

TABLE OF CONTENTS

Message from the CEO	4
Institutional Information	
• Nobel University Catalog and the School Performance Fact Sheet	5
• Mission Statement	5
• Purpose	5
• Objectives	5
• Programs of Study	5
• Approvals	
○ California State Approval	6
○ United States Immigration and Customs Enforcement (ICE) of the DHS	6
• Articulation Agreements	6
• Facilities Information	6
• Library	7
• Notice Concerning Transferability of Credits and Degrees Earned	7
• Statement of Non-Discrimination	8
• University’s Intellectual Property Policy	8
• Sexual Harassment	10
• Freedom of Speech	11
• Academic Freedom Policy	11
• 1974 Privacy Act	12
• Student Records	12
• Policy on Retention of Student Records	12
• Access to Student Records (Student Rights)	13
• Directory Information	13
• Reservation of Rights to Refuse Release	14
• Student Request for Non-Release	14
• California State Requirements	14
• Administration	15
• Faculty	15
Academic Information	
• Waiver of Bachelor Degree Requirement	17
• Entrance Examinations	17
• Transfer Credit Policy	17
• Standardized Exam Credit (SEC)	17
• Experiential Learning Credit	17
• Applicants with Foreign Degrees	18
• Grading System	18

• Grade Report	19
• Grading Procedures	19
• Failing an Examination	19
• Failure to Attend an Examination	19
• Classroom Attendance	20
• Clinical Training Attendance	20
• ESL Attendance	21
• Leave of Absence Policy	21
• Application for Graduation	22
• Graduation Requirements	22
• Student Achievements	22
• Completion Time	22
• Catalog of Record	23
• Academic Probation and Suspension	23
• Interim Suspension	24
• Academic Grievances	24
• Student Code of Conduct	25
• Academic Dishonesty	26
Admissions	
• Admission Philosophy	27
• Admission Process	27
• Admission Requirements by Program	
○ Bachelor of Arts in Church Music	27
○ Bachelor of Arts in Business Administration	28
○ Master of Business Administration	28
○ Master of Science in Oriental Medicine	28
○ Certificate in English as a Second Language	28
Academic Programs	
• Bachelor of Arts in Church Music	29
• Bachelor of Arts in Business Administration	31
• Master of Business Administration	33
• Master of Science in Oriental Medicine	35
• Certificate in English as a Second Language	39
Financial Information	
• Tuition Charges	41
• Other Fees	41
• Refund Policy	42
• Student Tuition Recovery Fund (STRF)	43
• Financial Aid and Student Loans	44

International Students	
• Eligibility	45
• SEVIS	45
• Application Submission	45
• Health Insurance	45
• English Fluency Requirements	45
• Financial Capability	46
• Dependents	46
Student Services	
• Student Visas	47
• Student ID Card Services	47
• Academic Advising	47
• Housing Assistance	47
• Placement	48
Course Descriptions	49

Message from the CEO

As the Chief Executive Officer of Nobel University (NU), I welcome you to our school and congratulate you on your decision to seek higher education.

At NU, we are committed to a “hands-on” education that fosters creative problem solving and effective communication. We recognize now, more than ever, that many different academic disciplines are essentially interrelated. Our challenge is to prepare students in specialized disciplines while accommodating a multi-disciplinary approach.

During your studies at Nobel University, I encourage you to draw upon a wide range of fields, disciplines, and perspectives. Your ability to make reasoned choices by connecting information from a wide variety of sources will be of vital importance to you. Helping you learn how to make those connections – how to fit the pieces together – is a major thrust of our educational approach.

At NU, you will find dedicated teachers, administrators, staff members, and students; all of whom care about higher education and the opportunities it affords. NU is proud of its strong academic tradition and cooperative campus environment, which complement one another in facilitating learning and growth.

Today you embark upon a new educational path. I look forward to sharing with you the rewarding days ahead on our campus, and wish you much success in your educational endeavors.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chong S. Kim', written in a cursive style.

Chong S. Kim
CEO

INSTITUTIONAL INFORMATION

Nobel University Catalog and the School Performance Fact Sheet

This catalog is designed to provide useful information to prospective and enrolled students. As a prospective student, you are encouraged to review this catalog prior to signing an Enrollment Agreement. You are also encouraged to review the School Performance Fact Sheet, which is provided to you prior to signing an Enrollment Agreement.

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 at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Mission Statement

The mission of Nobel University (NU) is to educate and enable students to develop their full potential in the fields of business, healthcare, and religious music. Students are also expected to learn the English language skills necessary to function effectively in their specific discipline and in other English-speaking environments. NU strives to equip students with the learning, critical thinking and information gathering skills they will use throughout their careers.

Purpose

Nobel University seeks to create a learning environment, in which the educational needs of every student are met, especially those students who also work. Nobel University recognizes that lesson efficiency and practicality must be paramount in today's competitive educational atmosphere.

Objectives

Upon completion of the programs, a student will be able to:

1. Understand the relationship of their field of education to the larger community.
2. Demonstrate a greater understanding of their life through their educational achievement.
3. Show a commitment to professionalism through their life and career.
4. Commit to a greater understanding and improvement of their community.

Each degree program that is offered by Nobel University (NU) is designed to provide a student with skills, ethics and professionalism in order to become a positive contributor within their community.

Programs of Study

Nobel University (NU) offers Bachelor of Arts and Master of Business Administration programs to prepare students for administrative and managerial positions in the business community. NU offers a

Master of Science in Oriental Medicine program to prepare students for employment in the booming healthcare industry. NU offers a Bachelor of Arts in Church Music to prepare students for the growing need of musicians in religious settings. NU also offers an English as a Second Language program to develop competency in listening, speaking, reading, and writing for clear and accurate communication.

Irrespective of the discipline of study, NU endeavors to develop students' professional acumen as experts in their specific field. Moreover, NU instills in its students a philosophy that values the American way of life – its culture, language, and respect for individual freedom and responsibility.

Approvals

California State Approval

Nobel University (NU) is a private institution that is approved to operate by the Bureau for Private Postsecondary Education (BPPE) in California.

United States Immigration and Customs Enforcement (ICE) of the Department of Homeland Security (DHS)

Nobel University's Main and Buena Park Branch is approved by the United States Immigration and Customs Enforcement (ICE) of the Department of Homeland Security (DHS) to accept and enroll foreign, non-immigrant F-1 students for academic degrees. The U.S. Consulates/Embassies issue F-1 Visas for all the students from overseas who are accepted for full-time study at NU's Main and Buena Park Branch. Rules for Visa Application may vary in each country. You should contact the U.S. Consulate in your country for the latest instructions on how to apply for a Student Visa. NU continually updates its website with the latest information on SEVIS for international students. Nobel University's Main branch SEVIS school code # is LOS214F01183000 and Buena Park branch SEVIS school code # is LOS214F01183001

Articulation Agreements

Nobel University does not have any articulation agreements with any other colleges or universities.

Facilities Information

Main: 505 Shatto Place Suite 300
Los Angeles, CA 90020
Phone: (213) 382-1136
Fax: (213) 382-1187

Branch: 6131 Orangethorpe Avenue Suite 116
Buena Park, CA 90620
Phone: (714) 228-0307
Fax: (714) 228-0308

Nobel University's Main Branch is approximately 11,700 square feet of classroom, clinical and office space. The Buena Park Branch is approximately 2,450 square feet of classroom and office space. Both facilities are located close to residential communities where ample housing is available. NU does not provide housing for students but can assist in finding housing in the area. All classes are held in these two locations.

Library

NU provides an Internet Resource Center for conducting research online. A wide range of textbooks and relevant reading materials are available to the faculty through the Internet. The University also subscribes to ProQuest.com. Here is a brief description of the ProQuest Research Library taken from their website:

ProQuest Research Library

"ProQuest Research Library provides one-stop access to more than 4,000 periodicals from one of the broadest, most inclusive general reference databases ProQuest has to offer. Search from a highly-respected, diversified mix of scholarly journals, trade publications, and magazines covering over 150 academic disciplines."

This Center is available to students and faculty during normal school hours. Additionally, students have access to the Los Angeles County Library or the Buena Park Library. Students can obtain the Library card at no charge.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at Nobel University (NU) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in our programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, 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 coursework 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 NU to determine if your credits, degree, diploma or certificate will transfer.

For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or University at some time in the future, even though you earned Credits here at our school. In addition, if you earn a degree in our Bachelor of Arts in Church Music, Bachelor of Arts in Business Administration, Master of Business Administration, or Master of Science in Oriental Medicine, or a certificate in our English as a Second Language program, it will probably not serve as a basis for acceptance to an advanced degree program at another college or University. In the U.S. higher education system, transferability of credit is always determined by the receiving institution. It is your responsibility to confirm whether or not credits will be accepted by another school.

NU does not imply, promise, or guarantee transferability of its credits to any other institution. This statement is provided in accordance with California Bureau for Private Postsecondary and Vocational Education Reform Act Section 94816 (b), January 1, 1998

Statement of Non-Discrimination

Nobel University does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, pregnancy, disability, or prior military service in administration of its educational policies, admission, employment, educational programs, or activities. The University's equal opportunity officer is responsible for the coordination of nondiscrimination efforts and the investigation of employee and student complaints.

The laws and regulations prohibiting such acts of discrimination are **1)** Title VI and VII of the Civil Rights Acts of 1964, 29 CFR 1601-1607; **2)** Equal Pay Act of 1963, 29 CFR Part 800; **3)** Title IX of the Education Amendments of 1972, 45 CFR Part 86; **4)** Age Discrimination in Employment Act of 1967, 29 CFR Part 850; **5)** Sections 503 and 504 of the Rehabilitation Act of 1973, 45 CFR Part 84 and 41 CFR Part 741; **6)** Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, 41 CFR Part 60-250; and **7)** the Americans with Disabilities Act of 1990.

The University's Intellectual Property Policy

The University's Role

The University will ensure fair treatment of all parties and will take the following actions:

- provide a supportive environment;
- use reasonable effort to exploit and protect intellectual property generated by its staff and students;
- maintain fairness and adequate incentives in the distribution of residual income;
- consider proposals from individual staff with respect to exploitation and protection of intellectual property.

Staff and Students' Role

The University staff and students are required to:

- report any work undertaken on behalf of an external body and any conflicting outside commercial interests;
- report the development of any intellectual property as it arises;
- keep key information confidential until it is protected;
- report any potential conflict of interest.

Ownership of Intellectual Property

When research, contract or consultancy work is sponsored by a commercial body such as a company, it is usual for the sponsor to claim ownership of intellectual property rights. Under those conditions, the University will negotiate the terms of the contract with the sponsor under which the University will be given a fair share of any profits from the commercial exploitation of any resulting intellectual property rights. These profits will be shared with the inventors based on negotiation of terms. In exceptional circumstances, such as when there is a long standing relationship with a company, the University will

agree to transfer the intellectual property rights to the inventor, with no expectation of a share of any future profits. The terms of any contract must be discussed with and approved by the Academic Dean and the Chief Executive Officer.

Where the University is paid a share of the profits from exploitation, whether by an arrangement with a commercial sponsor or by, for example, granting a patent license, residual income is shared between the University and the inventor(s).

Publication

Investigators and researchers are normally expected to publish the results of sponsored research in accordance with academic practice. Many grant-giving bodies ask for a copy of each paper published as a result of their financial support in such published papers. In certain cases a grant-giving body may wish to reserve the right of access to unpublished papers or to collection of data. The costs of publications are not usually chargeable against a grant.

The major restriction on the right to publish arises in relation to results of potential commercial value. The grant conditions normally impose a duty on the principal investigator to draw the attention of any results arising out of the investigation, which appear to be capable of commercial exploitation, whether patentable or not, and to do this in good time before publication or other disclosure takes place. Commercial sponsors of research usually require prior notification of publication of results and may impose restrictions in order to protect confidentiality.

Confidentiality and Patents

Confidentiality of results is particularly important if there is a likelihood of applying for a patent. Under the Patents Acts an invention, in order to be patentable, must satisfy three criteria:

1. it must be capable of industrial application;
2. it must be novel;
3. it must involve an inventive step, i.e., it must not be obvious to a person skilled in the art.

Novelty and inventiveness are to be judged on the state of the art world-wide, taking account of all matter already made available to the public by written or oral description, by use or in any other way. It is crucial that inventors keep their invention confidential until a patent has been applied for. Staff and students must therefore realize that any prospect of patent protection can be irretrievably lost through premature publication or disclosure of research results. Publication can, and does, include discussion of these results except under conditions of strict confidentiality. Adequate steps towards patent protection must be taken before publishing or lecturing on the results or making any other form of disclosure even in personal communication.

Sexual Harassment

Sexual harassment of students, staff, or faculty members is prohibited by law and by NU regulations. Sexual harassment is unacceptable and will not be tolerated on campus. The campus community will take all necessary and appropriate steps to protect students, staff, and faculty from sexual harassment and all forms of sexual intimidation and exploitation. Formal grievance procedures for student complaints charging discrimination (Policy 280-05) are available in the Office of Student Services and may be used to bring complaints of sexual harassment or other discrimination. Students may receive informal counseling and formal assistance by contacting the Academic Dean. Nobel University encourages its members to become educated in the prevention of sexual assault. The University distributes informative literature, sponsors lectures, and holds classes relevant to issues of sexuality, privacy and the respect of rights of others. The University encourages its members to become aware of and to take responsibility for their own security. It is the policy of the University to encourage members of the community to report any disturbances to University officials. It is the policy of the University that officials must investigate allegations, assess their merits and take appropriate actions.

Definition

Unwelcomed sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- *Submission to such conduct is made either explicitly or implicitly as a term or physical conduct of a sexual nature constitute sexual harassment;*
- *Submission to such conduct is made either explicitly or implicitly as a term or condition of instruction, employment, or participation in other University activities;*
- *Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual, or*
- *When such conduct has the purpose or effect of unreasonably inferring with an individual's performance or creating an intimidating, hostile, or offensive university environment.*

In determining whether the alleged conduct constitutes sexual harassment, consideration will be given to the record as a whole and to the totality of the circumstances, including the nature of the sexual advances and the context in which the alleged incidents occurred.

Complaint Resolution

An individual who believes that he/she has been sexually harassed may contact the Academic Dean for help and information regarding sexual harassment complaint resolution or grievance procedures. Additionally, studies have demonstrated that many complaints of sexual harassment can be effectively resolved through informal intervention. Individuals who experience what they consider to be sexual harassment are advised to confront the alleged offender immediately and firmly.

Notification and Adjudication

If a member of the Nobel University community is subjected to any form of sexual assault, they should:

1. Immediately contact the Academic Dean of the University.
2. Preserve any evidence (where possible) relevant to the incident.

Members of the University community who have been subjected to sexual assault have several options regarding the notification to local law enforcement agencies, and every effort will be made by the University to respect the wishes of the victim. These options range from holding the alleged incident in confidence to full University participation in notification of law enforcement agencies. Should the victim request further assistance from the University in pursuing resulting procedures, every effort will be made to accommodate the needs of the victim.

Nobel University will, within its power, remedy the victim's academic situation after an alleged sex offense has occurred, if the victim requests it, and if it is reasonable to do so. The report of an alleged sex offense by the complainant to the Academic Dean will result in an investigation and a disciplinary hearing. Nobel University will afford both the accuser and the accused the same opportunity to have others present during this disciplinary hearing. Both the accuser and the accused shall be informed of the outcome of any Nobel University disciplinary hearing brought about because of an alleged sex offense. Information will include both final determination and sanctions imposed. Sanctions may include disciplinary probation, dismissal from a course, suspension, dismissal from the University, termination of employment and/or notification to local law enforcement as determined by the University disciplinary hearing.

Freedom of Speech

Nobel University firmly believes in the individual's right to expression, so long as such expression does not infringe upon or suppress the rights of other individuals. Article 1, Section 2(a) of the California Constitution states that every person may freely speak, write, and publish his or her sentiments on all subjects. Communications involving hate violence, sexual and/or racial discrimination, and "fight words" are not protected by the law. NU shall uphold and enforce these rights, and should any person's actions violate the rights of another individual, such person shall be subject to disciplinary action.

Academic Freedom Policy

Freedom of inquiry and the open exchange of ideas are fundamental to the vitality of our academic institutions. The principles of academic freedom are critical to ensure higher education's important contribution to the common good. Basic academic freedom includes the ability to do research and publish the freedom to teach and the freedom to communicate extramurally.

Nobel University (NU) is committed to assuring that all persons may exercise the rights of free expression, speech, and assembly and affirm below the following statements and principles:

- NU affirms the fundamental mission of the University to discover and disseminate knowledge to its students and the society at large. NU shall support the pursuit of excellence and academic freedom in teaching, research, and learning through the free exchange of ideas among faculty, students, and staff. The University and its community recognizes that quality education requires an atmosphere of academic freedom and academic responsibility for academic freedom is always accompanied by a corresponding concept of responsibility to the University and its students and the University and its students to its faculty and staff.

- NU affirms that academic freedom for student rests first upon their access to a high quality education and their right to pursue a field of study that they deem appropriate and desirable.
- NU reaffirms its support of the principles of academic freedom as they apply to the rights of students in a class and university environment that fosters civil discourse, respect, open inquiry and freedom of expression.

1974 Privacy Act

Nobel University complies with the Family Education Rights and Privacy Act of 1974. Any questions about the availability of student records or the release of such records should be addressed to the Registrar's Office. Students are informed annually of current applications of the act by means of written communications from the Chief Operating Officer.

Student Records

The following student records are maintained by the University:

1. Application for admission and all pertinent documents submitted therewith.
2. Record of academic accomplishments at the University such as grades, Credits and grade point average.
3. Change of status or scholastic program.
4. Change of address, employment, and phone numbers.
5. Copies of correspondence.
6. An account ledger sheet showing charges of tuition, fees, and adjustments of fees and payments made.
7. Records of academic or financial suspension, if any.
8. Immigration and Naturalization Service documents for foreign students.

All information regarding student records will be protected under the Federal Right to Privacy Act. The University's policy is to maintain the confidentiality of student academic records. No one outside of the University shall have access to, nor will the University disclose, any information from a student's academic records without the written consent of the student except; University personnel, officials of other institutions in which the student seeks to enroll, persons or organizations providing student financial aid, accrediting agencies, when in compliance with a judicial order or when done in order to protect the health or safety of a student or other persons.

Policy on Retention of Student Records

Nobel University (NU) maintains all pertinent student records for 5 years from the student's date of completion or withdrawal. A record is considered current for 3 years following a student's completion or withdrawal. In addition to the hard copies of the student records, NU stores digitized student records, off-site, by using the Internet.

For all student records, NU can immediately reproduce exact, legible printed copies of the digitized records. The digitized record can be accessed with any Internet connected computers at anytime by the administrative staff with access code. NU also has administrative staff that can access the digitized student records to be present at all times during normal business hours, 9:00 am to 6:00 pm.

Any person authorized by the Bureau for Private Postsecondary Education (BPPE) or other pertinent Governmental agencies has immediate access to the digitized student records in order to copy, inspect, and investigate records during normal business hours, 9:00 am to 6:00 pm.

If NU closes, NU and its owners will store and safe keep, in California, all records required to be maintained by BPPE. The repository of the records will make these records immediately available for inspection and copying, without charge during normal business hours by any entity authorized by law to inspect and copy records.

Access to Student Records (Student Rights)

1. Each student may request access to or release of, at a reasonable time, his/her education records as maintained by the University. Such requests must be in writing on forms provided by the University, or by letter addressed to the Registrar. The written request must specify the records to which the student desires access, or to be released, and to whom released, and the purpose of the request. The University is obligated to reply to such requests within 45 days from the date the request is received.
2. A student may also request special letters or copies of producing letters pertaining to his or her education record, but must apply the cost of producing or reproducing such documents. Fees are listed in the school catalog.
3. A student may request changes in his or her records. If, on proper showing of evidence, a material error in the record is proved, a change or correction will be made.
4. A student may request a hearing regarding changes in his or her records. Such request must be in writing addressed to the Chief Executive Officer of the University and must include the reasons for requesting such a hearing. Upon receipt of the request, a date and time for such hearing will be arranged and the University representative who will conduct the hearing will be named.

The law provides that right of access to student records is available to authorized officials of State or Federal agencies when such access is necessary for audit or evaluation of educational programs supported by such agencies.

Directory Information

The following information is considered to be “Directory Information” within the provisions of Public Law 93-380 and the applicable regulations, and may be issued to potential or actual employers, governmental agencies, or other educational institutions by the University at their written request unless a written objection to the release of such information is received from the student.

1. Name of student.

2. Birthplace and birth date of student.
3. Students' address and phone number.
4. Dates of student's attendance at the University.
5. Degrees or other awards received by the student.
6. Major field of study.
7. Most recent previous educational agency / institution attended by the student.

Reservation of Rights to Refuse Release

It shall be the general policy of Nobel University not to release any directory information regarding its students unless it is in the best judgment of the appropriate record custodian to do so. University officials having access to records will release the records when such release either serves a legitimate purpose or is not adverse to the interests and privacy of the student. Therefore, the University reserves the right to refuse such information to anyone not granted access by law. The University will not knowingly serve as the focal source of information for landlords, creditors, collection agencies, and sales personnel.

Student Request for Non-Release

Any student may request that directory information concerning him/her should not be released to the public without his or her written consent. Such request shall:

- Be in writing.
- Be submitted to the appropriate custodian of student records or to the appropriate student records coordinating office.
- Designate the category (ies) of directory information not to be released.
- Be submitted within thirty (30) days of the beginning of the students' matriculation at Nobel University each academic only, and
- Be effective seven (7) days after the submission of the request.

California State Requirements

The state of California requires that Nobel University to state herein that said institution 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 not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Administration

Chang, Junsuk
Registrar

Hong, Michelle E.
Administrator of Student Records

Hong, Michelle M.
Branch Director

Jacob, Saied H.
Academic Dean

Jung, Yoo Jin
Administrative Assistant

Kim, Allie
Administrative Assistant

Kim, Boram
Administrator of Finance

Kim, Chong S.
Chief Executive Officer

Shin, Jenny
Administrator of Admissions

Yang, Michael W.
Chief Operating Officer/Director

Faculty

Beal, Ryan A.
B.A. in Anthropology, University of California at
Riverside, CA, 2008

Bahng, Scott S.
M.S. in Acupuncture and Oriental Medicine, South
Baylo University, Los Angeles, CA, 1997

Burnett, Richard L.
Master of Business Administration, University of
Phoenix, Woodland Hills, CA, 2000

Clayton, Shonte
B.A. in English, University of California at Los
Angeles, CA, 1996

Chung, Chae Hong
Doctor of Business Administration, International
American University, Los Angeles, CA, 2007

Gilbert, Matthew A.
Master of Business Administration, Woodbury
University, Burbank, CA, 2005

Gurtovoy, Jason
M.A., Economics, University of San Francisco,
San Francisco, CA, 2009

Han, Joon Soo
Master of Oriental Medicine, Royal
University of America, Los Angeles, CA, 1993

Jacob, Saied H.
Ph.D. in Educational Psychology, University of
Minnesota, Twin Cities, Minnesota, 1972

Kang, Steve S.
M.S. in Systems Management, Westcoast
University, Los Angeles, CA, 1972

Kim, Hyung Jung
M.S. in Oriental Medicine, Samra University
Of Oriental Medicine, Los Angeles, CA, 1994

Lee, Eun Kyung
M.A. in Music Education, California State
University at Fullerton, Fullerton, CA, 2009

Lee, Young Suk
M.S. in Acupuncture and Oriental Medicine, South
Baylo University, Anaheim, CA, 1996

Posada, Anthony
M.A. in Education, California State University at
Los Angeles, Los Angeles, CA, 2008

Prasad, Mithun
Ph.D., Management of Tech. in Healthcare,
University of New South Wales, Sydney Australia,
2005

Quimpo, Evangeline
Master of Arts in Public management, Development
Academy of Philippines, Philippines, 1995

Sheridan, Margaret
Master of Business Administration, Stanford
University, Menlo Park, CA, 1983

Ugas, Luz
Master of Business Administration, Pepperdine
University, Malibu, CA, 2007

Yoon, Jong Sang
Master of Business Administration, Sogang
University, Seoul, Korea, 1996

ACADEMIC INFORMATION

Waiver of Bachelor Degree Requirement

In special circumstances, the University may admit an applicant without an earned bachelor degree into the Master of Business Administration or the Master of Science in Oriental Medicine degree programs. This is permissible if the applicant has achieved sequential learning equivalent in breadth of knowledge and understanding (i.e., general education) and equivalent in depth of achievement in business administration, management, or herbal medicine to that acquired in four years of study beyond high school, as measured by a minimum of 120 semester credits or its equivalent in other credits of credit.

Entrance Examinations

No undergraduate or graduate entrance examinations are required for admission to the graduate programs.

Transfer Credit Policy

A student is allowed to transfer credits into all programs except the Certificate in English as a Second Language program. Credits must be earned from a state approved institution or from an accredited institution by a United States Department of Education recognized accrediting agency. Students wishing to transfer courses or degrees from a foreign institution of higher learning must submit an official request to evaluate their credentials. The Academic Dean will review the foreign transcript and grant transfer credits.

To receive credit for previous learning, the student must submit an official copy of his or her transcript(s) of all previous post-secondary work to the Academic Dean. Only those grades for which a student has earned a B or better will be considered for transfer to the University for the Master of Business Administration and Master of Science in Oriental Medicine, and C or better for the Bachelor of Arts in Business Administration and in Church Music. Only those courses for which learning goals are similar to courses offered by NU will be considered for transfer. After submission of all transcripts and supporting documentation, the Academic Dean will determine the credits to be awarded.

Standardized Exam Credit (SEC)

The University welcomes students from a wide variety of backgrounds and learning experiences. The University recognizes their prior learning by accepting a full range of standardized exams, which measure mastery of college-level, introductory course content in a wide range of disciplines. Students who obtain the credit-granting score required can earn credits and course exemptions. The University establishes standards that are recommended by the American Council on Education (ACE). The University grants a credit on standardized exams for undergraduate credit only. Official exam scores must be sent from the crediting exam center.

Experiential Learning Credit (ELC)

NU does not accept any experiential learning credits.

Applicants with Foreign Degrees

If you completed your degree at a foreign (outside of the United States) college or university, you will need to provide a copy of your transcript to the Academic Dean for review. The Academic Dean will determine and identify the U.S. equivalents in terms of both credits and degrees.

If you wish to receive transfer credit for coursework completed at a foreign college or university, you will need to submit a request to the Academic Dean. NU does not guarantee that NU will accept any or all of your coursework. NU determines the final decision for the acceptance of transfer credits.

Grading System

All student-learning is graded on a letter basis, with the exception of the Student Internship Program, which is graded on a pass or fail basis. Any student receiving an “incomplete” grade will be given up to six weeks to complete the assignment. Any student receiving a “D” grade or below is responsible for creating a plan for improving his/her grade with his/her instructor. Student performance is evaluated by examinations, attendance, classroom participation, special projects, seminars, research works, etc.

<u>Grade</u>	<u>Explanation</u>	<u>Grade Point</u>	<u>Progress Point</u>
A	Excellent	4	4
B	Good	3	3
C	Satisfactory	2	2
D	Poor	1	1
F	Fail	0	0

Instructors may use Plus (+) or Minus (-). Such notations result in counting the final grade point average as follows:

A+	=	4.25	A	=	4.00	A-	=	3.75
B+	=	3.25	B	=	3.00	B-	=	2.75
C+	=	2.25	C	=	2.00	C-	=	1.75
D+	=	1.25	D	=	1.00	D-	=	0.75

Master programs: D and F (Failed Courses) = 0 points

Administrative Grading Symbols

<u>Symbols</u>	<u>Explanation</u>
CR	Credit
NC	No Credit
SP	Satisfactory Progress
I	Incomplete
RD	Report Delayed
W	Withdrawal
AU	Audit

Grade Report

At the end of each semester/quarter, notification of the student's academic standing and report of grades achieved while in attendance at the University are mailed to each student. Grades are normally mailed within one week following the last day of the term. If there are any unpaid charges or other penalties on record against a student, request for transcript and class grades will be withheld unless arrangements to the contrary have been made in advance with the administration.

Incomplete Grade (I)

An incomplete (I) must be converted to a passing grade in the following semester/quarter or it will be converted to a failure (F) and counted as 0 credits in terms of satisfactory academic progress.

Audit Courses (AU)

Students who wish to audit a class may do so if they have previously taken and passed a course at Nobel University (NU). Audit and other non-credit courses are not included in fulfilling the requirements for satisfactory academic progress.

Grading Procedures

Requirements for midterms and other examinations (written and oral), term papers, reports, projects, and other student activities are assigned by each instructor. Make-up examinations, retests, late submission of reports or other special arrangements are made only by the instructor, and only at the instructor's discretion. Either the instructor or the University can administer a make –up examination or retest, after the student has received approval from the Academic Dean.

No instructor is required to offer make-up examinations, retests, or to accept late submissions of work. It is fully within the instructor's authority to give a failing grade for any examination a student does not take on time, or for any report or other assignment a student fails to submit on time.

Failing an Examination

An instructor may recommend that a retest be permitted. The instructor must indicate, in writing, on the Grade Report to the Academic Dean that a retest is recommended based on compelling evidence that the student failed the examination due to extenuating circumstances. The retest, if approved by the Academic Dean, shall be scheduled in agreement with, and at the convenience of the instructor. The Academic Dean will notify the student in writing. The examination must be completed before the end of the fourth week of the following semester/quarter.

Failure to Attend an Examination

Without prior authorization by the Academic Dean, failing to attend any examination shall result in a failing grade. No make-up examination can be authorized. The student must repeat the course, paying full tuition.

A student may be excused from taking an examination as scheduled by reason of childbirth, documented illness or injury, death in the immediate family, or other emergency situation acceptable to the Academic Dean. A student must apply for a make-up examination on an Examination Request Form.

The request must be endorsed by the instructor and approved by the Academic Dean. The student will usually be required to submit acceptable proof of inability to attend the examination.

Classroom Attendance

All work missed due to absence or lateness must be made up to the satisfaction of the instructor in order to receive credit for the course.

Instructors may, at their own discretion, arrange for make-up examinations, in cases of excused absence. Unexcused absence or lateness for an examination will normally result in a failing grade for that examination.

Excessive absence is defined as absences in excess of 20% of scheduled classroom hours in didactic courses, or absence in excess of 10% of scheduled clinic training course hours. Instructors will report excessive absences to the Academic Dean. The student may be asked to appear before the Academic Dean and the instructor. Failure to appear at the meeting may result in a failing grade, and may also result in suspension or dismissal.

If the excessive absences are not classified as excused, the Academic Dean may:

1. Place the student on probation, giving provisions for return to good standing.
2. Suspend the student for the remainder of the class meetings with no penalty grade assigned. Any tuition to be refunded will be refunded per the University's Refund Policy.
3. Suspend the student for the remainder of the class meetings with a failing grade assigned.
4. Recommend to the Chief Executive Officer that the student be dismissed from the University.

Clinical Training Attendance

Unexcused absence from, or lateness to, a scheduled clinic observation session or a scheduled internship session is considered to be a serious breach of professionalism.

1. Students need to be aware that patients come to our clinic expecting to be examined and treated in a timely and courteous manner. Lateness and absence are discourtesies to patients, fellow trainees, and the clinic staff. All students with unexcused clinic absences will be required to meet with the Academic Dean before returning to clinic duty. The clinic office should be notified as soon as possible after a student realizes that she/he will not be at the clinic at the scheduled time.
2. Students are reminded that enrollment for clinical training is by a specific number of academic credits and not, as in some trade and technical schools, by the clock hour.
3. Time missed due to an excused absence may be rescheduled at the convenience of the clinic. No tuition penalty shall be applied.

4. Time missed due to unexcused absences up to 10% of the hours assigned to a course may be rescheduled at the convenience and availability of the clinic. No tuition penalty shall be applied, but the instructor will consider the absences when assigning a final grade for the course.
5. Time missed due to unexcused absences in excess of 10% of the hours assigned to a course may be rescheduled with the approval of the Academic Dean, and at the convenience of the clinic. A tuition penalty charge of \$10.00 per hour will be assessed.
6. Excessive late arrival to the clinic, whether at the beginning of the day or after a break, shall be dealt with as unexcused absences. The third unexcused lateness shall be considered to be excessive.
7. All make-up time must be completed prior to the first day of the following semester/quarter, unless another date has been set by the Academic Dean. Make-up time may be scheduled during the weeks of final examinations and/or recess.

Failure to complete the make-up clinic hours as scheduled may result in the penalties to be determined by the Academic Dean:

1. Credit towards licensure only for hours actually completed, with a grade of Incomplete (I) for the course.
2. No hours of clinic credit to be reported for that course, with a grade of Failure (F) for the course.

Additional policies and procedures are covered in the Nobel University Clinic Handbook. A copy of the handbook is given to each student upon commencement of clinical training. Interim changes will be posted on the clinic bulletin boards and discussed during the clinic registration period of each semester/quarter. All students are subject to all policies, regulations and procedures contained in the Nobel University Student Handbook.

English as a Second Language (ESL) Attendance

Student must attend a minimum of 80% of scheduled class sessions in order to receive credit for the class.

Leave of Absence Policy

Leave of absence is granted for purposes other than recreation or travel. In any twelve-month period, the school may grant no more than a single leave of absence to a student, provided that: (a) the student has made a written request to be granted a leave of absence; and (b) the leave of absence does not exceed sixty days. The student shall not be charged any sum of money for the leave of absence. For the purpose of refund calculation, leave of absences are not charged, and are based on the last day of attendance.

Application for Graduation

Applications are available at the Nobel University Admissions office and should be filed well in advance of the deadline dates indicated in the academic calendar. Students who have filed applications for graduation, but have failed to complete degree requirements, will not be processed for graduation.

Graduation Requirements

Successful completion of 120 semester credits with minimum Grade Point Average of 2.00 is required for graduating from the Bachelor of Arts in Church Music program.

Successful completion of 123 semester credits with minimum Grade Point Average of 2.00 is required for graduating from the Bachelor of Arts in Business Administration program.

Successful completion of 48 semester credits with a minimum grade point average of 3.00 is required for graduating from the Master of Business Administration program.

Successful completion of 258 quarter credits with a minimum grade point average of 3.00 is required to graduate from the Master of Science in Oriental Medicine program.

Successful completion of 960 clock hours of instruction is required to complete the Certificate in English as a Second Language program.

Student Achievements

For all programs offered by Nobel University, student achievement is measured by the method of evaluation indicated in each course. By attaining the objectives of each course, students are assured to benefit and accomplish their academic goals. In addition, students are expected to comply with the rules and regulations of the school to provide the utmost educational experience possible. Nobel University's method of evaluation is fair and unbiased in order to ensure that all students successfully complete and benefit from the program.

Completion Time

The following criteria apply to successful completion of Nobel University's degree programs:

Bachelor of Arts degree in Church Music: a minimum of 120 semester credits. On a full-time basis, these credits may be completed in about 4 years of study. Generally, courses meet 1 to 3 times a week for 1 hour per session for 16 weeks.

Bachelor of Arts degree in Business Administration: 123 semester credits. On a full-time basis, these credits may be completed in about 4 years of study. Generally, courses meet 3 times a week for 1 hour per session for 16 weeks.

Master of Business Administration degree: completion of 48 semester credits. The degree may be completed in about 2 years of study. Generally, courses meet 4 times a week for 1 hour per session for 16 weeks each semester.

Master of Science degree in Oriental Medicine: completion of 258 quarter credits. The degree may be completed in 4 years of study.

Certificate in English as a Second Language Program: The ESL program consists of three levels: Beginning, Intermediate and Advanced. Each level is divided into two sublevels: I, and II. Each sublevel consists of 160 hours of instruction and meets Monday through Friday for a total of 20 hours per week. The entire program is 12 months in length.

Catalog of Record

Because of ongoing modifications, changes in courses and program requirements, Nobel University will graduate students solely upon their successful completion of the requirements stated in the NU catalog at the time they entered the university. Student programs will reflect the total number of credits required in the catalog under which they petition to graduate. If this latter requirement necessitates further course work, it will be kept to a minimum. Curriculum advisors will use the best balance of subject matter consistent with required credits and availability of specific courses to formulate an acceptable program within the pertinent total unit guidelines. This catalog is intended to cover the period of time spanning from September 1, 2011 to August 30, 2014.

Academic Probation and Suspension

Students who fail to maintain a cumulative grade point average of 2.00 will be subject to Academic Probation or Academic Suspension.

1. Academic Probation occurs when a student fails to meet minimum University standards for one semester/quarter.
2. Academic Suspension occurs when a student fails to meet minimum University standards for two consecutive semesters/quarters.

On Academic Probation: A student may continue at the University pending improvement in his/her academic standing.

On Academic Suspension: A student is required to remain out of the University for a minimum of one semester/quarter. His/her record will be stamped "Academic Suspension."

Interim Suspension

The Chief Executive Officer may impose an immediate interim suspension in all cases in which there is reasonable cause to believe that such a suspension is required in order to protect lives or property and/or to ensure the maintenance of order. A student so placed on interim suspension shall be given prompt notice of charges and the opportunity for hearing within ten (10) days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the Chief Executive Officer or designated representative, enter the campus, other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for dismissal.

Academic Grievances

Students have a right to submit grievances and complaints any time they desire and to submit them to any member of the University's administration or faculty. Students who have a complaint or grievances are encouraged to talk to a member of the University's administration. If a complaint/grievance is submitted in writing, it must be submitted to the Chief Executive Officer's office and the Chief Executive Officer's office will respond in writing within ten (10) days regarding the complaint or how the complaint will be addressed.

For grievances regarding grades, the procedure is as follows:

1. The student must address the dispute or grievance with the appropriate instructor no later than 3 weeks after grades are posted for a final grade or within 3 days after a student receives a grade for an exam, term paper or assignment. If the student is not satisfied with the instructor's resolution of their grade, the student has a right to submit a written request concerning the grade to the Academic Dean.
2. The submission of a grievance concerning a grade must be in writing to the Academic Dean. The Academic Dean will review and investigate the grievance using their discretion to interview sources as needed. The Academic Dean will notify the student within ten (10) days regarding the disposition of the grievance.
3. If the student is not satisfied, the student can request an interview with the Academic Dean and the instructor within ten (10) days. Any decision resulting from this interview shall be deemed as final.

For all other grievances, the procedure is as follows:

1. The student must file a written grievance with the Academic Dean within ten (10) days of being notified of any action taken against the student. The Academic Dean shall review and investigate the grievance and notify the student of a decision within ten (10) days.
2. If the student is not satisfied, the student can request and interview with the Academic Dean and a faculty/administrator of their choice within ten (10) days. Any decision resulting from this interview shall be deemed as final.
3. The student also has the right to file a grievance with the Bureau for Private and Postsecondary Education (BPPE).

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

Student Code of Conduct

A student may be failed or dismissed for academic dishonesty, or for acts of inattention that violate professional ethics in patient care. At the discretion of the Academic Dean, a student may be dismissed from the University for behavior disruptive to the educational mission of the University, such as, but not limited to, those stated below:

1. Cheating, bribery, or plagiarism in connection with an academic program.
2. Forgery, alteration or misuse of University documents, records or identification, or knowingly furnishing false information to the University.
3. Misrepresentation of oneself or of an organization to be an agent of the University.
4. Obstruction or disruption on or off campus property, of the campus educational process, administrative process, or other campus function.
5. Physical abuse, on or off campus property, of the person or property of any member of the University community, or members of his/her family or the threat of such physical abuse.
6. Theft of or non-accidental damage to University property or property in the possession of or owned by a member of the University community.
7. Unauthorized entry into, unauthorized use, or misuse of University property.
8. Sale of or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics, as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis.
9. Lewd, indecent, or obscene behavior on University property or at a University function.
10. Abusive behavior directed toward a member of the University community.
11. Violation of any order of the University Chief Executive Officer, notice of which has been given prior to such violation and during the academic term in which the violation occurs, either by publication or by posting on an official bulletin board designed for this purpose, and which order is not inconsistent with any of the other provisions of this section.
12. Soliciting or assisting another to do any act that would subject a student to dismissal, suspension, or probation pursuant to this section.
13. Practicing acupuncture without a license. The administration will refer any indication of such activity to the California Board for investigation and, if substantiated, for prosecution.

The Chief Executive Officer of the University, at his/her discretion and prior to recommendations or actions of the Academic Dean, in the interest of the University may place on probation, suspend or dismiss a student for one or more of the causes enumerated above. Any adjustment of fees or tuition shall be those required by law.

Academic Dishonesty

Individual instructors, in cases of academic dishonesty in class, may fail a student for that examination, activity or course. The instructor may refer the circumstance to the Academic Dean for review and further action. The Chief Executive Officer may fail a student in a test, fail a student in a course, or expel a student for cheating or plagiarism. Cheating includes, but is not limited to, looking at another person's examination paper, using unauthorized notes in an exam, leaving to go to the restroom during an exam and consulting notes or references.

Cheating also includes plagiarism; the presentation of another person's work as one's own, such as presenting the ideas or words of a source without documenting the source. Cheating is inconsistent with the academic excellence Nobel University (NU) represents and will be dealt with vigorously.

ADMISSIONS

Admission Philosophy

Admission decisions are based upon both objective and subjective criteria. An applicant's previous academic record is an important predictor of his/her ability to succeed. Previous work experience in the selected field of study may also be taken into consideration. Personal and/or professional letters of recommendations are included in the admission process. Finally, a personal interview with a University administrator is required for all applicants.

The University admits qualified students of any age, sex, race, color, creed, religion, ethnicity, sexual preference, marital status, and regardless of mental or physical handicap.

Admission Process

Prospective students must contact the University to obtain an application packet. The packet will contain the required application and forms needed for submission. The student must contact all relevant institutions for submission of transcripts attesting to their academic qualifications from undergraduate institutions for admission to master's programs or submission of proof of high school completion for admission to Undergraduate programs. The student must insure that their TOEFL (if applicable) scores are submitted to the University or take and pass the NU language proficiency exam. It is also the student's responsibility to insure that all documents and forms are complete. Admission decisions will be made within 30 days of receiving all required documentation. Students will not be admitted to the school without the required documentation and registration fees. If an applicant does not accept their admission or fails to matriculate within one year of acceptance, the applicant will need to go through the admissions process again. This means that the applicant must resubmit a non-refundable registration fee, application, documents, forms and information required for admission to their selected program. Previous admission does not guarantee readmission.

Admission Requirements by Program

Bachelor of Arts in Church Music

Applicant to the BA in Church Music program must:

1. Submit an application and application fee of \$75.
2. Submit proof of high school graduation or GED.
3. For applicants whose primary language is not English, they must submit a minimum TOEFL iBT score of 45 taken within the past year or pass the NU language proficiency exam. If the applicant does not pass the exam, the student can enroll in the English as a Second Language (ESL) program. Upon completion of the ESL program, the student can start the degree program.
4. Submit a letter to the Academic Dean stating the purpose for pursuing this degree program, how this degree will enhance the student's personal development, the goals to be accomplished while in the degree program and a statement as to how their previous career experience will be integrated in to the program.

Bachelor of Arts in Business Administration

Applicants to the BA in Business Administration program must:

1. Submit an application and application fee of \$75.
2. Submit proof of high school graduation or GED.
3. For applicants whose primary language is not English, they must submit a minimum TOEFL iBT score of 45 taken within the past year or pass the NU language proficiency exam. If the applicant does not pass the exam, the student can enroll in the English as a Second Language (ESL) program. Upon completion of the ESL program, the student can start the degree program.

Master of Business Administration

Applicants to the MBA program must:

1. Submit an application and application fee of \$75.
2. Have a minimum of a Bachelor's degree from an institution approved or accredited by an association recognized by the U.S. Department of Education's Council on Higher Education Accreditation (CHEA). Approved institutions are those that hold a legal approval from either a state approval agency or an approval from a national approval agency.
3. For applicants whose primary language is not English, they must submit a minimum TOEFL iBT score of 80 taken within the past year or pass the NU language proficiency exam. If the applicant does not pass the exam, the student can enroll in the English as a Second language (ESL) program. Upon completion of the ESL program, the student can start the degree program.

Master of Science in Oriental Medicine

Applicants to the MSOM program must:

1. Submit an application and application fee of \$75.
2. Have a minimum of an Associate's degree from an institution approved or accredited by an association recognized by the U.S. Department of Education's Council on Higher Education Accreditation (CHEA). Approved institutions are those that hold a legal approval from either a state approval agency or an approval from a national approval agency.
3. For applicants whose primary language is not English, they must submit a minimum TOEFL iBT score of 80 taken within the past year or pass the NU language proficiency exam. If the applicant does not pass the exam, the student can enroll in the English as a Second language (ESL) program. Upon completion of the ESL program, the student can start the degree program.

Certificate in English as a Second Language (ESL)

Applicant to the ESL program must:

1. Submit an application and application fee of \$75.
2. Must be at least 18 years old.
3. Take an admission placement test to determine their level of English competence.

ACADEMIC PROGRAMS

Bachelor of Arts in Church Music

Program Description

This degree program is designed to provide training so that a graduate can create a lifelong career in music as either a performer or a music practitioner in community and private settings. The student's proficiency will be based upon theory development and skill development and leadership skills through conducting and performance practice.

Program Objectives

Upon completing of this program the student will be able to:

1. Demonstrate a proficiency in at least one specific area of music performance.
2. Demonstrate an ability to provide group music leadership.
3. Demonstrate an ability to use theory for music creativity.
4. Articulate a lifelong direction with their music ability.

Admission Requirements

Applicant to the BA in Church Music program must:

1. Submit an application and application fee of \$75.
2. Submit proof of high school graduation or GED.
3. For applicants whose primary language is not English, they must submit a minimum TOEFL iBT score of 45 taken within the past year or pass the NU language proficiency exam. If the applicant does not pass the exam, the student can enroll in the English as a Second Language (ESL) program. Upon completion of the ESL program, the student can start the degree program.
4. Submit a letter to the Academic Dean stating the purpose for pursuing this degree program, how this degree will enhance the student's personal development, the goals to be accomplished while in the degree program and a statement as to how their previous career experience will be integrated in to the program.

Methods of Instruction

Methods of instruction vary depending on the nature of the course. However, in general, courses will be experiential and practical, with an emphasis on technique.

Graduation Requirements

Successful completion of 120 semester credits with a minimum Grade Point Average of 2.00 is required for graduating from the Bachelor of Arts in Church Music program.

Course Requirements

General Education Requirements (56 Credits)

Course	Semester Credits
History	6 Total Credits
Physical Science	6 Total Credits
Literature	6 Total Credits
Humanities	3 Total Credits
Social Sciences	6 Total Credits
Math and Computer Sciences	6 Total Credits
Electives	23 Total Credits

Core Requirements (64 Credits)

Course No.	Title	Semester Credits
MUS 121	Music Theory I	3
MUS 122	Music Theory II	3
MUS 133	Practical Musicianship I	1
MUS 134	Practical Musicianship II	1
MUS 217	Practical Musicianship III	1
MUS 220	Practical Musicianship IV	1
MUS 221	Music Theory III	3
MUS 222	Music Theory IV	3
MUS 296	Introduction to Music Technology	3
MUS 352	Baroque, Classical & Early Romantic Music Literature	3
MUS 361	Introduction to Conducting	2
MUS 441	Music in Worship	3
MUS 455	Late Romantic & 20 th Century Music Literature	3
MUS 461-468	Applied Music (8 Semesters, 1 credit each)	8
Select one of the following:		
MUS 101	Beginning Voice Class	2
MUS 102	Intermediate Voice Class	2
Select one of the following:		
MUS 350	History & Literature of Commercial Music	3
MUS 351	Ancient, Renaissance & World Music Literature	3
Select one of the following:		
MUS 362	Choral Conducting	3
MUS 363	Instrumental Conducting	3
MUS 111-118	Vocal & Instru. Proficiency (8 Sem.1 unit each)	8

Performance Requirements (10 Credits)

Students must take courses in one of the following performance specialties: keyboard, vocal or instrument performance.

Vocal Performance Students must take:

MUS 227 Voice Diction I	2
MUS 228 Voice Diction II	2

Keyboard Performance and Instrument Performance Students must take:

MUS 229 Sight Reading & Sight Performance I	2
MUS 230 Sight Reading & Sight Performance II	2

MUS 251- 256 Performance Requirement

All performance students must take an additional 6 credits in private lessons in Keyboard or Vocal Training or a private instrument specialty and then must perform at a senior recital.

Bachelor of Arts in Business Administration

Program Description

A successful career in business leadership and management requires a sound understanding of the marketplace. This program is designed for those who seek a broad spectrum of business courses with an understanding of the cultural and sociological forces that shape business success. It also develops competence in conceptual, interpersonal and technical skills. The acquired skills and knowledge are applicable in both public and private enterprises.

Program Objectives

Upon completion of this program the student will be able to:

1. Apply knowledge of business concepts in decision-making process.
2. Articulate and evaluate business theories in both modern and historical contexts.
3. Possess a global perspective on business.
4. Understand principles of teamwork and effective leadership within a team.
5. Demonstrate competence in both written and verbal communications.
6. Appreciate the ethical and legal aspect of business.

Admission Requirements

Applicants to the BA in Business Administration program must:

1. Submit an application and application fee of \$75.
2. Submit proof of high school graduation or GED.
3. For applicants whose primary language is not English, they must submit a minimum TOEFL iBT score of 45 taken within the past year or pass the NU language proficiency exam. If the

applicant does not pass the exam, the student can enroll in the English as a Second Language (ESL) program. Upon completion of the ESL program, the student can start the degree program.

Method of Instruction

Methods of instruction vary depending on the nature of the course. In general, courses will be experiential and practical, emphasizing real-life business practices.

Graduation Requirements

Successful completion of 123 semester credits with a minimum Grade Point Average of 2.00 is required to graduate from the Bachelor of Arts in Business Administration program.

Course Requirements

General Education Requirements (39 Semester Credits)

Course	Semester Credits
History	6
Physical Science	6
Literature	6
Humanities	3
Social Sciences	6
Math and Computer Sciences	6
Electives	6

Core Requirements (64 Credits)

Business Courses

BUS 120 Principles of Accounting I	4
BUS 121 Principles of Accounting II	4
BUS 240 Introduction to Information Systems	3
BUS 250 Microeconomics	4
BUS 251 Macroeconomics	4
BUS 303 Business Law	3
BUS 313 Quantitative Analysis for Management	3
BUS 330 Financial Management	3
BUS 340 Principles of Organization & Management	3
BUS 360 Principles of Marketing	3
BUS 370 International Business	3
BUS 390 Business Internship	3
BUS 405 Business & Report Writing	3
BUS 410 Production Management	3
BUS 430 Money and Banking	3
BUS 440 Corporations and Business Law	3
BUS 441 Security Regulations	3

BUS 448 Organizational & Administrative Behavior	3
BUS 450 Policy & Planning	3
BUS 480 Applied Statistics	3

Choose from one of the following emphases:

Emphasis in Accounting (20 Semester Credits)

ACCT 225 Intermediate Accounting I	3
ACCT 226 Intermediate Accounting II	3
ACCT 325 Cost Accounting	3
ACCT 331 Federal Taxes I	2
ACCT 332 Federal Taxes II	2
ACCT 401 Advanced Accounting	3
ACCT 450 Auditing Principles	4

Emphasis in Marketing (20 Credits)

MKTG 361 Marketing Communication	3
MKTG 362 Consumer Behavior	3
MKTG 363 Marketing Research	3
MKTG 364 Sales & Sales Management	3
MKTG 368 Retail Marketing	2
MKTG 369 Global Industrial Marketing	3
MKTG 465 Strategic Marketing Management	3

Master of Business Administration (MBA)

Program Description

The MBA program provides students with an opportunity for broad professional development. This program will develop skills within the general function areas of business by utilizing a reality centered academic experience. This experience will be enhanced by collaboration with the business community. Students will get involved in real-life business situations and often use case studies or simulations to solve problems and create solutions.

Program Objectives

Upon completion of this program the student will be able to:

1. Demonstrate application of skills in real-life business settings.
2. Analyze business environments to determine effective solutions to business problems.
3. Apply personal development skills to the arena of leadership development and management behavior.
4. Articulate and implement ethical solutions to problems and issues in business environments.
5. Provide specific leadership direction in a variety of business environments.

Admission Requirements

Applicants to the MBA program must:

1. Submit an application and application fee of \$75.
2. Have a minimum of a Bachelor's degree from an institution approved or accredited by an association recognized by the U.S. Department of Education's Council on Higher Education Accreditation (CHEA). Approved institutions are those that hold a legal approval from either a state approval agency or an approval from a national approval agency.
3. For applicants whose primary language is not English, they must submit a minimum TOEFL iBT score of 80 taken within the past year or pass the NU language proficiency exam. If the applicant does not pass the exam, the student can enroll in the English as a Second language (ESL) program. Upon completion of the ESL program, the student can start the degree program.

Methods of Instruction

Methods of instruction vary depending on the nature of the course. In general, courses will be experiential and practical, emphasizing real-life business practices.

Graduation Requirements

Successful completion of 48 semester credits with a minimum Grade Point Average of 3.00 is required for graduating from the Master of Business Administration program.

Course Requirements

Core Requirements (48 Semester Credits)

Course No.	Title	Semester Credits
BUS 510	Current issues in Business Management	4
BUS 513	Financial Resources Management	4
BUS 514	Management of Technology	4
BUS 516	Organizational Behavior & the Future	4
BUS 517	Human Resources Management	4
BUS 521	Managerial Economics	4
BUS 527	Marketing Management & Planning	4
BUS 529	Ethics & Organizational Behavior	4
BUS 541	Management for the Worldwide Organization	4
BUS 542	Management Culture Difference	4
BUS 543	International Trade & Finance	4
BUS 567	Investments Management	4

Master of Science in Oriental Medicine

Program Description

The MSOM program provides a strong background in the theory and practice of Oriental Medicine, Western science, acupuncture theories and skills, technical skills and business management skills for students who plan to work in the medical industry.

Program Objectives

Upon completion of this program the student will be able to:

1. Diagnose according to the parameters of Oriental diagnosis.
2. Integrate traditional Oriental Medicine philosophy with Western Science.
3. Incorporate traditional Oriental Medicine philosophy into their health practice and personal life.
4. Practice acupuncture ideals within a traditional Oriental Medicine setting.
5. Work cooperatively with other health care practitioners for optimal patient care.

Students of the MSOM Program will also be trained as practitioners who maintain the standard of ethics. They will also be shown how to evaluate contemporary medical scientific discoveries and integrate them into the practice of Oriental Medicine. All students should be able to demonstrate a thorough knowledge of the human body.

Admission Requirements

Applicants to the MSOM program must:

1. Submit an application and application fee of \$75.
2. Have a minimum of an Associate's degree from an institution approved or accredited by an association recognized by the U.S. Department of Education's Council on Higher Education Accreditation (CHEA). Approved institutions are those that hold a legal approval from either a state approval agency or an approval from a national approval agency.
3. For applicants whose primary language is not English, they must submit a minimum TOEFL iBT score of 80 taken within the past year or pass the NU language proficiency exam. If the applicant does not pass the exam, the student can enroll in the English as a Second language (ESL) program. Upon completion of the ESL program, the student can start the degree program.

Method of Instruction

Methods of instruction vary depending on the nature of the course. In general, courses will be experiential and practical, with an emphasis on technique.

Graduation Requirements

Successful completion of 258 quarter credits (210 credits of classroom instruction and 48 credits of clinical training) with a minimum grade point average of 3.00 is required for graduating from the Master of Science in Oriental Medicine program.

Students will not be admitted to Clinical Training until they have successfully completed 150 hours of classroom training including the core OM work and 23 hours of MS course work. Additionally, all students must maintain a minimum GPA of 2.00 prior to entering Clinical Training.

Clinical Training

All students in our Master of Science in Oriental Medicine program need to complete 48 credits of clinical training. Nobel University offers clinical training that give the students the experience and confidence they need to prepare for their future as a practitioner. In the clinical training setting, students will learn first-hand how to diagnose and treat patients under professional clinical supervision. In addition to learning clinical applications of Oriental Medicine and proper documentation procedures, the students will learn important personal and business skills they need to help build their own practice.

State Licensure

Students wishing to practice acupuncture in California must first obtain a state license, which requires qualifying for and passing California's written examination administered by the Acupuncture Board. California does not recognize out-of-state licensing for practice in this state. The Acupuncture Board believes that, because it has no oversight authority of education and examination standards outside of California, it cannot ensure basic competency of those licensees to California consumers. Licensees from out-of-state may not practice in California until they have taken and passed the California exam and received their California license.

Requirements

Formal schooling requirements: 4 academic years (2348 hours, including 800 clinical)

Undergraduate Requirements: None. Bachelor's degree is not required.

Examination: California State Examination
Department of Consumer Affairs
Medical Board, Acupuncture Committee
1424 Howe Ave., suite 37
Sacramento, CA 95825-3233
(916) 263-2680

Acupuncture Board (Department of Consumer Affairs) Approval

Currently, Nobel University's Master of Science in Oriental Medicine is **NOT APPROVED** by the Department of Consumer Affairs, Acupuncture Board. This approval is required in order for the students to be able to take the California State licensing exam. Nobel University is currently preparing to apply to the Acupuncture board so that our graduates are able to take the licensing exam in the near future.

Certificate in English as a Second Language (ESL)

Program Description

The ESL program will help non-native English speakers to develop sufficient fluency in English. The mission of the program is to support the overall language development of all English Language Learners. Based on individual students' need, our ESL program employs various instructional methods for students of all English language proficiency levels. English language instruction balances listening and speaking, reading and writing, as well as cognitive and academic development. The program starts with proficiency assessment and placement into an appropriate level. The program will prepare the student to achieve the overall language proficiency needed for succeed in their life in the United States.

Program Objectives

Upon completion students should be able to:

1. Learn to write clear college level sentences and paragraphs.
2. Improve and correct pronunciation skills.
3. Strengthen reading skills.
4. Expand listening skills.
5. Improve student's understanding of American culture.

Admission Requirements

Applicants to the ESL program must:

1. Submit an application and application fee of \$75.
2. Must be at least 18 years old.
3. Take an admission placement test to determine their level of English competence.

Method of Instruction

Methods of instruction vary depending on the nature of the course. In general, courses will be experiential and practical, with emphasis on first developing communicative competence. All courses will be conducted in English.

Graduation Requirements

Successful completion of 960 clock hours of instruction is required for graduating from the English as a Second Language program.

Course Requirements

Course	Semester Credits
ESL Beginning Level I	160 Clock Hours
ESL Beginning Level II	160 Clock Hours
ESL Intermediate Level I	160 Clock Hours
ESL Intermediate Level II	160 Clock Hours
ESL Advanced Level I	160 Clock Hours
ESL Advanced Level II	160 Clock Hours

FINANCIAL INFORMATION

All tuition and fees must be paid in U.S. dollars (\$). Students are required to pay tuition and fees at the time of registration for each semester/quarter. Nobel University does not participate in federal or state financial aid programs.

Tuition Charges (Subject to annual revisions)

<i>Degree Granting Programs</i>	<i>(Per Unit)</i>	<i>(Entire Program)</i>
Bachelor of Arts in Church Music	\$150.00	\$19,500.00 + books and materials*
Bachelor of Arts in Business Administration	\$150.00	\$18,450.00 + books and materials*
Master of Business Administration	\$300.00	\$14,400.00 + books and materials*
Master of Science in Oriental Medicine	\$125.00	\$32,250.00 + books and materials*
<i>Certificated Programs</i>	<i>(Per month)</i>	<i>(Per year)</i>
Certificate in English as a Second language	\$250.00	\$3,000.00 + books and materials*
Student Tuition Recovery Fund*	\$2.50 per \$1,000 of charges rounded to the nearest thousand dollars (non-refundable)	
Books and Materials*	All books and materials required for the course will be listed in the syllabus. It is the responsibility of the students to obtain the course materials before the 1 st day of the class.	

Other Fees (Subject to annual revisions)

Certificate/Degree Application Fee	\$75.00 (non-refundable)
Graduation Fee	\$200.00
Transcript Fee	\$20.00 per copy
Attendance Letter Fee	\$20.00 per copy
Retest Fee	\$100.00 per test
Return Check Fee	\$25.00
Diploma Replacement Fee	\$100.00
Student Identification Card	\$20.00 per issue
Clinical Make-up Fee	\$25.00 per hour

*You must pay the state imposed assessment 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, or are enrolled in a residency program, and prepay 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 part payer such an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies; 1) You are not a California resident, or are not enrolled in a residency program, or 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 students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education (BPPE).

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following; 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 required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs; 4) There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau; 5) An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Refund Policy

Student's Right to Cancel: You have the right to cancel your enrollment for a course of instruction and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of this Catalog. You can do this by mail, or hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that you no longer wish to be bound by the enrollment agreement. You will be given a Notice of Cancellation forms [attached to the Enrollment Agreement] to use at the first day of class, but you can use any written notice that you wish.

If the school has given you any equipment, including books or other materials, you shall return them to the school within thirty days following the date of your Notice of Cancellation. If you fail to return this equipment, including books and other materials, in good condition within the thirty [30] day period, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

If you cancel your Enrollment Agreement, the School will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within thirty days after your Notice of Cancellation is received.

Withdrawal from Course: You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of your Enrollment Agreement, which is until midnight of the first business day following the first class you attended, the School will remit a refund less a registration fee, if applicable, not to exceed \$75.00 within thirty days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment.

The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, as specified in your Enrollment Agreement as a separate charge, and return it in good condition within thirty days following the date of your withdrawal, the School shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this thirty-day period, the School may offset against the refund the documented cost to the school for that equipment. You shall be liable for the amount, if any, by which the 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, you will never be charged for more than the equipment charges stated in the contract.

Notice: If you wish to cancel, you must request a refund in writing.

If the student is not a resident of California, the student is not protected by the Student Tuition Recovery Fund (STRF)

Student Tuition Recovery Fund

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

To be eligible for STRF, you must be a California resident and reside in California at the time the enrollment is signed or when you receive lessons at a California address from an approved institution offering correspondence instruction. 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 an STRF application within one year of receiving notice from the BPPVE that the school is closed. If you do not receive notice from the BPPVE, you have 4 years from the date of closure to file an STRF application. If judgment is obtained, you must file an STRF application within 2 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 the following address:

Bureau for Private Postsecondary Education Physical Address:
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818
Phone Number: (916) 431-6959
Toll Free: (888) 370-7589
Fax Number: (916) 263-1897

You must pay the state imposed fee for the student Tuition Recovery Fund if 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.
2. Your tuition is not paid by a third party such as an employer, government program or other payer unless you have a separate agreement to repay said 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 tuition is 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.

Financial Aid and Student Loans

The school does not participate in any financial aid or student loan programs.

If student receives any kind of loan individually, federal or personal, the student will have to repay the full amount of the loan, plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

INTERNATIONAL STUDENTS

Eligibility

Welcome to International Student Admissions at NU! We believe that the education we offer our students is greatly enhanced by the richness of the interaction between students from widely diverse backgrounds. Applying to our university as an international student is easy. We are here to assist you with your application and we will do our best to make it a pleasant experience for you.

In addition to meeting all general admissions requirements for the degree programs, international students are required to submit additional documentation.

SEVIS

SEVIS is an internet-based system that is used to maintain accurate and current information on non-immigrant students/scholars (F, M and J visas) and their dependents. SEVIS allows schools and the United States Citizenship and Immigration Services (USCIS) to exchange data on the visa status of international students/scholars. On July 1, 2002, the INS implemented SEVIS with voluntary enrollment from schools. NU's main branch has been participating in SEVIS since September 13, 2006. Nobel University's Main Branch SEVIS code is LOS214F01183000 and Buena Park Branch SEVIS code is LOS214F01183001

Application Submission

In order to apply for admission to Nobel University, you must submit all required documents prior to the opening of the academic term for which admission is sought. Please be advised that we will be able to consider your application for the semester you wish to enroll only if we receive *all* of the required documents. In order to process your application for admission in a timely manner, we request that you submit your application as soon as possible.

All materials must be submitted in English, and applicants must certify any translations by including the original or a notarized copy of the original.

Health Insurance

Health insurance is mandatory for international students enrolled at NU. All international students on F visas are required to have medical insurance at all times for themselves and their dependents living with them.

English Fluency Requirements

All courses will be taught in English. English fluency requirements are as follows:

1. Proficiency in reading, writing, speaking, and understanding English is essential to your success at NU. At the Office of Admissions' discretion, proficiency may be demonstrated by:
An official score report of a standardized exam, such as the Test of English as a Foreign

Language (TOEFL) or International English Language Testing System (IELTS).

2. Completion of a post-secondary level certificate or degree program in a country where English is the primary language;
3. Completion of a post-secondary level ESL course, college-level English course, or completion of a certificate or degree program taken at an English-speaking postsecondary institution; or
4. Pass the NU language proficiency exam.

Financial Capability

Before a U.S. Consul will grant a visa, you must prove that you will have sufficient money to meet all your expenses while studying in the United States. You must explain the sources of your funds and guarantee that you will receive them while at the University. Unless you are able to provide written evidence demonstrating you have adequate financial resources for the entire time needed to complete your degree program, the Consul will not grant a student visa.

Submit a certified statement by a bank or acceptable official agency of available funds to cover all expenses while in attendance at the University (approximately \$20,000.00 per year). Immigration laws only permit employment in special cases and only on a part-time basis.

Dependents

If you plan to bring a spouse and/or children, they will need to be listed on the financial documentation form. Please list their names at the bottom of the form along with their date of birth, country of citizenship and relationship to the student. You must add \$2,500.00 USD per dependent to the total available funds.

STUDENT SERVICES

Whether you are a student or a staff member, the University is dedicated to providing the best opportunities to you while on campus. Here, you will find information that helps you be an involved and knowledgeable member of our community.

Student Visas

Nobel University (NU) is approved by the United States Immigration and Customs Enforcement (ICE) of the Department of Homeland Security (DHS) to accept and enroll foreign, non-immigrant F-1 students for academic degrees. The U.S. Consulates/Embassies issue F-1 Visas for all the students from overseas who are accepted for full-time study at NU. Rules for Visa Application may vary in each country. You should contact the U.S. Consulate in your country for the latest instructions on how to apply for a Student Visa. NU will update our website with the latest information on SEVIS for international students. NU's main branch SEVIS school code # is LOS214F01183000 and Buena Park branch SEVIS school code # is LOS214F01183001

Student I.D. Card Services

The University issues student ID cards upon acceptance and enrollment. The official University identification card is non-transferable. The ID card remains the property of the University, and is governed by the University regulations, and expires when the holder is no longer affiliated with the University.

Academic Advising

Sometimes students experience academic difficulties not because they do not understand the specific course material, but rather due to other factors such as excessive anxiety, poorly developed study skills or unrealistic expectations about how much they can handle. Academic Advising can help students figure out what may be impeding their academic progress, and assist them in taking steps to address the problem(s). The University provides a friendly setting in which students may explore concerns of a personal, academic or career-related nature. Tutoring may be arranged on request and formal meetings with the instructors and administrative staff maybe requested.

Housing Assistance

Currently, Nobel University (NU) does not have any housing facilities under its control and does not provide any housing assistance. Students are responsible for their own housing arrangements. However, there are many apartment complexes within walking distance from NU. The approximate range of cost is between \$800.00 to \$1,200.00 depending on the size and amenities of the complex.

Placement

NU does not provide placement services for its graduates. However, the University assists students in their attempts to secure employment from prospective hiring companies in their field of study by:

- Holding a career seminar, this includes review of writing inquiry letters, writing professional resumes, and interview techniques.
- Posting job opportunities at the Front office, when available.

COURSE DESCRIPTION

ACCT 225, 226 Intermediate Accounting I, II (3 Credits each)

The first semester will cover financial reporting, revenue recognition, current assets, cash, accounts receivable, inventory and operational assets. The second semester will include intangible assets, investments, short and long term liabilities, leases, income taxes, corporate capital transactions and statements of cash flow.

ACCT 325 Cost Accounting (3 Credits)

This course covers managerial accounting in controlling operations to determine reduction costs, inventory control, inventory evaluation and budgeting.

ACCT 331, 332 Federal Taxes I, II (2 Credits each)

The first semester covers the theory and principles of federal income tax law as it applied to individuals. The second semester covers the theory and principles of federal tax law as it applies to business and corporations.

ACCT 401 Advanced Accounting (3 Credits)

An in-depth study of the accounting theory and principles first encountered in Intermediate Accounting.

ACCT 450 Auditing Principles (4 Credits)

An overview of the auditing concepts with special attention to auditing standards, professional ethics and legal liability. This course also includes the study of internal control, the nature of evidence and statistical sampling.

BUS 120, 121 Principles of Accounting I, II (4 Credits each)

In the first semester this course will cover the basic financial accounting model and cycles. Students will explore fundamental accounting for assets and liabilities and use a sole proprietorship structure as a model. The second semester will focus on managerial accounting and emphasis for use of accounting data in decision-making. Cost accumulation models, cost behavior, break-even analysis, budgeting, short and long term decision analysis, capital expenditure analysis and financial statement analysis.

BUS 240 Introduction to Information Systems (3 Credits)

A study of the fundamental information systems, methods and equipment, computer characteristics and elements of programming.

BUS 250, 251 Microeconomics, Macroeconomics (4 Credits each)

A study of economic theory relative to the firm and consumers. Macroeconomics is the study of economic analysis and aggregate and macroeconomics in the national income, money and banking theories, and the role of government.

BUS 303 Business Law (3 Credits)

A study of the laws affecting business transactions. Included is an overview of the legal system as it relates to the business and in-depth study of contracts, sales and commercial transactions and secured transactions.

BUS 313 Quantitative Analysis for Management (3 Credits)

A study of the analytical and mathematical models for business decision-making. Included are statistical analysis, project management, simulation and linear programming.

BUS 330 Financial Management (3 Credits)

Covers the principles and practices of financial management. Sources and methods of raising capital, allocation of funds within the firm, cash-flow and financial statement analysis, financial markets and capital budgeting are addressed.

BUS 340 Principles of Organization & Management (3 Credits)

Elements of planning, organizing, leading and control are covered. Particular emphasis is given to organizing and actuating responsibility and authority, delegation, decentralization, the role of staff, line-staff relationships, boards and communication.

BUS 360 Principles of marketing (3 Credits)

A study of the movement of goods from producers to consumers, including discussion of the channels of distribution, marketing functions, management considerations and problems in market practice.

BUS 370 International Business (3 Credits)

A survey of issues in international business. The focus is on managing in an international environment, understanding the global monetary system and developing an international perspective on business operations.

BUS 390 Business Internship (3 Credits)

This course provides practical applications of principle and theory in an actual business firm. Students will learn to set objectives and measure performance against those in a business setting.

BUS 405 Business & Report Writing (3 Credits)

This course will provide practice in writing well-organized, effective formal and informal reports. Also students will learn how to evaluate and prepare business reports, utilizing business research methods and communication techniques.

BUS 410 Production Management (3 Credits)

This course will focus on decision making and controlling the allocation of personnel, materials and machine utilization in a manufacturing environment.

BUS 430 Money & Banking (3 Credits)

Study of the monetary theories and banking principles with particular emphasis on contemporary developments in money and banking in the U.S, the Federal Reserve System and financial investments.

BUS 440 Corporations & Business Law (3 Credits)

The study of the laws of management of corporations and business organizations, including agency, partnerships, corporations and corporate duties.

BUS 441 Securities Regulations (3 Credits)

A study of the types of securities and the rules of making and selling of securities. This course will also examine investment banking and underwriting and regulations.

BUS 448 Organizational & Administrative Behavior (3 Credits)

This course deals with the policies and practices in the management of human resources. Major organizational behavior theories are discussed. The seminar also utilizes role play as a means to better understand these theories.

BUS 450 Policy & Planning (3 Credits)

This course focuses on the fundamentals of decisions in the life of business. It also looks at the decisions of growth, product development, recession, research and employment issues.

BUS 480 Applied Statistics (3 Credits)

The application of theories of statistics to the development of research and trends in data for business decision-making.

BUS 510 Current Issues in Business Management (4 Credits)

An examination of organizational and behavior problems facing managers. Modern concepts, strategies and techniques that can enhance organizational effectiveness will be explored.

BUS 513 Financial Resources Management (4 Credits)

This course examines the role of accounting in the total information systems of an organization, while focusing on the decision making processes pertaining to the acquisition of financial resources from external markets and the effective utilization and control of those resources within a business organization will also be covered.

BUS 514 Management of Technology (4 Credits)

This course surveys a variety of topics dealing with technology, how to think strategically about technology, organizational design and controls, and process design through technology. Also, an overview of hardware and software platforms, databases and networking.

BUS 516 Organizational Behavior& the Future (4 Credits)

This course examines how people are individually and collectively directed toward the accomplishment of a well-defined set of common goals. This course will help students sharpen their skills for dealing with problems on the human side of enterprise.

BUS 517 Human Resource Management (4 Credits)

Students will study the establishment of human resource objectives and requirements in an organization. Emphasis is on executive decision making in dealing with formal employee-employer relationships.

BUS 521 Managerial Economics (4 Credits)

The process of solving management problems by economic analysis is explored. Classifications of the economic basis for business policies and key economic concepts that can serve as a framework for business decision are covered.

BUS 527 Marketing Management & Planning (4 Credits)

Emphasis on marketing strategies that establish a match between the firm and its environment. Issues such as what businesses the firm may enter and how the selected field, product or service may succeed in a competitive environment are examined.

BUS 529 Ethics & Organizational Behavior (4 Credits)

This course examines the role of the manager in dealing in a socially responsible and ethical manner with internal and external constituencies.

BUS 541 Management for the Worldwide Organization (4 Credits)

This course focuses on the environmental and functional differences between U.S. and international business, including exporting, balance payments, strategic planning, organization of multinational firms, international financial planning and cash management, foreign exchange planning, comparative management philosophies and international financial marketing strategies.

BUS 542 Managing Cultural Differences (4 Credits)

Students learn how to identify, analyze, and plan for those elements within the cultural, economic and political environments of international business that require specialized understanding and skills for successful management or organized enterprise.

BUS 543 International Trades & Finance (4 Credits)

Students learn about the financial-monetary-economic environment of international business. Topics include the balance of payment, foreign exchange markets and risk, trade finance, direct foreign investment, capital budgeting in the multinational firm and the international money and capital markets.

BUS 567 Investments Management (4 Credits)

This course develops the tools and techniques used in the analysis of securities and other investments. Designed for financial officers, analysts, and planners, the course helps students develop strategies for managing investments portfolios under risky conditions.

CS 201 General Biology I (3 Credits)

This course covers general concepts and principles of biology necessary for the acupuncturists and oriental medicine. The course includes cells, general descriptions of bones and muscles, and various systems such as cardiovascular, digestive, endocrine, neuronal, immune, urinary, and genes/genetic engineering category.

CS 202 Chemistry (Organic/Biochemistry) (3 Credits)

This course will present the basic principles of inorganic and organic chemistry, with emphasis on the periodic table of valence which determines atomic-molecular interactions responsible for chemical changes in organic compounds within living organisms.

CS 203 Basic Physics (3 Credits)

This is general introduction to the principles of physics relevant to the study of Acupuncture, including electric magnetism, heat and light. The course will be broken up into four Credits. The accompanying laboratory course has a special design to better serve students in non physical science majors. Rather than perform a specific experiment from a lab manual, students will engage in free exploration, followed by an experiment of their own design.

CS 204 Psychology (3 Credits)

This course will present the history and development of psychological theory and some aspects of human behavior science and pathologic psychology which includes substance abuse.

CS 205 Medical Terminology (4 Credits)

This course deals with the basic terminology which is used in the medical field. These are technically exact vocabulary used by professionals to communicate properly to describe the patient and the disease conditions. There are many abbreviations and prefixes and suffixes.

CS 206 Anatomy & Physiology A (4 Credits)

Introduction to structures and functions of the human body with special attention to the basic components of the body and their functions, cardiovascular system, respiratory system, lymphatic system and immune systems.

CS 207 Anatomy & Physiology B (4 Credits)

Introduction to structures and functions of the human body with special attention to the basic components of the body and their functions, cardiovascular system, respiratory system, lymphatic system and immune systems.

CS 310 History of Medicine (2 Credits)

This course will present the history of medicine from the ancient experience to modern experiments and observations.

CS 330 Herbal Medicine Principles (4 Credits)

An introduction to oriental herbal medicine. A study of the principles of herbs and herbal combinations. The general natural property, tastes and source of herbs will be introduced. The process of cultivating herbs and the clinical use of herbs are also discussed.

CS 331, 332, 333, 334, 335 Herbology A,B,C,D,E (4 Credits each)

A systematic description of commonly used herbs in terms of their nature, entering channels (target organs), actions, indications, contraindications, dosage and route of administration.

CS 341 Acupuncture Anato-Physiology I (3 Credits)

An introduction to the basic concepts of meridians, collaterals, and acupoints. An outline of the therapeutic properties of the points of the 14 meridians. A detailed study of the pathway, pathogens, point locations, functions, indications, puncture methods, anatomy and special precautions of contraindications of lung, large intestine, stomach, spleen and heart.

CS 342 Acupuncture Anato-Physiology II (3 Credits)

This course continues the introduction of the basic ideas presented in CS 341 and discussion of channel pathways, pathogens, point locations, functions, indications, anatomy and puncture method. Caution and contraindications when puncturing into certain points are also included.

CS 343 Acupuncture Anato-Physiology III (3 Credits)

This course includes the detailed discussion of extra meridian, twelve divergent meridian, fifteen collaterals, twelve muscular region and twelve coetaneous regions. The differentiation of syndromes according to the theory of meridians and collateral, the extraordinary points, acupuncture root and branch, origin and end path of qi, mid day and mid night law are also included.

CS 344 Acupuncture Anato-Physiology IV (3 Credits)

A detailed study of special acupoints and their applications. A general discussion of other acupuncture techniques (scalp acupuncture, ear acupuncture, cutaneous, acupuncture, moxibustion, cupping, electro-acupuncture, etc.).

CS 351 Neuro Anatomy & Physiology (3 Credits)

This course deals with the basic structural and functional aspects of the human nervous system with special emphasis on the cranial and spinal nerves. Also this course emphasizes special sense organs of the human body such as eye, ear, tongue, etc., and autonomic nervous system.

CS 352 Histology & Endocrinology (3 Credits)

The study of microscopic human cells, tissues and organ systems. Endocrinology is a study of hormones. It explains where hormones are secreted, what hormone action is, any diseased condition, and the treatment of each endocrine disease.

CS 360 Oriental Medicine Diagnosis I (4 Credits)

An introduction to the four methods of diagnosis in Oriental Medicine with emphasis on tongue observations and pulse diagnosis. Also covered is an analysis of symptoms and signs of disease.

CS 375 Pharmacology (4 Credits)

This course deals with the therapeutic approaches in western medicine. Drugs which are used in the treatment of disease will be discussed in detail in this course. The mechanisms of action, absorption and excretion and the toxicity of specific drugs will be reviewed during the course.

CS 381 Pathology I (3 Credits)

The general pathology component deals with disease at a cellular level, inflammation and repair, genetic and metabolic diseases, endocrine disorders, hematological disorders, neoplasia and its clinical aspects, and immunopathology. Some aspects of gastrointestinal pathology will also be discussed.

CS 382 Pathology II (3 Credits)

The organ pathology component deals with diseases of the pulmonary system, cardiovascular disorders, kidney, male and female genital system, nerve and musculo-cutaneous pathology. Dermatology and toxic environmental pathology will also be discussed.

CS 400 Nutrition & Therapeutic Diet (3 Credits)

This course is an introduction to the basic concepts of nutrition and the basic elements of food. The essential nutritional requirements and principles are discussed. The basic concepts of oriental nutrition, therapeutic diets, and clinical application of nutritional science and oriental therapeutic diet are also included.

CS 405 Research Methodology (2 Credits)

This course is designed to introduce basic concepts and techniques of collecting, organizing, and analyzing data and information (methods of statistical analysis) in order to carry out and research a specific inquiry in medical science.

CS 411, 412 Acupuncture Techniques I, II (4 Credits each)

Various needling techniques as well as techniques of moxibustion, cupping, ear and scalp needling are introduced. Clean needling techniques are emphasized. These courses also include precautions and contraindications and management of possible accidents in acupuncture treatment. Practice on how to locate and insert the needles into tall acupoints. (Regular acupoints and extra acupoints) will be given.

CS 431 Herbal Prescriptions A (4 Credits)

CS 432, 433, 434 Herbal Prescriptions B, C, D (3 Credits each)

An in-depth study of herbs and common formula used in Oriental Medicine practice, including a description of actions, indications, contraindications, dosage, variation and route of administration of the herbal formulas.

CS 445 Acupressure and Tui Na (3 Credits)

This is to study and practice of basic acupressure knowledge and techniques and tuina. The student introduced to the field of acupressure/tuina exercise and enabled to implement this knowledge into the practice of oriental medicine.

CS 446 Qi Gong & Tai Chi Chuan (2 Credits)

An introductory course to Chinese of movement and meditation which the Chinese perform to maintain good health and prolong longevity by promoting free flow of Qi, a reduced form of Tai Chi, twenty-seven movements in all. A set of exercise combining motion with meditation and breathing to nourish energy with lifestyle counseling, and self-care recommendations.

CS 448 Herbal Pharmacy (4 Credits)

It introduces the students to have a hand on experiences of practical handling of herbs in the clinic such as herbal processing, herbal decoction, herbal packaging.

CS 450 Herbal Practice (4 Credits)

The samples of 264 individual herbs are prepared. The methods to recognize individual herbs are introduced. A review of tastes and properties, therapeutic meridian, functions, indications, dosage and contraindications of 264 individual herbs. A review of the functions and indications of 63 formulas.

CS 451, 452, 453 OM Internal Medicine I, II, III (3 Credits each)

This course is a study of clinical oriental medicine dealing with syndromes of different body systems such as the respiratory, gastrointestinal and urinary system. Consideration is given to etiopathology, clinical manifestations, analysis, and treatment plan, including important herbal treatments and basic formula. Also discussed in detail is how to add herbs to a basic formula according to disease progress and different syndromes. Acupuncture treatments are also mentioned.

CS 460 Oriental Medicine Diagnosis II (4 Credits)

Advanced study of four methods of diagnosis in Oriental Medicine with an emphasis on tongue observation and pulse diagnosis. Also covered is an analysis of symptoms and signs of disease.

CS 461, 462 Western Diagnosis I, II (4 Credits each)

This course of western diagnosis includes a brief overview of the general diagnostic aspects of western medicine. The process required to get a proper diagnosis, such as history taking, physical examination, brief lab studies of urine, blood, body fluids and radiological studies will be reviewed.

CS 470 Clinical Science (4 Credits)

This course of clinical science includes a brief overview of the general aspects of western medicine such as surgery, obstetrics, gynecology, pediatrics and some aspects of preventive medicine. Frequently seen clinical disorders of signs and symptoms, diagnosis and treatments will be discussed.

CS 480 Clinical Medicine (4 Credits)

This course of clinical medicine includes the general aspects of western parts of internal medicine. Frequently seen clinical disorders of signs symptoms, diagnosis and treatments will be discussed.

CS 482 Public Health & CPR (4 Credits)

This course covers the art science of public and community health prevention and Public health education. Also included are statistics, epidemiology, socioeconomic factors, hygiene, the prevention and eradication of epidemic diseases, approaches in treating chemical dependency, and Oriental medical approach in treating substance dependence using needle therapy and electro acupuncture/precutaneous electrical nerve stimulation

CT 611 Clinical Observation I (4 Credits)

An orientation to the clinic for new interns. It allows students to observe clinicians examining and treating patients in the clinic. Classroom sessions include discussions of basic diagnostic protocol, traditional Oriental Medicine therapies and the patient-practitioner relationship.

CT 612 Clinical Observation II (4 Credits)

An orientation to the clinic for new interns. To guides the students to observe the clinician for patient examination and treatment in the clinic. Classroom sessions include discussions of basic diagnostic protocol, traditional Chinese medical therapies, and the patient-practitioner relationship

CT 621 Diagnosis & Evaluation I (4 Credits)

Diagnosis and evaluation stage of the application of Eastern and Western diagnosis procedures in evaluating patients. Practical experiences in the clinic at progressive levels of responsibility under the supervision of clinical staff.

CT 622 Diagnosis & Evaluation II (4 Credits)

Diagnosis and evaluation stage of the application of Eastern and Western diagnosis procedures in evaluating patients. Practical experiences in the clinic at progressive levels of responsibility under the supervision of clinical staff.

CT 623 Diagnosis & Evaluation III (4 Credits)

Diagnosis and evaluation stage of the application of Eastern and Western diagnosis procedures in evaluating patients. Practical experiences in the clinic at progressive levels of responsibility under the supervision of clinical staff.

CT 624 Diagnosis & Evaluation IV (4 Credits)

Diagnosis and evaluation stage of the application of Eastern and Western diagnosis procedures in evaluating patients. Practical experiences in the clinic at progressive levels of responsibility under the supervision of clinical staff.

CT 631 Supervised Practice I (4 Credits)

In this internship course supervised practice will be performed. The clinical treatment of a patient with a real acupuncture under the supervisor will be done. The supervisor shall be physically present at the needling of the patient. The supervisor shall otherwise be in close proximity to the location at which the patient is being treated during the clinical practice. The student shall also consult with the supervisor before and after each treatment.

CT 632 Supervised Practice II (4 Credits)

In this internship course supervised practice will be performed. The clinical treatment of a patient with a real acupuncture under the supervisor will be done. The supervisor shall be physically present at the needling of the patient. The supervisor shall otherwise be in close proximity to the location at which the patient is being treated during the clinical practice. The student shall also consult with the supervisor before and after each treatment.

CT 633 Supervised Practice III (4 Credits)

In this internship course supervised practice will be performed. The clinical treatment of a patient with a real acupuncture under the supervisor will be done. The supervisor shall be physically present at the needling of the patient. The supervisor shall otherwise be in close proximity to the location at which the patient is being treated during the clinical practice. The student shall also consult with the supervisor before and after each treatment.

CT 634 Supervised Practice IV (4 Credits)

In this internship course supervised practice will be performed. The clinical treatment of a patient with a real acupuncture under the supervisor will be done. The supervisor shall be physically present at the needling of the patient. The supervisor shall otherwise be in close proximity to the location at which the patient is being treated during the clinical practice. The student shall also consult with the supervisor before and after each treatment.

CT 635 Supervised Practice V (4 Credits)

In this internship course supervised practice will be performed. The clinical treatment of a patient with a real acupuncture under the supervisor will be done. The supervisor shall be physically present at the needling of the patient. The supervisor shall otherwise be in close proximity to the location at which the patient is being treated during the clinical practice. The student shall also consult with the supervisor before and after each treatment.

CT 636 Supervised Practice VI (4 Credits)

In this internship course supervised practice will be performed. The clinical treatment of a patient with a real acupuncture under the supervisor will be done. The supervisor shall be physically present at the needling of the patient. The supervisor shall otherwise be in close proximity to the location at which the patient is being treated during the clinical practice. The student shall also consult with the supervisor before and after each treatment.

ESL Beginning Level I (160 Clock Hours)

This course introduces students to the basic structures of the English language through the skills of reading, writing, speaking, and listening. Students learn reading strategies in order to advance their reading skills. They expand oral comprehension and write complete sentences, a standard paragraph, and short content-based essays. They utilize the conventions of grammar and punctuation with a minimum of errors. Oral and written language skills approach those of mainstream learners. Students also learn the parts of speech.

ESL Beginning Level II (160 Clock Hours)

This course designed to provide students with basic reading and conversation skills needed for basic transactions. Additionally students will learn conversation regarding time and money. Also, this course will introduce students to sentence structures for beginning writing and basic compound sentence construction. They will expand usable vocabulary to approximately 1,000 words.

ESL Intermediate Level I (160 Clock Hours)

This course aims at developing students' ability to handle a variety of basic social situations (introduction, ordering meals, asking directions, making purchases. Talking & leaving simple messages, etc.). Students will learn to tell simple stories and describe pictures in simple sentences, and to understand simple narratives. They will also increase their vocabulary. The course includes an introduction to North American vowels and consonants as well as basic intonation patterns. Also, students are expected to be able to write short messages and descriptions; fill out simple forms; apply basic principles of capitalization and punctuation; read simplified short texts on familiar topics and answer factual questions about the reading; scan to locate information in text; categorize vocabulary (synonyms, antonyms).

ESL Intermediate Level II (160 Clock Hours)

Students will be required to learn sentence and grammar using past tense and future tenses and will develop pronunciation skills. Students will be required to practice communication skills within basic business setting and cultural settings. Also, their writing skills will be expanded to other verb tenses and will be interacting with reading from cultural resources such as magazines and journals. Students will be given extensive listening and verbal communication exercises to demonstrate that they can converse in cultural setting such as in watching movies and plays.

ESL Advanced Level I (160 Clock Hours)

The student will have expanded vocabulary of approximately 1,500 words and will begin to read and discuss academic magazines and journals. Also, student will expand English usage to demonstrate ability to interact with cultural activities such as news shows, talk programs, academic lectures and writing brief essays on selected topics.

ESL Advanced Level II (160 Clock Hours)

The student will expand English usage to demonstrate ability to interact with cultural activities such as news shows, talk programs, academic lectures and writing brief essays on selected topics. Also, students will devote time to preparing for the TOEFL exam and to development of listening and communication skills.

GA 110 Introduction to Philosophy (3 Credits)

This course will introduce the student to basic concepts of philosophy and to the great philosophical reasoning forming modern philosophy and study.

GC 113 Humanities: Ideas & Values (3 Credits)

This course will introduce the student to how people develop values and how they relate these values to life. Emphasis will be placed on a Christian development of values.

GC 114 Humanities: Gender, Art & Society (3 Credits)

This course will look at the expression and appreciation of art forms in society. It will also examine how they are shaped and interpreted according to gender.

GC 129 Introduction to Music Appreciation (3 Credits)

The theory of music formation and a history of music will be studied. Students will learn how to read music. Styles of music will also be reviewed and cultural expressions will be surveyed.

GE 101 Literature & Other Culture (3 Credits)

This course will survey the usage of literature in various cultures and how it affects learning and values.

GE 102 Introduction to World Literature: Fiction, Poetry, & Drama (3 Credits)

This course will introduce the student to fiction, poetry and drama in various cultures.

GE 123 Introduction to Political Science (3 Credits)

The origin, nature, and function of government, principles and methods of political organization and development.

GE 133 United States Government (3 Credits)

Origin, organization, form, functions and functioning of the United States Government, including political parties.

GE 250 Computer Legal Research (1 Unit)

This course shows the student the basics of effective electronic research: WESTLAW, LEXIS, CD-ROMS and the INTERNET. The course requires a firm understanding of traditional, paper-based legal research methodology. Substantial attention is given to developing cost-effective and legal evaluation skills for particular legal problems.

GH 110 Asian History (3 Credits)

This course is a counterpart to Western Civilization history and looks at the general trends and events that have shaped Asian history.

GH 131 Western Civilization I (3 Credits)

This course surveys the historical developments that shaped Western culture up to the 1500s.

GH 132 Western Civilization II (3 Credits)

This course surveys the historical developments that have shaped Western Culture from the 1500s up to now.

GL 101, 105, 210 Spanish I, II, III (3 Credits each)

The development of Spanish language skills including vocabulary, pronunciation, listening and interactions within the culture.

GL 110, 200, 215 Chinese I, II, III (3 Credits each)

The development of Chinese language skills including vocabulary, pronunciation, listening, writing, reading and interactions within the culture.

GM 116 Mathematics (3 Credits)

This course will provide the student with basic skills in algebra and geometry and will survey the uses of math in business and various settings.

GM 117 Introduction to Computer & Information Processing (3 Credits)

This course will provide the student with skills in the usage of Microsoft Office and the internet. Also, the student will become knowledgeable of the basic components of computer hardware and will become familiar with the basic languages used in the development of software.

GN 150 Introduction to Natural Sciences (3 Credits)

This course will provide the student with a survey of the basic physical sciences of Chemistry, Physics, Earth Science, etc and will introduce the student to the basic concepts of Physical Science as supporting creation.

GN 170 Introduction to Biology (3 Credits)

This course will provide the student with a study of the basic theories of human biology and the basic understanding of cell biology, genetics, ecology, evolution and human biology.

GN 180 Human Anatomy (3 Credits)

This is an introductory course on the principles of anatomy and physiology as they relate to the structure and function of the living human body.

GS 100 Introduction to Sociology (3 Credits)

This course will survey both the history and field of sociology and will introduce the student to basic concepts of sociology.

GS 110 Introduction to General Psychology (3 Credits)

This course will survey the history of psychology and its effect on culture, especially in Western culture. The student will be introduced to the basic theories of psychology.

GS 119 Introduction to Anthropology (3 Credits)

This course will provide the student with a survey of the study of anthropology as the foundational perspective towards a worldview of humanity and the development of humanity within the context of culture.

MKTG 361 Marketing Communication (3 Credits)

Topics include advertising theory and measurement, communication theory, promotional strategies, public relations and publicity, consumer education, collateral material planning and promotional ethics.

MKTG 362 Consumer Behavior (3 Credits)

Students will study individual consumer behavior in relation to the buying-selling process. Emphasis is placed on understanding the consumer in order to facilitate the development of an effective marketing strategy.

MKTG 363 Marketing Research (3 Credits)

The application of contemporary methods for gathering, analyzing and preparing market research for use in management decision-making. Research methodology includes specific topic areas as the research process, primary and secondary data, qualitative and quantitative research methods, statistical analysis and utilization of technology.

MKTG 364 Sales & Sales Management (3 Credits)

This course will analyze personal selling strategies and practices, including consultative selling and negotiation.

MKTG 368 Retail Marketing (2 Credits)

Emphasis on the unique issues and problems of store managers, merchandising, executives and service company managers.

MKTG 369 Global Industrial Marketing (3 Credits)

Students learn the principles of marketing in the international market place. Market analysis, sales forecasting, product strategy, effective use of sales force and industrial promotional planning and implementation.

MKTG 465 Strategic Marketing Management (3 Credits)

This course offers a strategic approach to the management of the marketing function. Students are required to plan, organize, and present a community event. All aspects of marketing are integrated including development of a marketing plan, presentation to officials, creation of promotional materials, sales and budget preparation.

MS 545, 546 Acupuncture Theory, Therapy I, II (4 Credits each)

This course includes a study of the principles of the acupuncture prescription and treatment plan and a detailed study of the clinical acupuncture treatment planning of different syndromes based on the principles of acupuncture and the special function of the acupuncture points.

MS 553 OM Nutrition & Therapeutic Diet (3 Credits)

This course covers nutrition in oriental medicine. Concepts and principles of Oriental Medicine will be applied to each food. It also introduces “YakSun” which means medicinal food.

MS 566 OM Pediatrics & Gynecology (4 Credits)

This course consists of two parts. The pediatrics part consists of the study of the psychological features of children during their growth and development and etiopathological and pathological features with a comparison to adult disease. Diagnosis and treatment of some of the common pediatric diseases is included as well. The gynecological part consists of basic physiology of female menstruation according to oriental medical theory, different disorders and diseases regarding menstruation cycles, various changes of menstrual flow, and special symptoms accompanying the menstrual cycles.

MS 567 OM Specialties (3 Credits)

This course is a study of clinical oriental medicine dealing with syndromes of different body systems such as the respiratory, gastrointestinal and urinary system. Consideration is given to etiopathology, clinical manifestations, analysis, and treatment plan, including important herbal treatments and basic formula. Also discussed in detail is how to add herbs to a basic formula according to disease progress and different syndromes. Acupuncture treatments are also mentioned.

MS 586 Shang Han Lun (3 Credits)

This course consists of the classic theories of diseases caused by exogenous wind and cold factors. Included are the etiology, clinical manifestations, pulse and tongue signs, and complications of different states of each disease. The course also covers the basic therapeutic herbal formulas according to differential diagnosis of each syndrome and different stages of disease progress.

MS 587 Wen Bin Xue (3 Credits)

This course consists of the classic theories of diseases caused by exogenous wind and cold factors. Included are the etiology, clinical manifestations, pulse and tongue signs, and complications of different states of each disease. The course also covers the basic therapeutic herbal formulas according to differential diagnosis of each syndrome and different stages of disease progress.

MS 588 Jin Gui Yao Lue (3 Credits)

This course consists of the classic theories of diseases caused by internal and external factors. It deals mainly with miscellaneous diseases by internal medicine, and a part of surgical and women’s diseases, in addition. There are 25 chapters, including 262 prescriptions.

MS 590 Case Management I (3 Credits)

Studies of case analysis of various syndromes, including historical studies, theories of tongue observation and pulse taking. Treatment plan, acupuncture and herbal prescriptions.

MS 591 Case Management II (3 Credits)

This course covers treatment planning, continuity of care, referral, collaboration, follow up care, final review, functional outcome measurements, prognosis, future medical care, medical-legal writing, expert medical testimony, and independent medical review.

MS 592 Case Management III (3 Credits)

This course covers case management for injured workers and socialized medicine patients, including knowledge of workers compensation/labor codes and procedures and qualified medical evaluations, coding procedures for current procedural codes, including CPT and ICD-9 diagnosis, special care/seriously ill patients and emergency procedures.

MS 600 Nei Jing (3 Credits)

Discussion of classics of Chinese medicine in depth. Covered are “Su Wen (plain questions)”, a wide range of subjects in internal medicine, as well as “Ling Shu (spiritual axis)” which deals with internal medicine in general and acupuncture in particular. Also included are some subjects of Nan Jing [Difficult Classic] which is an exposition of the theory and philosophy of the Nei Jing.

MS 681 Ethics & Legal & Professional Issues (3 Credits)

Lectures, readings, and discussions of ethics, jurisprudence and current issues that confront the modern health practitioner, with a focus on the laws and regulations concerning the practice of Oriental Medicine in California.

MS 688 Clinic Management (2 Credits)

This course provides students with a detailed study of the basic organization of the medical office and clinic, with emphasis on office management, patient record keeping, billing procedures, legal responsibilities, and related topics.

MUS 101 Beginning Voice Class (2 Credits)

The development of voice skills in music.

MUS 102 Intermediate Voice Class (2 Credits)

The continuing development of voice skills in music.

MUS 111-118 Vocal & Instruments Proficiency (8 Semesters, 1 Credit each)

This course prepares students to take proficiency exams through voice or instruments. Develops skills in sight reading/singing, scales, chord progressions, harmonizing and/or transposing.

MUS 121, 122 Music Theory I, II (3 Credits each)

The study of the basic components of music theory. Music Theory I is the first semester and Music Theory II is the second semester. A student must successfully complete Music Theory I prior to taking Music Theory II.

MUS 133, 134 Practical Musicianship I, II (1 Credit each)

This course will develop the student's proficiency on keyboard for composition and leading choirs. This is not a course for keyboard performance.

MUS 217, 220 Practical Musicianship III, IV (1 Credit each)

This course will provide the student with continued development on practical musicianship on keyboard.

MUS 221, 222 Music Theory III, IV (3 Credits each)

The advanced study of music theory will be given in the third and fourth semester. The student must successfully pass Music Theory II prior to Music Theory III. Also the student must successfully pass Music Theory II prior to taking Music Theory IV.

MUS 227 & 228 Voice Diction I&II (2 Credits Each)

The study of mature and effective use of the voice and speech mechanisms such as breathing, phonation, resonance, articulation with the individual instruction and practice in voice and speech improvement. Several varieties of American English are introduced as well as discussion of the many languages, cultures, and dialects that have influenced American English.

MUS 229 & 230 Sight Reading and Sight performance (2 Credits Each)

Studies leading to instant recognition of rhythms, chords, and basic patterns; sight-reading of four-hand music, accompaniments, and solo repertory.

MUS 251-256 Performance Requirements (1 Credit Each)

All performance students must take an additional 6 Credits in private lessons in keyboard or vocal training or a private instrument specialty and then must perform at a senior recital.

MUS 296 Introduction to Music Technology (3 Credits)

The introduction of music technology through computer and other electronic means of composition and music augmentation.

MUS 350 History & Literature of Commercial Music (3 Credits)

The history of commercial music and a study of its styles and effects.

MUS 351 Ancient, Renaissance & world Music Literature (3 Credits)

The study of renaissance and world music styles and their cultural values.

MUS 352 Baroque, Classical & Early Romantic Music Literature (3 Credits)

A study of the historical development of baroque, classical and early romantic music literature.

MUS 361 Introduction to Conducting (2 Credits)

This course will provide the skills and theory of conducting both choral and instrumental groups.

MUS 362 Choral Conducting (3 Credits)

A study of the advanced skills of choral conducting in particular and within the church settings.

MUS 363 Instrumental Conducting (3 Credits)

A study and practice of instrumental conducting for groups and within the church settings.

MUS 441 Music in Worship (3 Credits)

A study of styles of music worship for the congregation.

MUS 455 Late Romantic & 20th Century Music Literature (3 Credits)

A study of the historical development of styles of music within the late romantic and 20th Century.

MUS 461-468 Applied Music (8 Semesters, 1 Credit each)

Student must participate either in a group performance setting in a choir, an accompaniment position or in an orchestral setting each semester.

OM 321 Oriental Medicine Principles I (4 Credits)

A detailed introduction to the basic theories of traditional Oriental Medicine and the association of these theories with their historical background, philosophy, significance and clinical applications.

OM 422 Oriental Medicine Principles II (4 Credits)

A detailed study of the principles of differential diagnosis and clinical syndromes in Oriental Medicine. Eight Principles, Qi, Blood and Body Fluid, Heart and Etiology Differentiation are included.

OM 423 Oriental Medicine Principles III (4 Credits)

This course is a continuing study of OMP II. To differentiate diseases according to Zang-Fu theory, six-stage theory, and SanJiao theory.



Catalog

September 01, 2011 to August 30, 2014

505 Shatto Place, Suite 300, Los Angeles, CA 90020 Phone: 213-382-1136 Fax: 213-382-1187
6131 Orangethorpe Ave., suite 116, Buena Park, CA 90620 Phone: 714-228-0307 Fax: 714-228-0308

Website: www.nobeluniversity.com

Email: info@nobeluniversity.com