thursday
 1:00 p.m. – 5:00 p.m., Friday
 8:00 a.m. – 12:00, Saturday

HOLIDAY CALENDAR

Richfield College observes the following holidays:

Day before New Year’s Day	Labor Day
New Year’s Day	Thanksgiving
Presidents’ Day	Friday following Thanksgiving
Memorial Day	December 24
Independence Day	December 25

JOB PLACEMENT ASSISTANCE

Richfield College has a Job Placement Department to assist graduates with their employment search. The placement staff maintains information about current employment opportunities. All current students and graduates are encouraged to contact the Job Placement Department when searching for employment. During the last four weeks of the students’ program, the staff conducts Job Placement Workshops that prepares students with job placement strategies including job search, filling up application forms, resume and cover letter preparation, interviewing techniques, networking, and post-interview activities. Students will also be scheduled to actual job sites for job interviews. However, neither Richfield College nor any staff member can guarantee employment or salary.

CANCELLATION, WITHDRAWAL, AND REFUND POLICIES

Cancellation

For programs in excess of 50 days, the student has the right to cancel his or her Agreement for a course of instruction including any equipment, until midnight of the fifth business day after the day on which the student did any of the following: a) attended the first class of the program of instruction that is the subject of the agreement, b) received a copy of the notice of cancellation, c) received a copy of the agreement and disclosures as required by subdivision (a) of Section 94859, whichever is later.

For programs of 50 or fewer days, the student has the right to cancel his or her Agreement until midnight of the day that is one business day for every 10 days of scheduled program length, rounded up for any fractional increments thereof. Business day means, except for home study or correspondence, a day on which the student was scheduled to attend a class session.

Cancellation shall occur when the student gives written notice of cancellation to the school at the address shown on the cover page of this catalog. He or she can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The student will be given two notices of cancellation forms to use at the first day of class, but he or she can use any written notice that he or she wishes. If the school has given the student any equipment, including books or other materials, he or she shall return it to the school within 30 days following the date of his or her notice of cancellation. If the student fails to return this equipment, including books or other materials in good condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund that may be due to him or her. Once the student pays for the equipment, it is his or hers to keep without further obligation.

If the student cancels this Agreement, the school will refund any money that the student paid, less any deduction of equipment not timely returned in good condition, within 30 days after his or her notice of cancellation is received.

Withdrawal/Termination from Course

The student has the right to withdraw from a course of instruction at any time. Students must submit a written request to the Student Services Department for processing a withdrawal. The request must be approved by the Student Services Director. A student can only withdraw from his or her course once per program. A grade of "W" will be recorded in the student's transcript and the semester units will be used in the computation of units attempted.

If the student withdraws from the course of instruction after the period allowed for cancellation of the agreement or he or she is terminated, the school will remit a refund less a registration fee, if applicable, not to exceed \$100 within 30 days

following his or her withdrawal. The student is obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount the student paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which he or she has not received but for which he or she has paid, and the denominator of which is the total number of hours of instruction for which he or she has paid. If the student obtains equipment, as specified in the agreement as a separate charge, and return it in good condition within 30 days following the date of his or her withdrawal, the school shall refund the charge for the equipment paid by him or her. If the student fails to return the equipment in good condition, allowing for reasonable wear and tear, within this 30-day period, the school may offset against the refund the documented cost to the school of that equipment. The student shall be liable for the amount, if any, by which documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the school has charged in the contract. In any event, the student will never be charged for more than the equipment charges stated in the contract.

IF THE AMOUNT THAT THE STUDENT HAS PAID IS MORE THAN THE AMOUNT THAT HE OR SHE OWES FOR THE TIME HE OR SHE ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT THE STUDENT OWES IS MORE THAN THE AMOUNT THAT HE OR SHE HAS ALREADY PAID, THEN HE OR SHE WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

If the student withdraws per California Education Code, Section 94820 prior to completion of the course he or she is enrolled in, a refund will be made of the unused portion of the tuition. The amount charged to the student shall not exceed the pro rata portion of the total charges for tuition. The calculation is based on the length of the completed portion of the course relative to its total length.

COURSE DESCRIPTIONS

ADB-100 Adobe Photoshop

Prerequisite: IMC 100

Topics include Installation and Configuration, Working with Selections, Layer Basics, Painting & Editing, Masks & Channels, Photo Retouching, Basic Pen Tool Techniques, Vector Shapes & Clipping Paths, Advanced Layer Techniques, Creating Special Effects, Setting up your Monitor for Color Management, producing and Printing, Consistent Color, Preparing Images for 2 Color Printing, Optimizing Images for the Web, Creating Web Graphics Using Slices, Web Pages Using Multiple Adobe and Programs, Creating Animated Images for the Web.

ADB-200 Adobe Illustrator

Prerequisite: IMC 100

Topics include Installation and Configuration, Creating Basic Shapes and Drawing with the Pen Tool, Painting and Transforming Objects, Working with Brushes, Types and Blending Shapes and Colors, Using Attributes, Styles and Effects, Working with Layers and Creating Airbrush Effects, Drawing Cylinders and Boxes, Printing Artwork and Color Separation, Combining Illustrator Graphics and Photoshop Images.

ASI-100 Advanced System Configuration A+

Prerequisite: IMC 100

This course covers topics related to hardware and software configuration and testing included in A+ certification exam. Included are microcomputers, displays, storage media, printers, operating systems, buses CD ROMS, Windows configuration, installing and upgrading, diagnostics, test preparation, etc. This course provides the students with complete information related to the A+ certifications using as textbook, The A+ Certification Success Study Guide for Computer Technicians, which is an official A+ certification guide. Passing the A+ certification exam does not represent a condition in passing this module or graduating from the entire program.

CB-101 Word Processing

Prerequisite: IMC 100

The first part of this course introduces the students to the main concepts of word processing using Microsoft Word. It includes topics like creating a document, saving on disk, printing, using spell check, controlling page layout, and searching and replacing documents. This module also includes a presentation of the advanced topics related to document processing and office automation.

CB-102 Spreadsheets

Prerequisite: IMC 100

This course introduces the students to the main concepts of computerized Spreadsheet using Microsoft Excel. Understanding electronic spreadsheets is new to most students. Students will begin with the very basics of Microsoft Excel, gradually building on techniques that they will learn through the module. After learning how to create a worksheet, some of the concepts students will learn are as follows: formatting, modifying and printing a worksheet, creating and operating databases, manipulating and analyzing the worksheet data, spreadsheet auditing and file management, creating formulas and macros, as well as using graphical interfacing and functions to enhance and automate spreadsheet data. They will also learn to create, sort, and explore data to other office automation packages on the market.

CB-103 Desktop Publishing

Prerequisite: IMC 100

Desktop Publishing is a business course designed to allow students to develop proficiency in using desktop publishing software to create a variety of printed publications. Students will incorporate journalistic principles in design and layout of print and Web publications including integration of text and graphics and use of sophisticated hardware and software to develop and create quality materials for

business-related tasks. Students will analyze the information and the audience and combine appropriate text, graphics, and design to communicate the desired message effectively. Planning and design principles are used to analyze and organize information, set up a design structure, and select or create appropriate visuals. Instructional strategies may include computer/technology applications, teacher

demonstrations, collaborative instruction, interdisciplinary and /or culminating projects, problem-solving and critical thinking activities, simulations and project-based learning activities.

CB-104 Computerized Accounting

Prerequisite: IMC 100

The Computerized Accounting course prepares the student in using an accounting software package. The course uses QuickBooks Pro. Students will be trained on principles of accounting, accounts receivable, accounts payable, and payroll. Daily operations, end-of-month procedures, and bank reconciliations are included.

CB-105 Principles of Accounting

Prerequisite: None

This course covers the principles of accounting, accounting procedures, journalizing, posting, adjustments, and the preparation of financial statements.

CIS-100 CISCO (CCNA)

Prerequisite: IMC 100

Upon completion of this module, students will be able to install, configure and program different internetworking devices. Topics include Internetworking, the OSI model, Data Encapsulation, Layer-2 switching, Spanning-Tree protocol STP, the TCP/IP protocol, IP Addressing, IOS management commands, Command-line interface, IP routing, Routing Information Protocol (RIP), Static and dynamic virtual LANs or VLANs, the Inter-Switch Protocol (ISL), CISCO routers, backing up and restoring CISCO IOS and configuration, Access Lists, etc.

DB-100 Database Systems

Prerequisite: IMC 100

This course introduces the students to the main concepts of database management systems using Microsoft Access as a database package. It includes topics such as creating a data file, sorting, indexing, creating entry forms, creating labels and reports, using functions, using memory variables, work areas, accessing information in different data files related to each other. Also, the students will learn about database programming covering topics such as loops, control statements, procedures, functions, menu-driven application designs, etc. Upon completion of this module, students will be able to create and maintain a database. They will also be able to write multiple module database programs.

ESL-100: Phase I – Beginning

Prerequisite: None

During Phase 1, students will be introduced to Basic English grammar and basic conversation skills. The students' vocabulary will be expanded. At this phase, students will begin to work on learning idiomatic expressions in the American culture with an emphasis on oral communication.

ESL-200: Phase II – Low Intermediate

Prerequisite: ESL -100

During Phase 2, students will be trained in extending their communication skills beyond the sentence level. It includes reading comprehension, paragraph formatting, class discussion, etc.

ESL-300: Phase III – High Intermediate

Prerequisite: ESL-200

During Phase 3, students are prepared for the college level English. During the composition hours, instructors will emphasize on timed reading, academic reading

comprehension, advanced vocabulary, free and controlled composition, essay patterns and presentation skills. At the end of the phase, students will be exposed to public speaking and professional interaction beyond the classroom.

ESL-400: Phase IV – Advanced

Prerequisite: ESL-300

The primary concentration of Phase 4 is to prepare students in complex conversational situations and respond to any verbal situation. In this phase there will be an emphasis on preparing for academic lectures, study techniques for research and complex writing ability. The student will be examining more advanced texts and continue to improve in techniques of interpretation. The second part of this phase will focus on TOEFL Exam preparation.

IMC-100 Introduction to Computers and Operating Systems

Prerequisite: None

This course includes basic concepts and terminology about PCs and a presentation of Operating Systems covering commands, memory management, device drivers, and system configuration. It continues with a detailed presentation of the Windows operating system. Keyboarding, 10-key, and internet skills are stressed. Students will be able to browse and surf through the web for topics that pertain to their class assignments and use the web for job search. Students will learn how to send and attach documents through the web.

LIN-100 Linux

Prerequisite: IMC 100

This module covers topics related to the Linux Operating System, which is a very popular multi-user Operating System comparable to UNIX. This module covers topics like installation, set up, defining users, commands, system administration, etc.

MA-100 Introduction to Medical Assisting, Patient Care and Communication

Prerequisite: None

The following topics are included in the course: Introduction to Medical Assisting, Personal Characteristics and Professionalism, Medical Specialties, Medical Ethics and Legal Responsibilities, Interpersonal Communications, Managing Stress and Behavioral Adjustments, Patients—their Families and Emotional States, Anatomical Descriptors and Directional Terms, Fundamental Body Structure, Body Mechanics, Basic Movement, Introduction to Microbiology, Microbes, Germs, and Viruses, Standard Precautions and Cross Contamination, Diseases and Disease

Transmission, Asepsis, Physical Impairments, Stress to Back and Permanent Injury, Vital Signs, and Critical Thinking.

MA-200 Administrative Assisting and Medical Insurance

Prerequisite: None

Topics in this course include Installing and Configuring Windows 2000; Getting Started with MS Word, the Help System, Basic Formatting Tools in MS Word, Viewing and Printing Documents, Menus and Commands, Working with Tables; Creating, Saving, and Exiting a Worksheet with MS Excel, Using Formulas and Functions with MS Excel, Formatting, Copying and Printing with MS Excel; Receptionist Roles and Preparing for Patients, Patient Follow-up Appointments, Health Care Private and Government Insurance Programs, Insurance Coding and Billing, Bookkeeping Procedures in the Medical Office, and Critical Thinking.

MA-300 Pharmacology

Prerequisite: None

This course includes the following topics: Drug Administration, Pharmacy Terms and Abbreviations, Laws Affecting Medications and their Administration, Drug Classifications, Actions of Drugs, Uncontrolled versus Controlled Substances, Drugs Affecting the Endocrine System, Insulin and the Oral Hypoglycemic Agents, Drugs Affecting the Cardiovascular System, Disease Specific Drug Administration, Introduction to Administration of IV Medication, Principles of IV Medication Utilization, IV Medication Types, Effects, Precaution, and Administration, IV Medication Legal Aspects.

MA-400 Clinical Assisting I

Prerequisite: MA 100

This course includes topics on Laboratory Safety Rules and Regulations, Instruments Used in Medical Practice, Introduction to Microbiology, Sterile Techniques, Bacterial Smears and Bacterial Cultures, Standard Precautions and Cross Contamination, Infection and Disease Generated by Bacteria, Infection Control, Spreading Infections, Phlebotomy, Administering Injections, Variety of Injections, and Injection Techniques.

MA-500 Human Body Anatomy

Prerequisite: None

Topics included in this course are as follows: Organization of the Human Body, Basic Chemistry, Cells, Tissue, and Membranes, the Integumentary System, the Skeletal System, the Muscular System, the Nervous System, the Endocrine and Lymphatic Systems and Blood Generating Organs, the Urinary and Reproductive Systems, the Digestive System, the Heart and the Blood, the Vascular and Respiratory System, etc.

MA-600 Clinical Assisting II

Prerequisite: MA 100

Topics included in this course are as follows: the Structure and Functions of the Heart, Diseases and Disorder of the Heart, the Structure and Function of Lungs, the Cardiovascular System, Oncology and Dermatology Radiology, Orthopedics and Rheumatology, Pediatrics, Urology, the Venous Blood Tests, the Specimen Identification and Collection, the Specimen Handling and Transportation Procedures, the Practice Venipuncture and Routine Diagnostic Hematology, the Diagnostic Tests and Examinations, the EKG Leads and Recording an Electrocardiogram, the Renal System's Anatomical Structures, Minor Surgical Procedures, Maintenance and Care of Laboratory Equipment and Supplies.

NCL-100 Test-Taking Strategies and Nursing Management

Prerequisite: None

This course includes the following topics: Preparing for the Exams, Application Process, Answering Questions, Preparing for Exam Time, Nursing Management, Nursing Delegation, Ethical and Legal Issues, Positioning Clients, Review of General Preoperative and Postoperative Care, Review of Oncology Nursing, Nursing Care of the Child with an Oncology Disorder, Review of Burns, etc.

NCL-200 Medical-Surgical Nursing

Prerequisite: None

This course includes the following topics: Review of Fluids and Electrolytes, Acid-Base Balance, Review of Respiratory System Disorders, Review of Gastrointestinal, Hepatic and Pancreatic Disorders, Review of Cardiovascular System Disorders, Review of Blood Disorders, Review of Genitourinary System Disorders, Review of Musculoskeletal Disorders, Review of Neurological System Disorders, Review of Endocrine System Functions and Disorders, Review of Immunologic Disorders, etc.

NCL-300 Women's Health Nursing

Prerequisite: None

This course includes the following topics: Review of Female Reproductive Nursing, Nursing Care of the Gynecologic Client, Review of Labor and Delivery, Review of

Postpartum Adaptations and Nursing Assessment, Review of Reproductive Risks and Complications, Obstetric Setting Agents, Nursing Care of the Neonate, Review of High-Risk Newborn, etc.

NCL-400 Pediatric Nursing

Prerequisite: None

This course includes the following topics: Growth and Development, the Hospitalized Child, Nursing Care of the Child with Congenital Anomalies, Nursing Care of the Child with an Acute Illness, Nursing Care of the Surgical Child, Nursing Care for Pediatric Accidents, Nursing Care of the Child with Chronic or Long-Term Problems, and Nursing Care of the Child with an Infectious Disease.

NCL-500 Psychiatric Nursing

Prerequisite: None

This course includes the following topics: Overview, Psychiatric Terms, Anxiety, Anti-anxiety Agents, Schizophrenia, Antipsychotic Agents, Mood Disorders and Associated Behaviors, Mood Stabilizing Agents, Antidepressant Agents, Personality Disorders, Chemical Dependence/Abuse, Organic Mental Disorders, Eating Disorders, Developmental Disabilities, Family Violence, Rape, Legal Aspects of Psychiatric Nursing, etc.

NCL-600 Pharmacology

Prerequisite: None

This course includes the following topics: Review of Calculations and Conversions, Nutrition, Antimicrobial Agents, Fluid and Electrolyte Agents, Cardiovascular Drugs, Central Nervous System Drugs, Autonomic Nervous System Drugs, Gastrointestinal Drugs, Hormonal Agents, Hematologic Agents, and Eye Agents.

NS-100 Network Security

Prerequisite: IMC 100

This course introduces the student to topics like Topology, Firewalls, CISCO Routers Security, Intrusion Detection Systems, Viruses System Recovery, etc. This training will enable the student to prepare for the Security+ exam.

VN-1 Fundamentals of Nursing

Prerequisite: None

Fundamentals of Nursing is one of the core courses making up the Licensed Nursing Assistant program. It takes 11 and ½ weeks of theory, lab, and clinical practice to build part of the foundation of this profession. Among the topics included are as follows: Ethical and Legal Requirements; Medical Records; Medical Asepsis; Infection Control; Body Mechanics; Physical Impairments; Microbes, Germs, and Viruses; Spread of Infections; Assessment of Client Health-Illness Problems; Vital Signs; Critical Thinking; Communications; and Nursing Practice and the Nursing Process.

VN-2 Pharmacology I

Prerequisite: None

This first part of Pharmacology introduces the student to the concept of drugs used in the treatment of the patient. It also includes a Math presentation to assist the student in understanding dosage calculations for different ages and illnesses.

VN-3 Medical/Surgical Nursing I

Prerequisite: VN-1

The objective of this course is the application of the nursing process to patients with common health-illness problems according to Maslow. It focuses more on the chronic stage of the illness. Topics covered are as follows: Care of the Preoperative Patients; Care of the Patient during Surgery; Post Operative Patient Care; Medication Used with the Surgical Patient; Patients with Impairment of the Endocrine System; Diagnostic, Tests, Disorder of the Endocrine Glands; Diabetes Mellitus; Medication for Treatments of Endocrine Disorders; Musculo-Skeletal Disorders; Fractures; Osteo-Arthritis; Rheumatoid Arthritis; Anti-Inflammatory and Pain Control Medication; Cardiac Disorders; Inflammatory Disorders for the Heart, etc.

VN-4 Anatomy & Physiology I

Prerequisite: None

This course familiarizes the student with the human body anatomy and physiology. This particular module will expose the student to the following topics: Organization of the Human Body; Basic Chemistry; Cells, Tissues, and Membranes; the Integumentary System; the Skeletal System; the Muscular System, etc.

VN-5 Pharmacology II

Prerequisite: VN 2

This second Pharmacology course addresses the specifics of drugs utilization for health problems and diseases including commonly used drugs and their actions, preparation, administration, observation, documentation, etc.

VN-6 Medical/Surgical Nursing II

Prerequisite: VN 1, VN 2, and VN 3

The objective of this course is the application of the nursing process to patients with common health-illness problems according to Maslow. It focuses on the chronic stage of the illness. Topics covered are as follows: Occlusive Disorders of the Heart, Right and Left side Heart Failures, Drugs for Cardiac Disorders, Disorders of the Peripheral Vascular System, Thrombophlebitis, Thrombosis, Varicose Veins, Buerger's and Raynaud Disease, Aneurysms, Hypertension, Blood Disorders, Anemia, Polycythemia Vera, Coagulation Disorders, Lymph Disorders, Blood Component Transfusion, Upper and Lower Respiratory Diseases, Asthma, Bronchitis, Emphysema, Chest Trauma and Cancers, etc.

VN-7 Anatomy & Physiology II

Prerequisite: VN 4

This course will expose the student to the following topics: the Nervous System, the Endocrine and Lymphatic Systems and Blood Generating Organs, the Urinary and Reproductive Systems, the Digestive System, the Heart and the Blood, the Vascular and Respiratory Systems, etc.

VN-8 Pharmacology III

Prerequisite: VN 5

This third component of Pharmacology covers the application and drugs utilization for specific diseases concentrating on IV medication preparation and administration.

VN-9 Family

Prerequisite: VN 1

This course concentrates on family-related health care aspects. Topics include the following: Introduction to Family Nursing especially the Reproduction Cycle, Male and Female Sexuality and Reproduction, Care and Management of Mother and Fetus in the Ante-Partum Period, Growth and Development of the Fetus, Preparation for Parenthood and Labor and Delivery, Care and Management of Mother and Fetus during the Intra-Partum Period, Care and Management of the Mother and Newborn in the Post-Partum Period, High Risk Maternal, Fetal and Newborn Conditions.

VN-10 Pediatrics

Prerequisite: VN 1

This module emphasizes the normal growth and development and common conditions which may affect the pediatric patient. The course will also present current theories and nursing principles related to the care of the pediatric patient. Topics include Nutrition Requirements, Children and the Family, Growth Rates at different Ages, Immunization, Age-Related Nutritional Needs, Client Assessment, Recordkeeping and Reporting, etc.

VN-11 Leadership

Prerequisite: VN-1

This course is designed to be presented in the final stage of the Nursing Assistant program. It combines theory instruction, skills lab, and clinical experience in an acute/long-term clinical facility. Among the topics covered are Leadership Styles, Time Management, Communication, legal Aspects, Procedures and Preparation for Licensing, Career Mobility, Interview Instructions, and Computer Applications.

VN-12 Specialty Areas

Prerequisite: VN 1

This course combines theory instructions, skills lab, and clinical experience in the long-term clinical facility and retirement homes. The student will be trained to provide basic assessment and nursing management with clients experiencing mental health and rehabilitation needs as well as preparing them for home care and hospice.

WM-500 DHTML

Prerequisite: IMC 100

Topics include Introduction to HTML, Cascading Style Sheets, Starting a Web Page, Text Formatting, Creating Images, using Images in the Web Page, Page Layout, Links, Lists, Tables, Frames, Forms, Multimedia, Setting up Style Sheets, Formatting Text with Styles, Layout with Styles, Introduction to Scripts, Scripting with HTML, Publishing, Tools, Tags, and Colors.

WM-600 JavaScript

Prerequisite: IMC 100

Topics include an Orientation to JavaScript, Putting JavaScript into HTML pages, Data and Variables, Operators and Expressions, Structures, Building and Calling Functions, objects and Objects Hierarchies, the Document Object Model, Frames, Event Handlers, Forms, Dynamic HTML, Attributes, Using PHP with JavaScript, using ASP with JavaScript, CGI and Perl, Working with XML, Flash ActionScript and JavaScript, JavaScript and other Languages.

WM-700 Visual Basic

Prerequisite: IMC 100

Topics include Introduction to Visual Basic.NET, the Microsoft.NET framework, Writing Software, Controlling the Flow, Working with Data Structures, Building Windows Applications, Displaying Dialog Boxes, Creating Menus, Debugging and Error handling, Building Objects, Advanced Object-Oriented Techniques, Building Class Libraries, Creating Custom Controls, programming Custom Graphics,

Accessing Databases, Web Forms, Creating Web Server Controls, Visual Basic.NET and XML, Web Services and .NET Remoting, Building Mobile Applications, Architecture and Design Patterns.

WM-800 Visual C++

Prerequisite: IMC 100

Topics include Introduction to Visual C++.NET, Basics of Object-Oriented Programming, Variables and Operators, Using Functions, Decision and Loop Statements, Classes and Objects, Controlling Objects Lifetimes, Inheritance, Value Types, Arrays and Collections, properties, Delegates and Events, the .NET Framework Class Libraries, Windows Forms, Dialog Boxes and Controls, Graphical Output, Working with Files, Reading and Writing XML, Transforming XML, Using ADO.NET, Building a Web Service, Introduction to ATL.

WM-900 Fundamentals of E-Commerce

Prerequisite: IMC 100

Topics include Introduction to E-Commerce, Interacting with the Customer, using Application and Session Objects, Working with Files, Building a Product Catalog, Displaying/Searching Catalog Products, Building the Transaction Database and the Shopping Cart, Working with Credit Cards, Tracking Orders, Creating a Subscription-Based Site, Customizing the Shopping Experience, Securing the Store, Debugging an E-Commerce Application, Remote Management with ASP, Using E-Mail from Active Server Pages, Generating Store Reports, Working with Wallets, managing Banner Advertising.

WM-1000 Advanced E-Commerce Architecture & Design

Prerequisite: WM 900

Topics include E-Commerce Applications, the Internet & TCP/IP, Clients & Services, Distributed Paradigms, Database Servers & SQL, Web Servers, Programming Web Servers, XML & RMI & Distributed Objects, Cobol, Internet Security Concurrency, Transactions, Designing Distributed Systems, Bots, Agents & Spiders, Mobile Computing, Case Study, Module Review, and Final Test.

SCHEDULE OF CHARGES

Program	Tuition Fee	Registration Fee (Non-Refundable)	Books & Supplies	Total
English as a Second Language (four modules) Each Module	\$3,000 \$800	\$75	\$400	\$3,475
Computerized Accounting/Bookkeeping	\$4,000	\$75	\$375	\$4,450
Computer Office Specialist	\$4,000	\$75	\$375	\$4,450
NCLEX-RN Review & Preparation	\$3,000	\$75	\$200	\$3,275
Nurse Assistant Program	\$1,425	\$75	Included in Tuition	\$1,500
Medical Assistant	\$3,325	\$75	\$200	\$3,400
Webmaster	\$8,000	\$75	\$500	\$8,575
Home Health Aide	\$1000	\$75	\$125	\$1,200

PAYMENT METHODS AND TERMS OF PAYMENT

Cash-paying students can arrange for monthly or weekly payments, if necessary. Payments may be made by check, money order, or by debit or credit cards. Tuition and other fees must be paid in advance. If a student chooses to pay weekly, the first payment will include the Registration Fee and one week of Tuition Fee before the class starts. The last and final payment will be made a week before the program ends. Contract students sponsored by various agencies will be charged based on the terms of the contract the school has with each respective agency.

REGISTRATION, TESTING, AND OTHER FEES

Registration for any course or program is a non-refundable fee of \$75. Richfield College does not sponsor any testing with any testing agency. Richfield College students will be admitted based on the results of a language placement test. Business students are required to take the school entrance test. Vocational Nurse candidates will take an entrance test specially designed for this occupation.

FEES FOR PROGRAM/COURSE CHANGE AND SPECIAL FEES

Students who transfer from one program or course to another may do so upon approval from the College President. Students are given financial credit for monies already paid, but will be charged additional fees if the number of clock hours for the new program or course exceeds 720 for Programs and 120 for courses. Fees for special seminars offered through the year are based on a one-time fee. These fees are posted in the Admissions Department when a seminar is being offered.

STUDENT TUITION RECOVERY FUND (STRF)

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California student who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

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

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from STRF and you are not required to pay the STRF fee, if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-Term Career Training with, the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. The school's breach or anticipatory breach of the agreement for the course of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered "California residents."

To qualify for STRF reimbursement, you must file the STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four (4) years from the date of closure to file the STRF application. If a judgment is obtained, you must file the STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents monies paid to the school. Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education (BPPE),

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95798-0818

Phone Number: (916)431-6959, Toll Free: (888)370-7589, Fax Number: (916)263-1897

BUYER'S RIGHT TO CANCEL

You may cancel your enrollment agreement and receive a full refund without any penalty or obligation within five business days from the date you attended your first class. If you cancel, any payment you have made will be returned to you within 10 days following the school's receipt of your cancellation notice. To cancel the school contract, mail or deliver a signed and dated copy of the Cancellation Notice (or other written notices) or send a telegram to the school. **REMEMBER, YOU MUST CANCEL IN WRITING.** In the event of a cancellation, books and other supplies received from school must be returned in an "as new" condition within 10 days. Otherwise, their cost will be deducted from the refund amount.

REFUND POLICY

Students withdrawing after more than five business days are entitled to a partial refund. The amount of that refund shall be pro-rated according to the uncompleted portion of the course. The refund will be calculated on the tuition fees only. Books, other supplies and the registration fees will not be part of the pro-rated calculation. Refunds will be made within 30 days of determining that the student is no longer enrolled in school.

1. The student has the right to cancel his or her Agreement for a course of instruction without any penalty or obligation and the College will refund 100% of the amount paid by the student less the registration of \$75, if notice is made prior to or on the first day for instruction. Notification of cancellation is required to be made in writing.
2. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Agreement with the school. The student will be given a form to use on the first day of class, but he or she can use any written notice that he or she wishes.
3. If the school has given the student any books or equipment, he or shall return it to the school within 30 days following the date of his or her notice of cancellation. Refund will be made within 30 days following the date upon which the student's withdrawal has been determined.
4. When a student withdraws prior to completion of the course, or otherwise fails to complete the period of enrollment, a refund shall be provided for the unused portion of tuition fees.
5. The student is not entitled to a refund if the tuition and fees are paid by a third-party payer. Any amount in excess of the total charges incurred shall be returned to the third-party payer, e.g., Workmen's Insurance Compensation.
6. The institution's refund policy for students who did not cancel pursuant to paragraph 1 shall be a pro-rata basis. The refund under this paragraph shall be the amount the student paid for the instruction (minus the registration fee) multiplied by a fraction, the numerator of which is the number of hours of instruction in the course which the student has not received, for which the student has paid, and the denominator of which is the total number of instruction hours for which the student has paid.
7. **Refund Due Dates:**
 - a. If an applicant never attends class (no show) or cancels the contract prior to the class start date, all refunds due will be made within the 30 calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.
 - b. For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within 30 calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the

institution terminates the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy.

8. **Class Closure and Cancellation before the Start of Class:**

- a. If the school cancels a program subsequent to a student's enrollment, the school will refund all monies by the student.
- b. If an applicant accepted by the school cancels prior to the start of scheduled classes or never attends class (no show), the school will refund all monies paid, less a registration fee of \$75.

For the purpose of determining the amount the student owes for the time he or she attended, the student shall be deemed to have withdrawn from the course when any of the following occurs: a) The student notifies the school of his or her withdrawal or the actual date of withdrawal, b) The school terminates his or her enrollment, c) The student fails to attend classes for a three-week period (In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.), and d) The student fails to return from a leave of absence (LOA).

If any portion of the student's tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs for which he or she received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to him or her. If there is a balance due, the student will be responsible to pay that amount.

The student is not entitled to receive a refund if: a) all of the student's tuition and fees are paid by a third-party organization, such as a Job Training Partnership Act agency, a Regional Occupational Program or Regional Occupational Center, a Private Industry Council or a vocational rehabilitation program, if the student is not obligated to repay the third-party organization or does not lose time-limited educational benefits, and b) the third-party organization and the institution have a written agreement, entered into on or before the date the student enrolls, that no refund will be due to the student if the student withdraws prior to completion.

Hypothetical Refund Example: Assume that a student in Computer Office Specialist, which is a 720-hour course, made a first payment of \$2,000. Assume that the student withdraws after only 100 clock hours of instruction and the supplies received by the student up to that point cost \$65. The following tables describe how the refund will be pro-rated if the returned books are or are not accepted by the school. The school reserves the right to not accept returned books and supplies if they are not in a resalable condition—they cannot be sold to another student under the status of “new books and supplies.” Complete charts of tuition refund amounts by day of attended instruction are available in the school for any student to consult them.

PROGRAM INFORMATION			
Total Cost	Registration Fee	Tuition	Books
\$4,450.00	\$75.00	\$4,000.00	\$375.00
HOW THE INITIAL PAYMENT OF \$2,000.00 WAS APPLIED			
Amount Paid	Registration Fee	Tuition	Books
\$2,000.00	\$75.00	\$1,860.00	\$65.00
TOTAL CHARGED FOR THE ATTENDED 100 CLOCK HOURS = 16 2/3% (100/600)			
Amount Paid	Registration Fee	Tuition Charged	Books Charged
\$2,000.00	\$75.00	\$666.67 (\$4,000.00*16 2/3%)	\$65.00

REFUND CALCULATION		
Description	Refund with Books Returned & Accepted	Refund with Books Not Returned
Amount Paid	\$2,000.00	\$2,000.00
-Registration Fee	-\$75.00	-\$75.00
-Tuition Charged	-\$666.67	-\$666.67
-Books Charged	-\$0.00	-\$65.00
Total Refund	\$1,258.33	\$1,193.33

Student Progress Reports

Students are apprised of their academic status at the conclusion of every term, and students are encouraged to communicate with their faculty when dealing with concerns about their progress. Students who are placed on academic warning or probationary status are informed at the time the action is taken, and appropriate advising is provided. Student progress is evaluated through a variety of methods such as daily assignments, assessments of hands-on work, quizzes, and written examinations. Progress is measured by use of the grade point system.

Tutoring Program

At some point in nearly every student's training program, he/she may find it necessary to seek some additional help with coursework. The College can provide help through the free Tutoring Program. Tutors are available on an as-needed basis. The Tutoring Program is also a viable means for advanced students to help other students and earn some income. Students have found tutoring to be an advantageous addition to their resumes, as employers find this to be a very valuable skill. Students may inquire about the Tutoring Program through the Student Services Department. In addition, online tutoring support is available for a variety of courses.

Transcripts

A student may request an unofficial copy of his/her transcript from the Registrar. Official academic transcripts may also be requested from the Registrar; however, the College reserves the right to withhold issuing any transcript if the student's financial or other obligations to the College are not current. The College may charge a fee for each official transcript.

Academic Excellence Awards

Graduation Award

All graduate degree and certificate students achieving a 3.75 CGPA or higher upon completion of the program will graduate with highest honors.

President's List

Students maintaining a term CGPA of 4.0 will be placed on the President's list.

Dean's List

Students maintaining a term CGPA of 3.75-3.99 will be placed on the Dean's list.

Factors Affecting Program Length

Richfield College makes every effort to ensure students complete their programs in the disclosed program length. Factors that may increase a student's program length may include, but are not limited to: less than full-time enrollment, withdrawal from courses, re-taking courses, and financial ability. Students are advised to work closely with the department Program Chairs, The registrar, and the Business Office to ensure proper progression through their program.

Academic Integrity and Honesty Policy

The Academic Integrity Policy is designed to foster a fair and impartial set of standards of conduct against which academic honesty will be judged. All students (both current and those seeking enrollment) are required to adhere to these standards.

This system defines dishonest acts as those that are cited in the following paragraphs. This list is not all-inclusive, as faculty may establish other standards based upon the nature of the course or the setting in which the course material may be delivered or applied. The following, however, constitutes the minimum standards against which academic integrity will be measured.

All Richfield College students have a responsibility to adhere to the Academic Integrity Policy, as do all members of the College community. Students are expected to prevent and confront academic integrity violations by:

1. Reporting violations of the Academic Integrity Policy to:
 - A. The faculty member teaching the course,
 - B. The Program Chair, or
 - C. The Academic Dean.
2. Making it difficult and unacceptable for other students to violate the Policy.

Professional Conduct of Students

At Richfield College, the student is assumed to have a high degree of loyalty and responsibility to the institution, as well as to himself or herself in personal, social, and intellectual pursuits. Students are expected to conduct themselves in a professional manner at all times. Each student is expected to be an example of proper conduct. This includes the student attitude, actions, appearance and attire. The school's administration has the authority to take appropriate action through the administrative disciplinary measures if this code of conduct is not adhered to.

The student may be dismissed for the following types of misconduct:

1. Any type of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the school, alteration or use of College identification documents with the intent to defraud.
2. The use, possession, or distribution of alcoholic beverages, controlled substances, firearms, weapons, explosives and/or dangerous chemicals on college premises.
3. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other College activities.
4. Failure to comply with directions of College officials acting in the performance of their duties.
5. Physical or verbal abuse of any person on school premises or at college-sponsored or supervised functions.
6. Blatant disrespect directed toward staff, instructors, or other students.

7. Theft of Richfield College property or damage to College premises or to the property of a member of the College community on the institution premises.
8. Copying College owned software or placing any personal software onto College computers, or bringing their hardware without staff permission.
9. Any violation of Federal, State, or local law on the College premises or at the College sponsored functions.
10. The College is not responsible for the loss of personal property belonging to students in any building or on any grounds owned by the College.
11. Students not in compliance with the Professional Dress Standards will be sent home and recorded absent.

Richfield College reserves the right to make the administrative and educational decisions as to whether the "Honor System" or code of conduct has been violated. All cases are reviewed on an individual basis. The College's decision is final.

Honor System

Students are expected to do their own work and receive no unauthorized assistance during examinations or in completing assigned projects. If students have learning difficulties, they should seek assistance from their instructor. Violations of the Honor System are grounds for dismissal.

Disclosure of Educational Records

Richfield College is responsible for maintaining academic records on each student, with the provisions of the Family Educational Rights and Privacy Act of 1974, Public Law 93380 as amended.

The law provides that the institution will maintain the confidentiality of each student's educational records. Written consent is required before education records may be disclosed to third parties, with the exception of accrediting commissions or governmental agencies authorized by law.

Record Retention

All student records are stored on computer disks and kept in a locked fireproof safe organized alphabetically by the student's last name, address, telephone numbers, and other relevant data.

Access to student records is restricted to management, staff, and instructors on a "need-to-know" basis. However, the records are maintained on computer storage media for five years and academic transcripts are maintained for fifty years.

Examination of Student Educational Records

The Family Educational Rights and Privacy Act (FERPA) gives students certain rights with respect to their educational records. Richfield College complies with FERPA as follows:

1. Students have the right to inspect and review their educational records within 45 days of the day Richfield College receives a request for access.
2. The Academic Dean oversees the maintenance of the educational records. Students may request a review of their records by writing to the Academic Dean or his/her designee. Such review will be allowed during regular school hours under appropriate supervision. A copy of the records may be obtained for \$2 per page. When grades are included, additional transcript and diploma fees applies.
3. A student may request that the College amend his/her educational records on the grounds that they are inaccurate, misleading, or in violation of his/her right of privacy.
4. Challenging the record for purposes of correcting or deleting any of the contents must be done in writing with the reason fully stated. However, the following apply:
 - A. The Program Chair involved and/or the Academic Dean will review the written challenge and meet with the student. A decision will then be made to retain, change, or delete the disputed data.
 - B. Should further review be requested, a grievance hearing will be held at which time the student will be afforded a full and fair opportunity to present evidence relevant to the disputed issues.
 - C. A copy of the challenge and/or a written explanation of the contents will then be included as part of the student's permanent record.

The following are exceptions to the Privacy Act:

1. A Parent's Confidential Statement and other financial need data cannot be reviewed by a student seeking to view his or her own educational record.
2. A parent, who would not normally have access to his/her child's educational records, may be granted such access if the parents can certify that the student is financially dependent, as defined in Section 152 of the 1954 Internal Revenue Code. This access is granted at the discretion of the institution.
3. Access to a student's educational record is granted to a College official who has a legitimate educational interest and needs to review an educational record in order to fulfill his/ her professional responsibility. A College official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent, employment agency, or loan management agency); a person serving on the Board of Directors; or a student serving on an official committee or assisting another College official in performing his/her tasks.

4. A student may not view confidential letters of recommendation received by the College prior to January 1, 1975. As to such letters received after 1975, the Act permits students to waive their right to access if the letters are related to admissions, employment, or honors.

5. Educational records do not include College security records kept by the College's security department, and are thus not protected under FERPA.

6. Education records do not include employment records for College employees as long as they are not also current students. Thus, these records are not protected by FERPA.

7. Education records do not include records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities for treatment purposes, and which are available only to persons providing the treatment. These records are therefore not protected by FERPA.

8. Records requested through court action or subpoena can be released without a student's written consent.

Directory Information

The College may disclose directory information without the consent of the student unless the student has restricted the release of this information. The College has designated the following categories of personal student information as directory information:

- _ Name
- _ Photograph
- _ Field of Study
- _ Dates of Attendance
- _ Degree
- _ Honors and Awards Received
- _ Participation in Officially Recognized Activities

This information may be provided to third parties by the College. Students may block the disclosure of directory information (all or in part) by notifying the Registrar's office in writing. Although the initial request may be filed at any time, requests for nondisclosure will be honored by the College until removed, in writing, by the student.

Student Services

The Student Services Department at Richfield College provides assistance to all students throughout their College experience.

The College is committed to providing an environment that supports students in achieving their personal and professional goals. In recognition of its standard of customer service, the College endeavors to provide high quality services in an efficient manner, subject to ongoing evaluation by students and faculty.

Student Resources

Advising

Richfield College is dedicated to helping students remove obstacles to achieving success. Student Advisors are available to all students to assist in such areas as problem-solving, setting goals, attending class, academic success, financial concerns, or personal issues. Informal, one-on-one meetings give students the chance to seek assistance, air frustrations and share accomplishments with direct feedback from College staff who will take action, if necessary, to help students alleviate the concern, and, more importantly, encourage the student's continued success. These meetings with advisors can be held anytime during regular College hours (online or onsite). In addition, the College offers peer mentoring programs that provide students the opportunity to connect with currently attending students. These peer-to-peer relationships can be great networking opportunities as well as a chance to learn about the student experience from another student's perspective.

Orientation for Success Class

Orientation for Success Class is the first day of class for all entering students. This unique orientation session teaches students the keys to being a successful student at Richfield College. It is a fun and engaging way to "learn the ropes" and meet other students. Ask a Student Services Advisor when the next session is going to be held. The orientation for the online students is held on line.

Students with Disabilities

Richfield College is dedicated to providing opportunities for all qualified students to participate fully in the academic environment. Richfield College recognizes and supports the role that Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and similar state laws have in achieving that success. Richfield College is committed to making reasonable accommodations for students with qualifying disabilities and making its campus and facilities accessible as required by applicable law. Richfield College cannot make accommodations that fundamentally alter the nature of Richfield's programs, cause undue burdens on Richfield, or create a direct threat to the health or safety of students or others.

Student Responsibility

It is the responsibility of the student to request an accommodation and to follow the processes set forth in the Richfield College policy titled, "Provision of Accommodations to Students with Disabilities." This document, as well as all accommodation-related forms, may be obtained from the Student Services Department. A student who does not request an accommodation will not be given one. Likewise, a student with a disability who chooses not to have any accommodations is under no obligation to seek or obtain one.

Procedure

Students with disabilities who require accommodations, aids, or services should submit to the Student Services a Request for Accommodation form at least six weeks prior to the start of the term. Students who request accommodations must include documentation from their health care provider or diagnostic professional regarding the nature and extent of their disability in the request. Students must then submit their signed and completed Request for Accommodation to the Student services, who forwards it to the student services office for its review and consideration. Students granted accommodations will receive a Letter of Accommodation from the College Accommodation Committee setting forth the specific accommodation(s) granted. Whether to grant an accommodation and the type of accommodation granted by the committee are decisions made at the discretion of the College pursuant to governing law.

Richfield College will make all reasonable efforts to respond to a Request for accommodation and arrange for any granted requests before the term commences. However, Richfield cannot guarantee that all requests will be resolved by the first day of class. A student who submits a Request for Accommodation with insufficient time for the student services office to consider and resolve the request before the term commences, may opt either to attend classes without the requested accommodation or to delay attending classes until the request is decided.

Appeals

A student may appeal to the College president for any final written decision of the student services office. All appeals should be in writing utilizing the Accommodation Appeal form. The student should submit the completed appeal form to the Student services within five business days after the student receives the student services office's written decision. Student Services forwards the appeal form to the College president. The College president will render a decision as soon as possible but generally no later than five business days from receipt of all information from the student-appellant and the student services office and the completion of hearing any testimony or oral presentations. The College president shall notify the student-appellant, in writing of the decision. The president's decision on submitted appeals is final.

Richfield College prohibits unlawful discrimination or harassment on the basis of disability. A student who believes that he/she has been harassed or discriminated against on the basis of disability in violation of Section 504 of the Rehabilitation Act, the ADA or any applicable law may file a complaint under the procedures described in this catalog in the Student Services section under STUDENT COMPLAINT/GRIEVANCE PROCEDURE.

Campus Life

Student Activities

The College provides the opportunity for students to participate in a number of extracurricular activities. Those interested in joining a club or participating in extracurricular activities should contact their Student Services office. Students are encouraged to take advantage of activities, clubs, and events that are offered both on- and off-campus. These events are designed to help

students feel a part of the campus community and to develop career-readiness skills. Students often report that the more engaged they are in campus events, the more beneficial and enjoyable their Richfield experience and education is.

Student Harassment Policy

Richfield College intends to provide an educational environment that is free from harassment of students based on sex, race, color, religion, national origin, age, disability, sexual orientation, veteran, or marital status. This policy prohibits any student, employee or visitor from harassing another student, employee or visitor at Richfield College location on the basis of sex, race, color, religion, national origin, age, disability, sexual orientation, veteran or marital status.

Forms Of Prohibited Harassment

A. Any verbal, physical or other conduct based on a person's sex, race, color, religion, national origin, age, disability, sexual orientation, or veteran or marital status that has the purpose or effect of threatening or intimidating or coercing another, or impairing academic performance, career development, or any other aspect of education is prohibited harassment. This policy not only prohibits faculty harassment of students, it also prohibits misconduct by any member of our educational community toward a faculty member, staff member, or a fellow student.

B. Prohibited harassment (including sexual harassment) does not refer to behavior or occasional compliments of a socially acceptable nature. However, some behavior that is acceptable in a social setting may not be appropriate in the workplace or school setting. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and, therefore, interferes with academic performance.

C. The victim does not have to be the person toward whom the unwelcome conduct is directed, but may be someone who is affected by such conduct when it is directed toward another person. For example, the harassment of an employee or student may create for another employee or student an intimidating, hostile, or offensive environment.

Definition Of Sexual Harassment

A. Any act of "quid pro quo" ("something for something") sexual harassment, where a student, supervisor, faculty or other employee with the power or authority to grant or withhold benefits or privileges, demands sexual favors in exchange for benefits or privileges. No student or employee should so much as imply that another student or employee's "cooperation" with sexual demands will have any effect on academic performance, career development, or any other aspect of education.

B. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for decisions or has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating or hostile environment.

C. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for decisions or has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating or hostile environment.

Examples of conduct that is prohibited by this policy include, but are not limited to, the following conduct:

- _ Explicit or implicit demands for sexual favors in return for benefits or privileges.
- _ Unwelcome letters, email communications, or telephone calls of a sexual nature.
- _ Distribution or display of materials of a sexual nature intended as harassment, and not perceived as such by the person to whom they are directed, may be offensive and unwelcome to another employee or student who overhears them.
- _ Affording favorable treatment to those who grant sexual favors, or unfavorable treatment to those who refuse to submit to or reject requests for sexual favors.

D. This policy prohibits sexual harassment of people of the opposite sex (male toward female, female toward male) or people of the same sex (male toward male, female toward female). This policy not only prohibits faculty sexual harassment of students, it also prohibits misconduct by any member of our educational community toward a faculty member, staff member, or a fellow student.

Student Responsibilities For Reporting Prohibited Harassment, Including Sexual Harassment

A. It is the duty and obligation of all students to comply with this policy and to report conduct that they believe to be prohibited harassment.

B. Any student who believes that he/she is being harassed is encouraged to confront the person or persons responsible for causing the offense. Often the simplest and most effective way to put an end to harassing behavior is to tell the harasser that the behavior is offensive and unwelcome and to stop.

C. If the misconduct continues, or if the student feels uncomfortable about confronting the harasser, he/she should bring the improper conduct to the attention of the appropriate member of management using the following complaint procedure:

1. Any student who believes that he/she is being harassed should promptly report his/her concerns to :

- _ The Office of Student Services, and/or
- _ The Academic Dean, and/or
- _ The Campus President

2. It is the responsibility of each supervisor within his/ her area of control to report student complaints in writing to the Campus President.

3. Richfield College will investigate all harassment complaints, including talking with witnesses as appropriate, and in doing so will make every effort to treat the complaint and resulting investigation discreetly.

4. If the report of prohibited harassment is substantiated, Richfield will take corrective action it deems appropriate. Based on the severity of the offense in the case of an employee violator, the action may include, but is not limited to, oral or written reprimand, demotion, suspension, or termination. Based on the severity of the offense in the case of a student violator, the action may include, but is not limited to, oral or written reprimand, suspension, or expulsion.

D. If students have any questions regarding sexual harassment in the workplace or this policy, they should contact the Office of Student Services, the Academic Dean, or Campus President.

E. The law prohibits retaliation for reporting any form of illegal harassment, or for filing a complaint, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing regarding any form of illegal harassment. Richfield College will take appropriate measures to ensure that no such retaliation occurs.

F. Continued compliance with these policies will assure that the learning environment at Richfield College remains harassment free and that employees and students treat each other with mutual respect.

False Claims

As harassment charges are taken with tremendous concern, any person who knowingly makes a false claim of harassment may be subject to disciplinary action up to and including expulsion from the College.

Student Complaint/Grievance Procedure Resolution Of Student Concerns

Richfield College recognizes that, on occasion, a student may have a concern or issue that necessitates a prompt and fair resolution. To address this issue, the student is to follow the prescribed series of steps in an effort to obtain a mutual and satisfactory resolution of the student's concern or issue. If a student has an academic issue or concern (e.g., make-up work, instruction), the first person to talk to is the faculty. If talking with the faculty does not result in a satisfactory resolution, the next steps are to talk with the Program Chair and the Academic Dean. These staff members can resolve a vast majority of concerns or issues.

If a student has a nonacademic issue or concern, with the exception of the Student Harassment Policy referenced above, (e.g., parking, ID cards), the first person with whom the student should talk is the manager of the department where the concern is focused. Talking to the Director of Student Services is the next step in the process. The director will attempt to coordinate a mutual and satisfactory resolution with the individuals or departments involved.

If a student would like to appeal a Letter of Accommodation from the College Accommodation Committee, a separate process can be found in the STUDENT SERVICES section under STUDENTS WITH DISABILITIES.

If a student still cannot find a satisfactory resolution, he/she can take the next step and initiate a grievance process by presenting a written and signed grievance to the Campus President. In the event a mutual and satisfactory resolution has not been achieved at this level, the student may take his/her written and signed grievance to subsequent levels within the Richfield College organization. The steps in resolving a grievance are summarized in the STUDENT GRIEVANCE PROCEDURE .

If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the accrediting agency. All complaints considered by the agency must be in written form, with permission from the complainant(s) for the agency to forward a copy of the complaint to the College for a response. The agency will keep the complainant(s) informed as to the status of the complaint as well as the final resolution. A copy of the agency's Complaint Form is available at the College and may be obtained by contacting the Academic Dean or the Director of Student Services.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE). Also, a student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll Free: (888)370-7589 or by completing a complaint form, which can be obtained on the bureau's Web site. Questions or concerns that are not satisfactorily resolved by College officials for California students may be brought to the attention of :

Bureau for Private Postsecondary Education (BPPE):

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95798-0818

Phone Number: (916)431-6959, Toll Free: (888)370-7589, Fax Number: (916)263-1897

Web Site: www.bppe.ca.gov

Copyright Infringement Policy

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

The Higher Education Opportunity Act of 2008 (HEOA) includes provisions that are designed to reduce the illegal uploading and

downloading of copyrighted material through peer-to-peer (P2P) file sharing. These provisions include requirements that:

_ Institutions certify to the Secretary of Education that they have developed plans to “effectively combat” the unauthorized distribution of copyrighted material.

_ Institutions make an annual disclosure that informs students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties and describes the steps that institutions will take to detect and punish illegal distribution of copyrighted materials.

_ Institutions publicize alternatives to illegal file sharing. Richfield College currently employs bandwidth-shaping technology to prioritize network traffic, and blocks students’ ability to access these sites from the student computer networks.

Richfield College responds promptly to legitimate notices or letters of illegal copyright infringement based on the requirements of the Digital Millennium Copyright Act and directs both its Information Technology and Compliance departments to investigate and respond.

Sanctions

Richfield College will cooperate fully with any investigation by public authorities related to illegally downloaded copyrighted information. Students found guilty will be subject to the full extent of fines and penalties imposed, as well as facing automatic loss of Richfield College network access, and possible suspension. Penalties for copyright infringement include civil and criminal penalties.

In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially its FAQs at

www.copyright.gov/help/faq.

Annual Disclosure and Education

Consistent with its educational principles, Richfield views education as the most important element in combating illegal sharing of copyrighted materials. The College uses a wide variety of methods to inform its community about the law and its internal response to copyright infringement claims:

_ In order to use College computing resources, all students enrolled in Richfield College will endorse a Computer User Agreement that includes a section on copyright compliance.

_ Posters are being mounted in student computer labs and Learning Commons to educate students and discourage illegal file sharing.

Richfield College's statement concerning the Digital Millennium Copyright Act and its response to infringement claims are published on Richfield 's public web site as well as on the students' internal network.

Alternatives to Illegal File Sharing

Richfield College does not block access from campus to all legitimate sources of copyrighted material. Although it cannot maintain an up-to-date list of alternatives, it points students to the Educause list at: <http://www.educause.edu/Resources/Browse/LegalDownloading/33381>. Richfield College will review this plan each year to insure it is current and maintains the appropriate and necessary information to effectively combat illegal file sharing, as well as update the methods employed as new technological deterrents become available.

Richfield College Alcohol And Drug Abuse Policy

Richfield College students are expected to comply with local, state, and federal laws relating to the use of drugs and alcohol. The College will not tolerate conduct that disrupts the campus or the academic environment. The College values its relationship with the adjoining community, and recognizes the right of its neighbors to be secure from abusive conduct, and potentially dangerous behavior caused by use of drugs and alcohol on campus property. With this in mind, Richfield College has established a clear, concise policy related to the use of alcohol and drugs: The use, possession, sale, or distribution of any controlled substance; the use, sale, possession, or distribution of alcohol by anyone under the age of 21; and the unauthorized possession of any alcoholic beverages on campus property, or used in the course of school sponsored activities, are strictly prohibited.

Richfield College has established sanctions for violations of this policy. The sanctions, ranging from warnings and substance abuse awareness programs for minor offenses to dismissal and/or referral to civil authorities for major and/or multiple offenses, are applied consistently and fairly. These sanctions, as well as the judiciary process that is followed, are discussed in detail in the Annual Safety and Security Report. The Institution recognizes that while the sanctioning process is educational in nature, students must understand that they will be held accountable for their actions in both the College setting and the external world. Therefore, Richfield College administrators will cooperate fully with law enforcement actions regarding use of drugs or alcohol on school grounds.

The Institution unequivocally prohibits the illegal possession and/or professionally unsupervised use of all prescription drugs, and controlled substances, including marijuana, by any member of its community. It is an especially serious offense to sell, provide, share, or distribute drugs. Drug paraphernalia discovered on Richfield campuses may be subject to confiscation. Selling or

distributing drugs will result in suspension or dismissal from the College, in addition to possible prosecution by local authorities.

Information regarding Richfield's alcohol and drug abuse prevention program is published in the Annual Student Safety and Security Report, which also includes information on the physical effects of drugs and alcohol, as well as local resources and abuse prevention programs. The document, distributed each year to all members of the Richfield community as a component of the Student Right-to-Know Notices and Disclosures mailing, is available from the Student Services office at each campus, in addition to being posted on the Richfield College website and included in the College catalog.

Drug Free Schools Act

Richfield forbids the use, possession, distribution, or sale of drugs or alcohol by students, faculty, or staff anywhere on the College's property or at College-sponsored events off-campus. Anyone in violation of state, federal or local regulations with respect to illegal drugs or alcohol may be subject to both criminal prosecution and campus disciplinary action.

Drug-Free Schools and Campus Act Policy

Richfield College is a state approved private postsecondary institution that is required to have all students follow all of the standards of conduct required by the state of California regarding the Drug-Free Schools and Campuses Act. This law prohibits all use or unlawful possession, or distribution of illegal drugs and alcohol on school property. It must be clearly understood by all students that the sanctions for violating these State and Federal laws will be strictly enforced. Possession or being found under the influence of drugs can be punishable by imprisonment in state jail for up to one year for the first offense.

In addition to the legal risks associated with drugs, a health risk should also be of concern to students attending the institution. For your information listed below is a description of the expected health risks that are common to students :

Health Risk of Using Drugs

Nerve cell damage

Impairment in learning, and memory, precision, and judgment

AIDS, hepatitis and other disease caused by injecting cocaine with contaminated equipment

Death by cardiac arrest or respiratory failure

Addiction

Health Risks of Using Alcohol

Dizziness and Slurred Speech

Nausea, Vomiting and Hangovers

Impaired Motor skills

Fetal Alcohol syndrome

Respiratory Depression and Death

Addiction

Richfield College does not provide drug counseling, treatment, or rehabilitation programs as part of our student services but we will give students a referral to counseling treatment or rehabilitation programs available to all students. If a student has a problem with any association with drugs and alcohol, they will be tested by a certified testing agency. If the tests result in a positive determination by Lab Inc. of America, the student will be referred to counseling. Students who are terminated from the program because of testing positive for drug use can only be re-admitted after they have successfully completed a certified rehabilitation program.

Emergency And Life Safety Procedures

Call for:

Medical Emergency 911

Police 911

Fire 911

Life Safety Systems

Emergency exit lights are located at all exit points.

Fire extinguishers are located in several locations throughout the building.

Medical Emergency Policy

Purpose

The Medical Emergency Policy provides procedures to follow for emergency medical care for Richfield College students, employees and visitors as required.

Policy

Medical Emergency Policy will be distributed to All School students, faculty and staff to ensure that medical emergencies receive appropriate treatment as swiftly as possible. If an individual is physically injured or suffers an accident on Advanced College premises, the following shall apply:

Procedure

- Remain calm at all times
- Immediately assess the situation.
- If they indicate pain, do not move the person however, if unless there is a threat to life, the person should be left in that location.
- If the person is injured, call 911. Reply to all questions asked by the dispatcher before you hang up..
- Be sure to indicate to which floor the responders should report. Make sure that Send someone meets
- the emergency medical services and rescue crews at the building entrance.

- Call a Nursing Assistant or Medical Assistant faculty or Director of Nursing to assess the situation.
- Wait for emergency medical services or a faculty member to properly administer first aid safely so as not to jeopardize the health of others.
- Medication to individual who is in emergency situation should not be provided. .
- Remain with the individual until emergency medical services and rescue crew arrives.
- Comfort the individual by reassuring him/her that medical assistance is on its way.
- Give the emergency medical service and crew room to administer first aid. Stay close should they have any questions.

Student Emergency Information

All students will be requested to provide their personal emergency contact information upon enrollment. Students should be responsible for keeping their emergency contact information up-to-date by contacting the School Admission and records Office during normal business hours or the Evening Coordinator during the evening class hours.

Employee Emergency Information

In the same manner, All School employees will be requested to provide their personal emergency contact information up-to-date. Employee emergency contact information can be found by contacting the Office Manager during normal business hours or the Evening Coordinator or during the evening class hours.

Fire Procedures

1. Anyone who sees fire or smoke should obtain the nearest fire extinguisher and operate according to instructions.
2. Immediately notify a member of the administrative staff.
3. Administrative staff should call 911 and give instructions for immediate building evacuation.

Power Failures

During power failures, all equipments, verified by Administrative staff, should be turned off.

Cancelled Classes

Students should listen to local radio or watch local news stations for announcements of school closure. Students will also be notified by the Business Office for cancelled classes.

An administrative staff member will maintain contact with local authorities and apprise school staff and students of recommended actions when severe weather conditions occurs.. In the event of high winds, tornadoes, hurricanes, etc., all building inhabitants should stay away from windows and remain in corridors.

If severe weather occurs during class session, the Business Office will make the decision regarding early dismissal. A delayed schedule will apply only to the classes held on campus.

Campus Crime And Security Act

Richfield College is in compliance with the Campus Crime and Security Act of 1990 and publishes an annual report on approximately December 15 of each year. Should students become witnesses to or victims of a crime on campus, they should immediately notify College officials and report the incident to the local law enforcement agency. Emergency numbers are located throughout the campus.

Safety Information

The security of all members of the campus is a primary concern to the College. Each year, Richfield publishes a report outlining security and safety information and crime statistics for the campus community. This report provides important policy information about emergency procedures, reporting of crimes, and information about support services for victims of sexual assault. The report on such crimes is available from the Director of Student Services, who is responsible for maintaining records of all crimes that occur on campus.

Lost And Found

Please contact the Student Services Department for the location of the lost and found.

Parking Policies

Please contact the Student Services Department for parking policies at the campus.

Smoke-Free Campus Policy

Smoking or the chewing of tobacco products is not permitted anywhere inside campus buildings at any time. Smoking is not permitted outside the front entrance and hallways and where “No Smoking” signs are posted.

Student Identification Card

Student identification cards are received during registration/orientation. Student ID cards can also be issued through Student Services during regular business hours. Student ID cards are required for class attendance, testing, and all business transactions.

Transportation

Please contact the Student Services Office for information regarding car pooling and public transportation.

Visitors

All visitors, including a student's guests, must register with the receptionist. The student is responsible for the guest's behavior while visiting Richfield.

Where to Get Answers

Please see the offices listed below for answers to questions on the following topic areas. If you don't see what you're looking for on this list, please see Student Services for assistance.

Office of Academic Dean

Adding/Dropping a Class
Advanced Standing or Transfer Credits
Confidential Educational Issues
Disputing a Grade
Disputing Attendance
Education Concerns
Education Policies/Procedures
General Education Schedule
Faculty Related Issues
Night Student Concerns
Program Change
Program of Study
Registration for Continuing Students
Schedule for Next Term When Classes are Offered
Withdrawing from a Class (also see Student Services or Admissions)
Withdrawing from School (also see Student Services or Admissions)

Business Services

Account Balance
Account Charges
Agency Questions/Concerns
Application for Work-Study
Cost of Tuition/Terms
Employer Tuition Reimbursement
Federal Student Loans
Impact to financial aid eligibility due to schedule/status changes
Program change impact on financial aid
Scholarships
State grants
Tuition Payment Schedule
Tuition Financing

Admissions and Records (Registrar)

Application for admissions
Graduation Procedure/Checklist
Printout of Class Schedule
Purchase Graduation Cap & Gown
Student Records
Transcripts
Transfer Credits if Processed
Verification of Enrollment

Student Services Office:

Car Pool Information
Clubs/Organizations Information
Customer Service Issues
Daycare Information
First Aid
Housing Information
Personal Concerns/Issues (also see Education or Admissions)
Re-entering School
Report an Incident
Student Activities
Support Systems
Transportation Schedules
Student Employment Opportunities

Cancelled Enrollments

Any student who does not complete Richfield's enrollment process in a timely manner, or who cancels after enrolling but prior to beginning class, may have his/her application cancelled. Application fees may be refundable, consistent with terms on the enrollment agreement.

Returning Students

A student who returns to College within one year of his/her last day of attendance does not need to complete a new application or enrollment agreement unless there has been a program change. However, a returning student whose start date is beyond one year of his/her last date of attendance needs to complete another enrollment agreement and application.

Students who withdraw from College must be aware that if a program is changed during their withdrawal period, they will automatically be entered into the new version of the program. If this occurs, a new enrollment agreement is required. A program change may include credit hours, clock hours, program length or content. Exceptions may be approved on a case-by-case basis

based upon a student's expected graduation date and program. In all cases where a new application and enrollment agreement are required, the student must pay the non-refundable \$75 application fee.

Re-Enrollment

If an individual does not start class in the term for which he/she originally applied for admission, the application charge will remain valid for three terms. This includes the current term applied and the two subsequent terms. To renew the enrollment process, the student must re-apply with his/her Admissions Representative and a new application will be required. In all cases where a new application and enrollment agreement are required, the student must pay the application fee.

Late Admission

Classes start on the date indicated in the Academic Calendar. Late starts are considered on an individual basis after assessing the student's ability to make up the work that has been missed. Under no circumstances, however, will a student be allowed to enter class after the last day to add/drop classes without the permission of the campus president.

Advanced Academic Standing

The following are five ways to achieve Advanced Academic Standing at Richfield College.

1. Transfer credits from accredited universities
2. Articulation Agreements with selected high schools and Universities
3. Richfield College Proficiency Exams
4. Advanced Placement Exams, College Level Examination Program (CLEP) exams, Dantes Subject Standardized Tests (DSST) or nationally recognized certification exams
5. Military credit based upon American Council of Education (ACE) recommendations

When Advanced Academic Standing is granted for a particular course, the student is exempted from the specific course requirement.

Advanced Standing may have an effect on tuition. Students Please consult the business office regarding the tuition adjustments and changes due to the change in academic standing.. No more than 75% of a program's total credits may be transferred or courses exempted through the awarding of credit via these five methods of achieving Advanced Standing. Richfield College will grant up to 20% of a program's total credit hours for proficiency exams. The Campus Academic Dean may grant exceptions to this policy on a case-by-case basis.

TEXTBOOKS

Books prices are being frequently changed by vendors. Purchasing books, equipment, and supplies represents the student's responsibility. The school maintains a list of all student books including title, author, ISBN, and price (new books, used books, and e-books). A list of equipment and supplies is also available.

Students may purchase textbooks from any source. As a service, Richfield College may ship textbooks and other academic support materials to students through mail services or download (e-book). Students may choose to opt out of this service. Students using the College service will receive books at their home mailing address unless specific arrangements are made with the campus registrar during continuing campus registration each term. Students are responsible for keeping their current address, email, and phone number on file with the campus at all times. Students will be charged the total amount listed on the book voucher including shipping and handling. Students have the option to return books to the online bookstore at their own expense. Requirements for return of the books are found on the voucher that accompanies each book order. Any credits accepted by the online bookstore will appear on the student account card. Please allow up to 60 days from receipt for credits to be posted.

College Staff and Administration

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Jacqueline Parker Scott, Ed.D Chief Academic Officer/Academic Dean

Roya A. Nik Vice President, Student and Business Services

Mohammad H. Rahnavard, PhD Director, Research and Development

Dave O. Frias, BS, RN Nurse Assistant/HHA Program Director

Mehrdad Ansarinik Director, Information Technology

Ramin K. Rahni, BS Director, Admissions and Records/Registrar

Carolina Laynes Librarian, Instructional Media Specialist

Mehdi Ansarinik Career Development and Job Placement

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