



Richfield University

Your Learning Partner for Life®

Institutional Catalog

Resident and Non-Resident

(Complete Volume)

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ABOUT RICHFIELD UNIVERSITY

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

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

Richfield University under its previous name "Academy of English Language" was granted approval to provide educational services for English as a Second Language by the State of California, Bureau for Private Postsecondary and Vocational Education on May 21, 1999. On January 10, 2001, the school received the approval to add to its educational offerings business-related programs. Academy of English Language was purchased by Vcampus Inc. in 2011 and was renamed as "Richfield University". Richfield University was relocated to Woodland Hills, its present location in 2011. On August 29, 2012, Richfield University was granted approval by the State of California, Bureau for Private Postsecondary Education to offer a number of undergraduate and graduate degree programs in online and on campus formats.

Richfield University is a private postsecondary institute approved to operate by the Bureau for Private Postsecondary Education. Approval to operate signifies that an institution is in compliance with the minimum standards as set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

MISSION STATEMENT

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

VISION AND VALUES

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

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

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

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

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

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

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

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

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

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

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

MISSION AND PURPOSE OF OFFERED ACADEMIC PROGRAMS

The main mission and purpose of the University is to provide lifelong learning opportunities to its diverse community members. All programs offered at the University prepare the students to improve the quality of their personal and professional lives and the lives of individuals in the

communities they serve. The programs serve the needs of all of its student population in the following areas:

Help the students to improve their current work functions by acquiring new skills and competencies.

Train the students to acquire career focused competencies and skills that will make them eligible to work at entry level positions in their studied field.

Help the students to improve their knowledge and skills and to make managerial and leadership decisions that will help their respective work and living communities.

Assist the students in improving their knowledge of English language to be able to successfully communicate and handle job requirements in an English speaking setting.

Help the students to utilize information technology tools to improve their productivity and work efficiency.

STATEMENT ON DIVERSITY AND GLOBAL CITIZENSHIP

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

ADVISORY AND COMMUNITY PARTNERSHIP

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

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

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

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

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

Richfield Global Center for Business and Economics (RCGBE) has been established to encourage interdisciplinary research in various areas of global business and economics to further serve the global business community by bridging quality research to the industry needs and challenges. Such a collaborative framework strives to create an elevated level of partnership through which RCGBE research activities enable its business partners to develop competitive advantage while maintaining operational and financial efficiency.

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

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

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

UNIVERSITY ADDRESS AND CONTACT INFORMATION

Main Campus Location: Richfield University

20855 Ventura Blvd. Suite 16

Woodland Hills, CA 91364

Web Address: www.richfielduniversity.us

Phone: (818) 888-6773

Fax: (866) 554-5636

Email: information@richfielduniversity.us

CLASS LOCATION

The Location of Resident Classes

All Richfield University resident class sessions are held at its main facility at 20855 Ventura Blvd. Suite 16, Woodland Hills, CA 91364.

ONLINE AND DISTANCE LEARNING COURSES

Richfield Online and Distance courses are delivered in two formats. Distance Learning courses are offered via the Internet and Online courses are offered at University E-learning Portal. There is NO physical class attendance for the Online and Distance courses.

The Policy on the Evaluation and Return of the Evaluation Responses for Distance learning Courses

Student assignments, tests, project, and other academic and research work for the Open and Distance courses will be evaluated, graded, and returned by email or via the learning management software platform within a week of their receipt by the assigned course faculty member.

Disclaimer

Richfield University reserves the right to change its location and policy. Requirements and standards described in this publication are subject to change at any time without prior notice.

EFFECTIVE CATALOG DATES

The effective date of this edition of Richfield University Institutional Catalog is from January 1, 2013 through December 31, 2014. The University is required by the law to update its catalog annually. Any changes to the contents of this catalog during the year will be referenced with a number as a part of volume one. This catalog and all its contents, in print and digital format, are protected under the copyright laws of the United States and all international copyright laws.

The Richfield University Catalog is the document of authority for all students. The program requirements listed in the Richfield University Catalog supersede any information contained in any bulletin, web site, brochures or other contents. The University reserves the right to change its policies, rules, regulations, requirements for graduation, course offerings and any other contents of this catalogue at any time.

NON-DISCRIMINATION POLICY

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

APPROVALS & ACCREDITATIONS AND STATEMENTS ON STUDENT VISA SERVICES

Richfield University is a private post secondary institution licensed to operate by California Bureau for Private Post secondary Education (BPPE).

Richfield University welcomes international students to apply and to enroll for its academic programs. The University does not offer visa services to international students, does not provide any service related to F1 or M1 visa and does not vouch for any services related to the international student immigration. International students who maintain their student visa status satisfactorily at another institution are welcome to enroll at the University campus for additional training.

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

Bureau for Private Postsecondary Education (BPPE),

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

P.O. Box 980818, CA 95798, West Sacramento, CA 95798-0818

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

Web Site Address: www.bppe.ca.gov

As a prospective student, you are encouraged to review this catalog and School Performance Fact Sheet prior to signing an enrollment and agreement. The catalog and School Performance Fact Sheet is provided to the prospective students prior to enrollment and signing the enrollment agreement.

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

Richfield University is not accredited. None of the programs offered by Richfield University are accredited.

A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.

A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

Richfield University's associate, bachelor and master programs are not intended to prepare graduates for any position that requires California State Licensure. This means our graduates are not eligible to sit for applicable licensure in California or other states.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

PHYSICAL AND VIRTUAL FACILITIES

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

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

PHYSICAL AND VIRTUAL RESOURCES AND EQUIPMENT

Physical Facility and Equipment:

The Campus: The University campus is occupying a modern professional space with over 3200 sq. ft. on the second floor of a multi-building business complex in the city of Woodland Hills, CA. The facility has been renovated for an urban setting educational institution. All classrooms have large dual pane viewing windows and noise controlled walls.

Parking Facilities: The facility has ample parking space at the center covered parking and structure and in the open parking area. The parking is free to students and a handicap space is available close to the elevator.

Smart Class Rooms: The facility has two smart computerized classrooms equipped with fifteen business computers, guided and wireless access to high speed broadband and the Internet, access to network copier and printer, a high resolution projector, and phone/communication equipments.

Lecture Rooms: Two lecture rooms with a maximum capacity of fifteen students each, the instructor podium with internet ready computer station and large porcelain writing board.

Information Technology Support Center: The center is equipped with a number of computers and servers. Its main function is to provide technology support services to the students, faculty, and the University staff. The service is especially helpful to our Distance learning students.

Library and Media Center: The library and media center accommodates a sizeable number of texts, reference journals, DVDs and CDs, as well as magazines and supplemental instructional resources. Computers with high speed internet and access to online educational resources are available for use.

Medical Assistant Skills Lab: The lab is used for the University medical assistant and other healthcare related courses and maintains all necessary supplies and equipment for the healthcare and health allied programs.

Administrative Offices: The campus has a number of administrative offices including; Admissions and Records (Registrar office), Student Services and Business Office, Office of the Academic Dean, Campus President and Conference Room, Student lounge, and Receptionist and Waiting Area

Printing and Copying Equipment: The facility is equipped with a high volume copier/printer with color, duplex, collating, poster size, and booklet-making features. The equipment is located in the student services and business office during business hours and is networked to all computers throughout the campus. A number of desk printers/copiers are available in different locations for smaller print jobs.

Network Equipment and Infrastructure: The University campus has an in-house server-based architecture utilizing guided and wireless backbone and hardware a primary and backup server and two 30 channels smart switches connect the backbone. The network is utilizing Enterprise server software.

Phone and Telecommunication Equipment: The University phone and communication needs are accommodated by state of the art communication equipment and switches with the hardware and switch equipment with 30 station capacity.

Security Cameras and Monitoring System: For students, faculty, and staff security and safety, the facility is monitored during business hours by state of art security cameras and equipment. The facility is monitored by an external monitoring station for further security.

Restrooms and the elevator: The facility has two handicap compliant in-house restrooms. The elevator is located outside the facility directly across the hallway.

Broadband and the Internet Access: The facility is internet and network ready with high broadband capacity provided by reliable telecommunication services. Wireless access is provided throughout the campus via commercial firewall-router devices.

Virtual and Web-Enabled Infrastructure:

Richfield University E-Learning Portal: Student access and collaboration is provided through Moodle Learning Management System (LMS) platform. All online contents and collaborative software is located on secured eLeaP servers and backed up on the Campus secured servers

E-mail server and e-mail accounts: The University campus maintains a state-of-the-art campus e-mail exchange server. The server is secured and maintained by the campus information technology specialist via contracted services.

Online educational content and reference environment: The institution has utilized a number of online content services for the students taking onsite and online courses. These services provide in-campus and off-campus access to a large number of academic and professional contents and data stores.

Data and File Security: All important physical files in print formats are stored in a secured and fireproof vault located in the admissions and records office with a backup depository in an out-of-campus facility. All digital files are securely located on the servers in the admissions and records office with the backup securely stored on the contracted servers outside the campus.

LIBRARY AND OTHER LEARNING RESOURCES:

Richfield University physical and virtual libraries provide all necessary learning resources for its current and new degree programs. The improvements in digital and web-enabled technologies offer enormous opportunities to make current and up-to-date learning resources and educational contents available to the students within and outside campus communities. The institution has acquired access to virtual libraries and digital contents in addition to its physical library and on-site learning resources. The current libraries and other learning resources at the institution include:

Richfield University on-site physical library holds a large collection of book volumes, reference journals, periodicals, and technical manuals. The library continuously acquires new additional academic books and journals for the use of our students.

Richfield University virtual library has access to a number of online content services, libraries and campus-based contents on the institution server. As a part of these services, the University students have access to a number of online-libraries with full text, citations and summary of articles on business, management, accounting, economics, finance, human resources, marketing, and international business academic and professional contents.

The computer stations located in the library provide great access for students and faculty members for online dictionaries, online course resources, and tutorials. The library is utilizing guided and wireless broadband services.

The institution is also participating in inter-library loan services partnerships for providing additional reference materials and collection for the students and faculty members.

The library is managed by qualified staff members with designated job responsibilities. Sufficient funds and budget is allocated to the purchase of new books and other learning resources. The library resources are being continuously expanded as the institution enrolls new students.

The library and other resources are available to all students, faculty members and staff during campus open business hours. The virtual and online library resources are available to all students, faculty members, and the staff. Individuals who plan to access the virtual and online library resources must apply for their username and access password by completing an access request form available in the library or the registrar office to be able to access the online contents. All the above services are provided at no cost.

STUDENT SERVICES

Richfield University is committed to work for the students with all necessary services, resources, and advisement to ensure their success with their academic education.

All student support services are provided through the Office of student Services. The office provides a number of support services to students including information on public transportation, available community housing, community events, reprographic and publication services, scheduled tours and field trips.

HOUSING INFORMATION:

Richfield University does not have, under its control/ownership, or affiliation with any dormitory or housing facilities. The university does not provide housing assistance services to the students. The Student Services Office will help the students with the general information on the availability and cost range of community housing in the area. Students are advised to utilize the web resources to explore their desired housing options and preferences.

JOB PLACEMENT ASSISTANCE:

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

LANGUAGE OF INSTRUCTION

The instructional language at Richfield University is English. Students applying to all programs offered at the university must demonstrate English language proficiency before admission to their respected applied program. The university offers comprehensive English as a Second Language Diploma program that is available to students who plan to enroll in the University academic programs.

ACADEMIC CALENDAR:

Richfield University academic calendar is made of six eight-week terms. The following is a typical academic calendar for the institution:

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

HOURS OF OPERATION:

The institution offers its resident/on-site classes during the scheduled hours throughout the year. All administrative and student support services are available according to the posted schedule during the university business hours.

Holiday Calendar:

Richfield University observes the following holidays:

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

ACADEMIC PROGRAMS

ACADEMIC FREEDOM POLICY

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

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

RESIDENT CERTIFICATE PROGRAMS:

The university offers the following resident certificate programs:

1. Computer Office Specialist
2. Computerized Accounting/Bookkeeping
3. English as a Second Language (Phase I-IV)
4. Medical Assistant (front and back office)
5. Health Care Medical Certificate
6. Webmaster
7. NCLEX-RN Review and Preparation

RESIDENT ACADEMIC DEGREE PROGRAMS:

The university offers the following resident degree programs:

1. Associate of Arts degree in Business Administration with Option in Accounting
2. Associate of Arts degree in Business Administration with Option in International Business
3. Bachelor of Arts Degree in Business Administration with Option in Information Management
4. Master of Business Administration (MBA) in Global Leadership
5. Doctor of Philosophy in Global Leadership (Ph.D.)

COURSE AND PROGRAM ORGANIZATION, DELIVERY AND FORMAT

Richfield University Resident Academic Division programs are offered as these programs are offered in campus of a traditional university. The programs in this division require in class

attendance by the students and are managed by duly qualified instructors who lecture in the classroom and interact personally and in a group setting with the students

Documents and other academic work developed by the students are generally prepared in print or digital format. In order to enhance the knowledge base of the institution and to have adequate documentation of the students academic performance, as a matter of policy, instructors are required to ensure the availability of the submitted work by the students in digital format for archival and sharing.

METHOD OF INSTRUCTION:

All resident programs at the campus are offered according to one of the following formats:

- ✓ On-site: All course and research work is done on-site at Richfield University Woodland Hills Campus residency and on-site class attendance is required for the program-required courses. The research work can be done online, on-site or in a hybrid format.
- ✓ Hybrid: Students who choose this format can take on-site and/or on-line courses. The research and project/homework can be done on-line or on-site or in a hybrid format.

RICHFIELD UNIVERSITY NON-RESIDENT DISTANCE/ONLINE ACADEMIC DIVISION

The university offers the following online certificate programs:

1. Distance Certificate Programs
2. Certificate in Healthcare Records Management

DISTANCE ACADEMIC DEGREE PROGRAMS

The university offers the following online degree programs:

- a) Associate of Arts degree in Business Administration With Option in Accounting
- b) Associate of Arts degree in Business Administration With Option in International Business
- c) Bachelor of Arts Degree in Business Administration With Option in Information Management
- d) Master of Business Administration (MBA) in Global Leadership
- e) Doctor of Philosophy in Global Leadership (Ph.D.)

ORGANIZATION, DELIVERY, AND FORMAT

Richfield University Distance/Online Academic Division offers programs in a virtual campus mode. The programs in this division do not require in-class attendance by the students. All lectures, coursework, communication, knowledge sharing, discussion, collaboration, and other activities related to the program and the courses are conducted via a learning management system platform.

At Richfield, all distance/online courses are conducted and managed by in-campus faculty members who have documented experience and qualifications in teaching distance/online classes. The online professors interact with a student of a group of students by utilizing telecommunication tools and through effective learning management software.

Richfield University has strategically selected eLeaP, a global leader in online learning platform. In addition, based on the availability of online contents by the publishers of the textbooks and the online course contents as well as the professors' qualifications and contributions to the course contents shell, blackboard, e-university, e-leaf or etude is integrated with the platform. This model provides the most effective method of distance educational delivery available in higher education.

Documents and other academic work developed by the students are all prepared in digital format, and are uploaded and shared according to the instructor's guidelines and platform specifications. Selected documents are shared and will be available in the University archive for knowledge sharing and effective academic enhancement.

METHOD OF INSTRUCTION:

All non-resident (distance/online) programs at the University campus are offered according to one of the following formats:

Online: All course and research work is done on-line using Richfield University E-Learning Portal platform with the integrated online text contents and resources using Blackboard, E-University, Etude, or eLeaP. This format does not require campus residency or onsite class attendance.

Hybrid: Students who choose this format can take on-site and/or on-line courses. The research and project/homework can be done on-line or on-site or in a hybrid format.

ONLINE READINESS ASSESSMENT REQUIREMENTS

All prospective students who plan to enroll in Richfield University Distance Learning/Online or Hybrid Programs/Courses must successfully take an online readiness assessment test. The test is free to all prospective students and its access can be requested from the admissions office. To find out if you have the technical and student skills necessary to succeed with online learning, take the Online Learning Readiness Assessment below. Upon submission, you will be provided with feedback based on your results. The following questions will help determine if you are ready for online learning. The distance learning student system, software, and the internet connection requirements

The minimum client/student side system and software requirements for the distance/online courses are:

- ✓ PC or Mac Workstation (Mac with dual operating system) with Windows XP or Windows 7
- ✓ Internet Explorer 7 or higher
- ✓ A minimum processing speed of 1.8 MHZ and 2 GB RAM memory
- ✓ An Internet Connection (via Dial-up, ISDN, DSL, cable, or satellite modem)
- ✓ A productivity software preferable Office 2007 or 2010. Students who have Open Office can use the program due to its compatibility with Microsoft Office documents.

ADMISSIONS

As a part of the admissions process, all prospective students must declare their choice of attending the resident or distance programs. The student must select their desired program enrollment delivery mode option before applying to the university. The student's eligibility for admission is determined based on the type of resident or distance learning program selection. After the prospective student is admitted to the institute, the student must acknowledge and sign a document indicating the type of program delivery mode he/she has been selected and admitted.

Based on the University policy and procedures, all transfer requests for the change of the academic division (for example from resident to distance) must be reviewed and approved by the University academic chief. This policy ensures the transfer will maintain the students' adherence to the established academic rules, standards, policies and procedures related to the field of education.

This clearly indicates the University commitment to differentiate between its resident and distance education programs.

Furthermore, the institution is committed to ensure content and program compatibility for all of the programs offered at the University. This commitment ensures proper integration of resident and distance divisions and effective and optimal sharing of academic ,operational and resource across the programs and disciplines offered.

THE ADMISSIONS PROCESS:

Richfield University admissions office will make the final decision on accepting or rejecting an application for the program. After receipt and verification of the application and all the supporting documents, the admissions office completes the following process:

Document Receipt and Acknowledgement: After all documents are received, the admissions office will notify the applicant by e-mail or postal mail.

Document Verification and Validation: At this stage all documents will be verified, evaluated, and validated by the admissions office. The applicant will be communicated for any additional information or requirements.

Application Review and Decision: The applicant's completed application file will be forwarded to the admissions committee headed by the academic dean or his representative. The committee will make the final decision on the acceptance or rejection of the application. The applicant will be notified by the admissions office of his/her admissions status

The applicants notified of their admissions will finalize their program registration by completing the enrollment and registration form and by submitting the tuition and fee for their enrolled program.

EVALUATION OF FOREIGN TRANSCRIPTS

The process of evaluating the prior academic coursework/transcript is handled by the academic dean or the designated evaluation committee via the admissions and registrar offices. Transcripts

from foreign institutions is recommended to be reviewed and evaluated by an accredited member of the National Association of Credentialing Services (NACES) are generally accepted as the proof of prior academic work. Richfield University Credential Evaluation Committee will make the final decision on the validity and acceptance of prior academic coursework/transcript

You can visit www.naces.org/members.htm for a list of approved agencies. In order to facilitate the verification and authentication of the foreign transcripts, it is highly recommended that all transcripts be sent to the University registrar and admissions offices directly from the attended institutions.

All transcripts submitted to the admissions and registrar offices will be evaluated for validation and transfer approval evaluation. Any foreign transcript and diploma submitted by students for degree equivalency evaluation is subject to a non-refundable processing and evaluation fee of two hundred fifty dollars prior to processing and evaluation.

ENGLISH PROFICIENCY REQUIREMENTS FOR ALL PROGRAMS

All certificate and degree programs at Richfield University must satisfy the proficiency in English requirements evidenced by one of the following:

- ✓ 70% or above passing score on Richfield University English Placement Test.
- ✓ A score of 600 or above on The Test of English as a Foreign Language (TOEFL)
- ✓ High School Diploma or a minimum of one year university education at an institution with English as its official instructional language.

RICHFIELD UNIVERSITY CERTIFICATE PROGRAMS:

Delivery Format: Resident (on-site)

ENGLISH AS A SECOND LANGUAGE

A Diploma Program 960 Clock Hours, 32 Semester Credit Units

Program Educational Objectives

The English as a Second Language program objective is to provide the student with English language instructions through four independent modules, from a very beginning level to a very advanced one. This design allows the student to enroll in the program at any level based on the results of the English Placement Test. The program objective is to improve students' competencies in English reading, comprehension, writing and communications to be able to work in an English speaking setting or to benefit from university education offered in English language.

Career Opportunities

The English as a Second Language program does not prepare the students to be qualified to work in any specific field. The objective of the program is to improve students' knowledge of English language to be able to work in an English speaking work environment or to benefit from university education offered in English language. Students who have prior work experience and credentials will benefit significantly from the program and improve their opportunities in any English speaking work environment

Admissions Requirements and Procedures

The following admissions criteria must be met before an applicant will be considered for the admission to the program:

- ✓ Completion, submission and approval of the application form and the supporting documents including the payment of the required fees.
- ✓ Possession of a high school diploma. Submission of official high school transcripts from a state approved high school or its equivalent. High school diplomas earned outside the United States must be evaluated and approved by Richfield University Admissions Office before admission to any program.
- ✓ Payment of all necessary fees according to Richfield Tuition and Fee Schedule.

Program Requirements

In order to successfully complete and earn the University Diploma in English as a Second language, all the following criteria and requirements must be met prior to graduation:

- ✓ Completion of each course with a minimum of 70% (C) or higher
- ✓ Completion of all the required courses with a grade points average of 70% (C) or higher according to the list of courses in the following table
- ✓ Payment of all tuition and fees for the program

Tests and Internship Requirements

The program does not have any internship requirements. The courses require continuous assessment and examination. The specific examination and assessment requirements are included in the course syllabus for each course.

Program Certification

Students who successfully complete each course will receive a certificate of achievement. After successful completion of all the required courses, University Diploma in English as a Second Language is awarded.

Program Outline

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

COMPUTERIZED ACCOUNTING/BOOKKEEPING

Delivery Format: Resident (on-site)

(DOT: 213.362-010, 216.482-010, 210.382-014), Computer Operator, Accounting Clerk, Bookkeeper

A Diploma Program 600 Clock Hours, 20 Semester Credit Units

Program Educational Objectives

The Computerized Accounting/Bookkeeping program is a postsecondary undergraduate non-degree program that covers accounting principles and practices, accounting software, and the use of office productivity software tools. Students learn the legal and ethical issues in the bookkeeping and accounting practices.

Career Opportunities

The students who successfully complete the program will be qualified to work in any business or organizational work setting as computer operator, bookkeeper, or accounting clerk.

Admissions Requirements and Procedures

The following admissions criteria must be met before an applicant will be considered for the admission to the program:

Completion, submission, and approval of the application form and the supporting documents including the payment of the required fees.

Possession of a high school diploma. Submission of official high school transcripts from a state approved high school or its equivalent. High school diplomas earned outside the United States must be evaluated and approved by Richfield University Admissions Office before admission to any program.

Proficiency in English evidenced by one of the following:

- ✓ 70% or above passing score on Richfield University English Placement Test.
- ✓ A score of 600 or above on The Test of English as a Foreign Language (TOEFL)
- ✓ High School Diploma or a minimum of one year university education at an institution with English as its official instructional language.

Program Requirements

In order to successfully complete and earn the University Diploma in Computerized Accounting/Bookkeeper, all the following criteria and requirements must be met prior to graduation:

- ✓ Completion of each course with a minimum of 70% (C) or higher
- ✓ Completion of all the required courses with a grade points average of 70% (C) or higher according to the list of courses in the following table

- ✓ Payment of all tuition and fees for the program

Tests and Internship Requirements

The program does not have any internship requirements. The courses require continuous assessment and examination. The specific examination and assessment requirements are included in the course syllabus for each course.

Program Outline

Module Code	Course	Lecture	Lab	Total Clock Hours	Semester Credit Units
OE-100	Introduction to Office Environment	120	30	150	5
MS-100	Office Automation	120	30	150	5
MS-200	Microsoft Office	120	30	150	5
ACT-100	Principles of Accounting	120	30	150	5
TOTAL		480	120	600	20

COMPUTER OFFICE SPECIALIST

Delivery Format: Resident (on-site)

(213.362-010, 169.197-010, 637.261-018, Computer Operator, Administrative Assistant, Customer Service

A Diploma Program 600 Clock Hours, 20 Semester Credit Units

Program Educational Objectives

The Computer Office Specialist program is a postsecondary undergraduate non-degree curriculum which provides the student with thorough classroom instruction and laboratory applications in Computer Applications, Networking Technology, Operating Systems, , and Network Security. The instruction and hands-on training covers a range of information technology areas including working with application and productivity tools, software installation, troubleshooting, network management, security policy setting, computer ethics, and legal compliance.

Career Opportunities

The students who successfully complete the program will be qualified to work in any business or organizational work setting as computer operator, administrative assistant, and customer service

Admissions Requirements and Procedures

The following admissions criteria must be met before an applicant will be considered for the admission to the program:

- ✓ Completion, submission, and approval of the application form and the supporting documents including the payment of the required fees.
- ✓ Possession of a high school diploma. Submission of official high school transcripts from a state approved high school or its equivalent. High school diplomas earned outside the United States must be evaluated and approved by Richfield University Admissions Office before admission to any program.
- ✓ Proficiency in English evidenced by one of the following:
 - ✓ 70% or above passing score on Richfield University English Placement Test.
 - ✓ A score of 600 or above on The Test of English as a Foreign Language (TOEFL)
 - ✓ High School Diploma or a minimum of one year university education at an institution with English as its official instructional language.
- ✓ Payment of all necessary fees according to Richfield Tuition and Fee Schedule.

Program Requirements

In order to successfully complete and earn the University Diploma in Computer Office specialist, all the following criteria and requirements must be met prior to graduation:

- ✓ Completion of each course with a minimum of 70% (C) or higher
- ✓ Completion of all the required courses with a grade points average of 70% (C) or higher according to the list of courses in the following table

- ✓ Payment of all tuition and fees for the program

Tests and Internship Requirements

The program does not have any internship requirements. The courses require continuous assessment and examination. The specific examination and assessment requirements are included in the course syllabus for each course.

Program Outline

Module Code	Course	Lecture	Lab	Total Clock Hours	Semester Credit Units
OE-100	Introduction to Office Environment	120	30	150	5
MS-100	Office Automation	120	30	150	5
CS-100	Customer Service	120	30	150	5
MS-200	Microsoft Office	120	30	150	5
TOTAL		480	120	600	20

NCLEX-RN REVIEW & PREPARATION

Delivery Format: Resident (on-site)

A Diploma Program 360 Clock Hours, 12 Semester Credit Units

Program Educational Objectives

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

Career Opportunities

The students who successfully complete the program will improve their knowledge of NCLEX-RN state licensing examination. The program does not lead to any career path. The program has been developed to help a nursing graduate to successfully pass the board licensing.

Admissions Requirements and Procedures

The following admissions criteria must be met before an applicant will be considered for the admission to the program:

- ✓ Completion, submission, and approval of the application form and the supporting documents including the payment of the required fees.
- ✓ Possession of a high school diploma. Submission of official high school transcripts from a state approved high school or its equivalent. High school diplomas earned outside the United States must be evaluated and approved by Richfield University Admissions Office before admission to any program.
- ✓ Proficiency in English evidenced by one of the following:
 - ✓ 70% or above passing score on Richfield University English Placement Test.
 - ✓ A score of 600 or above on The Test of English as a Foreign Language (TOEFL)
 - ✓ High School Diploma or a minimum of one year university education at an institution with English as its official instructional language.
- ✓ Payment of all necessary fees according to Richfield Tuition and Fee Schedule.

Program Requirements

In order to successfully complete and earn the University Diploma in NCLEX-RN REVIEW & PREPARATION, all the following criteria and requirements must be met prior to graduation:

- ✓ Completion of each course with a minimum of 70% (C) or higher
- ✓ Completion of all the required courses with a grade points average of 70% (C) or higher according to the list of courses in the following table
- ✓ Payment of all tuition and fees for the program

Tests and Internship Requirements

The program does not have any internship requirements. The courses require continuous assessment and examination. The specific examination and assessment requirements are included in the course syllabus for each course.

Program Outline

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

MEDICAL ASSISTANT (FRONT AND BACK OFFICE)

Delivery Format: Resident (on-site)

(079.367-010), Medical Assistant

A Diploma Program 720 Clock Hours, 24 Semester Credit Units

Program Educational Objectives

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

Career Opportunities

The students who successfully complete the program will be qualified work as Medical Assistant in a variety of healthcare facilities performing front and back office tasks.

Admissions Requirements and Procedures

The following admissions criteria must be met before an applicant will be considered for the admission to the program:

- ✓ Completion, submission, and approval of the application form and the supporting documents including the payment of the required fees.
- ✓ Possession of a high school diploma. Submission of official high school transcripts from a state approved high school or its equivalent. High school diplomas earned outside the United States must be evaluated and approved by Richfield University Admissions Office before admission to any program.
- ✓ Proficiency in English evidenced by one of the following:
 - ✓ 70% or above passing score on Richfield University English Placement Test.
 - ✓ A score of 600 or above on The Test of English as a Foreign Language (TOEFL)
 - ✓ High School Diploma or a minimum of one year university education at an institution with English as its official instructional language.
- ✓ Payment of all necessary fees according to Richfield Tuition and Fee Schedule.

Program Requirements

In order to successfully complete and earn the University Diploma in Medical Assistant, all the following criteria and requirements must be met prior to graduation:

- ✓ Completion of each course with a minimum of 70% (C) or higher
- ✓ Completion of all the required courses with a grade points average of 70% (C) or higher according to the list of courses in the following table
- ✓ Completion of all other requirements according to the curriculum

- ✓ Payment of all tuition and fees for the program

Tests and Internship Requirements

The program has specific internship requirements. The courses require continuous assessment and examination. The specific examination and assessment requirements are included in the course syllabus for each course.

Program Outline

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

WEBMASTER

Delivery Format: Resident (on-site)

(141.061-018; 003.362-010; 030.162-010), Graphic Designer; Computer Graphic Artist; Computer Programmer

A Diploma Program 1080 Clock Hours, 36 Semester Credit Units

Program Educational Objectives

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

Career Opportunities

The students who successfully complete the program will be qualified to work in any business or organizational work settings as graphic designer, computer graphic artist, and computer programmer.

Admissions Requirements and Procedures

The following admissions criteria must be met before an applicant will be considered for the admission to the program:

- ✓ Completion, submission, and approval of the application form and the supporting documents including the payment of the required fees.
- ✓ Possession of a high school diploma. Submission of official high school transcripts from a state approved high school or its equivalent. High school diplomas earned outside the United States must be evaluated and approved by Richfield University Admissions Office before admission to any program.
- ✓ Proficiency in English evidenced by one of the following:
 - ✓ 70% or above passing score on Richfield University English Placement Test.
 - ✓ A score of 600 or above on The Test of English as a Foreign Language (TOEFL)
 - ✓ High School Diploma or a minimum of one year university education at an institution with English as its official instructional language.
- ✓ Payment of all necessary fees according to Richfield Tuition and Fee Schedule.

Program Requirements

In order to successfully complete and earn the University Diploma in Webmaster, all the following criteria and requirements must be met prior to graduation:

- ✓ Completion of each course with a minimum of 70% (C) or higher
- ✓ Completion of all the required courses with a grade points average of 70% (C) or higher according to the list of courses in the following table

- ✓ Payment of all tuition and fees for the program

Tests and Internship Requirements

The program does not have any internship requirements. The courses require continuous assessment and examination. The specific examination and assessment requirements are included in the course syllabus for each course.

Program Outline

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

HEALTHCARE MANAGEMENT CERTIFICATE

Delivery Format: Resident (on-site), Hybrid, Distance/online

(29-2071.00)Medical Records and Health Information Technician

A Certificate Program 1080 Clock Hours, 24 Semester Credit Units

Program Educational Objectives

Richfield University Certificate in Health Care Management is a postsecondary certificate program has been designed for individuals who have academic background and professional experience in medical and health care related industries and plan to manage health care records and information systems using medical information records and management software applications and tools. The program is focused on the managerial skills as well as medical information records management skills and procedures with an emphasis in electronic medical records and protocols.

Career Opportunities

Individuals trained in Health care Management can choose from many different career paths since they have knowledge in science, business and information technology. The graduates work in a variety of settings including: healthcare facilities, consulting firms, government agencies, and insurance companies, healthcare IS/IT vendors, and pharmaceutical companies. The program with more focus on healthcare records management provides great opportunity to work as a Medical Records and Health Information Technician

The Admissions Requirements:

Students applying to Richfield University Certificate in Healthcare Records Management program must have a strong academic profile coupled with impressive professional business experience. The following admissions criteria must be met before an applicant will be considered for the admission to the program:

- ✓ Completion, submission, and approval of the application form and the supporting documents including the payment of the required fees.
- ✓ Possession of a high school diploma. Submission of official high school transcripts from a state approved high school or its equivalent. High school diplomas earned outside the United States must be evaluated and approved by Richfield University Admissions Office before admission to any program.
- ✓ Proficiency in English evidenced by one of the following:
 - ✓ 70% or above passing score on Richfield University English Placement Test.
 - ✓ A score of 600 or above on The Test of English as a Foreign Language (TOEFL)
 - ✓ High School Diploma or a minimum of one year university education at an institution with English as its official instructional language.
- ✓ Payment of all necessary fees according to Richfield Tuition and Fee Schedule.

Richfield University Certificate in Healthcare Records Management only accepts students who have graduated from a high school and does not accept any student based on the ability to benefit as described in section 94904 of the Code

The General Education Requirements

Richfield University Certificate in Healthcare Records Management is aimed for training the individuals who possess a high school diploma. In order to earn a high school diploma, the student must have completed general educational courses at high school level. All general courses completed at high school must have a grade of "C" or higher to be admitted to the program.

Our Philosophy and approach built in the design of the general education courses motivates and inspires our learners to continuously enhance their knowledge and to share it with others throughout their personal, academic, and professional life experience. The general course requirements for the Richfield University Certificate in Healthcare Records Management has been developed in order to motivate lifelong intellectual and social growth and

- ✓ To develop and enhance knowledge for lifelong intellectual and social growth
- ✓ To develop and enhance learner's writing, reading, listening, and presenting skills
- ✓ To develop and enhance critical and analytical thinking and effective reasoning and analysis techniques
- ✓ To create and improve social, political, psychological, historical, natural, and environmental awareness of our living habitant
- ✓ To demonstrate and practice ethical principles and attitudes, respect for diversity, organizational citizenship, professionalism, and global awareness.

Program Contents and Duration

Richfield University Certificate in Healthcare Records Management program is a 24-units postsecondary certificate program. Based on the University tri-semester academic system, the program can be completed in eight months by successfully completing two 3-units graduate courses/practicum (full-time enrollment) per semester (eight weeks). Students who enroll in a minimum of one course per semester (eight weeks) will be able to graduate in 16 months. The minimum duration to complete the program is 8 months. The maximum time allowed to complete the program is 24 months. Students who are not able to complete the program in 24 months will only receive a transcript of their completed courses and will be dropped from the university.

The Graduation Requirements:

In order to graduate from Certificate in Healthcare Records Management Program and to receive the official certificate and transcript, the student must complete all the following requirements and criteria:

- ✓ Successful Completion of all program required courses with a minimum passing rate of 70% (C average).
- ✓ Completed and approved petition for graduation form.
- ✓ Payment of the tuition, fees, and the fulfillment of all other graduation requirements.

The official transcript and certificate will be issued only if all the above requirements are met.

Career Opportunities

Certificate in Healthcare Records Management Program is an academic certificate degree program with the focus on career development and preparation. The program will prepare the students for a potential rewarding career in medical information records management. The program graduates will have the opportunity to work in different industries as entry level supervisory and staff professional with the function of performing managing the healthcare medical records and medical information systems.

With the right credentials, the students will have a potential earnings of \$42,000 or more per year* in a career expected to grow nearly 7% to 13% through 2018. **. The graduates can work for an established business, or begin one of their own. Well-trained, experienced Business Managers may be promoted by their firms to higher positions or become top executives in other firms.

*Salary information is based on the "Occupational Outlook Handbook, 2010-11 Edition," a publication of the U.S. Department of Labor. Individual student earnings vary based on experience.

**Growth figures represent a ten-year period ending 2018. Source: "National Industry-Occupation Employment Matrix," a publication of the U.S. Bureau of Labor Statistics. (www.bls.gov)

The program is taught by qualified faculty members with academic and professional background in the subject area of their teaching assignments. All faculty members teaching the Certificate in Healthcare Records Management has earned their bachelor's or master's degree from a BPPE approved or a US Department of Education recognized accrediting agency in the United States. The faculty members holding degrees from foreign institutions have their degrees and transcripts evaluated in the United States.

RICHFIELD UNIVERSITY DEGREE PROGRAMS:

ASSOCIATE OF ARTS IN BUSINESS ADMINISTRATION WITH OPTION IN ACCOUNTING

Delivery Format: Resident (on-site), Hybrid, Distance/online

Program Educational Objectives

Richfield University Resident Associate of Arts in Business Administration with option in accounting degree program provides a solid foundation of academic disciplines in management, business communications and practices, information management, and business ethics with a specialization in accounting.

Career Opportunities

The program graduates learn to perform important accounting tasks such as recording and posting business transactions, handling payroll, inventory, accounts receivable and payables. With the foundation knowledge in business administration the graduates can contribute to the office supervision and management and successfully handle business operations that require the use of accounting information and resources

The Admissions Requirements

Completion, submission, and approval of the application form and the supporting documents including the payment of the required fees.

- ✓ Possession of a high school diploma. Submission of official high school transcripts from a state approved high school or its equivalent. High school diplomas earned outside the United States must be evaluated and approved by Richfield University Admissions Office before admission to any program.
- ✓ Proficiency in English evidenced by one of the following:
- ✓ 70% or above passing score on Richfield University English Placement Test.
- ✓ A score of 600 or above on The Test of English as a Foreign Language (TOEFL)
- ✓ High School Diploma or a minimum of one year university education at an institution with English as its official instructional language.
- ✓ Payment of all necessary fees according to Richfield Tuition and Fee Schedule.

Associate of Arts in Business Administration with an Option in Accounting Degree Program only accepts students who have graduated from a high school and does not accept any student based on the ability to benefit as described in section 94904 of the Code

The types and amount of general education required

Richfield University general education is structured to promote the appreciation for lifelong learning necessary to support the professional, academic, and personal success of our students. Associate of Arts in Business Administration with an Option in Accounting Degree Program incorporates a common set of general education courses designed to prepare students with a

basic foundation in communication, problem-solving, teamwork, ethics, and professionalism. These themes are then further integrated and applied throughout the core curriculum.

Our Philosophy and approach built in the design of the general education courses motivates and inspires our learners to continuously enhance their knowledge and to share it with others throughout their personal, academic, and professional life experience. The core values and learners learning outcomes of Associate of Arts in Business Administration with an Option in Accounting Degree Program general education curriculum is

- ✓ To develop and enhance knowledge for lifelong intellectual and social growth
- ✓ To develop and enhance learner's writing, reading, listening, and presenting skills
- ✓ To develop and enhance critical and analytical thinking and effective reasoning and analysis techniques
- ✓ To create and improve social, political, psychological, historical, natural, and environmental awareness of our living habitant
- ✓ To demonstrate and practice ethical principles and attitudes, respect for diversity, organizational citizenship, professionalism, and global awareness.

Required General Education Courses

Associate of Arts in Business Administration With Option in Accounting Degree Program General Education course requirements is composed of 36 general education courses of required and elective semester units based on the following table:

CODE	SUBJECT/COURSE	In-Class Hours	Total Clock Hours	Semester Credit Units
Group A: Natural or Applied Science (9 units-All Required)				
CHM 100	General Chemistry	45	45	3
BIO 100	General Biology	45	45	3
PHS 100	University Physics	45	45	3

CHM 100 General Chemistry

This is an introductory laboratory course. It introduces principles, laws, and the properties of inorganic and organic chemistry. It serves to fulfill general education requirements. Students who successfully complete this course will understand basic chemical principles and will have practiced quantitative reasoning and problem solving skills. Students will also have learned various lab techniques, including safe and competent handling of chemicals and laboratory equipment.

BIO 100 General Biology

This course introduces the basic concepts of biology. Topics include cells, genetics, simple to complex organisms, and ecology. Upon successful completion of this course, students will be able to identify the

parts of a cell, describe reproductive and physiological processes, and demonstrate their understanding of heredity.

PHS 100 University Physics

This course covers selected topics in physics. Topics include the fundamental principles of science, Newton's laws of force and motion, Newton's laws of universal gravitation, and laws of thermodynamics. Upon successful completion of this course students will be able to solve problems dealing with equilibrium, momentum, energy, thermodynamics, light, and sound waves.

Group B: Behavioral Science (6 units-All Required)

PSY 100	General Psychology	45	45	3
HEA 100	Physical Health and Nutrition	45	45	3

PSY 100 General Psychology

This survey course introduces modern psychology by presenting scientific and humanistic interpretations of the human mind and behavior. Topics discussed include the methods psychologists use to gather data, the biological bases of behavior, and the basic processes of perception, learning and motivation, the development of thinking and personality, and social influences on behavior.

HEA 100 Physical Health and Nutrition

This course will help the students develop the knowledge and skills they need to make healthy decisions that allow you to stay active, safe and informed. The lessons and activities are designed to introduce students to important aspects of the main types of health: emotional and mental, social and consumer, and physical. Among other topics, you will explore nutrition, understanding and avoiding disease, first aid and CPR, and human sexuality. The fundamental components and principles of fitness is also covered

Group C: Arts and Humanities (6 units-Any two Courses)

HIS 100	American History	45	45	3
ENGL 101	English Grammar and Composition	45	45	3
ENG 102	Effective Communications	45	45	3
Art 101	Art Appreciation	45	45	3
Art 102	Music Appreciation	45	45	3

HIS 100 American History

This course Surveys United States history from its beginning to the present. The course focuses more on the modern history of the United states. American life, culture, economy, government, and politics are covered.

ENG 101 English Grammar and Composition

A study of grammar, syntax and usage, including the principles of writing skills is covered. Emphasis on sentence structure, grammar, punctuation and paragraph development. Essays are assigned in the course.

ENG 102 Effective Communications

This course in rhetoric emphasizes clear, effective written communication and preparation of different written documents including the research paper.

Art 101 Art Appreciation

An introduction to artistic practices by exploring the visual culture in our world through a cross-cultural approach. This course examines themes in art like Religion, Power, Reproduction and Sexuality, and traces them across cultures and time periods. Emphasis will be placed on learning the language of visual culture both in terms of the formal elements of design as well as the content of style and subject matter and finding connections and differences

Art 102 Music Appreciation

Study of major genres, forms, styles and historical periods in music since the Middle ages. Emphasis on listening techniques, appreciation of classical and popular music and recognition of styles, composers and periods.

Group D: Mathematics (3 units-Any Course)

MAT 101	University Algebra	45	45	3
MAT 102	General Statistics	45	45	3

MAT 101 University Algebra

An overview of the fundamental concepts of algebra. Topics include linear and quadratic equations and inequalities; the Cartesian plane and graphing; using a graphing utility; functions; graphs, and models; polynomial and rational functions; exponential and logarithmic functions; systems of equations, inequalities, and matrices.

MAT 102 General Statistics

This course covers the need for research, sample sizes, types of samples, and data collection. Students will analyze and interpret data through data collection, summarizing data, and data presentation; hypothesis testing, regression, and correlation; random variables, and probability densities.

Group E: Electives (12 units-Any Four Courses)

HIS 201	World History	45	45	3
ENG 201	English and American Literature	45	45	3
ENG 202	Critical Thinking & Creative Writing	45	45	3
PHI 201	World Philosophy	45	45	3
REL 201	World Religions	45	45	3
COM 201	Business Communications	45	45	3

HIS 201 World History

This course emphasizes the historic, economic, geographic, political, and social structure of various cultural regions of the world from the dawn of civilization to the present time. Special attention is given to the formation and evolution of societies into complex political and economic systems.

ENG 201 English and American Literature

This course introduces students to English and American literature, its history and development, and its rich variety of forms and techniques. It surveys English and American literature from its beginnings to approximately 1900.

ENG 202 Critical Thinking & creative Writing

This is a course which provides the student with an opportunity to apply argument theory, critical thinking, and writing skills to a variety of current issues. Student will have the opportunity to not only become familiar with what other writers think about issues, but they will also have the opportunity to read, analyze, and write extensively about this chosen issue.

REL 201 World Religions

This class will introduce students to a number of religious traditions in their classical formulations and their contemporary practices. Students will also explore the academic study of religion, considering how various disciplines approach the myths, stories, symbols, rituals, ideas, and ethical practices of these religions. This introduction will provide students a framework within which to reflect on their own experiences, as well as prepare them for further academic study in humanities and social sciences. Traditions include: Hinduism, Buddhism, Judaism, Christianity, and Islam.

COM 201 Business Communications

This course examines basic interpersonal communication processes within written and oral channels,

with practical applications for the business environment. Issues regarding cross-cultural communications and ethical considerations in business communication are discussed. The course emphasizes three areas: 1) planning, researching, organizing, writing, editing, and revising business-related documents; 2) planning, organizing, and delivering oral presentations in a business setting; and 3) preparing for professional success in the business world, including career planning, networking, job searching, resume preparation, job application and interviewing. Written assignments and oral presentations are required.

Program Objectives

Richfield University Associate of Arts in Business Administration with option in accounting degree program provides a solid foundation of academic disciplines in management, business communications and practices, information management, and business ethics with a specialization in accounting.

Career Objectives

The program graduates learn to perform important accounting tasks such as recording and posting business transactions, handling payroll, inventory, accounts receivable and payables. With the foundation knowledge in business administration the graduates can contribute to the office supervision and management and successfully handle business operations that require the use of accounting information and resources

The Program Course Requirements

Associate of Arts in Business Administration with an Option in Accounting Program is made of 60 semester units in the following areas:

General Education Courses (24 units) based on the previously described general education courses

- Major (core) Courses (12 units)
- Option Courses (12 units)
- Elective Courses (12 units)
- Core Course Requirements

CODE	SUBJECT/COURSE	Lecture/Lab and Projects Hours	Total Clock Hours	Semester Credit Units
Core Required Courses 12 Units				
MGM 200	Principles of Management	45	45	3
BUS 200	Introduction to Business Law	45	45	3
CIS 200	Principles of Information Security	45	45	3
MIS 200	Management Information Systems	45	45	3

MGM 200 Principles of Management

This course presents a thorough and systematic coverage of management theory and practice. It focuses on the basic roles, skills and functions of management, with special attention to managerial responsibility for effective and efficient achievement of goals. Special attention is given to social responsibility, managerial ethics, and the importance of multi-national organizations.

BUS 200 Introduction to Business Law

This course is meant to provide a general introduction to the legal environment that affects individuals, businesses, and business transactions. In addition to providing a general introduction to the American legal system, this course will focus on specific legal topics such as contracts and the Uniform Commercial Code.

CIS 200 Principles of Information Security

This course will describe the basic principles of information systems security, including cryptography, identifications and authentications, access control models and mechanisms, multilevel database security, Internet security, and planning and administering security. The students will gain an understanding of the threats to information resources and learn about counter measurements and their limitations.

MIS 200 Management Information Systems

Managers have increasing responsibility for determining their information system needs and for designing and implementing information systems that support these needs. Management information systems integrate, for purposes of information requirements, the accounting, financial, and operations management functions of an organization. This course will examine the various levels and types of software and information systems required by an organization to integrate these functions.

Accounting Option 12 Units

ACC 201	Accounting Principles	45	45	3
ACC 202	Managerial Accounting	45	45	3
ACC 203	Cost Accounting	45	45	3
ACC 204	Principles of Taxation	45	45	3

ACC 201 Accounting Principles

This course presents essential principles of accounting. Topics include the accounting cycle, special journals and subsidiary ledgers, internal control principles and practices, notes and interest, inventory systems and costing, plant intangible assets accounting, and depreciation methods and practices. Upon successful completion of this course, students will be able to identify elements of cash flows, prepare journals and ledger entries, and year end statements for a service or merchandising business.

ACC 202 Managerial Accounting

This course provides a decision making approach to managerial accounting. Topics include the use of

relevant costs in decision making, incremental analysis, CVP analysis, activity-based costing and activity-based management, and the use of the theory of constraints as it can be used to analyze decisions relative to across-the-board cuts. Upon successful completion of this course, students will be able to apply these managerial accounting tools and approaches to real-world situations enabling them to optimize the situations that confront managers daily.

ACC 203 Cost Accounting

This course covers the basics of cost accounting. Topics include cost and management accounting environments, introduction to cost management systems, organizational cost flows, activity-based costing, job order costing, process costing, special production issues, implementing quality concepts, cost allocation for joint products, and standard costing. Upon successful completion of this course, students will be able to perform a basic cost analysis of job orders, processes, joint productions, and activities. Evaluate evidence.

ACC 204 Principles of Taxation

This course provides an introduction to taxation, and is tailored for students who intend to pursue careers in accounting. This course is designed to develop the following: an understanding of basic tax concepts and their applications, the ability to identify and solve common tax problems, enhanced written and oral communication skills, and an appreciation of how taxation influences business decisions with an emphasis on the contractual relations between parties and the government. Personal and business taxation is also covered.

Total Units In General Education	24
Total Units In Major (Core)	12
Total Units In Option	12
Total Units In Electives	12
Total Units Required for Associate Of Science Degree in Accounting	60

The Graduation Requirements:

- The completion of 60 units from the approved required and elective courses based on the catalog edition at the time of the admission.
- Cumulative degree program Grade Points Average of "C" (2) or higher. Any course with "F" grade must be repeated.
- A minimum of 24 units must be completed in residence at Richfield University before graduation. Residency means the courses must be registered and completed at Richfield University.
- All obligations including financial to Richfield University must be met before the release of official transcript and the diploma for the program.
- A petition for graduation must be filed prior to the graduation by the student and be approved by the Registrar Office before graduation

Career Opportunities

Richfield University Associate Degree in Business Administration with Option in Accounting is an academic associate degree program with the focus on career development and preparation. The program will prepare the students for a potential rewarding career in accounting. The program graduates will have the opportunity to work in different industries as entry level accounting professional with the function of performing accounting functions and the preparation of the accounting and financial statements.

With the right credentials, the students will have a potential earnings of \$34,000 or more per year* in a career expected to grow nearly 7% to 13% through 2018. **. The graduates can work for an established business, or begin one of their own. Well-trained, experienced Business Managers may be promoted by their firms to higher positions or become top executives in other firms.

*Salary information is based on the "Occupational Outlook Handbook, 2010-11 Edition," a publication of the U.S. Department of Labor. Individual student earnings vary based on experience.

**Growth figures represent a ten-year period ending 2018. Source: "National Industry-Occupation Employment Matrix," a publication of the U.S. Bureau of Labor Statistics. (www.bls.gov)

The program is taught by qualified faculty members with academic and professional background in the subject area of their teaching assignments. All faculty members teaching non-degree and certificate programs hold a minimum of bachelor degree. All faculty members teaching graduate degree programs hold graduate degrees with the majority holding a doctoral degree from a BPPE approved or a US Department of Education recognized accrediting agency in the United States. The faculty members holding degrees from foreign institutions have their degrees and transcripts evaluated in the United States.

Richfield University has developed a comprehensive institutional strategic plan with focus on educational quality and national accreditation. The University projected enrolment reflects the vision and the commitment of its founders to achieve state and national recognitions and to serve the community with high distinction. The University strategic institutional plan mandate low annual enrollment and gross to assure high quality and fiscal stability.

Students who complete the degree program successfully will acquire learning, competencies, knowledge, and the skills at three different categorizes that will prepare them to accept professional and job responsibilities in the area of their study field, to communicate effectively at work and in the communities they serve, to make effective managerial decisions, to serve the organization they work for, to have a vision for global peace and harmony, to respect cultural and ethnic diversity, to protect individual privacy, and to demonstrate organizational and civic responsibilities.

The following table highlights the skills, competencies, learning, and the knowledge that will be acquired by a student successfully graduated for the program:

Associate of Arts in Business Administration with Option in Accounting

Terminal Program Output Summary Table

Category	Acquired Learning, Knowledge, Skills, and Vision	
Institutional Level	Respect to cultural and ethnic diversity, organizational and civic citizenship, leadership skills, teamwork skills, global awareness for peace and collaboration, respect for privacy, respect for laws and order, communication skills, problem solving skills, research skills	
Degree Program Level	Basic knowledge of law, computer and office skills, knowledge of accounting's generally accepted rules and principles, knowledge of finance, accounting, and tax regulations and laws, document and information handling securities and procedures, working with accounting information systems, managerial and supervisory skills, knowledge of American and world history, culture, and religions, appreciation of arts and music, basic knowledge of foundational science, and human and social behavior.	
Course Level	Skills and knowledge in accounting including account setup, journal entries, posting, adjustments, closing and reversing entries, completion of an accounting cycle, preparation of financial statements, inventory valuation, depreciation analysis and computations, review of annual reports, handling special journals, accounts receivables, accounts payables, cost accounting, taxation, inventory accounting, and payroll accounting	

Licensure is not the goal of the program.

ASSOCIATE OF ARTS IN BUSINESS ADMINISTRATION

With Option in International Business

Delivery Format: Resident (on-site), Hybrid, Distance/online

Program Objectives

Richfield University Resident **Associate of Arts in Business Administration with Option in International Business** degree program provides a solid foundation of academic disciplines in management, business communications and practices, information management, and business ethics with a specialization in international business.

Career Opportunities

The program graduates can work in businesses with presence in international markets and transactions. The graduates will have excellent knowledge about international business practices, operations, transactions, and management.

The Admissions Requirements

Completion, submission, and approval of the application form and the supporting documents including the payment of the required fees.

- ✓ Possession of a high school diploma. Submission of official high school transcripts from a state approved high school or its equivalent. High school diplomas earned outside the United States must be evaluated and approved by Richfield University Admissions Office before admission to any program.
- ✓ Proficiency in English evidenced by one of the following:
 - ✓ 70% or above passing score on Richfield University English Placement Test.
 - ✓ A score of 600 or above on The Test of English as a Foreign Language (TOEFL)
 - ✓ High School Diploma or a minimum of one year university education at an institution with English as its official instructional language.
- ✓ Payment of all necessary fees according to Richfield Tuition and Fee Schedule.

Associate of Arts in Business Administration With Option in International Business Degree Program only accepts students who have graduated from a high school and does not accept any student based on the ability to benefit as described in section 94904 of the Code

The types and amount of general education required

Richfield University general education is structured to promote the appreciation for lifelong learning necessary to support the professional, academic, and personal success of our students. Associate of Arts in Business Administration With Option in International Business Degree Program incorporates a common set of general education courses designed to prepare students with a basic foundation in communication, problem-solving, teamwork, ethics, and professionalism. These themes are then further integrated and applied throughout the core curriculum.

Our Philosophy and approach built in the design of the general education courses motivates and inspires our learners to continuously enhance their knowledge and to share it with others throughout their personal, academic, and professional life experience. The core values and learners learning outcomes of Associate of Arts in Business Administration With Option in International Business Degree Program general education curriculum is:

- ✓ To develop and enhance knowledge for lifelong intellectual and social growth
- ✓ To develop and enhance learner's writing, reading, listening, and presenting skills
- ✓ To develop and enhance critical and analytical thinking and effective reasoning and analysis techniques
- ✓ To create and improve social, political, psychological, historical, natural, and environmental awareness of our living habitant
- ✓ To demonstrate and practice ethical principles and attitudes, respect for diversity, organizational citizenship, professionalism, and global awareness.

The Program Course Requirements

Associate of Arts in Business Administration with an Option in International Business Degree Program General Education course requirements is composed of 36 general education courses of required and elective semester units based on the following table:

Required General Education Courses

CODE	SUBJECT/COURSE	Lecture/Lab and Projects Hours	Total Clock Hours	Semester Credit Units
Group A: Natural or Applied Science (9 units-All Required)				
CHM 100	General Chemistry	45	45	3
BIO 100	General Biology	45	45	3
PHS 100	University Physics	45	45	3

CHM 100 General Chemistry

This is an introductory laboratory course. It introduces principles, laws, and the properties of inorganic and organic chemistry. It serves to fulfill general education requirements. Students who successfully complete this course will understand basic chemical principles and will have practiced quantitative reasoning and problem solving skills. Students will also have learned various lab techniques, including safe and competent handling of chemicals and laboratory equipment.

BIO 100 General Biology

This course introduces the basic concepts of biology. Topics include cells, genetics, simple to complex organisms, and ecology. Upon successful completion of this course, students will be able to identify the parts of a cell, describe reproductive and physiological processes, and demonstrate their understanding

of heredity.

PHS 100 University Physics

This course covers selected topics in physics. Topics include the fundamental principles of science, Newton's laws of force and motion, Newton's laws of universal gravitation, and laws of thermodynamics. Upon successful completion of this course students will be able to solve problems dealing with equilibrium, momentum, energy, thermodynamics, light, and sound waves.

Group B: Behavioral Science (6 units-All Required)

PSY 100	General Psychology	45	45	3
HEA 100	Physical Health and Nutrition	45	45	3

PSY 100 General Psychology

This survey course introduces modern psychology by presenting scientific and humanistic interpretations of the human mind and behavior. Topics discussed include the methods psychologists use to gather data, the biological bases of behavior, and the basic processes of perception, learning and motivation, the development of thinking and personality, and social influences on behavior.

HEA 100 Physical Health and Nutrition

This course will help the students develop the knowledge and skills they need to make healthy decisions that allow you to stay active, safe and informed. The lessons and activities are designed to introduce students to important aspects of the main types of health: emotional and mental, social and consumer, and physical. Among other topics, you will explore nutrition, understanding and avoiding disease, first aid and CPR, and human sexuality. The fundamental components and principles of fitness is also covered

Group C: Arts and Humanities (6 units-Any two Courses)

HIS 100	American History	45	45	3
ENGL 101	English Grammar and Composition	45	45	3
ENG 102	Effective Communications	45	45	3
Art 101	Art Appreciation	45	45	3
Art 102	Music Appreciation	45	45	3

HIS 100 American History

This course Surveys United States history from its beginning to the present. The course focuses more

on the modern history of the United states. American life, culture, economy, government, and politics are covered.

ENG 101 English Grammar and Composition

A study of grammar, syntax and usage, including the principles of writing skills is covered. Emphasis on sentence structure, grammar, punctuation and paragraph development. Essays are assigned in the course.

ENG 102 Effective Communications

This course in rhetoric emphasizes clear, effective written communication and preparation of different written documents including the research paper.

Art 101 Art Appreciation

An introduction to artistic practices by exploring the visual culture in our world through a cross-cultural approach. This course examines themes in art like Religion, Power, Reproduction and Sexuality, and traces them across cultures and time periods. Emphasis will be placed on learning the language of visual culture both in terms of the formal elements of design as well as the content of style and subject matter and finding connections and differences

Art 102 Music Appreciation

Study of major genres, forms, styles and historical periods in music since the Middle ages. Emphasis on listening techniques, appreciation of classical and popular music and recognition of styles, composers and periods.

Group D: Mathematics (3 units-Any Course)

MAT 101	University Algebra	45	45	3
MAT 102	General Statistics	45	45	3

AT 101 University Algebra

An overview of the fundamental concepts of algebra. Topics include linear and quadratic equations and inequalities; the Cartesian plane and graphing; using a graphing utility; functions; graphs, and models; polynomial and rational functions; exponential and logarithmic functions; systems of equations, inequalities, and matrices.

MAT 102 General Statistics

This course covers the need for research, sample sizes, types of samples, and data collection. Students will analyze and interpret data through data collection, summarizing data, and data presentation; hypothesis testing, regression, and correlation; random variables, and probability densities

Group E: Electives (12 units-Any Four Courses)				
HIS 201	World History	45	45	3
ENG 201	English and American Literature	45	45	3
ENG 202	Critical Thinking & Creative Writing	45	45	3
PHI 201	World Philosophy	45	45	3
REL 201	World Religions	45	45	3
COM 201	Business Communications	45	45	3

HIS 201 World History

This course emphasizes the historic, economic, geographic, political, and social structure of various cultural regions of the world from the dawn of civilization to the present time. Special attention is given to the formation and evolution of societies into complex political and economic systems.

ENG 201 English and American Literature

This course introduces students to English and American literature, its history and development, and its rich variety of forms and techniques. It surveys English and American literature from its beginnings to approximately 1900.

ENG 202 Critical Thinking & creative Writing

This is a course which provides the student with an opportunity to apply argument theory, critical thinking, and writing skills to a variety of current issues. Student will have the opportunity to not only become familiar with what other writers think about issues, but they will also have the opportunity to read, analyze, and write extensively about this chosen issue.

REL 201 World Religions

This class will introduce students to a number of religious traditions in their classical formulations and their contemporary practices. Students will also explore the academic study of religion, considering how various disciplines approach the myths, stories, symbols, rituals, ideas, and ethical practices of these religions. This introduction will provide students a framework within which to reflect on their own experiences, as well as prepare them for further academic study in humanities and social sciences. Traditions include: Hinduism, Buddhism, Judaism, Christianity, and Islam.

COM 201 Business Communications

This course examines basic interpersonal communication processes within written and oral channels, with practical applications for the business environment. Issues regarding cross-cultural communications and ethical considerations in business communication are discussed. The course emphasizes three areas: 1) planning, researching, organizing, writing, editing, and revising business-related documents; 2) planning, organizing, and delivering oral presentations in a business setting; and 3) preparing for professional success in the business world, including career planning, networking, job searching, resume preparation, job application and interviewing. Written assignments and oral presentations are required.

The Program Course Requirements

Associate of Arts in Business Administration with an Option in International Business Program is made of 60 semester units in the following areas:

- General Education Courses (24 units) based on the previously described general education courses
- Major (core) Courses (12 units)
- Option Courses (12 units)
- Elective Courses (12 units)
- Core Course Requirements

CODE	SUBJECT/COURSE	Lecture/Lab and Projects Hours	Total Clock Hours	Semester Credit Units
Core Required Courses 12 Units				
MGM 200	Principles of Management	45	45	3
BUS 200	Introduction to Business Law	45	45	3
CIS 200	Principles of Information Security	45	45	3
MIS 200	Management Information Systems	45	45	3

MGM 200 Principles of Management

This course presents a thorough and systematic coverage of management theory and practice. It focuses on the basic roles, skills and functions of management, with special attention to managerial responsibility for effective and efficient achievement of goals. Special attention is given to social responsibility, managerial ethics, and the importance of multi-national organizations.

BUS 200 Introduction to Business Law

This course is meant to provide a general introduction to the legal environment that affects individuals, businesses, and business transactions. In addition to providing a general introduction to the American legal system, this course will focus on specific legal topics such as contracts and the Uniform Commercial Code.

CIS 200 Principles of Information Security

This course will describe the basic principles of information systems security, including cryptography, identifications and authentications, access control models and mechanisms, multilevel database security, Internet security, and planning and administering security. The students will gain an understanding of the threats to information resources and learn about counter measurements and their limitations.

MGM 200 Management Information Systems

Managers have increasing responsibility for determining their information system needs and for designing and implementing information systems that support these needs. Management information systems integrate, for purposes of information requirements, the accounting, financial, and operations management functions of an organization. This course will examine the various levels and types of software and information systems required by an organization to integrate these functions.

International Business Option 12 Units				
IB 301	Introduction to International Business	45	45	3
IB 302	International Sales and Marketing	45	45	3
IB 303	International Business Seminars	45	45	3
IB 304	Global Economy, Laws, and Politics	45	45	3

IB 301 Introduction to International Business

This course introduces the world of international business. Topics include trade issues, balance and monetary systems, international financial management, and the global economic environment. Upon successful completion of this course, students will be able to analyze the implications of conducting business in a global economy.

IB 302 International Sales and Marketing

This course is designed to provide a framework of economic theory and marketing practices on a global scale. Topics include frameworks and perspectives of international marketing, international business, global environmental issues affecting marketing, international marketing decisions, planning, and control. Upon successful completion of this course, students will be able to design, implement, and evaluate a comprehensive sales and marketing plan for an international market.

IB 303 International Business Seminars

The international business seminar is designed to develop students understanding and knowledge of international business in a foreign nation. The course is offered in different countries in association with international business and institutions. Students who take the course will learn about international business operations and practices outside the United States.

IB 304 Global Economy, Laws, and Politics

The purpose of this course is to introduce you the key theoretical approaches and substantive issues of global economy, laws, and politics. The course studies the globalization, international regulations and treaties, as well as the world politics and governance.

Total Units In General Education	24
Total Units In Major (Core)	12
Total Units In Option	12
Total Units In Electives	12
Total Units Required for Associate Of Science Degree in International Business	60

The Graduation Requirements:

The completion of 60 units from the approved required and elective courses based on the catalog edition at the time of the admission.

Cumulative degree program Grade Points Average of "C" (2) or higher. Any course with "F" grade must be repeated.

A minimum of 24 units must be completed in residence at Richfield University before graduation. Residency means the courses must be registered and completed at Richfield University.

All obligations including financial to Richfield University must be met before the release of official transcript and the diploma for the program.

A petition for graduation must be filed prior to the graduation by the student and be approved by the Registrar Office before graduation

Career Opportunities

Richfield University Associate Degree in Business Administration with Option in International Business is an academic associate degree program with the focus on career development and preparation. The program will prepare the students for a potential rewarding career in business administration. The program graduates will have the opportunity to work in different industries as entry level managers with the function of managing the assigned organization.

With the right credentials, the students will have a potential earnings of \$38,000 or more per year* in a career expected to grow nearly 7% to 13% through 2018. **. The graduates can work for an established business, or begin one of their own. Well-trained, experienced Business Managers may be promoted by their firms to higher positions or become top executives in other firms.

*Salary information is based on the "Occupational Outlook Handbook, 2010-11 Edition" a publication of the U.S. Department of Labor. Individual student earnings vary based on experience.

**Growth figures represent a ten-year period ending 2018. Source: "National Industry-Occupation Employment Matrix," a publication of the U.S. Bureau of Labor Statistics. (www.bls.gov)

**Growth figures represent a ten-year period ending 2018. Source: "National Industry-Occupation Employment Matrix," a publication of the U.S. Bureau of Labor Statistics. (www.bls.gov)

The program is taught by qualified faculty members with academic and professional background in the subject area of their teaching assignments. All faculty members teaching non-degree and certificate programs hold a minimum of bachelor degree. All faculty members teaching graduate degree programs hold graduate degrees with the majority holding a doctoral degree from a BPPE approved or a US Department of Education recognized accrediting agency in the United States. The faculty members holding degrees from foreign institutions have their degrees and transcripts evaluated in the United States.

Richfield University has developed a comprehensive institutional strategic plan with focus on educational quality and national accreditation. The University projected enrolment reflects the vision and the commitment of its founders to achieve state and national recognitions and to serve the community with high distinction. The University strategic institutional plan mandate low annual enrollment and gross to assure high quality and fiscal stability.

The learning, skills, and other competencies to be acquired by students who complete the education program

Students who complete the degree program successfully will acquire learning, competencies, knowledge, and the skills at three different categorizes that will prepare them to accept professional and job responsibilities in the area of their study field, to communicate effectively at work and in the communities they serve, to make effective managerial decisions, to serve the organization they work for, to have a vision for global peace and harmony, to respect cultural and ethnic diversity, to protect individual privacy, and to demonstrate organizational and civic responsibilities.

The following table highlights the skills, competencies, learning, and the knowledge that will be acquired by a student successfully graduated for the program:

Associate of Arts in Business Administration with Option in International Business		
Terminal Program Output Summary Table		
Category	Acquired Learning, Knowledge, Skills, and Vision	
Institutional Level	Respect to cultural and ethnic diversity, organizational and civic citizenship, leadership skills, teamwork skills, global awareness for peace and collaboration, respect for privacy, respect for laws and order, communication skills, problem solving skills, research skills	
Degree Program Level	Basic knowledge of law, computer and office skills, knowledge of management principles and office document and information handling security and procedures, working with management information systems, managerial and supervisory skills, knowledge of American and world history, culture, and religions, appreciation of arts and music, basic knowledge of foundational science, and human and social behavior.	
Course Level	Skills and knowledge in internal and global business and commerce, international laws and organizations, international finance, international marketing, global diversity and culture, global politics and economics, e-commerce, global logistics and delivery systems, global alternative resolution systems, export and import protocols and procedures, and international banking and payment options.	

Licensure is not the goal of the program.

BACHELOR OF ARTS IN BUSINESS ADMINISTRATION

With Option in Information Management

Delivery Format: Resident (on-site), Hybrid, Distance/online

Program Objectives

Richfield University **Bachelor of Arts in Business Administration with Option in Information Management** prepares students for a career in business with specialization in management information systems and records. The program offers a well-rounded business education with foundational courses in management, business, information technology, and office administration. The program aims to develop students' intellectual ability, managerial and administrative skills and provide them with information technology tools to enhance their managerial decision making competencies.

Career Opportunities

The program graduates can work as entry level managers in a variety of business settings with specialized skills in handling and managing information and knowledge using today's information technology tools.

The Admissions Requirements

Completion, submission, and approval of the application form and the supporting documents including the payment of the required fees.

- ✓ Possession of a high school diploma. Submission of official high school transcripts from a state approved high school or its equivalent. High school diplomas earned outside the United States must be evaluated and approved by Richfield University Admissions Office before admission to any program.
- ✓ Proficiency in English evidenced by one of the following:
- ✓ 70% or above passing score on Richfield University English Placement Test.
- ✓ A score of 600 or above on The Test of English as a Foreign Language (TOEFL)
- ✓ High School Diploma or a minimum of one year university education at an institution with English as its official instructional language.
- ✓ Payment of all necessary fees according to Richfield Tuition and Fee Schedule.

Bachelor of Arts in Business Administration with an Option in Information Management Degree Program only accepts students who have graduated from a high school and does not accept any student based on the ability to benefit as described in section 94904 of the Code

The types and amount of general education required

Richfield University general education is structured to promote the appreciation for lifelong learning necessary to support the professional, academic, and personal success of our students. Bachelor of Arts in Business Administration With Option in Information Management Degree Program incorporates a common set of general education courses designed to prepare students with a basic foundation in communication, problem-solving, teamwork, ethics, and

professionalism. These themes are then further integrated and applied throughout the core curriculum.

Our Philosophy and approach built in the design of the general education courses motivates and inspires our learners to continuously enhance their knowledge and to share it with others throughout their personal, academic, and professional life experience. The core values and learners learning outcomes of Bachelor of Arts in Business Administration With an Option in Information Management Degree Program general education curriculum is:

- To develop and enhance knowledge for lifelong intellectual and social growth
- To develop and enhance learner's writing, reading, listening, and presenting skills
- To develop and enhance critical and analytical thinking and effective reasoning and analysis techniques
- To create and improve social, political, psychological, historical, natural, and environmental awareness of our living habitant
- To demonstrate and practice ethical principles and attitudes, respect for diversity, organizational citizenship, professionalism, and global awareness.

The Program Course Requirements

Bachelor of Arts in Business Administration With an Option in Information Management Degree Program General Education course requirements is composed of 36 general education courses of required and elective semester units based on the following table:

Required General Education Courses

CODE	SUBJECT/COURSE	In-Class Hours	Total Clock Hours	Semester Credit Units
Group A: Natural or Applied Science (9 units-All Required)				
CHM 100	General Chemistry	45	45	3
BIO 100	General Biology	45	45	3
PHS 100	University Physics	45	45	3

CHM 100 General Chemistry

This is an introductory laboratory course. It introduces principles, laws, and the properties of inorganic and organic chemistry. It serves to fulfill general education requirements. Students who successfully complete this course will understand basic chemical principles and will have practiced quantitative reasoning and problem solving skills. Students will also have learned various lab techniques, including safe and competent handling of chemicals and laboratory equipment.

BIO 100 General Biology

This course introduces the basic concepts of biology. Topics include cells, genetics, simple to complex organisms, and ecology. Upon successful completion of this course, students will be able to identify the parts of a cell, describe reproductive and physiological processes, and demonstrate their understanding of heredity.

PHS 100 University Physics

This course covers selected topics in physics. Topics include the fundamental principles of science, Newton's laws of force and motion, Newton's laws of universal gravitation, and laws of thermodynamics. Upon successful completion of this course students will be able to solve problems dealing with equilibrium, momentum, energy, thermodynamics, light, and sound waves.

Group B: Behavioral Science (6 units-All Required)

PSY 100	General Psychology	45	45	3
HEA 100	Physical Health and Nutrition	45	45	3

PSY 100 General Psychology

This survey course introduces modern psychology by presenting scientific and humanistic interpretations of the human mind and behavior. Topics discussed include the methods psychologists use to gather data, the biological bases of behavior, and the basic processes of perception, learning and motivation, the development of thinking and personality, and social influences on behavior.

HEA 100 Physical Health and Nutrition

This course will help the students develop the knowledge and skills they need to make healthy decisions that allow you to stay active, safe and informed. The lessons and activities are designed to introduce students to important aspects of the main types of health: emotional and mental, social and consumer, and physical. Among other topics, you will explore nutrition, understanding and avoiding disease, first aid and CPR, and human sexuality. The fundamental components and principles of fitness is also covered

Group C: Arts and Humanities (6 units-Any two Courses)

HIS 100	American History	45	45	3
ENGL 101	English Grammar and Composition	45	45	3
ENG 102	Effective Communications	45	45	3
Art 101	Art Appreciation	45	45	3

Art 102	Music Appreciation	45	45	3
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HIS 100 American History

This course Surveys United States history from its beginning to the present. The course focuses more on the modern history of the United states. American life, culture, economy, government, and politics are covered.

ENG 101 English Grammar and Composition

A study of grammar, syntax and usage, including the principles of writing skills is covered. Emphasis on sentence structure, grammar, punctuation and paragraph development. Essays are assigned in the course.

ENG 102 Effective Communications

This course in rhetoric emphasizes clear, effective written communication and preparation of different written documents including the research paper.

Art 101 Art Appreciation

An introduction to artistic practices by exploring the visual culture in our world through a cross-cultural approach. This course examines themes in art like Religion, Power, Reproduction and Sexuality, and traces them across cultures and time periods. Emphasis will be placed on learning the language of visual culture both in terms of the formal elements of design as well as the content of style and subject matter and finding connections and differences

Art 102 Music Appreciation

Study of major genres, forms, styles and historical periods in music since the Middle ages. Emphasis on listening techniques, appreciation of classical and popular music and recognition of styles, composers and periods.

Group D: Mathematics (3 units-Any Course)

MAT 101	University Algebra	45	45	3
MAT 102	General Statistics	45	45	3

Group E: Electives (12 units-Any Four Courses)				
HIS 201	World History	45	45	3
ENG 201	English and American Literature	45	45	3
ENG 202	Critical Thinking & Creative Writing	45	45	3
PHI 201	World Philosophy	45	45	3
REL 201	World Religions	45	45	3
COM 201	Business Communications	45	45	3

HIS 201 World History

This course emphasizes the historic, economic, geographic, political, and social structure of various cultural regions of the world from the dawn of civilization to the present time. Special attention is given to the formation and evolution of societies into complex political and economic systems.

ENG 201 English and American Literature

This course introduces students to English and American literature, its history and development, and its rich variety of forms and techniques. It surveys English and American literature from its beginnings to approximately 1900.

ENG 202 Critical Thinking & creative Writing

This is a course which provides the student with an opportunity to apply argument theory, critical thinking, and writing skills to a variety of current issues. Student will have the opportunity to not only become familiar with what other writers think about issues, but they will also have the opportunity to read, analyze, and write extensively about this chosen issue.

REL 201 World Religions

This class will introduce students to a number of religious traditions in their classical formulations and their contemporary practices. Students will also explore the academic study of religion, considering how various disciplines approach the myths, stories, symbols, rituals, ideas, and ethical practices of these religions. This introduction will provide students a framework within which to reflect on their own experiences, as well as prepare them for further academic study in humanities and social sciences. Traditions include: Hinduism, Buddhism, Judaism, Christianity, and Islam.

COM 201 Business Communications

This course examines basic interpersonal communication processes within written and oral channels, with practical applications for the business environment. Issues regarding cross-cultural communications and ethical considerations in business communication are discussed. The course

emphasizes three areas: 1) planning, researching, organizing, writing, editing, and revising business-related documents; 2) planning, organizing, and delivering oral presentations in a business setting; and 3) preparing for professional success in the business world, including career planning, networking, job searching, resume preparation, job application and interviewing. Written assignments and oral presentations are required.

The Program Course Requirements

Bachelor of Arts in Business Administration with an Option in Information Management Program is made of 120 semester units in the following areas:

General Education Courses (24 units) based on the previously described general education courses

- Major (core) Courses (12 units)
- Option Courses (42 units)
- Elective General Courses (12 units)
- Elective Option Courses (30 units)

Core Course Requirements

CODE	SUBJECT/COURSE	In-Class Hours	Total Clock Hours	Semester Credit Units
Core Required Courses 12 Units				
MGM 200	Principles of Management	45	45	3
BUS 200	Introduction to Business Law	45	45	3
CIS 200	Principles of Information Security	45	45	3
MIS 200	Management Information Systems	45	45	3

MGM 200 Principles of Management

This course presents a thorough and systematic coverage of management theory and practice. It focuses on the basic roles, skills and functions of management, with special attention to managerial responsibility for effective and efficient achievement of goals. Special attention is given to social responsibility, managerial ethics, and the importance of multi-national organizations.

BUS 200 Introduction to Business Law

This course is meant to provide a general introduction to the legal environment that affects individuals, businesses, and business transactions. In addition to providing a general introduction to the American legal system, this course will focus on specific legal topics such as contracts and the Uniform Commercial Code.

CIS 200 Principles of Information Security

This course will describe the basic principles of information systems security, including cryptography, identifications and authentications, access control models and mechanisms, multilevel database security, Internet security, and planning and administering security. The students will gain an understanding of the threats to information resources and learn about counter measurements and their limitations.

MIS 200 Management Information Systems

Managers have increasing responsibility for determining their information system needs and for designing and implementing information systems that support these needs. Management information systems integrate, for purposes of information requirements, the accounting, financial, and operations management functions of an organization. This course will examine the various levels and types of software and information systems required by an organization to integrate these functions.

Information Management Option - 42 Units				
LOG 400	Logistics Information Systems	45	45	3
MIA 205	Managing Healthcare Information	45	45	3
OIT 400	Computer Office Applications	45	45	3
OIT 401	Records Management	45	45	3
OIT 402	Business Communications	45	45	3
OIT 403	Business Project Management	45	45	3
WIS 400	Fundamentals of Ecommerce	45	45	3
WIS 401	Multimedia Production and Enhancement	45	45	3
WIS 402	Web Site Management	45	45	3
HOM 400	Hospitality Information Systems	45	45	3
SBM 400	Business Entrepreneurship	45	45	3
SBM 401	Introduction to Marketing	45	45	3

SBM 402	Small Business Finance	45	45	3
SBM 403	Laws and Taxation for Small Business	45	45	3
Option Electives (30 units-Any Ten Courses)				
LOG 201	Introduction to Logistics	45	45	3
LOG 202	Transportation Management	45	45	3
LOG 203	Inventory Management	45	45	3
MIA 201	Medical Office Procedures and Management	45	45	3
MIA 202	Medical Terminology	45	45	3
MIA 203	Medical Coding and Billing	45	45	3
ACC 201	Accounting Principles	45	45	3
ACC 202	Managerial Accounting	45	45	3
ACC 203	Cost Accounting	45	45	3
ACC 204	Principles of Taxation	45	45	3
HOM 301	Introduction to Hospitality Management and Tourism	45	45	3
HOM 303	Marketing and Hospitality	45	45	3
HOM 304	Hospitality Culture and Laws	45	45	3
IB 301	Introduction to International Business	45	45	3
IB 302	International Sales and Marketing	45	45	3
IB 303	International Business Seminars	45	45	3
IB 304	Global Economy, Laws, and Politics	45	45	3
Total Units In General Education				24
Total Units In Major (Core)				12

Total Units In Option	42
Total Units In Electives	30
Total Units Required for Bachelor Of Arts Degree in Business Administration With Option in Information Management	120

The Graduation Requirements:

- The completion of 120 semester units from the approved required and elective courses based on the catalog edition at the time of the admission.
- Accumulative degree program Grade Points Average of "C" (2) or higher. Any course with "F" grade must be repeated.
- A minimum of 60 units must be completed in residence at Richfield University before graduation. Residency means the courses must be registered and completed at Richfield University.
- All obligations including financial to Richfield University must be met before the release of official transcript and the diploma for the program.
- A petition for graduation must be filed prior to the graduation by the student and be approved by the Registrar Office before graduation

Career Opportunities

Richfield University Bachelor of Arts Degree in Business Administration with Option in Information Management is an academic degree program with the focus on career development and preparation. The program will prepare the students for a potential rewarding career in business administration. The program graduates will have the opportunity to work in different industries as entry level managers with the function of managing the assigned organization.

With the right credentials, the students will have a potential earnings of \$58,000 or more per year* in a career expected to grow nearly 9% to 16% through 2018. **. The graduates can work for an established business, or begin one of their own. Well-trained, experienced Business Managers may be promoted by their firms to higher positions or become top executives in other firms.

*Salary information is based on the "Occupational Outlook Handbook, 2010-11 Edition," a publication of the U.S. Department of Labor. Individual student earnings vary based on experience.

**Growth figures represent a ten-year period ending 2018. Source: "National Industry-Occupation Employment Matrix," a publication of the U.S. Bureau of Labor Statistics. (www.bls.gov).

The program is taught by qualified faculty members with academic and professional background in the subject area of their teaching assignments. All faculty members teaching non-degree and certificate programs hold a minimum of bachelor degree. All faculty members teaching graduate degree programs hold graduate degrees with the majority holding a doctoral degree from a BPPE approved or a US Department of Education recognized accrediting agency in the United States. The faculty members holding degrees from foreign institutions have their degrees and transcripts evaluated in the United States.

Richfield University has developed a comprehensive institutional strategic plan with focus on educational quality and national accreditation. The University projected enrolment reflects the vision and the commitment of its founders to achieve state and national recognitions and to serve the community with high distinction. The learning, skills, and other competencies to be acquired by students who complete the education program Students who complete the degree program successfully will acquire learning, competencies, knowledge, and the skills at three different categorizes that will prepare them to accept professional and job responsibilities in the area of their study field, to communicate effectively at work and in the communities they serve, to make effective managerial decisions, to serve the organization they work for , to have a vision for global peace and harmony, to respect cultural and ethnic diversity, to protect individual privacy, and to demonstrate organizational and civic responsibilities.

The following table highlights the skills, competencies, learning, and the knowledge that will be acquired by a student successfully graduated for the program:

Bachelor of Arts in Business Administration with Option in Information Management	
Terminal Program Output Summary Table	
Category	Acquired Learning, Knowledge, Skills, and Vision
Institutional Level	Respect to cultural and ethnic diversity, organizational and civic citizenship, leadership skills, teamwork skills, global awareness for peace and collaboration, respect for privacy, respect for laws and order, communication skills, problem solving skills, research skills
Degree Program Level	Knowledge of law with emphasis in business and cyber laws, computer and office skills, knowledge business accounting principles and procedures, knowledge of information technology infrastructure and function, skills and knowledge of information management environment and practices, managerial and supervisory skills, Knowledge of information security and policies, knowledge of American and world history, culture, and religions, appreciation of arts and music, basic knowledge of foundational science, and human and social behavior.
Course Level	Skills and knowledge in planning and managing information technology departments and functions, knowledge and understanding of the information technology applications in different industries with emphasis on medical information systems, logistics information systems, security information systems, and hospitality information systems. Skills in working with general and specialty business applications, and knowledge of document handling and office protocols.

Licensure is not the goal of the program.

MASTER OF BUSINESS ADMINISTRATION IN GLOBAL LEADERSHIP

Delivery Format: Resident (on-site), Hybrid, Distance/online

Program Objective:

Richfield University **Master of Business Administration with Option in Global Leadership** is a graduate degree program focused on preparing the students to contribute to the management and the leadership of the entities that have active presence in the global business operations. The program offers a solid foundation in business administration with its main focus on executive and global leadership. The program not only covers the functional business knowledge but it prepares its graduates to take leadership responsibilities in today's complex world business and relations.

Career Objectives:

The program is preparing our graduates to contribute to their international organizations and business enterprises through global awareness, citizenship, and responsibility, recognition of cultural diversity ethics and their dynamics, utilization of new information and communication technologies and resources, and development of innovative and humane solutions and alternatives. Our graduates learn to respect human dignity, environment, and the value of global peace and cooperation.

The Admissions Requirements

Students applying to Richfield University Master of Business Administration in Global Leadership program must have a strong academic profile coupled with impressive professional business experience. The following admissions criteria must be met before an applicant will be considered for the admission to the program:

- ✓ A bachelor or a higher degree with a minimum "C" grade points average from a nationally accredited educational institute of higher learning in the United States or from an equivalent foreign institute. All foreign documents including certificate and transcripts are subject to evaluation and validation by Richfield University admissions office. Certified English translated copies must accompany all documents in a foreign language.
- ✓ Proficiency in English language. This requirement is satisfied by any of the following:
- ✓ Documents evidencing the completion of English as a Second Language Program from a recognized language school.
- ✓ TOFEL exam results with a minimum of 600.
- ✓ Documents showing the completion of a minimum of 60 units after high school in a country with English as its official language.
- ✓ A minimum of 70% test result from Richfield University English Language Test
- ✓ Educational goals and objectives summary document written by the applicant outlining his/her academic goals while pursuing graduate study at Richfield University. This document must be submitted as a part of the application documents for admission.
- ✓ Employment verification letter verifying present or prior work in a managerial position.
- ✓ Two letters of recommendation from individuals who are familiar with the application's ability and qualifications to pursue graduate studies and research.
- ✓ Payment of all necessary fees according to Richfield Tuition and Fee Schedule.

A minimum score of 450 for GMAT (Graduate Management Admission Test) is required for admission to Richfield University graduate degree programs. Applicants who have not taken the GMAT exam conditioned upon the submission and approval of the other required admission documents and criteria will be admitted conditionally to the program and must take and submit the GMAT test results within a year of their admissions to the graduate program. Applicants with a bachelor degree with a GPA of over 3.5 or higher may request a waiver of the GMAT requirement. Upon approval of the applicant's eligibility to pursue graduate studies, the admissions will notify the applicant of the approval of the waiver.

Admissions Process:

Richfield University admissions office will make the final decision on accepting or rejecting an application for the program. After receipt and verification of the application and all the supporting documents, the admissions office completes the following process:

Document Receipt and Acknowledgement: After all documents are received, the admissions office will notify the applicant by e-mail or postal mail.

Document Verification and Validation: At this stage all documents will be verified, evaluated, and validated by the admissions office. The applicant will be communicated for any additional information or requirements.

Application Review and Decision: The applicant's completed application file will be forwarded to the admissions committee headed by the academic dean or his representative. The committee will make the final decision on the acceptance or rejection of the application. The applicant will be notified by the admissions office of his/her admissions status

The applicants notified of their admissions will finalize their program registration by completing the enrollment and registration form and by submitting the tuition and fee for their enrolled program.

Evaluation of Foreign Transcripts

The process of evaluating the prior academic coursework/transcript is handled by the academic dean or the designated evaluation committee via the admissions and registrar offices. Transcripts from foreign institutions is recommended to be reviewed and evaluated by an accredited member of the National Association of Credentialing Services (NACES) are generally accepted as the proof of prior academic work. You can visit www.naces.org/members.htm for a list of approved agencies. In order to facilitate the verification and authentication of the foreign transcripts, it is highly recommended that all transcripts be sent to the University registrar and admissions offices directly from the attended institutions. All transcripts submitted to the admissions and registrar offices will be evaluated for validation and transfer approval evaluation. Any foreign transcript and diploma submitted by students for degree equivalency evaluation is subject to a non-refundable processing and evaluation fee of two hundred fifty dollars prior to processing and evaluation.

The types and amount of general education required

Richfield University Master of Business Administration in Global Leadership general education requirement is structured to promote the appreciation for lifelong learning necessary to support the professional, academic, and personal success of our students. Master of Business Administration in Global Leadership program incorporates a common set of completed prior general education courses designed to prepare students with a basic foundation in communication, problem-solving, teamwork, ethics, and professionalism. These themes are then further integrated and applied throughout the core curriculum.

Our Philosophy and approach built in the design of the general education courses motivates and inspires our learners to continuously enhance their knowledge and to share it with others throughout their personal, academic, and professional life experience. The core values and learners learning outcomes of Master of Business Administration in Global Leadership program general education curriculum requirements are:

- ✓ To develop and enhance knowledge for lifelong intellectual and social growth
- ✓ To develop and enhance learner's writing, reading, listening, and presenting skills
- ✓ To develop and enhance critical and analytical thinking and effective reasoning and analysis techniques
- ✓ To create and improve social, political, psychological, historical, natural, and environmental awareness of our living habitant
- ✓ To demonstrate and practice ethical principles and attitudes, respect for diversity, organizational citizenship, professionalism, and global awareness.

Master of Business Administration in Global Leadership program requires the documentation and proof of the completion of a minimum of 36 units of general education course at postsecondary level prior to the admission to the Master of Business Administration in Global Leadership program.

Program Contents and Duration

Master of Business Administration in Global Leadership is a 36 unit graduate degree program. Based on the University tri-semester academic systems, the program can be completed in 12 months by successful completion of two 3-units graduate courses (full-time enrollment) per semester (eight weeks). Students who enroll a minimum of one course per semester (eight weeks) will be able to graduate in two years. The minimum length required to complete the program is 12 months. The maximum allowed time to complete the program is 36 month. Students who are not able to complete the program in 36 months will only receive a transcript of their completed courses and will be dropped from the University

Approved Prior General Education Courses *

CODE	SUBJECT/COURSE	In-Class Hours	Total Clock Hours	Semester Credit Units
Group A: Natural or Applied Science (9 units-All Required)				
CHM 100	General Chemistry	45	45	3
BIO 100	General Biology	45	45	3
PHS 100	University Physics	45	45	3

CHM 100 General Chemistry

This is an introductory laboratory course. It introduces principles, laws, and the properties of inorganic and organic chemistry. It serves to fulfill general education requirements. Students who successfully complete this course will understand basic chemical principles and will have practiced quantitative reasoning and problem solving skills. Students will also have learnt various lab techniques, including safe and competent handling of chemicals and laboratory equipment.

BIO 100 General Biology

This course introduces the basic concepts of biology. Topics include cells, genetics, simple to complex organisms, and ecology. Upon successful completion of this course, students will be able to identify the parts of a cell, describe reproductive and physiological processes, and demonstrate their understanding of heredity.

PHS 100 University Physics

This course covers selected topics in physics. Topics include the fundamental principles of science, Newton's laws of force and motion, Newton's laws of universal gravitation, and laws of thermodynamics. Upon successful completion of this course students will be able to solve problems dealing with equilibrium, momentum, energy, thermodynamics, light, and sound waves.

Group B: Behavioral Science (6 units-All Required)

PSY 100	General Psychology	45	45	3
HEA 100	Physical Health and Nutrition	45	45	3

PSY 100 General Psychology

This survey course introduces modern psychology by presenting scientific and humanistic interpretations of the human mind and behavior. Topics discussed include the methods psychologists use to gather data, the biological bases of behavior, and the basic processes of perception, learning and motivation, the development of thinking and personality, and social influences on behavior.

HEA 100 Physical Health and Nutrition

This course will help the students develop the knowledge and skills they need to make healthy decisions that allow you to stay active, safe and informed. The lessons and activities are designed to introduce students to important aspects of the main types of health: emotional and mental, social and consumer, and physical. Among other topics, you will explore nutrition, understanding and avoiding disease, first aid and CPR, and human sexuality. The fundamental components and principles of fitness is also covered

Group C: Arts and Humanities (6 units-Any two Courses)

HIS 100	American History	45	45	3
ENGL 101	English Grammar and Composition	45	45	3
ENG 102	Effective Communications	45	45	3
Art 101	Art Appreciation	45	45	3
Art 102	Music Appreciation	45	45	3

HIS 100 American History

This course Surveys United States history from its beginning to the present. The course focuses more on the modern history of the United states. American life, culture, economy, government, and politics are covered.

ENG 101 English Grammar and Composition

A study of grammar, syntax and usage, including the principles of writing skills is covered. Emphasis on sentence structure, grammar, punctuation and paragraph development. Essays are assigned in the course.

ENG 102 Effective Communications

This course in rhetoric emphasizes clear, effective written communication and preparation of different written documents including the research paper.

Art 101 Art Appreciation

An introduction to artistic practices by exploring the visual culture in our world through a cross-cultural approach. This course examines themes in art like Religion, Power, Reproduction and Sexuality, and traces them across cultures and time periods. Emphasis will be placed on learning the language of visual culture both in terms of the formal elements of design as well as the content of style and subject matter and finding connections and differences

Art 102 Music Appreciation

Study of major genres, forms, styles and historical periods in music since the Middle ages. Emphasis on listening techniques, appreciation of classical and popular music and recognition of styles, composers

and periods.

Group D: Mathematics (3 units-Any Course)

MAT 101	University Algebra	45	45	3
MAT 102	General Statistics	45	45	3

MAT 101 University Algebra

An overview of the fundamental concepts of algebra. Topics include linear and quadratic equations and inequalities; the Cartesian plane and graphing; using a graphing utility; functions; graphs, and models; polynomial and rational functions; exponential and logarithmic functions; systems of equations, inequalities, and matrices.

MAT 102 General Statistics

This course covers the need for research, sample sizes, types of samples, and data collection. Students will analyze and interpret data through data collection, summarizing data, and data presentation; hypothesis testing, regression, and correlation; random variables, and probability densities.

Group E: Electives (12 units-Any Four Courses)				
HIS 201	World History	45	45	3
ENG 201	English and American Literature	45	45	3
ENG 202	Critical Thinking & Creative Writing	45	45	3
PHI 201	World Philosophy	45	45	3
REL 201	World Religions	45	45	3
COM 201	Business Communications	45	45	3

HIS 201 World History

This course emphasizes the historic, economic, geographic, political, and social structure of various cultural regions of the world from the dawn of civilization to the present time. Special attention is given to the formation and evolution of societies into complex political and economic systems.

ENG 201 English and American Literature

This course introduces students to English and American literature, its history and development, and its rich variety of forms and techniques. It surveys English and American literature from its beginnings to approximately 1900.

ENG 202 Critical Thinking & creative Writing

This is a course which provides the student with an opportunity to apply argument theory, critical thinking, and writing skills to a variety of current issues. Student will have the opportunity to not only become familiar with what other writers think about issues, but they will also have the opportunity to read, analyze, and write extensively about this chosen issue.

REL 201 World Religions

This class will introduce students to a number of religious traditions in their classical formulations and their contemporary practices. Students will also explore the academic study of religion, considering how various disciplines approach the myths, stories, symbols, rituals, ideas, and ethical practices of these religions. This introduction will provide students a framework within which to reflect on their own experiences, as well as prepare them for further academic study in humanities and social sciences. Traditions include: Hinduism, Buddhism, Judaism, Christianity, and Islam.

COM 201 Business Communications

This course examines basic interpersonal communication processes within written and oral channels, with practical applications for the business environment. Issues regarding cross-cultural communications and ethical considerations in business communication are discussed. The course emphasizes three areas: 1) planning, researching, organizing, writing, editing, and revising business-related documents; 2) planning, organizing, and delivering oral presentations in a business setting; and 3) preparing for professional success in the business world, including career planning, networking, job searching, resume preparation, job application and interviewing. Written assignments and oral presentations are required.

* General education courses not listed in the above table can be accepted as the substitute for the listed courses upon the review and approval by the academic dean. All previous The General education courses must have been completed with a minimum of C (70%).

Master of Business Administration in Global Leadership Course Requirements				
CODE	SUBJECT/COURSE	In-Class Hours	Total Clock Hours	Semester Credit Units
Core Required Courses (12 Units)				
GCC 500	Research Methodologies and Applications	45	45	3
GCC 510	Information Technology Tools	45	45	3
GCC 520	Information Ethics, Privacy, and Security	45	45	3
GCC 530	Global Collaboration and Communication	45	45	3

GCC 500 Research Methodologies and Applications

The course covers research methods, tools and applications at a graduate level, with an emphasis on qualitative and quantitative research methods adapted from multiple disciplines and applied to real-world research projects. The students will use information technology and traditional tools and methods during the course.

GCC 510 Information Technology Tools

The course introduces information technology systems and software available to managers in decision-making, system analysis and design, and productivity. A number of course projects are completed by using office productivity and project development software packages.

GCC 520 Information Ethics, Privacy, and Security

The course addresses information ethics, privacy, and security issues, laws, and challenges in today's business and institutional settings. Students will have opportunities to debate on these important topics and to develop strategies and solutions suited for organization with diverse global infrastructures.

GCC 530 Global Collaboration and Communication

The course covers a variety of communication and collaboration techniques and tools available to professionals both in physical and cyber environments. Traditional communication media, including print and presentation, as well as virtual media like digital communications, online collaboration, and web based communications are covered.

Major Courses 15 Units				
GMC 551	Global Institutions and Organizational Management	45	45	3
GMC 552	Global Leadership Seminars	45	45	3
GMC 553	Global Finance and Commerce	45	45	3
GMC 554	Global Culture, Politics, and Economy	45	45	3
GMC 555	Global Markets, Logistics and Transportation	45	45	3

GMC 551 Global Institutions and Organization

The course covers the basic principles of organizational management and their applications in different global institutional settings. The topics included world organizations, global enterprise, institutional leadership, and global organizational interdependence.

GMC 552 Global Leadership Seminars

Topics covered include global managerial and leadership issues including resource allocation, conservation management, global staffing, bench marking, global collaboration, and contract management.

GMC 553 Global Finance and Commerce

Topics covered in this course include global financial markets, institutions, and banking, global commerce, e-commerce, global trade infrastructures and agreements, and international business entities and regulations.

GMC 554 Global Culture, Politics, and Economy

Living in a culturally, economically, and politically complex world requires global vision and understanding. This course covers the important issues related to our world cultures, economies, and political systems.

GMC 555 Global Markets, Logistics and Transportation

This course covers the global markets and their effects on managerial decisions as well as the logistics, transportation issues and alternatives in conducting global leadership. Global supply chain logistics systems, such as supplies, storage, materials handling, production, inventory, orders, and transportation systems are also covered.

Elective Courses (6 Units, any two courses)				
LTC 551	Global Logistics and Transportation Systems	30	60	3
LTC 552	Supply Chain Management Systems	30	60	3

LTC 553	Business Logistics Strategies	30	60	3
LTC 554	Distribution Modeling Seminar	30	60	3
ISC 551	Managing Information security	30	60	3
ISC 552	Information Systems privacy , Ethics, and Law	30	60	3
ISC 553	Security Planning and Control	30	60	3
ISC 554	Global Networks and Web Security	30	60	3

LTC 551 Global Logistics and Transportation Systems

This course covers global Logistics and transportation with a focus on logistics systems, intra/inter-firm relations, customer service, material management, inventory, information systems, and organization of the logistics and transportation functions.

LTC 552 Supply Chain Management Systems

This course covers today's supply chain management systems with an emphasis on transportation and logistics systems. The course examines different alternatives and the best options in optimizing the use of available resources in the supply chain management cycle.

LTC 553 Business Logistics Strategies

An introduction to a study of the business and logistics of supply chain management. Topics include the flow of raw materials, works-in-progress, and finished goods through the supply chain. Particular emphasis is given to the design of strategies for channels of distribution, management of inventory, evaluation of transportation alternatives, information flow, facility location, outsourcing of third-party relationships, and the rapidly expanding field of logistics information technology.

LTC 554 Distribution Modeling Seminar

This course requires knowledge of a wide range of logistics terms and concepts. Students are required to read extensively from the current literature in the field and to demonstrate proficiency in developing distribution models using system development and information technology tools.

ISC 551 Managing Information Security

This course examines different options available in managing information security in an organization. It covers information security issues and concerns related to data, software, hardware, people, and environments. Different security and controls are covered.

ISC 552 Information Systems Privacy, Ethics, and Law

This course covers privacy, ethical, and legal issues related to collection, processing, storage, and distribution of personal and business data and information. The course explores different options available to insure data and information security and compliance.

ISC 553 Security Planning and Control

This course introduces the development of security policies, procedures, and plans for different organizations. It also covers security audit and security enhancement techniques in handling information across the enterprise

ISC 554 Global Networks and Web Security

This course examines security issues, and solutions in network, database, and the Internet environment. Security controls and concerns in ecommerce and online transactions are reviewed and assessed.

Graduate Capstone Course (3 Units)

GCS 599	Graduate Capstone	30	60	3
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GCS 599 Graduate Capstone

Graduate Capstone is the final course for Master of Business Administration in Global Management. The student will develop and present a global strategic plan for a global institution or business either individually or as a member of a team. The capstone is presented to a panel of professionals who will rate and approve it. The capstone document is produced both in print and digital form.

TOTAL UNITS (CORE)	12
TOTAL UNITS (MAJOR)	15
TOTAL UNITS (ELECTIVES)	6
TOTAL UNITS (CAPSTONE)	3
TOTAL UNITS REQUIRED FOR MASTER OF BUSINESS IN GLOBAL LEADERSHIP	36

The Program Course Requirements

Master of Business Administration in Global Leadership program is made of 36 semester units in the following areas:

Core Courses (12 units) based on the previously described general education courses

Major Courses (15 units)

Elective Courses (6 units)

Capstone Course (3 units)

The Method of Instruction:

Master of Business Administration in Global Leadership program at Richfield University is offered in the following instructional delivery formats:

Online: All course and research work is done on-line. This format does not require campus residency or onsite class attendance.

Hybrid: Students who choose this format can take on-site and/or on-line courses. The research work can be done on-line or on-site or in a hybrid format.

Master of Business Administration in Global Leadership program Degree at Richfield University must select one of the above options at the beginning of their studies at the University. Any changes must be approved by the academic dean.

The Graduation Requirements:

In order to graduate from Master of Business Administration in Global Leadership program and to receive the official certificate and transcript, the student must complete all the following requirements and criteria:

Successful Completion of all program required courses with a minimum passing rate of 70% (C average).

Successful Completion of the capstone course according with a minimum grade of 80% (B).

Completed and approved petition application for graduation form.

Payment of the tuition, fees, and the fulfillment of all other graduation requirements.

The official transcript and certificate will be issued only if all the above requirements are met.

The Master of Business Administration in Global Leadership program at Richfield University has been designed for working professionals and individuals who plan to improve their decision-making and leadership skills. The program does not intend to prepare the students for employment in any occupation. No job placement services are available from the program.

The program is taught by qualified faculty members with academic and professional background in the subject area of their teaching assignments. All faculty members teaching non-degree and

certificate programs hold a minimum of bachelor degree. All faculty members teaching graduate degree programs hold graduate degrees with the majority holding a doctoral degree from a BPPE approved or a US Department of Education recognized accrediting agency in the United States. The faculty members holding degrees from foreign institutions have their degrees and transcripts evaluated in the United States.

Richfield University has developed a comprehensive institutional strategic plan with focus on educational quality and national accreditation. The University projected enrolment reflects the vision and the commitment of its founders to achieve state and national recognitions and to serve the community with high distinction. The University strategic institutional plan mandate low annual enrollment and gross to assure high quality and fiscal stability.

The learning, skills, and other competencies to be acquired by students who complete the education program

Richfield University Master of Business Administration in Global Leadership offers great learning and research opportunities for working professionals with global leadership and managerial responsibilities who want to learn the effective use of information tools for research and decision making needs.

The program is composed of core, major, elective, and capstone courses. Richfield University MBA graduates will greatly contribute to the organizations they serve by making sound decisions and conducting meaningful research.

Students who complete the degree program successfully will acquire learning, competencies, knowledge, and the skills at three different categorizes that will prepare them to accept professional and job responsibilities in the area of their study field, to communicate effectively at work and in the communities they serve, to make effective managerial decisions, to serve the organization they work for , to have a vision for global peace and harmony, to respect cultural and ethnic diversity, to protect individual privacy, and to demonstrate organizational and civic responsibilities.

The following table highlights the skills, competencies, learning, and the knowledge that will be acquired by a student successfully graduated for the program:

Master of Business Administration in Global Leadership		
Terminal Program Output Summary Table		
Category	Acquired Learning, Knowledge, Skills, and Vision	
Institutional Level	Respect to cultural and ethnic diversity, organizational and civic citizenship, leadership skills, teamwork skills, global awareness for peace and collaboration, respect for privacy, respect for laws and order, communication skills, problem solving skills, research skills	

Degree Program Level	Knowledge and vision of global political, economic, cultural, and business environment and systems, ability to conduct research at graduate level, knowledge of legal, privacy, ethics, and security issues across the business enterprise, skills in working with office and information technology applications, learn to plan and to develop projects, and managerial and leadership skills	
Course Level	Knowledge of strategic management plan and documentation, understanding global diversity, culture and politics, and organizations, knowledge of global information systems, skills in system and project analysis and design, knowledge of information security and policies, understanding the legal issues in global commerce and cyberspace, understanding global marketing and organizations, leadership skills and knowledge in directing global information and leadership systems including transportation, healthcare, information security, and ecommerce.	

Licensure is not the goal of the program.

DOCTOR OF PHILOSOPHY IN GLOBAL LEADERSHIP (PHD)

Delivery Format: Resident (on-site), Hybrid, Distance/online

Introduction

The Doctor of Philosophy in Global Leadership (PhD) at Richfield University is a research-centered graduate study and degree program focused on the issues that have shaped our global community and its leadership. It provides the students with knowledge, research abilities, and leadership skills to develop solutions for global problems. The program is looking for individuals with a solid university education and professional achievements who want to play a greater role in reshaping the world for the better. Individuals who have a passion and vision for developing high quality and practical solutions for the problems our planet and its people are facing are encouraged to apply to the program.

Richfield students, through learning and research, will advance their understanding of the global issues by exploring their roles in relationship to other people and systems at a global level. The program is focused on global perspectives, global problems and issues, and specific solutions that will benefit the people and lives in a constantly changing and interconnected world.

The University is looking for qualified individuals who will have the resources, the knowledge, the dedication, and time to conduct scholarly research directed toward a doctoral degree in global studies.

Program Objectives

Richfield University Doctor of Philosophy in Global Leadership offers a unique opportunity to individuals who aim to improve the global business and environment through their vision and leadership competencies. The program prepares global leaders who are competent in conducting meaningful research utilizing today's information technology tools. The program provides great academic and research opportunities at graduate level in the most demanding areas of leadership and management including financial, organizational, knowledge, organizations, and environment. Our graduates learn to develop models that can be implemented in today's world that will advance prosperity, cooperation, productivity, and global resource sustainability.

Our graduates can contribute to the knowledge base of global organizations through quality, research and development. The graduates have great opportunities to play leadership and executive roles in today's global enterprises, organizations, and environments.

Mission and Values

The mission of the Doctor of Philosophy in Global Leadership (PhD) at Richfield University is to empower university graduates and successful professionals who want to play leadership roles in different global settings through graduate education and scholarly research. The University graduates will participate in public, private, and non-profit entities and in directing projects that improve the quality of life throughout the world.

The Doctor of Philosophy Program in Global Leadership at Richfield University is based on the most important values and visions that will shape the future of mankind on our planet. The following represent the core values of the doctoral degree in Global Leadership at the University:

All human beings are equal and are entitled to freedom, equal rights, and economic equality and prosperity.

We must respect our environment and improve its resources by conservation, recycling, and improved methodology and knowledge.

We must direct our resources, our thoughts, our learning, and our actions toward improving our planet and the lives of its populace.

Peace can be achieved through dialog, cooperation, and respect for human dignity, human rights, culture, and beliefs.

Through responsible leadership and common good we can achieve global peace and prosperity.

Those individuals and entities that possess resources must share their knowledge, time, and resources to assist individuals who lack sufficient resources and skills to improve their lives and communities.

We must support high ethics and values while we continue to support originality, innovations, and technology.

The best practices must be rewarded and made available through global media and platforms like the Internet, the United Nations, research and educational institutions, and traditional and alternative media and multimedia throughout the world.

The Admission Requirements

Students applying to Richfield University Doctor of Philosophy in Global Leadership program must have a strong academic profile coupled with impressive professional business experience. The following admission criteria must be met before an applicant will be considered for the admission to the program:

- ✓ A bachelor or a higher degree with a minimum “C” grade points average from a nationally accredited educational institute of higher learning in the United States or from an equivalent foreign institute. All foreign documents including certificate and transcripts are subject to evaluation and validation by Richfield University admissions office. Certified English translated copies must accompany all documents in a foreign language.
- ✓ Proficiency in English language. This requirement is satisfied by any of the following:
- ✓ Documents evidencing the completion of English as a Second Language Program from a recognized language school.
- ✓ TOFEL exam results with a minimum of 600.
- ✓ Documents showing the completion of a minimum of 60 units after high school in a country with English as its official language.
- ✓ A minimum of 70% test result from Richfield University English Language Test
- ✓ Educational goals and objectives summary document written by the applicant outlining his/her academic goals while pursuing graduate study at Richfield University. This document must be submitted as a part of the application documents for admission.
- ✓ Employment verification letter verifying present or prior work in a managerial position.

- ✓ Two letters of recommendation from individuals who are familiar with the application's ability and qualifications to pursue graduate studies and research.
- ✓ A research proposal summary that will include the title of the dissertation and the area of research. The formalisms, content, and delivery must be based on the guidelines and standards set by the institution.
- ✓ An affidavit of financial and resource support, detailing the source of funds and the nature of the support the student will have to complete his/her education and research
- ✓ A memorandum of understanding and acceptance from one or more a qualified researcher(s) or graduate faculty who will help the student throughout his/her education at the University

Payment of all necessary fees according to Richfield Tuition and Fee Schedule.

A minimum score of 450 for GMAT (Graduate Management Admission Test) is required for admission to Richfield University graduate degree programs. Applicants who have not taken the GMAT exam conditioned upon the submission and approval of the other required admission documents and criteria will be admitted conditionally to the program and must take and submit the GMAT test results within a year of their admissions to the graduate program. Applicants with a bachelor degree with a GPA of over 3.5 or higher may request a waiver of the GMAT requirement. Upon approval of the applicant's eligibility to pursue graduate studies, the admissions will notify the applicant of the approval of the waiver.

Admission Process:

Richfield University admissions office will make the final decision on accepting or rejecting an application for the program. After receipt and verification of the application and all the supporting documents, the admissions office completes the following process:

Document Receipt and Acknowledgement: After all documents are received, the admissions office will notify the applicant by e-mail or postal mail.

Document Verification and Validation: At this stage all documents will be verified, evaluated, and validated by the admissions office. The applicant will be communicated for any additional information or requirements.

Application Review and Decision: The applicant's completed application file will be forwarded to the admissions committee headed by the academic dean or his representative. The committee will make the final decision on the acceptance or rejection of the application. The applicant will be notified by the admissions office of his/her admissions status

The applicants notified of their admissions will finalize their program registration by completing the enrollment and registration form and by submitting the tuition and fee for their enrolled program.

Evaluation of Foreign Transcripts

The process of evaluating the prior academic coursework/transcript is handled by the academic dean or the designated evaluation committee via the admissions and registrar offices. Transcripts from foreign institutions is recommended to be reviewed and evaluated by an accredited member

of the National Association of Credentialing Services (NACES) are generally accepted as the proof of prior academic work. You can visit www.naces.org/members.htm for a list of approved agencies. In order to facilitate the verification and authentication of the foreign transcripts, it is highly recommended that all transcripts be sent to the University registrar and admissions offices directly from the attended institutions. All transcripts submitted to the admissions and registrar offices will be evaluated for validation and transfer approval evaluation. Any foreign transcript and diploma submitted by students for degree equivalency evaluation is subject to a non-refundable processing and evaluation fee of two hundred fifty dollars prior to processing and evaluation.

The types and amount of general education required

Richfield University Doctor of Philosophy in Global Leadership (PhD) general education requirements is structured to promote the appreciation for lifelong learning necessary to support the professional, academic, and personal success of our students. Doctor of Philosophy in Global Leadership (PhD) program incorporates a common set of completed prior general education courses designed to prepare students with a basic foundation in communication, problem-solving, teamwork, ethics, and professionalism. These themes are then further integrated and applied throughout the core curriculum.

Our Philosophy and approach built in the design of the general education courses motivates and inspires our learners to continuously enhance their knowledge and to share it with others throughout their personal, academic, and professional life experience. The core values and learners learning outcomes of Doctor of Philosophy in Global Leadership (PhD) program general education curriculum requirements are:

- ✓ To develop and enhance knowledge for lifelong intellectual and social growth.
- ✓ To develop and enhance learner's writing, reading, listening, and presenting skills.
- ✓ To develop and enhance critical and analytical thinking and effective reasoning and analysis techniques.
- ✓ To create and improve social, political, psychological, historical, natural, and environmental awareness of our living habitant.
- ✓ To demonstrate and practice ethical principles and attitudes, respect for diversity, organizational citizenship, professionalism, and global awareness.

Program Contents and Duration

Doctor of Philosophy in Global Leadership is a 36-units academic graduate degree program. Based on the University tri-semester academic system, the program can be completed in 36 months by successfully completing a 3-units graduate course/practicum (full-time enrollment) per semester (eight weeks) and the approved doctoral dissertation in a year. The minimum duration to complete the program is 36 months. The maximum time allowed to complete the program is 48 months. Students who are not able to complete the program in 48 months will only receive a transcript of their completed courses and will be dropped from the University.

Doctoral Practicum Course Format

Each doctoral practicum is equivalent to 3 semester units and must contribute to the doctoral research focused objectives, preparation of the dissertation proposal and doctoral dissertation, as well as the actual doctoral research. Students will receive a certificate after completion and approval of each practicum course.

Program Course Requirements

Doctor of Philosophy in Global Leadership (PhD) program is composed of a total of 36 graduate level courses and includes 12 units of core courses, 15 units of doctoral practicum courses, 3 units of doctoral dissertation proposal, and a 6-unit Doctoral Dissertation course.

Steps in Pursuing a Doctoral of Philosophy in Global Leadership (PhD) at Richfield University:

The first step in pursuing a Doctor of Philosophy in Global Leadership (PhD) at Richfield University is to study the program curriculum, course, and program requirements and to request the application and supporting documents. The documents can be downloaded online or requested for postal mail. As a part of the submitted documents the prospective student will include the following :(points)

A research proposal summary that will include the title of the dissertation and the area of research. The formalisms, content, and delivery must be based on the guidelines and standards set by the institution.

An affidavit of financial and resource support, detailing the source of funds and the nature of the support the student will have to complete his/her education and research

A memorandum of understanding and acceptance from one or more a qualified researcher(s) or graduate faculty who will help the student throughout his/her education at the University

The doctoral program admissions committee will review all the applications and supporting documents and approve or rejects the application.

Admitted students will be assigned a research faculty advisor at the University who will work with the student in developing a study plan based on the University requirements and the student's target research.

The student must complete all of the required graduate practicum courses, and an approved doctoral dissertation course in order to be assessed for the status of PhD candidacy.

The student must submit and receive approval for his/her dissertation proposal.

After the dissertation proposal approval, the student will achieve doctoral candidacy status and will start the research work for the development of the dissertation.

The dissertation must be developed according to the standards and guidelines established by the University.

After submission and approval of the dissertation, the student is scheduled to defend his/her dissertation. If the dissertation committee approves the dissertation, the Doctor of Philosophy in Global Leadership (PhD) is conferred.

All courses and research, including the dissertation, must be completed within a period of no longer than four years

For each focused course completed, the student will receive a certificate of completion and the course is accepted as one of the required courses toward the PhD candidacy.

Approved Prior General Education Courses *

CODE	SUBJECT/COURSE	In-Class Hours	Total Clock Hours	Semester Credit Units
Group A: Natural or Applied Science (9 units-All Required)				
CHM 100	General Chemistry	45	45	3
BIO 100	General Biology	45	45	3
PHS 100	University Physics	45	45	3

CHM 100 General Chemistry

This is an introductory laboratory course. It introduces principles, laws, and the properties of inorganic and organic chemistry. It serves to fulfill general education requirements. Students who successfully complete this course will understand basic chemical principles and will have practiced quantitative reasoning and problem solving skills. Students will also have learned various lab techniques, including safe and competent handling of chemicals and laboratory equipment.

BIO 100 General Biology

This course introduces the basic concepts of biology. Topics include cells, genetics, simple to complex organisms, and ecology. Upon successful completion of this course, students will be able to identify the parts of a cell, describe reproductive and physiological processes, and demonstrate their understanding of heredity.

PHS 100 University Physics

This course covers selected topics in physics. Topics include the fundamental principles of science, Newton's laws of force and motion, Newton's laws of universal gravitation, and laws of thermodynamics. Upon successful completion of this course students will be able to solve problems dealing with equilibrium, momentum, energy, thermodynamics, light, and sound waves.

Group B: Behavioral Science (6 units-All Required)

PSY 100	General Psychology	45	45	3
HEA 100	Physical Health and Nutrition	45	45	3

PSY 100 General Psychology

This survey course introduces modern psychology by presenting scientific and humanistic interpretations of the human mind and behavior. Topics discussed include the methods psychologists use to gather data, the biological bases of behavior, and the basic processes of perception, learning and motivation, the development of thinking and personality, and social influences on behavior.

HEA 100 Physical Health and Nutrition

This course will help the students develop the knowledge and skills they need to make healthy decisions that allow you to stay active, safe and informed. The lessons and activities are designed to introduce students to important aspects of the main types of health: emotional and mental, social and consumer, and physical. Among other topics, you will explore nutrition, understanding and avoiding disease, first aid and CPR, and human sexuality. The fundamental components and principles of fitness is also covered.

Group C: Arts and Humanities (6 units-Any two Courses)

HIS 100	American History	45	45	3
ENGL 101	English Grammar and Composition	45	45	3
ENG 102	Effective Communications	45	45	3
Art 101	Art Appreciation	45	45	3
Art 102	Music Appreciation	45	45	3

HIS 100 American History

This course Surveys United States history from its beginning to the present. The course focuses more on the modern history of the United states. American life, culture, economy, government, and politics are covered.

ENG 101 English Grammar and Composition

A study of grammar, syntax and usage, including the principles of writing skills is covered. Emphasis on sentence structure, grammar, punctuation and paragraph development. Essays are assigned in the course.

ENG 102 Effective Communications

This course in rhetoric emphasizes clear, effective written communication and preparation of different written documents including the research paper.

Art 101 Art Appreciation

An introduction to artistic practices by exploring the visual culture in our world through a cross-cultural approach. This course examines themes in art like Religion, Power, Reproduction and Sexuality, and traces them across cultures and time periods. Emphasis will be placed on learning the language of visual culture both in terms of the formal elements of design as well as the content of style and subject matter and finding connections and differences.

Art 102 Music Appreciation

Study of major genres, forms, styles and historical periods in music since the Middle ages. Emphasis on listening techniques, appreciation of classical and popular music and recognition of styles, composers and periods.

Group D: Mathematics (3 units-Any Course)

MAT 101	University Algebra	45	45	3
MAT 102	General Statistics	45	45	3

MAT 101 University Algebra

An overview of the fundamental concepts of algebra. Topics include linear and quadratic equations and inequalities; the Cartesian plane and graphing; using a graphing utility; functions; graphs, and models; polynomial and rational functions; exponential and logarithmic functions; systems of equations, inequalities, and matrices.

MAT 102 General Statistics

This course covers the need for research, sample sizes, types of samples, and data collection. Students will analyze and interpret data through data collection, summarizing data, and data presentation; hypothesis testing, regression, and correlation; random variables, and probability densities.

Group E: Electives (12 units-Any Four Courses)

HIS 201	World History	45	45	3
ENG 201	English and American Literature	45	45	3
ENG 202	Critical Thinking & Creative	45	45	3

	Writing			
PHI 201	World Philosophy	45	45	3
REL 201	World Religions	45	45	3
COM 201	Business Communications	45	45	3

HIS 201 World History

This course emphasizes the historic, economic, geographic, political, and social structure of various cultural regions of the world from the dawn of civilization to the present time. Special attention is given to the formation and evolution of societies into complex political and economic systems.

ENG 201 English and American Literature

This course introduces students to English and American literature, its history and development, and its rich variety of forms and techniques. It surveys English and American literature from its beginnings to approximately 1900.

ENG 202 Critical Thinking & creative Writing

This is a course which provides the student with an opportunity to apply argument theory, critical thinking, and writing skills to a variety of current issues. Student will have the opportunity to not only become familiar with what other writers think about issues, but they will also have the opportunity to read, analyze, and write extensively about this chosen issue.

REL 201 World Religions

This class will introduce students to a number of religious traditions in their classical formulations and their contemporary practices. Students will also explore the academic study of religion, considering how various disciplines approach the myths, stories, symbols, rituals, ideas, and ethical practices of these religions. This introduction will provide students a framework within which to reflect on their own experiences, as well as prepare them for further academic study in humanities and social sciences. Traditions include: Hinduism, Buddhism, Judaism, Christianity, and Islam.

COM 201 Business Communications

This course examines basic interpersonal communication processes within written and oral channels, with practical applications for the business environment. Issues regarding cross-cultural communications and ethical considerations in business communication are discussed. The course emphasizes three areas: 1) planning, researching, organizing, writing, editing, and revising business-related documents; 2) planning, organizing, and delivering oral presentations in a business setting; and 3) preparing for professional success in the business world, including career planning, networking, job searching, resume preparation, job application and interviewing. Written assignments and oral presentations are required.

Doctor of Philosophy in Global Leadership (PhD) Course Requirements				
CODE	SUBJECT/COURSE	In-Class Hours	Total Clock Hours	Semester Credit Units
Core Required Courses (12 Units)				
GCC 500	Research Methodologies and Applications	45	45	3
GCC 510	Information Technology Tools	45	45	3
GCC 520	Information Ethics, Privacy, and Security	45	45	3
GCC 530	Global Collaboration and Communication	45	45	3

GCC 500 Research Methodologies and Applications

The course covers research methods, tools and applications at a graduate level, with an emphasis on qualitative and quantitative research methods adapted from multiple disciplines and applied to real-world research projects. The students will use information technology and traditional tools and methods during the course.

GCC 510 Information Technology Tools

The course introduces information technology systems and software available to managers in decision-making, system analysis and design, and productivity. A number of course projects are completed by using office productivity and project development software packages.

GCC 520 Information Ethics, Privacy, and Security

The course addresses information ethics, privacy, and security issues, laws, and challenges in today's business and institutional settings. Students will have opportunities to debate on these important topics and to develop strategies and solutions suited for organization with diverse global infrastructures.

GCC 530 Global Collaboration and Communication

The course covers a variety of communication and collaboration techniques and tools available to professionals both in physical and cyber environments. Traditional communication media, including print and presentation, as well as virtual media like digital communications, online collaboration, and web based communications are covered.

Doctoral Practicum Courses 15 Units

GDC 651	Global Resources and Conservation Management	45	45	3
GDC 652	Global Mobility, Culture, Religions, and Diversity	45	45	3
GDC 653	Global Economic, Commerce, and Political Systems	45	45	3
GDC 654	Global Communication and Information Systems	45	45	3
GDC 655	Global Leadership and Institutions	45	45	3

GMC 651 Global Resources and Conservation Management

This practicum is focused on exploring global resources and different ways they can be utilized and conserved. Students will be required to select a global research area, present its present state, explore different scenarios and plans to use them optimally, and develop a scholarly proposal or article.

GMC 652 Global Mobility, Culture, Religions, and Diversity

This practicum is focused on exploring global mobility, culture, religions, and diversity. Corporate mobility, human immigration, gender identity, religious tolerance and interactions, workplace and educational diversity, and cultural recognition and values are researched and studied. Students will be required to select a global research area, and present its present state, explore different scenarios and plans to recognize and appreciate and benefit from its environment, and finally develop a scholarly proposal or article.

GMC 653 Global Economic, Commerce, and Political Systems

This practicum is focused on exploring global economic, commercial, and political systems and their interdependence and influences on human and institutional existence. Students will seek ways approved by a scholarly article or proposal.

GMC 654 Global Communication and Information Systems

This practicum is focused on exploring global communication and information media and systems and different ways they can be utilized to improve business, institutional, and human interactions. Students will explore communication channels, methods, technologies, and infrastructure and develop a scholarly article or proposal for their better use and applications.

GMC 655 Global Leadership and Institutions

This practicum is focused on exploring global leadership strategies and their applications in our global institutions and organizations. Students will develop scenarios, articles, and improvement proposals to improve global leadership in business, government, educational institutions, and

global organizations.

DOCTORAL DISSERTATION PROPOSAL (3 Units)

GCS 699	Doctoral Dissertation Proposal	45	45	3
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GCS 699 Doctoral Dissertation Proposal

Doctoral Dissertation Proposal is a documented proposal for the doctoral dissertation that must be submitted and approved before achieving doctoral candidacy status. The proposal must be developed according to the guidelines and development standards for the doctoral degree program.

DOCTORAL DISSERTATION (6 Units)

GCS 700	Doctoral Dissertation	90	90	6
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GCS 700 Doctoral Dissertation

Doctoral Dissertation is a documented doctoral level scholarly document that will be developed through students' doctoral research and according to the guidelines and standards established by the doctoral degree program. The doctoral dissertation must be developed, submitted, and defended by the doctoral candidate. The clock hours listed indicates the minimum number of documented hours spent on the preparation of the document. The student will have up to twelve months after the doctoral candidacy status to complete, document, and submit his/her doctoral dissertation for approval.

TOTAL UNITS (CORE)	12
TOTAL PRACTICUM COURSE UNITS (MAJOR)	15
TOTAL UNITS (ELECTIVES)	6
DOCTORAL DISSERTATION PROPOSAL	3
DOCTORAL DISSERTATION	6
TOTAL UNITS REQUIRED FOR DOCTOR OF PHILOSOPHY IN GLOBAL LEADERSHIP	36

General education courses not listed in the above table can be accepted as the substitute for the listed courses upon the review and approval by the academic dean. All previous education courses must have been completed with a minimum of C (70%).

Program Course Requirement

Doctor of Business Administration in Global Leadership (PhD) program is made of 36 semester units in the following areas :(bullets)

- Core Courses (12 units) based on the previously described general education courses
- Practicum Courses (15 units)

- Dissertation Proposal (3 units)
- Doctoral dissertation (6 units)

The Graduation Requirements:

In order to graduate from Doctor of Philosophy in Global Leadership program and to receive the official certificate and transcript, the student must complete all the following requirements and criteria:

- Successful Completion of all program required courses with a minimum passing rate of 80% (B average).
- Successful Completion and approval of Doctor of Philosophy in Global Leadership dissertation.
- Completed and approved petition for graduation form.
- Payment of the tuition fees and the fulfillment of all other graduation requirements.
- The official transcript and certificate will be issued only if all the above requirements are met.

The Doctor of Philosophy in Global Leadership (PhD) program at Richfield University has been designed for working professionals and individuals who plan to improve their decision-making and leadership skills. The program does not intend to prepare the students for employment in any occupation. No job placement services are available from the program.

The program is taught by qualified faculty members with academic and professional background in the subject area of their teaching assignments. All faculty members teaching the doctoral program hold a doctoral degree from a BPPE approved or a US Department of Education recognized accrediting agency in the United States. The faculty members holding degrees from foreign institutions have their degrees and transcripts evaluated in the United States. The following table details, the subject area and the faculty members assigned to teach the offered courses at Richfield University degree programs.

Richfield University has developed a comprehensive institutional strategic plan with focus on educational quality and national accreditation. The university projected enrolment reflects the vision and the commitment of its founders to achieve state and national recognitions and to serve the community with high distinction. The university strategic institutional plan mandate low annual enrollment and gross to assure high quality and fiscal stability.

The learning, skills, and other competencies to be acquired by students who complete the education program

Richfield University Doctor of Philosophy in Global Leadership (PhD) offers great learning and research opportunities for working professionals with global leadership and managerial responsibilities who want to learn the effective use of information tools for research and decision making needs.

The program is composed of core, practicum, dissertation proposal, and doctoral dissertation courses. Richfield University PhD graduates will greatly contribute to the organizations they serve by making sound leadership decisions and conducting meaningful research.

Students who complete the degree program successfully will acquire learning, competencies, knowledge, and the skills at three different categorizes that will prepare them to accept professional and job responsibilities in the area of their study field, to communicate effectively at work and in the communities they serve, to make effective managerial decisions, to serve the organization they work for , to have a vision for global peace and harmony, to respect cultural and ethnic diversity, to protect individual privacy, and to demonstrate organizational and civic responsibilities.

The following table highlights the skills, competencies, learning, and the knowledge that will be acquired by a student successfully graduated for the program:

Doctor of Business Administration in Global Leadership (PhD)		
Terminal Program Output Summary Table		
Category	Acquired Learning, Knowledge, Skills, and Vision	
Institutional Level	Respect to cultural and ethnic diversity, organizational and civic citizenship, leadership skills, teamwork skills, global awareness for peace and collaboration, respect for privacy, respect for laws and order, communication skills, problem solving skills, research skills.	
Degree Program Level	Knowledge and skills in making leadership decisions at global and international entities, knowledge of the global economic, political, and business structures and organizations, research skills at doctoral level, ability to communicate and collaborate globally, knowledge and vision on global diversity, cooperation, peace, and conservation.	
Course Level	Knowledge of strategic management plan and documentation, knowledge and skills in using research and information technology tools in developing strategic plans, budgetary plans, and business plans, knowledge of global finance, marketing, transportation, supply chain, information security, and culture, skills in team leadership and cyberspace collaboration, knowledge of world organizations and environments.	

*Licensure in not the goal of the program.

Richfield University has developed a comprehensive institutional strategic plan with focus on educational quality and national accreditation. The University projected enrolment reflects the vision and the commitment of its founders to achieve state and national recognitions and to serve the community with high distinction. The University strategic institutional plan mandate low annual enrollment and gross to assure high quality and fiscal stability.

Admission Policies, Procedures, and Process

Admission Policies:

Students applying to Richfield University programs must have a strong academic profile and coupled with impressive prior personal and professional achievements. The following admission criteria must be met before an applicant will be considered for the admission to any program:

Completion, submission, and approval of the application form and the supporting documents including the payment of the required fees.

- ✓ Possession of a high school diploma. Submission of official high school transcripts from a state approved high school or its equivalent. High school diplomas earned outside the United States must be evaluated and approved by Richfield University Admissions Office before admission to any program.
- ✓ Proficiency in English evidenced by one of the following:
- ✓ 70% or above passing score on Richfield University English Placement Test.
- ✓ A score of 600 or above on The Test of English as a Foreign Language (TOEFL)
- ✓ High School Diploma or a minimum of one year university education at an institution with English as its official instructional language.
- ✓ Payment of all necessary fees according to Richfield Tuition and Fee Schedule.

Admission Procedures and Process:

Richfield University admission office will make the final decision on accepting or rejecting an application for the program. All prospective students will be provided with the university institutional catalog prior to admission and enrollment. The catalog is available for download on the University web site and will be sent to the prospective student upon request.

After receipt and verification of the application and all the supporting documents, the admissions office completes the following process:

Document Receipt and Acknowledgement: After all documents are received, the admissions office will notify the applicant by e-mail or postal mail.

Document Verification and Validation: At this stage all documents will be verified, evaluated, and validated by the admissions office. The applicant will be communicated for any additional information or requirements.

Application Review and Decision: The applicant's completed application file will be forwarded to the admissions committee headed by the academic dean or his representative. The committee will make the final decision on the acceptance or rejection of the application. The applicant will be notified by the admissions office of his/her admissions status

The applicants notified of their admissions will finalize their program registration by completing the enrollment and registration form and by submitting the tuition and fee for their enrolled program.

Potential students should contact Richfield University by visiting the institution and meeting with an Admission Representative. The Representative will give the prospective student a tour of the

campus, provide detailed information regarding the school educational programs and student related policies, discuss the applicant's qualifications and previous education, and assist him/her in determining the best way to meet his/her educational and career objectives. The applicant will also meet with a Financial Services representative to discuss tuition and possible financing.

All potential students must take an English Placement Test and a School Entrance Test and pass it with a minimum score as recommended by the test developer. All potential students must be interviewed by an Admissions Representative.

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

Evaluation of Foreign Transcripts

The process of evaluating the prior academic coursework/transcript is handled by the academic dean or the designated evaluation committee via the admissions and registrar offices. Transcripts from foreign institutions is recommended to be reviewed and evaluated by an accredited member of the National Association of Credentialing Services (NACES) are generally accepted as the proof of prior academic work. You can visit www.naces.org/members.htm for a list of approved agencies. In order to facilitate the verification and authentication of the foreign transcripts, it is highly recommended that all transcripts be sent to the University registrar and admissions offices directly from the attended institutions. All transcripts submitted to the admissions and registrar offices will be evaluated for validation and transfer approval evaluation. Any foreign transcript and diploma submitted by students for degree equivalency evaluation is subject to a non-refundable processing and evaluation fee of two hundred fifty dollars prior to processing and evaluation.

Notice Concerning Transferability of Units and Certificates/Diplomas Earned

Units earned in Richfield University certificate programs in most cases will probably not be transferable. For example, if you entered our school as a freshman, you will still be a freshman if you enter another university or University at some time in the future even though you earned units here at Richfield University. In addition, if you earn a diploma, or certificate in our program, in most cases it will probably not serve as a basis for obtaining a higher-level degree at another university or University.

Richfield University has not entered into any transfer or articulation agreements with other institutions. The courses the students complete at Richfield University generally will not be accepted at other educational institutions.

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

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

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

Credit Evaluation and Acceptance Policy

Richfield University is committed to provide meaningful learning opportunities for all of its students. Students who have completed courses similar to the courses offered at the university for their enrolled program, or are interested in challenging the courses with prior knowledge and academic achievement are provided the opportunity to petition their request for credit evaluation and approval toward their enrolled program based on the following conditions and criteria:

The maximum number of credit units/ hours accepted toward any certificate or diploma program at Richfield University except Vocational Nursing Program is 50% of all required credit units/hours. According to the BVNPT's policy, students enrolled in the Vocational Nursing program will receive full credit for modules taken and passed in another accredited school based on an official transcript issued by that school. The Vocational Nursing Program Director is the only staff member authorized to grant such credit.

Only courses completed at another BPPE approved or accredited institution will be accepted if the academic dean determines that the course duration and contents in similar to the required course in the program.

Courses completed in foreign institutions must be evaluated by the academic dean before consideration for credit transfer approval.

No challenge examination is given courses in Richfield University certificate or diploma programs.

Awarding Of Credit For Prior Experiential Learning

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

Financial Aid and Assistance

Richfield University is not participating in any federal or state financial aid program. Students who wish to apply for private financial assistance and loan must search for financial assistance and loan services and providers outside the university. The University does not provide any private loan, is not affiliated with any private loan or assistance services and does not have information about their services.

In order to help the students with their tuition fees, Richfield University will accept monthly tuition payments for each program according to the following terms and conditions:

All tuition fees due must be paid before the completion of the enrolled program.

The monthly tuition payment must be paid no later than the first week it is due. There is a 5% late fee charge for each late monthly tuition installment payment.

The entire tuition fees can be paid before graduation with no interest charges.

ACADEMIC PROGRESS

Richfield University recognizes its obligation to ensure that enrolled students have the ability to successfully complete their program. To successfully complete a course and the respected enrolled program, the students must comply with the satisfactory academic progress requirements established by the University described in this catalog. The core elements of the policy include the following:

Satisfactory completion of each course and all the courses required for each certificate or diploma program

Satisfactory attendance

Compliance with all the University policies and procedures including academic and student conduct policies.

Scholastic and Academic Performance Standards

1. The University grading system for each subject in all programs is as follows:

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

General Grading Guidelines

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

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

“C” = Demonstrates a satisfactory comprehension of the subject matter, accomplishes only the minimum requirements, displays little initiative, communicates orally and in writing at an

acceptable level for a graduate student, and has a generally acceptable understanding of all basic concepts.

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

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

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

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

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

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

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

Grade Point Average (GPA) Calculation

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

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

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

3. Interruption/Termination due to Unsatisfactory Grade or Progress—Students must maintain a cumulative GPA of 2.0 (“C” or 70%) or better to maintain satisfactory progress. Students whose GPAs fall below 2.0 is placed on academic probation. Students will be required to attend make-up classes or tutoring to assist them to attain the minimum GPA. Students have one tri-semester (eight weeks) to attain the required minimum 2.0 GPA; otherwise, they will be terminated due to unsatisfactory grade or progress.

Clock-Hour/Semester Credit Unit System

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

ATTENDANCE POLICY

Attendance – Students must attend classes according to their established schedules. Frequent tardiness and unexcused absences are cause for placing a student on probationary status. To be considered for graduation, the student must complete a cumulative attendance of 70% of the required number of clock hours in the program. Students whose cumulative attendance fall below 70% will be placed on probation and are allowed a maximum of 60 days to bring their cumulative attendance to 70%. If 70% attendance is not achieved at the conclusion of the probationary period, students will be terminated, or, if mitigating circumstances are presented, they will be placed on active suspension for up to 30 days to be given the opportunity to either attain a cumulative 70% attendance or be terminated.

Absences—Absences will be considered as excused under valid reasons substantiated in writing and at the discretion of the university president.

Tardiness- Tardiness is a disruption of a good learning environment and is discouraged. Excessive tardiness or leaving early may be cause for placing a student on probationary status.

Interruption for Unsatisfactory Attendance—Students with four (4) unexcused absences in any class will receive a written notification of academic probation for a period of one month.

Termination due to Unsatisfactory Attendance- Students who did not comply with the terms of their probationary status due to attendance infractions will be terminated. Students with 21 consecutive calendar days of unexcused absence will be withdrawn from the school.

Make-up Work/Time - Any regularly scheduled class hour that is missed may require make-up time. Missed work assignments will be required to be made up within thirty (30) school days. Students should see the instructor or director of the program for make-up procedure.

Re-Entry Procedure—Any student wishing to re-enter Richfield University must first obtain an approval from the School Director. Additionally, students who were dismissed or terminated must present a written appeal demonstrating evidence that the conditions, which caused the dismissal/termination, have been rectified before re-entry shall be considered.

If a student is terminated for being in non-compliance of financial obligations, the previous account balance must be settled first and/or payment arrangements should be made before the student is officially reinstated.

Course Incomplete—Students have one tri-semester to complete the requirements of an Incomplete grade; otherwise, they will receive an F (Fail) grade. Students whose programs require externships must clear their Incomplete grades prior to the commencement of their externship training.

Course Repetitions—In the event of a repetition of a course, the higher of the two grades obtained will be counted.

Non-credit Remedial Courses—The school does not offer non-credit remedial courses.

PROBATION AND DISMISSAL/TERMINATION POLICIES

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

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

REPEATED COURSES AND MAKE-UP WORK

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

PROGRAM WITHDRAWALS

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

GRADUATION REQUIREMENTS

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

ACADEMIC APPEAL PROCEDURES

A student can appeal an unsatisfactory progress classification to the School Director by explaining in writing any extenuating circumstances relevant to the situation. The School Director will evaluate the circumstances presented by the student upon appeal and will respond in writing. If it is determined that the student's circumstances warrant exception, the student will be placed on probation.

RETENTION OF STUDENT RECORDS/RIGHT TO PRIVACY

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

STUDENT ACADEMIC ADVISING

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

SMOKE FREE, DRUG AND ALCOHOL FREE POLICY

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

STUDENT GRIEVANCE PROCEDURES

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

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

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

Procedures for Official Hearings: If informal recourse fails to resolve the grievance within a reasonable time after filing, the School Director will schedule a Student Grievance Committee meeting. The voting members of this Committee shall be comprised of the School Director, the Director of Student Services, and one faculty member who are a current or former instructor of that particular student.

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

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

Bureau for Private Postsecondary Education (BPPE),

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833-0818

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

Web Site: www.bppe.ca.

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

CONDUCT POLICY

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

1. Willful disobedience to directions of school officials acting in the performance of their duties.
2. Dishonesty, such as cheating or knowingly furnishing false information.
3. Forgery, alteration, or misuse of school documents, records, or identification.

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

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

Falsification of previous educational status on the Enrollment Agreement.

Failure to obtain satisfactory academic and attendance progress as specified in this school catalog.

Failure to fully pay the program costs as agreed in writing.

Destruction or damage to any property of the school (the student will also be liable for repair and/or replacement of any damaged property).

Any unlawful or improper conduct (including but not limited to the unlawful possession, use, or distribution of illicit drugs or alcohol), conduct contrary to the best interests of the Institution, or any conduct that discredits or mars the Institution or its reputation.

Disruption of normal classroom discipline or any act of insubordination.

Breach of any term of the Enrollment Agreement or this catalog.

Cheating or dishonesty, such as during examinations, etc.

All disciplinary matters will come before the Student Grievance Committee, which will review the written complaint, interview the parties involved, and make a determination of the action to be

taken. This may result in the dismissal of the charge, dismissal of the student, probation, suspension for a particular length of time, or other appropriate action.

LEAVE OF ABSENCE POLICY

Richfield University recognizes the fact that emergencies happen and students may be called to service and jury duties. Furthermore, the student may have to temporarily disrupted his/her university studies for other important events like illness, pregnancy, and the care of family members.

All students who plan to take a leave of absence must inform and get the approval from the registrar office. The registrar may require documentations that will justify the petition. The maximum time allowed for any such leave of absence cannot be longer than 50% of the duration of the enrolled program. The student must indicate in his/her petition for leave of absence the reason and departure and return dates. No additional tuition or fees will be imposed for an approved leave of absence. Any unapproved leave of absence will result in the termination of the student from the program. The re-admission must be approved by the academic dean and may result in additional tuition and fees due to the changes required to adjust the program. The student who takes a leave of absence must be informed that after his/her return; he/she may have to wait for an available class based on the extended time period.

CANCELLATION, WITHDRAWAL, AND REFUND POLICIES

STUDENT'S RIGHT TO CANCEL:

Residential Students:

You have the right to cancel the enrollment agreement you sign for a course of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement, 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 the front page of the enrollment agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement. You will be given notice of cancellation form with this enrollment agreement and on the first day of class, but if you choose to cancel, 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 it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30 day period, the school may deduct its documented cost for the equipment from any refund that may be due you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received.

Online Students:

Richfield University shall transmit the first lesson and any materials to you within seven days after you are accepted for admission. You shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. If Richfield University sends the first lesson and materials before an effective cancellation notice is received, Richfield University shall make a refund within 45 days after you have returned all materials. Richfield University shall transmit all of the lessons and other materials to you if you have fully paid for the educational program; and after having received the first lesson and initial materials and requested in writing that all of the material be sent. If Richfield University transmits the balance of the material that you request, Richfield University shall also provide the other educational services, such as responses to your inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by you, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

WITHDRAWAL FROM COURSE: The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. After the end of the cancellation period, you have a right to terminate your studies at this school at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund, less a registration fee \$75.00, within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned books or equipment.

(A) Deduct a registration fee (\$75) from the total tuition charge.

(B) Divide this figure by the number of weeks in the course.

(C) The quotient is the weekly charge for the course.

(D) The amount owed by you for purposes of calculating a refund is derived by multiplying the total weeks attended by the weekly charge for instruction.

(E) The refund would be any amount in excess of the figure derived in (D) that was paid by you.

(F) The refund amount shall be adjusted for equipment, if applicable.

For example: If the tuition for the course is \$1200 and the course lasts 12 weeks then the weekly charge would be \$100. If you then withdraw after 5 weeks you would calculate your refund as follows: You would owe 5 weeks x \$100 = \$500. If you paid the total tuition charge of \$1200 then you would deduct \$500 from \$1200 and you would be entitled to \$700 refund.

SCHEDULE OF CHARGES (CERTIFICATE PROGRAMS)

Program	Total Tuition Charges	Registration Fee (Non-Refundable)	Books & Supplies	Total Charges including books and supplies
English as a Second Language (four modules) 960 Hours/36 Units	\$3,200 \$800 per Module \$ 3.33 Per Hour \$ 88.89	\$75	\$400	\$3,675
Computerized Accounting/Bookkeeping 600 Hours/20 Units	\$4,000 \$ 6.67 Per Hour \$ 200 Per Unit	\$75	\$375	\$4,450
Healthcare Management 360 Hours/24 Units	\$ 3600 \$ 10.00 Per Hour \$100 Per unit	\$75	\$ 400	\$4,000
Computer Office Specialist 600 Hours/20 Units	\$4,000 \$ 6.67 Per Hour \$ 200 Per Unit	\$75	\$375	\$4,450
NCLEX-RN Review & Preparation 360 Hours/12 Units	\$3,000 \$ 8.33 Per Hour \$ 250 Per Unit	\$75	\$200	\$3,275
Medical Assistant 720 Hours/24 Units	\$3,325 \$ 4.62 Per Hour \$ 138.54 Per Unit	\$75	\$200	\$3,400
Webmaster 1080/36 Units	\$8,000 \$ 7.40 Per Hour \$222.22 Per Unit	\$75	\$500	\$8,575

SCHEDULE OF CHARGES (DEGREE PROGRAMS)

Program	Total Tuition Unit Cost	Registration Fee (Non- Refundable)	Books/Supplies/Online Access
Associate of Arts in Business Administration with Option in Accounting	\$9,000 \$150 Per Unit (60 units)	\$75	Vary and purchased by the student. These charges are not included in the total tuition charges in column two.
Associate of Arts in Business Administration with Option in International Business	\$9,000 \$150 Per Unit (60 units)	\$75	Vary and purchased by the student. These charges are not included in the total tuition charges in column two.
Bachelor of Arts in Business Administration with Option in Information Management	\$18,000 \$150 Per Unit (120 units)	\$75	Vary and purchased by the student. These charges are not included in the total tuition charges in column two.
Master of Business Administration with Option in Global Leadership	\$9,000 \$250 Per Unit (36 units)	\$75	Vary and purchased by the student. These charges are not included in the total tuition charges in column two.
Doctoral Degree in Global Leadership	\$9,000 \$250 Per Unit (36 units)	\$75	Vary and purchased by the student. These charges are not included in the total tuition charges in column two.

PAYMENT METHODS AND TERMS OF PAYMENT

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

REGISTRATION, TESTING, AND OTHER FEES

Registration for any course or program is a non-refundable fee of \$75. Richfield University does not sponsor any testing with any testing agency. Richfield University students will be admitted based on the results of a language placement test. Business students are required to take the

school entrance test. Vocational Nurse Candidates will take an entrance test specially designed for this occupation.

FEES FOR PROGRAM/COURSE CHANGE AND SPECIAL FEES

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

STUDENT TUITION RECOVERY FUND (STRF)

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

Student Tuition Recovery Fund Disclosures

"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 in an educational program, 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-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following 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."

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to

closure in excess of tuition and other costs.

4. 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."

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education (BPPE),

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833-0818

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

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

Student Progress Reports

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

Tutoring Program

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

Transcripts

A student may request an unofficial copy of his/her transcript from the Registrar. Official academic transcripts may also be requested from the Registrar; however, the University reserves the right to withhold issuing any transcript if the student's financial or other obligations to the university are not current. The first official copy is free and the University may charge a fee of \$10.00 for each additional official transcript.

Academic Excellence Awards

A. Graduation Award

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

B. President's List

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

C. Dean's List

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

Factors Affecting Program Length

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

Academic Integrity and Honesty Policy

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

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

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

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

Professional Conduct of Students

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

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

1. Any type of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the school, alteration or use of University identification documents with the intent to defraud .
2. The use, possession, or distribution of alcoholic beverages, controlled substances, firearms, weapons, explosives and/or dangerous chemicals on University campus premises.
3. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other University activities .
4. Failure to comply with directions of University officials acting in the performance of their duties.

5. Physical or verbal abuse of any person on school premises or at university-sponsored or supervised functions.
6. Blatant disrespect directed toward staff, instructors, or other students .
7. Theft of Richfield University property or damage to university premises or to the property of a member of the University community on the institution premises.
8. Copying University owned software or placing any personal software onto University computers or bringing their hardware without staff permission.
9. Any violation of Federal, State, or local law on the University premises or at the University sponsored functions.
10. The University is not responsible for the loss of personal property belonging to students in any building or on any grounds owned by the University.
11. Students not in compliance with the Professional Dress Standards will be sent home and recorded absent.

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

Honor System

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

Disclosure of Educational Records

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

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

Student Records Retention Policy

- (a) The university will maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.
- (b) The university will maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:
 - (1) The degree or certificate granted and the date on which that degree or certificate was granted.

- (2) The courses and units on which the certificate or degree was based.
- (3) The grades earned by the student in each of those courses.

Institutional Records Retention policy

The University maintain, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information:

- (a) The educational programs offered by the institution and the curriculum for each.
- (b) The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.
- (c) Any other records required to be maintained by this chapter, including, but not limited to, records maintained pursuant to Article 16 (commencing with Section 94928).

Students Records Retention and Information Security

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

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

Examination of Student Educational Records

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

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

C. A copy of the challenge and/or a written explanation of the contents will then be included as part of the student's permanent record.

The following are exceptions to the Privacy Act:

1. A Parent's Confidential Statement and other financial need data cannot be reviewed by a student seeking to view his or her own educational record.
2. A parent, who would not normally have access to his/her child's educational records, may be granted such access if the parents can certify that the student is financially dependent, as defined in Section 152 of the 1954 Internal Revenue Code. This access is granted at the discretion of the institution.
3. Access to a student's educational record is granted to a University official who has a legitimate educational interest and needs to review an educational record in order to fulfill his/ her professional responsibility. A University official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement); a person or company with whom the University has contracted (such as an attorney, auditor, collection agent, employment agency, or loan management agency); a person serving on the Board of Directors; or a student serving on an official committee or assisting another University official in performing his/her tasks.
4. A student may not view confidential letters of recommendation received by the University prior to January 1, 1975. As to such letters received after 1975, the Act permits students to waive their right to access if the letters are related to admissions, employment, or honors.
5. Educational records do not include University security records kept by the University security department, and are thus not protected under FERPA.
6. Education records do not include employment records for University employees as long as they are not also current students. Thus, these records are not protected by FERPA.
7. Education records do not include records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities for treatment purposes, and which are available only to persons providing the treatment. These records are therefore not protected by FERPA.
8. Records requested through court action or subpoena can be released without a student's written consent.

Directory Information

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

_ Name

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

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

Student Resources

Advising

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

Orientation for Success Class

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

Students with Disabilities

Richfield University is dedicated to providing opportunities for all qualified students to participate fully in the academic environment. Richfield University recognizes and supports the role that Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and similar state laws have in achieving that success. Richfield University is committed to making reasonable accommodations for students with qualifying disabilities and making its

campus and facilities accessible as required by applicable law. Richfield University cannot make accommodations that fundamentally alter the nature of Richfield's programs, cause undue burdens on Richfield, or create a direct threat to the health or safety of students or others.

Student Responsibility

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

Procedure

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

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

Appeals

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

Richfield University prohibits unlawful discrimination or harassment on the basis of disability. A student who believes that he/she has been harassed or discriminated against on the basis of

disability in violation of Section 504 of the Rehabilitation Act, the ADA or any applicable law may file a complaint under the procedures described in this catalog in the Student Services section under STUDENT COMPLAINT/GRIEVANCE PROCEDURE.

Campus Life

Student Activities

The University provides the opportunity for students to participate in a number of extracurricular activities. Those interested in joining a club or participating in extracurricular activities should the Student Services Office. Students are encouraged to take advantage of activities, clubs, and events that are offered both on- and off-campus. These events are designed to help students feel a part of the campus community and to develop career-readiness skills. Students often report that the more engaged they are in campus events, the more beneficial and enjoyable their Richfield experience and education is.

Student Harassment Policy

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

Forms of Prohibited Harassment

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

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

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

Definition of Sexual Harassment

A. Any act of "quid pro quo" ("something for something") sexual harassment, where a student, supervisor, faculty or other employee with the power or authority to grant or withhold benefits or

privileges, demands sexual favors in exchange for benefits or privileges. No student or employee should so much as imply that another student or employee's "cooperation" with sexual demands will have any effect on academic performance, career development, or any other aspect of education.

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

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

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

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

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

Student Responsibilities For Reporting Prohibited Harassment, Including Sexual Harassment

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

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

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

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

_ The Office of Student Services, and/or

_ The Academic Dean, and/or

_ The Campus President

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

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

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

D. If students have any questions regarding sexual harassment

in the workplace or this policy, they should contact the Office of Student Services, the Academic Dean, or Campus President.

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

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

False Claims

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

Student Complaint/Grievance Procedure Resolution of Student Concerns

Richfield University recognizes that, on occasion, a student may have a concern or issue that necessitates a prompt and fair resolution. To address this issue, the student is to follow the prescribed series of steps in an effort to obtain a mutual and satisfactory resolution of the student's concern or issue. If a student has an academic issue or concern (e.g., make-up work, instruction), the first person to talk to is the faculty. If talking with the faculty does not result in a

satisfactory resolution, the next steps are to talk with the Program Chair and the Academic Dean. These staff members can resolve a vast majority of concerns or issues.

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

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

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

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

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

Can be brought to the attention of:

Bureau for Private Postsecondary Education (BPPE):

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833-0818

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

Web Site: www.bppe.ca.gov

Copyright Infringement Policy

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

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

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

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

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

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

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

Sanctions

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

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

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

www.copyright.gov/help/faq

Annual Disclosure and Education

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

- _ In order to use University computing resources, all students enrolled in Richfield University will endorse a Computer User Agreement that includes a section on copyright compliance.
- _ Posters are being mounted in student computer labs and Learning Commons to educate students and discourage illegal file sharing.

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

Alternatives to Illegal File Sharing

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

Richfield University Alcohol and Drug Abuse Policy

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

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

administrators will cooperate fully with law enforcement actions regarding use of drugs or alcohol on school grounds.

The Institution unequivocally prohibits the illegal possession and/or professionally unsupervised use of all prescription drugs, and controlled substances, including marijuana, by any member of its community. It is an especially serious offense to sell, provide, share, or distribute drugs. Drug paraphernalia discovered on Richfield campuses may be subject to confiscation. Selling or distributing drugs will result in suspension or dismissal from the University, in addition to possible prosecution by local authorities.

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

Drug Free Schools and campus Act Policy

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

Richfield University is a state approved private postsecondary institution that is required to have all students follow all of the standards of conduct required by the state of California regarding the Drug-Free Schools and Campuses Act. This law prohibits all use or unlawful possession, or distribution of illegal drugs and alcohol on school property. It must be clearly understood by all students that the sanctions for violating these State and Federal laws will be strictly enforced.

Possession or being found under the influence of drugs can be punishable by imprisonment in state jail for up to one year for the first offense.

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

- Health Risk of Using Drugs
- Nerve cell damage
- Impairment in learning, and memory, precision, and judgment
- AIDS, hepatitis and other disease caused by injecting cocaine with contaminated equipment
- Death by cardiac arrest or respiratory failure
- Addiction

- Health Risks of Using Alcohol
- Dizziness and Slurred Speech
- Nausea, Vomiting and Hangovers
- Impaired Motor skills
- Fetal Alcohol syndrome
- Respiratory Depression and Death

Addiction

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

Emergency and Life Safety Procedures

Call for:

Medical Emergency	911
Police	911
Fire	911

Student Emergency Information

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

Employee Emergency Information

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

Fire Procedures

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

Power Failures

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

Cancelled Classes

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

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

If severe weather occurs during class session, the Business Office will make the

Decision regarding early dismissal . A delayed schedule will apply only to the classes held on campus.

Campus Crime and Security Act Policy

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

Safety Information

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

Lost And Found

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

Parking Policies

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

Student Identification Card

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

Transportation

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

Visitors

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

Cancelled Enrollments

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

Returning Students

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

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

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

Re-Enrollment

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

Late Admission

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

Text Books

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

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

COURSE DESCRIPTIONS

ACC 201 Accounting Principles

This course presents essential principles of accounting. Topics include the accounting cycle, special journals and subsidiary ledgers, internal control principles and practices, notes and interest, inventory systems and costing, plant intangible assets accounting, and depreciation methods and practices. Upon successful completion of this course, students will be able to identify elements of cash flows, prepare journals and ledger entries, and year end statements for a service or merchandising business.

ACC 202 Managerial Accounting

This course provides a decision making approach to managerial accounting. Topics include the use of relevant costs in decision making, incremental analysis, CVP analysis, activity-based costing and activity-based management, and the use of the theory of constraints as it can be used to analyze decisions relative to across-the-board cuts. Upon successful completion of this course, students will be able to apply these managerial accounting tools and approaches to real-world situations enabling them to optimize the situations that confront managers daily.

ACC 203 Cost Accounting

This course covers the basics of cost accounting. Topics include cost and management accounting environments, introduction to cost management systems, organizational cost flows, activity-based costing, job order costing, process costing, special production issues, implementing quality concepts, cost allocation for joint products, and standard costing. Upon successful completion of this course, students will be able to perform a basic cost analysis of job orders, processes, joint productions, and activities. evaluate evidence.

ACC 204 Principles of Taxation

This course provides an introduction to taxation, and is tailored for students who intend to pursue careers in accounting. This course is designed to develop the following: an understanding of basic tax concepts and their applications, the ability to identify and solve common tax problems, enhanced written and oral communication skills, and an appreciation of how taxation influences business decisions with an emphasis on the contractual relations between parties and the government. Personal and business taxation is also covered.

Art 101 Art Appreciation

An introduction to artistic practices by exploring the visual culture in our world through a cross-cultural approach. This course examines themes in art like Religion, Power, Reproduction and Sexuality, and traces them across cultures and time periods. Emphasis will be placed on learning the language of visual culture both in terms of the formal elements of design as well as the content of style and subject matter and finding connections and differences

Art 102 Music Appreciation

Study of major genres, forms, styles and historical periods in music since the Middle ages. Emphasis on listening techniques, appreciation of classical and popular music and recognition of styles, composers and periods.

BIO 100 General Biology

This course introduces the basic concepts of biology. Topics include cells, genetics, simple to complex organisms, and ecology. Upon successful completion of this course, students will be able to identify the parts of a cell, describe reproductive and physiological processes, and demonstrate their understanding of heredity.

BUS 200 Introduction to Business Law

This course is meant to provide a general introduction to the legal environment that affects individuals, businesses, and business transactions. In addition to providing a general introduction to the American legal system, this course will focus on specific legal topics such as contracts and the Uniform Commercial Code.

CHM 100 General Chemistry

This is an introductory laboratory course. It introduces principles, laws, and the properties of inorganic and organic chemistry. It serves to fulfill general education requirements. Students who successfully complete this course will understand basic chemical principles and will have practiced quantitative reasoning and problem solving skills. Students will also have learned various lab techniques, including safe and competent handling of chemicals and laboratory equipment.

CIS 200 Principles of Information Security

This course will describe the basic principles of information systems security, including cryptography, identifications and authentications, access control models and mechanisms, multilevel database security, Internet security, and planning and administering security. The students will gain an understanding of the threats to information resources and learn about counter measurements and their limitations.

COM 201 Business Communications

This course examines basic interpersonal communication processes within written and oral channels, with practical applications for the business environment. Issues regarding cross-cultural communications and ethical considerations in business communication are discussed. The course emphasizes three areas: 1) planning, researching, organizing, writing, editing, and revising business-related documents; 2) planning, organizing, and delivering oral presentations in a business setting; and 3) preparing for professional success in the business world, including career planning, networking, job searching, resume preparation, job application and interviewing. Written assignments and oral presentations are required.

ENG 101 English Grammar and Composition

A study of grammar, syntax and usage, including the principles of writing skills is covered. Emphasis on sentence structure, grammar, punctuation and paragraph development. Essays are assigned in the course.

ENG 102 Effective Communications

This course in rhetoric emphasizes clear, effective written communication and preparation of different written documents including the research paper.

ENG 201 English and American Literature

This course introduces students to English and American literature, its history and development, and its rich variety of forms and techniques. It surveys English and American literature from its beginnings to approximately 1900.

ENG 202 Critical Thinking & Creative Writing

This is a course which provides the student with an opportunity to apply argument theory, critical thinking, and writing skills to a variety of current issues. Student will have the opportunity to not only become familiar with what other writers think about issues, but they will also have the opportunity to read, analyze, and write extensively about this chosen issue.

GCC 530 Global Collaboration and Communication

The course covers a variety of communication and collaboration techniques and tools available to professionals both in physical and cyber environments. Traditional communication media, including print and presentation, as well as virtual media like digital communications, online collaboration, and web based communications are covered.

GCC 500 Research Methodologies and Applications

The course covers research methods, tools and applications at a graduate level, with an emphasis on qualitative and quantitative research methods adapted from multiple disciplines and applied to real-world research projects. The students will use information technology and traditional tools and methods during the course.

GCC 510 Information Technology Tools

The course introduces information technology systems and software available to managers in decision-making, system analysis and design, and productivity. A number of course projects are completed by using office productivity and project development software packages.

GCC 520 Information Ethics, Privacy

The course addresses information ethics, privacy, and security issues, laws, and challenges in today's business and institutional settings. Students will have opportunities to debate on these

important topics and to develop strategies and solutions suited for organization with diverse global infrastructures.

GCS 599 Graduate Capstone

Graduate Capstone is the final course for Master of Business Administration in Global Management. The student will develop and present a global strategic plan for a global institution or business either individually or as a member of a team. The capstone is presented to a panel of professionals who will rate and approve it. The capstone document is produced both in print and digital form.

GCS 699 Doctoral Dissertation Proposal

Doctoral Dissertation Proposal is a documented proposal for the doctoral dissertation that must be submitted and approved before achieving doctoral candidacy status. The proposal must be developed according to the guidelines and development standards for the doctoral degree program.

GCS 700 Doctoral Dissertation

Doctoral Dissertation is a documented doctoral level scholarly document that will be developed through students' doctoral research and according to the guidelines and standards established by the doctoral degree program. The doctoral dissertation must be developed, submitted, and defended by the doctoral candidate. The clock hours listed indicate the minimum number of documented hours spent on the preparation of the document. The student will have up to twelve months after the doctoral candidacy status to complete, document, and submit his/her doctoral dissertation for approval.

GDC 651 Global Resources and Conservation Management

This practicum is focused on exploring global resources and different ways they can be utilized and conserved. Students will be required to select a global research area, present its present state, explore different scenarios and plans to use them optimally, and develop a scholarly proposal or article.

GDC 652 Global Mobility, Culture, Religions

This practicum is focused on exploring global mobility, culture, religions, and diversity. Corporate mobility, human immigration, gender identity, religious tolerance and interactions, workplace and educational diversity, and cultural recognition and values are researched and studied. Students will be required to select a global research area, and present its present state, explore different scenarios and plans to recognize and appreciate and benefit from its environment, and finally develop a scholarly proposal or article.

GDC 653 Global Economic, Commerce, and Political system

This practicum is focused on exploring global economic, commercial, and political systems and their interdependence and influences on human and institutional existence. Students will seek ways approved by a scholarly article or proposal.

GDC 654 Global Communication and Information Systems

This practicum is focused on exploring global communication and information media and systems and different ways they can be utilized to improve business, institutional, and human interactions. Students will explore communication channels, methods, technologies, and infrastructure and develop a scholarly article or proposal for their better use and applications.

GDC 655 Global Leadership and Institutions

This practicum is focused on exploring global leadership strategies and their applications in our global institutions and organizations. Students will develop scenarios, articles, and improvement proposals to improve global leadership in business, government, educational institutions, and global organizations.

GMC 551 Global Institutions and Organization

The course covers the basic principles of organizational management and their applications in different global institutional settings. The topics included world organizations, global enterprise, institutional leadership, and global organizational interdependence.

GMC 552 Global Leadership Seminars

Topics covered include global managerial and leadership issues including resource allocation, conservation management, global staffing, bench marking, global collaboration, and contract management.

GMC 553 Global Finance and Commerce

Topics covered in this course include global financial markets, institutions, and banking, global commerce, e-commerce, global trade infrastructures and agreements, and international business entities and regulations.

GMC 554 Global Culture, Politics, and Economy

Living in a culturally, economically, and politically complex world requires global vision and understanding. This course covers the important issues related to our world cultures, economies, and political systems.

GMC 555 Global Markets, Logistics and Transportation

This course covers the global markets and their effects on managerial decisions as well as the logistics, transportation issues and alternatives in conducting global leadership. Global supply

chain logistics systems, such as supplies, storage, materials handling, production, inventory, orders, and transportation systems are also covered.

HEA 100 Physical Health and Nutrition

This course will help the students develop the knowledge and skills they need to make healthy decisions that allow you to stay active, safe and informed. The lessons and activities are designed to introduce students to important aspects of the main types of health: emotional and mental, social and consumer, and physical. Among other topics, you will explore nutrition, understanding and avoiding disease, first aid and CPR, and human sexuality. The fundamental components and principles of fitness is also covered

HIS 100 American History

This course Surveys United States history from its beginning to the present. The course focuses more on the modern history of the United states. American life, culture, economy, government, and politics are covered.

HIS 201 World History

This course emphasizes the historic, economic, geographic, political, and social structure of various cultural regions of the world from the dawn of civilization to the present time. Special attention is given to the formation and evolution of societies into complex political and economic systems.

HOM 301 Introduction to Hospitality Management

This course provides a basic understanding of the lodging, food service industry, and tourism management by tracing the industry's growth and development, reviewing the organization and the management of hotel , food, beverage, and tourism. The course focuses on the principles of directing different segments of the hospitality industry.

HOM 303 Marketing and Hospitality

This course presents the principles of marketing for a constantly changing consumer public in the hospitality field. Topics include evaluating the marketplace, marketing methodologies, public relations, packaging, pricing, consumer law, budgets, and the use of electronic media. Upon successful completion of this course, students will be able to create basic strategies for targeting, positioning, and planning an effective marketing campaign.

HOM 304 Hospitality Culture and Laws

This course covers the legal and cultural issues confronted by managers within the hospitality field. Students learn the importance of compliance, identify legal violations, and evaluate appropriate measures needed to avoid litigation against the organization. Cultural elements like customs, norms, diversity, and life styles is covered.

HOM 400 Hospitality Information Management

The objective of this course is to study the use of information technology in the hospitality and travel industry. Students will learn the information technology needs of international tourism businesses, as well as the internet and information technology as tools that influence multicultural hospitality industry and tourism in worldwide businesses. Students will learn to define the requirements of a good e-commerce system. Students will gain understanding and knowledge in the impact and significance of the information technology in the international multi-cultural hospitality business worldwide.

IB 301 Introduction to International Business

This course introduces the world of international business. Topics include trade issues, balance and monetary systems, international financial management, and the global economic environment. Upon successful completion of this course, students will be able to analyze the implications of conducting business in a global economy.

IB 302 International Sales and Marketing

This course is designed to provide a framework of economic theory and marketing practices on a global scale. Topics include frameworks and perspectives of international marketing, international business, global environmental issues affecting marketing, international marketing decisions, planning, and control. Upon successful completion of this course, students will be able to design, implement, and evaluate a comprehensive sales and marketing plan for an international market.

IB 303 International Business Seminars

The international business seminar is designed to develop students understanding and knowledge of international business in a foreign nation. The course is offered in different countries in association with international business and institutions. Students who take the course will learn about international business operations and practices outside the United States.

IB 304 Global Economy, Laws, and Politics

The purpose of this course is to introduce you the key theoretical approaches and substantive issues of global economy, laws, and politics. The course studies the globalization, international regulations and treaties, as well as the world politics and governance.

ISC 551 Managing Information Security

This course examines different options available in managing information security in an organization. It covers information security issues and concerns related to data, software, hardware, people, and environments. Different security and controls are covered.

ISC 552 Information Systems privacy , Ethics, and Law

This course covers privacy, ethical, and legal issues related to collection, processing, storage, and distribution of personal and business data and information. The course explores different options available to insure data and information security and compliance.

ISC 553 Security Planning and Control

This course introduces the development of security policies, procedures, and plans for different organizations. It also covers security audit and security enhancement techniques in handling information across the enterprise

ISC 554 Global Networks and Web Security

This course examines security issues, and solutions in network, database, and the Internet environment. Security controls and concerns in ecommerce and online transactions are reviewed and assessed.

LOG 203 Inventory Management

This course covers the principal considerations of inventory management. Student learns to calculate the different types of cost associated with holding inventory, and to determine when and how much to order. The concepts and processes related to Just-in-Time inventory management is also covered.

LOG 400 Logistics Information Systems

Internal and inter-organizational information systems necessary for a supply chain to achieve competitive advantage. The course introduces the design, development, implementation, and maintenance of supply chain information systems; enterprise resource planning; advanced planning and scheduling, manufacturing execution systems; and the interface between manufacturing planning and control processes, logistics processes, and the information system. Students will be introduced to logistics information system software.

LOG 201 Introduction to Logistics

An introduction to industrial supply chain logistics systems, including the components of logistics systems, such as supplies, storage, materials handling, production, inventory, orders, and transportation systems, the interactions between these components, models and techniques for the analysis of logistics systems and the development of decision support systems.

LOG 202 Transportation Management

The course covers the application of software and information systems in logistics and transportation industry .Physical supply, in-plant movement and storage, and physical distribution that comprise logistics systems in industry is covered in relationship with the information and supply chain management.

LTC 551 Global Logistics

Global Logistics Systems

This course covers global Logistics and transportation with a focus on logistics systems, intra/inter-firm relations, customer service, material management, inventory, information systems, and organization of the logistics and transportation functions.

LTC 552 Supply Chain Management Systems

This course covers today's supply chain management systems with an emphasis on transportation and logistics systems. The course examines different alternatives and the best options in optimizing the use of available resources in the supply chain management cycle.

LTC 553 Business Logistics Strategies

An introduction to a study of the business and logistics of supply chain management. Topics include the flow of raw materials, works-in-progress, and finished goods through the supply chain. Particular emphasis is given to the design of strategies for channels of distribution, management of inventory, evaluation of transportation alternatives, information flow, facility location, outsourcing of third-party relationships, and the rapidly expanding field of logistics information technology.

LTC 554 Distribution Modeling Seminar

This course requires knowledge of a wide range of logistics terms and concepts. Students are required to read extensively from the current literature in the field and to demonstrate proficiency in developing distribution models using system development and information technology tools.

MAT 101 University Algebra

An overview of the fundamental concepts of algebra. Topics include linear and quadratic equations and inequalities; the Cartesian plane and graphing; using a graphing utility; functions; graphs, and models; polynomial and rational functions; exponential and logarithmic functions; systems of equations, inequalities, and matrices.

MAT 102 General Statistics

This course covers the need for research, sample sizes, types of samples, and data collection. Students will analyze and interpret data through data collection, summarizing data, and data presentation; hypothesis testing, regression, and correlation; random variables, and probability densities.

MGM 200 Principles of Management

This course presents a thorough and systematic coverage of management theory and practice. It focuses on the basic roles, skills and functions of management, with special attention to managerial responsibility for effective and efficient achievement of goals. Special attention is

given to social responsibility, managerial ethics, and the importance of multi-national organizations.

MIA 201 Medical Office Procedures and Management

Course provides the students with the opportunities to improve their knowledge and skills in medical practice management and office procedures. Topics may include business plan development, leadership, personnel recruitment, supervision, compensation and benefits, reimbursement cycle, fee analysis, legal and regulatory issues, quality improvement and risk management activities, managed care implications, accreditation and regulatory standards, marketing strategies and software applications. Different office procedures and forms are covered.

MIA 202 Medical Terminology

This course is designed to develop medical vocabulary skills. Topics include word parts (roots, combining forms, prefixes, and suffixes), body structure, major body systems, and pharmacology. HIPAA (Health Insurance Portability and Accountability Act) guidelines and Internet research tools are also discussed.

MIA 203 Medical Coding and Billing

This course teaches students to use a popular medical billing accounting software program. Students learn to enter patient and case information, schedule appointments, process transactions, and produce reports and patient statements. This also introduces the students to different medical coding systems.

MIA 205 Managing Healthcare Information

Topics covered include healthcare organizations and services, healthcare management, and healthcare information systems. The course provides an overview of varied automated administrative and financial systems used in healthcare environment. Content includes terminology, essential concepts and software used for administrative, financial and relational database applications.

MIA 206 Electronic Healthcare Records

Course focuses on structure of electronic health records (EHRs). Content includes overview of health care industry's transitioning to electronic health record systems, components of EHRs, technologies used for input into EHRs, and privacy and security issues affecting access to and use of patient information. Recommended: Hands-on computer experience using software in Windows.

MIS 200 Management Information Systems

Managers have increasing responsibility for determining their information system needs and for designing and implementing information systems that support these needs. Management information systems integrate, for purposes of information requirements, the accounting, financial, and operations management functions of an organization. This course will examine the various levels and types of software and information systems required by an organization to integrate these functions.

OIT 201 Computer Office Applications

This course covers the broad use of microcomputers in business offices. Designed to familiarize students with the Microsoft Office Suite, it includes the study of word processing using Word, spreadsheet software using Excel, database software using Access, and presentation software using PowerPoint, as well as Windows and integration concepts

OIT 202 Records Management

This course includes the creation, maintenance, protection security, and disposition of records stored in a variety of media forms. Topics include alphabetic, subjects and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system

OIT 400 Computer Office Applications

This course presents a treatment of office desktop software useful for managers at all levels. It emphasizes the use of desktop software to increase office productivity. Topics include automating repetitive tasks, streamlining work processes, sharing information via the Internet, collaborating within work groups, and learning techniques for integrating and combining applications and for sharing best practices among co-workers. Microsoft Office applications is covered

OIT 401 Records Management

This course covers the life cycle of records, beginning with their creation and ending with their disposition. Topics include advanced techniques in records management, using information technology tools to manage records, security, privacy, and legal issues in records management

OIT 402 Business Communications

This course covers different tools and techniques to conduct effective business communications. Topics covered include business communication for domestic and international markets, case development and reporting, electronic communication, meetings; audience, style and tone, credibility; personal and corporate ethics, Analysis of business articles and cases, interpretation of data, critical evaluation of information, developing and presenting reports, using multimedia and web-enabled technology and tools in business communication, and legal and ethical issues in business communication.

OIT 403 Business Project Management

This course details how to organize as well as how to manage effective project teams, from planning and scheduling to cost management. Topics include project opportunities and, stakeholder issues, the project charter, how projects relate to an organization's strategic plan, and more, effective communication both within and outside of a team. The course utilizes a project management software to analyze, define, plan, develop, and execute a successful project.

PHI 201 World Philosophy

This course covers different philosophies from a historical perspective from ancient time to the present. Philosophy of famous philosophers are reviewed. Other topics include modern philosophy, feminist philosophy, and the impact of eastern philosophies on the modern thoughts and philosophies.

PHS 100 University Physics

This course covers selected topics in physics. Topics include the fundamental principles of science, Newton's laws of force and motion, Newton's laws of universal gravitation, and laws of thermodynamics. Upon successful completion of this course students will be able to solve problems dealing with equilibrium, momentum, energy, thermodynamics, light, and sound waves.

PSY 100 General Psychology

This survey course introduces modern psychology by presenting scientific and humanistic interpretations of the human mind and behavior. Topics discussed include the methods psychologists use to gather data, the biological bases of behavior, the basic processes of perception, learning and motivation, the development of thinking and personality, and social influences on behavior.

REL 201 World Religions

This class will introduce students to a number of religious traditions in their classical formulations and their contemporary practices. Students will also explore the academic study of religion, considering how various disciplines approach the myths, stories, symbols, rituals, ideas, and ethical practices of these religions. This introduction will provide students a framework within which to reflect on their own experiences, as well as prepare them for further academic study in humanities and social sciences. Traditions include: Hinduism, Buddhism, Judaism, Christianity, and Islam.

SBM 400 Business Entrepreneurship

This course covers different concepts, issues, and operations of a new business. Topics covered include the selection, ownership, planning, product development, and operations of a new or existing business. Important information and issues related to privacy, legal, intellectual property, and domestic and global business functions are covered.

SBM 401 Introduction to Marketing

This course covers the principles and practices of marketing in different business environment. Topics covered include the basic concepts and terminology , global visions and perspectives in marketing, consumer behavior in decision making, market models and components, research and data mining, product development life cycle, pricing, sales promotions, and marketing mix. Students also learn about important issues related to copyright, patent, trade secret, legal, privacy, use of information technology, and business intelligence in marketing functions.

SBM 402 Small Business Finance

This course covers different business finance tools and techniques available to small business. It introduces a “life cycle of the firm” approach as it introduces the theories, knowledge, and financial tools an entrepreneur needs to start, build, and eventually harvest a successful venture. The course focuses on sound financial management practices, showing students how and where to obtain the financial capital necessary to run and grow a venture.

SBM 403 Law and Taxation for Small Business

This course covers the legal concepts and terminology related to business operations with an emphasis in tax laws and business regulations. In order for the students to have a clear understanding of the impact of laws and taxation on small business, the course covers the American legal process, organization, and applications. Students learn to apply different laws to a business setting.

WIS 400 Fundamentals of Ecommerce

This course covers terminology, concepts, models, and infrastructure for ecommerce and e-business. The students will develop and execute a web site model for ecommerce. Other topics covered include ethics, privacy, legal issues, security, payment systems, web portals, and other issues related to conducting business on line.

WIS 401 Multimedia Production and Enhancement

This course provides the skills and know-how to master the process of managing interactive media projects. It covers all the necessary steps of planning, documenting, writing, designing, implementing, testing, debugging and maintaining interactive media projects that range from web sites and online media to DVDs, CD-ROMs and Flash. Detailed breakdowns of key steps in developing interactive projects coupled with in-depth case studies and digital supplemental materials make it a valuable course in today's creative business market.

WIS 402 Web Site Management

This course offers a comprehensive overview of the tools and techniques needed to succeed as a Web Server Administrator as well as the tasks they are expected to perform. It provides an introduction to the basics of this job role, covers server installation, and then moves on to the installation, configuration, and administration of Web servers. It also covers different steps in uploading, managing, and maintaining web contents. Other topics include user email and access

management, log analysis and reporting, content integration and publishing, and other tasks necessary to successfully upload and maintain a web site.

ADB-100 Adobe Photoshop

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

ADB-200 Adobe Illustrator

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

ASI-100 Advanced System Configuration A+

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

CB-101 Word Processing

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

CB-102 Spreadsheets

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

to enhance and automate spreadsheet data. They will also learn to create, sort, and explore data to other office automation packages on the market.

CB-103 Desktop Publishing

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

CB-104 Computerized Accounting

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

CB-105 Principles of Accounting

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

CIS-100 CISCO (CCNA)

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

DB-100 Database Systems

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

ESL-100: Phase I – Beginning Prerequisite: None

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

ESL-200: Phase II – Low Intermediate Prerequisite: ESL -100

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

ESL-300: Phase III – High Intermediate Prerequisite: ESL-200

During Phase 3, students are prepared for the university level English. During the composition hours, instructors will emphasize on timed reading, academic reading comprehension, advanced vocabulary, free and controlled composition, essay patterns and presentation skills. At the end of the phase, students will be exposed to public speaking and professional interaction beyond the classroom.

ESL-400: Phase IV – Advanced Prerequisite: ESL-300

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

IMC-100 Introduction to Computers and Operating Systems

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

LIN-100 Linux

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

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

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

MA-200 Administrative Assisting and Medical Insurance

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

MA-300 Pharmacology

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

MA-400 Clinical Assisting I

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

MA-500 Human Body Anatomy

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

MA-600 Clinical Assisting II

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

NCL-100 Test-Taking Strategies and Nursing Management

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

NCL-200 Medical-Surgical Nursing

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

NCL-300 Women's Health Nursing

This course includes the following topics: Review of Female Reproductive Nursing, Nursing Care of the Gynecologic Client, Review of Labor and Delivery, Review of Postpartum Adaptations and Nursing Assessment, Review of Reproductive Risks and Complications, Obstetric Setting Agents, Nursing Care of the Neonate, Review of High-Risk Newborn, etc.

NCL-400 Pediatric Nursing

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

NCL-500 Psychiatric Nursing

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

NCL-600 Pharmacology

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

NS-100 Network Security

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

WM-500 DHTML

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

WM-600 JavaScript

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

WM-700 Visual Basic

Topics include Introduction to Visual Basic.NET, the Microsoft.NET framework, Writing Software, Controlling the Flow, Working with Data Structures, Building Windows Applications, Displaying Dialog Boxes, Creating Menus, Debugging and Error handling, Building Objects, Advanced Object-Oriented Techniques, Building Class Libraries, Creating Custom Controls, programming Custom Graphics, Accessing Databases, Web Forms, Creating Web Server Controls, Visual Basic.NET and XML, Web Services and .NET Remoting, Building Mobile Applications, Architecture and Design Patterns.

WM-800 Visual C++

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

WM-900 Fundamentals of E-Commerce

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

E-Mail from Active Server Pages, Generating Store Reports, Working with Wallets, managing Banner Advertising.

WM-1000 Advanced E-Commerce Architecture & Design

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

UNIVERSITY STAFF AND ADMINISTRATION

Mr. A.M. Nuran Nabi

President/Chief Executive Officer

Ms. Milli Goel

Chief Academic Officer/Academic Dean

Mr. Varun Gupta

Chief Operating Officer

Nagarajan Ramasamy

Librarian, Instructional Media Specialist

UNIVERSITY FACULTY

Faculty Name	Degree and Institution
A.M. Nuran Nabi	Phd- ongoing- Computer Science & Engineering , Jahangir Nagar University, Bangladesh Masters of Technical Science in Software Engineering - The State Engineering University Of Armenia, USSR.
Rosh Maharaj	Phd in Education, University of South Africa, SA Masters in Education, University of South Africa, SA
Senaya Stephen	Masters of Science in IT, Mahatma Gandhi University, Bachelor of Education in IT, University of Education, Winneba
Fatih Bal	Phd. in Psychology, Azteca University, Mexico
Vince Sinining	Doctor of Philosophy in Education, The International University, Independence, Missouri, USA Master of Arts in Education , The International University, Independence, Missouri, USA
Cedric Bobson Dorkenoo	Phd – ongoing MBA- in Information Technology Management, HO Polytechnic, Ghana
Milli Goel	M.A Public Admin, University of Madras, India MBA, Punjab Technical University, India MCA, Maharishi Dayanand University, India B.A., University of Delhi, India
Varun Gupta	M.Sc International Business Management, University of Northumbria, UK B.Com, University of Delhi, India
Sunil Mehra	MBA- MIS, Northwest Missouri State University, MO, USA Bsc. In Mathematics, Madras University, India
Rupinder Kaur Sidhu	MA, Panjabi University, India BA, Punjabi University, India
Md. Murtaza	MA in Mass Communication, Aligarh Muslim University, India

	BA in Communicative English, Aligarh Muslim University, India
Ridhima Arora	MBA in Finance & HR, HMR Institute of Technology BBA in Computer Aided Management- HMR Institute of Technology
Amrita Verma	MBA in HR, Punjab Technical University, India B.com , University of Delhi, India
Kemal Yildirim	Phd in Political Sci, Azteca University, Mexico
Khushboo Bodal	MCA, IGNOU, India BCA, IGNOU, India
Muhammed Ayinla Omolaja	PhD, Institute of Professional Financial Managers, UK Master of Public Administration Professional Diploma in Computer Science Bachelor of Science (B.Sc.) Degree in Business Administration
Bhavna Azad	MCA, IGNOU, Delhi, India BA in Vocational, Delhi University, India
Anita Sharma	Msc. , IGNOU, India B.com. Delhi University, India
Nusrat Choudhury	MBA – Keller Graduate School & Management, Chicago, Illinios, USA Masters of Science in Engineering (PetroChemical), Institute of Oil & Gas, Moscow, USSR
Neetu	M.Com, Allagappa University, Tamilnadu, India B.Com, Delhi , India
Dr Rabiul Alam	Phd. In Electrical & Computer Science Engineering, Moscow institute of Technology, USSR. Msc. in Electrical Engineering, Moscow institute of Technology, USSR
Dr. Juga Krishna Das	Phd. In Computing Technology, Krasnadar Technical University, Former USSR. Masters of Computer Science, Krashnadar Technical University, USSR.

Dr. Yusuf Ali	Phd. in Computer Science & Engineering, Jahangir Nagar University, Bangladesh Masters in Computer Science, Kharkov University, USSR
Dr. Nagarajan Ramasamy	Phd. – Physical Education, Annamalai University, India Masters of Physical Education, University of Madras. India
Mohammad Hoque	Msc. in math, Dhaka University, Bangladesh Bsc. In Math, Dhaka University, Bangladesh
Zia Islam	MBA- Texas University, USA Bsc. – Pune University, India
Khairul Islam	MSC in Math, California State University, USA Bsc .in Electrical Engineering- Bangladesh University of Engineering & Technology. (BUET) , Bangladesh
Anjali	Masters Of Science, Punjab Technical University, India Bsc. In Computer Science, Delhi University, India
Tanwir Azam	MCA, IGNOU, India BCA, IGNOU, India
Anchal Jain	MCA, Institute of Management Studies, UPTU, India BCA, D.A.V. University, C.C.S. University, India
Priyanka Jain	MBA, Punjab Technical University, India B.Sc. C.L. Jain University, Agra University, India
Anchal Gupta	MCA, Institute of Management Studies, India BCA, D.A.V. University, India
Kirti Vats	MCA, IGNOU, India BCA, IGNOU, India BA, Delhi University, India