



Student Handbook 2025-2026

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SALVATION ACADEMY - USA EDUCATION 2 CAREER CENTER



SALVATION ACADEMY IS A UNESCO PARTNER IN
DEVELOPMENT FOR THE ATTAINMENT OF UN GOALS

#1- #2- #3 #4- #5- #8 #13- #16- & #17



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History of Salvation Academy

Founded in 2006 in Alexandria, Virginia, USA, Salvation Academy is dedicated to providing high-quality affordable education and professional training in pastoral studies, paralegal studies, hydroponic agriculture, nursing education, allied health education, information technology, business management, and other vocational studies. Our mission is to empower individuals with the knowledge and skills necessary to thrive in today's competitive workforce.

We are proud to collaborate with esteemed organizations such as **the United Nations Scientific and Cultural Organization – Read & Earn Federation (UNESCO REF)** to promote global education and workforce development

Salvation Academy has elevated unemployed community members into the economic mainstream for 17 years through meaningful work experience and post-graduation support. Brima Bob Deen, a Sierra Leonean refugee at the time, created Salvation Academy. Mr. Deen was struck by the bleak prospects facing economically challenged Sierra Leoneans at the time when unemployment was high in the Sierra Leonean community in Fairfax county, in the state of Virginia. An idea for a new social enterprise opportunity emerged to train unemployed Sierra Leoneans in basic Nursing support and Information Technology programs. His goal was to place graduates into the American workforce as employees, independent contractors, and business owners. In 2012, he added the Home Health Care and Private Security training programs and employment services for Unarmed Security Officers and Home Health Care Providers. This addition, created more employment opportunities for our graduates by giving eligible students the opportunity to work while attending classes. Mr. Deen believed this idea would create more opportunities for unemployed Sierra Leoneans and other Africans residents in the Fairfax County while introducing a new stream of diverse African talents to corporate America. Starting with only 15 participants, Salvation Academy has grown to become a community organization serving nearly 500 participants annually in United States National Capital Region. The

participants included: Africans, African Americans, Native Americans, Asians, Europeans, and other nationalities with different backgrounds.

Though our reach has expanded to key areas across the metropolitan areas, we are eager to expand our geographic footprint to serve the needs of more participants, more companies, and more communities across United States, and West Africa. Working in concert with strong community partners, we can build tomorrow's workforce today.

Thanks to the generous support of our partners like Northern Virginia Workforce, Ericson Garden - Green Spring facilities, Fairfax County Assisted living facilities, the Veterans Hospital and Smart Source Group.

A significant investment in our organizational infrastructure in the heart of Fairfax County and Freetown has well-positioned us for growth beyond the metropolitan areas we currently serve. We have plans to expand into other territories beyond the metropolitan areas in United States and Sierra Leone.

On behalf of our faculty, I take pleasure in welcoming you to the Salvation Academy. This Student Catalog is published so that all students' partners and supporters of Salvation Academy may have ready reference to information that is necessary for an understanding of the daily operations of our noble institution. It is essential that all students, partners, and supporters read the information contained in this Catalog so there may be as few misunderstandings as possible. When this Catalog does not give you the information you need, you should contact the School Administration for further assistance. The goal of Salvation Academy can only be accomplished through effective LEADERSHIP with EXCELLENCE, ACCOUNTABILITY and DIVERSITY, focusing our EXPERTISE on SIMPLICITY, HEALTH & WELLNESS to enable our IDEOLOGY to cultivate PARTNERSHIPS. Striving to reach this goal must be a cooperative effort on the part of the students, partners, supporters' faculty, administrators, and the communities. We earnestly solicit your

cooperation in this venture and assure you that the result will be well worth the effort. Therefore, we urge you to become actively involved in your area of interest or program of study, the mission and vision that Salvation Academy offers.

The Salvation Academy's faculty and staff are devoted to helping students through their interest, educational needs, or career aspirations. Our administration and student services provide you with essential resources including library, tutoring, resume building and job placement. We look forward to assisting you achieve a higher level of education and better employment opportunities.

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Salvation Academy Physical Facility

Salvation Academy stands as an impressive structure, its architecture blending modern design with elements that evoke a sense of tradition. The main Unit is a spacious facility, features glass windows that allow natural light to flood the interior, creating an inviting atmosphere for students and staff alike.

As you approach the Academy, you are greeted by a well-manicured campus, where students can relax or study outdoors. The entrance is framed by tall, welcoming doors that open into a bright, airy lobby adorned with student artwork and motivational quotes.

Inside, the facility is equipped with state-of-the-art classrooms, each designed for interactive learning, complete with smart boards and flexible seating arrangements. The walls are painted in warm colors, creating a vibrant environment that encourages creativity and collaboration.

A dedicated skills lab and a technology suite provide students with hands-on experience, while an expansive online library serves as a hub for research and reading on our computers featuring cozy nooks for quiet study.

Overall, Salvation Academy's physical facility is designed not only for education but also for nurturing a supportive and inspiring environment, making it a place where students can thrive both academically and personally.

Current Ownership of Salvation Academy

Salvation Academy's ownership structure is divided between two key individuals: Brima Deen holds a 70% stake, while Aminata Kanu owns the remaining 30%. This arrangement indicates that Brima Deen has a controlling interest in the academy, allowing him significant influence over decision-making processes, operations, and strategic direction.

Aminata Kanu, with her 30% share, likely plays a vital role in the governance and management of the academy, contributing to its mission and objectives. Such a structure can foster collaboration between the two owners, combining their skills and perspectives to guide the institution effectively.

This ownership model also implies that both individuals would be responsible for ensuring compliance with regulatory

Salvation Academy operates as a nonprofit organization with 501(c)(3) status, which designates it as a tax-exempt entity under the Internal Revenue Code. This status allows the academy to receive tax-deductible contributions, which can be crucial for funding its educational programs and initiatives.

As a nonprofit, Salvation Academy is governed by a board of directors, which oversees the institution's operations

and ensures adherence to its mission. The ownership structure, with Brima Deen holding a 70% stake and Aminata Kanu owning 30%, reflects the distribution of influence and responsibility within the organization.

This nonprofit status not only underscores the academy's commitment to serving the community and providing educational opportunities, but it also requires compliance with specific regulations regarding transparency, financial reporting, and governance. Additionally, the organization is likely focused on reinvesting any surplus revenue back into its programs and services to benefit its students and the broader community.

UNESCO REF (Read and Earn Federation) Partner.

Salvation Academy is recognized as a UNESCO REF (Read and Earn Federation) partner, actively contributing to the attainment of several United Nations Sustainable Development Goals (SDGs). Specifically, the academy focuses on the following goals:

Goal #1: No Poverty - Initiatives aimed at reducing poverty levels and promoting economic opportunities for students and families in the community.

Goal #2: Zero Hunger - Programs that may include nutrition education and support for food security among students.

Goal #3: Good Health and Well-Being - Efforts to promote health education and provide resources for physical and mental well-being.

Goal #4: Quality Education - Commitment to delivering high-quality educational programs that are accessible to all students.

Goal #5: Gender Equality - Initiatives to promote gender equality and empower all women and girls within the academy and the community.

Goal #8: Decent Work and Economic Growth - Programs that prepare students for the workforce and foster economic development.

Goal #13: Climate Action - Educational initiatives that raise awareness about climate change and promote sustainable practices.

Goal #16: Peace, Justice, and Strong Institutions - Efforts to create a safe and inclusive environment that promotes justice and strong community ties.

Goal #17: Partnerships for the Goals - Collaboration with various stakeholders, including government bodies, NGOs, and other educational institutions, to achieve these goals effectively.

Through its partnership with UNESCO REF, Salvation Academy demonstrates a commitment to holistic development and aims to create a positive impact on both local and global scales, aligning its programs and initiatives with these critical global objectives.

Mission Statement

The Salvation Academy – Transforming lives one Student at a time. Providing high-quality and affordable education, serving our communities through leadership, professionalism, and stewardship, one interaction at a time.

Vision Statement

The Salvation Academy -A team of distinct and innovative professionals, cultivating relationships, delivering excellent business solutions through leadership and partnerships.

Purpose, and values

- To provide high-quality education, training, and employment opportunities for registered students.
- To create the much-needed community leaders in Business Management, Health Care, and Information

Technology.

- To provide a safe, inspiring, and healthy environment for the students we serve.
- To encourage the development of a positive self-image and foster independence for every registered participant.
- To encourage respect for self as well as for others - understanding that one must first have self-respect before respecting others.
- To help the student develop positive relationships with other community members.

- To help participants develop good health care habits by promoting healthy lifestyles.

Faculty Accessibility

Salvation Academy is committed to ensuring that all campus Information Resources and Technologies are fully accessible by students and persons with disabilities. This commitment reflects a goal to provide the most effective learning environment for all students rather to ensure compliance with various state laws. Faculty will be accessible to all student outside of our regular operating hours by appointment for both professional and academic support services.

Grading System

The grading system is as follows:

A (90-100) excellent: indicates work of an extremely high character, the highest grade given.

B (80-89) good: indicates work that is above average, though not of the highest quality (70-79) —

Fair indicates work of average or medium character.

F (<70) Failed indicates that the student knows so little of the subject that it must be repeated in order to received credit for his or her work.

I—Incomplete indicates that a relatively small part of the course work remains undone. Grade I cannot be given to a student who made a grade F on his/her work.

Description of How Student Receive Grades.

Students will receive their grades at the end of each quarter, via web portal, email, or by mail using the last known address on file.

Certification Requirements

Upon successful completion of our training programs, graduates will be awarded a Diploma or certificate of completion and be eligible to attempt a state, national and or global certification or license examination.

Graduation Requirements

All students must fulfill their academic and financial obligation to graduate.

All students must complete all required courses to fulfill the Academy's requirements to graduate.

No student shall be allowed to participate in the graduation ceremony without meeting the following requirements. The deadline for meeting all requirements will be posted on our website before the end of the quarter. All students must achieve a minimum cumulative GPA of 2.00 rounded to the nearest hundredth. Salvation Academy does not round up; thus a 1.99 cumulative GPA is below the acceptable standard. Further, a 2.00 is required for all courses counted towards a student's program requirements. Students who are near these thresholds may find the GPA Calculation page a helpful resource. No student may offer more than 6 "D" grades among the hours presented for graduation. For each additional "D" grade, a student must either repeat the course to earn a higher grade or offer an additional course toward graduation. All students will automatically receive a memorandum from the Admission's Office before graduation. Students, who plan to complete all program requirements in a given academic year, whether in the first, second, third or fourth of that year, must apply to graduate by the posted deadline. Students, who complete all graduation requirements by the end of the year, including finished coursework with a passing grade, are eligible for a diploma or certificate or completion. They will receive a specific memorandum indicating their eligibility to graduate. Failure to do any of the above may result in a student's inability to graduate on time or participate in all activities associated with graduation. The Admission's Office will notify ineligible students by use of the Graduation Clearance letter process described above in a timely fashion.

Credit Transfer Procedure

Most credits from technical or vocational schools do not transfer to universities. However, as a technical and vocational institution, if an applicant has taken courses from a fully accredited vocational institution, the courses may be similar to Salvation Academy courses. It is very possible to receive transfer credit for these courses. Most credit from accredited Academy's and universities will be automatically accepted if the courses taken are related the course into which the applicant is enrolled.

All applicants who wish to transfer credit will need to check with their intended program director to find out if any of their credits will count toward their selected program.

The transfer of credit from Salvation Academy to another institution of higher education will be at the sole discretion of the accepting institution. Salvation Academy on a case-by-case bases may grant credit to students for past work experience.

Hours of Operations.

DAYS SHIFT 1 SHIFT 2 SHIFT 3

DAYS MORNING EVENING - WEEKENDS

Monday 9:00 AM -4:00 PM 5:00 PM – 10:00 PM No Class

Tuesday 9:00 AM -4:00 PM 5:00 PM – 10:00 PM No Class

Wednesday 9:00 AM -4:00 PM 5:00 PM – 10:00 PM No Class

Thursday 9:00 AM -4:00 PM 5:00 PM – 10:00 PM No Class

Friday 9:00 AM -4:00 PM No Class 5:00 PM – 10:00 PM

Saturday 10:00 AM – 6:00 PM No Class 5:00 PM – 10:00 PM

Sunday No Class No Class No Class Closed

Public Holidays Dates DETAIL /DESCRIPTION

List of Federal Holidays 2025

1. New Year's Day - Wednesday, January 1, 2025
2. Martin Luther King Jr. Day - Monday, January 20, 2025
3. Presidents' Day - Monday, February 17, 2025
4. Memorial Day - Monday, May 26, 2025
5. Juneteenth National Independence Day - Thursday, June 19, 2025 6. Independence Day - Friday, July 4, 2025
7. Labor Day - Monday, September 1, 2025
8. Columbus Day - Monday, October 13, 2025
9. Veterans Day - Tuesday, November 11, 2025
10. Thanksgiving Day - Thursday, November 27, 2025
11. Christmas Day - Thursday, December 25, 2025

Other holidays will be posted on our website

Financial Assistance /Scholarship.

We offer financial assistance and scholarships to eligible applicants.

Eligibility for Financial Assistance/Scholarship.

To determine applicant's eligibility for financial assistance, we consider:

- 1) The financial necessity of services received. In short, educationally disadvantaged, refugees, victim of domestic violence, unemployed persons, and new immigrants without adequate financial support. A professional financial counselor will determine financial support for each eligible candidate.

2) Student ability to pay for the training and employment services. We look at income, family size, and available resources and expected future income (minus living expenses). You may qualify for 10-100% of your tuition if you fall under one or both criteria:

A Person who suffers from an illness that depleted their finance and rendered them financially dependent

- Displaced Persons due to civil unrest
- Victim of domestic violence
- Your family income is low.
- Affected by Civil War
- Affected by COVID-19 Pandemic,
- Affected by Ebola Epidemic
- New Immigrant,
- Unemployed Persons
- Refugee.

This means that paying the full cost of your tuition after any payment, would cause you to become impoverished. This could apply if you fall into any of the above categories. You can also apply for our work study program if you did not fall into any of the above categories but still need financial support to accomplish your education goals to obtain employment.

Installment Payment Plan

If you're financially unable to pay your tuition immediately, you can make weekly/bi-weekly/monthly payments through an installment agreement. If you pay your tuition in full, you can reduce or

eliminate your tuition and avoid loan with interest, and avoid the fee associated with setting up the agreement with interest making financial institution.

Library and Learning Resources

The Library and Learning Resources service is designed to support student academic progress. The Library and Learning Resources service team offers individual and group tutorial services in all areas of our programs. We offer both physical and online library services for our students.

Library Services: Our experienced, knowledgeable librarians are always ready to help students. The Library and Learning Resource Services provides tutoring at no additional cost to students enrolled at the Salvation Academy. We are committed to assisting students develop the skills and confidence needed to succeed in their academic, professional, and personal pursuits. Instructors and faculty may bring additional media materials to the Learning Center, so students can have access to these materials during the library's hours of operation. The department provides an interlocking set of functions designed to enable Salvation Academy faculty and staff to effectively use current technologies. Media Technicians and Specialist perform a variety of activities that support educational technology on campus. They obtain and circulate media materials and maintain all media presentation. A wide range of production Services ranging from graphic, layout, slide photography and presentation development. Students will find many learning resources and services on campus or online that are free and easily accessible. The Library will meet student traditional and online research needs as well as provide computers for use. Students may need tutoring services, testing services, employment services. Student will also have access to our Virtual Learning Management System to do their homework or can even study entirely on-Line with faculty support.

The Guiding Principles and Policies of Salvation Academy.

Our Guiding Principles incorporate LEADERSHIP. Prioritizing work, home, and family commitments to maintain a healthy approach and appreciation of life in general.

We lead by example. Follow us, you will be glad you did.

Leadership – Our Administration takes ownership of supporting our mission, vision, purpose, and guiding principles. We create inspiring environments that support new ideas, embrace creative solutions, and take risk in our individual departments as we all strive to go beyond the expectations of our students and partners.

Excellence – Faculty, staff and students contribute to the Academy’s constant pursuit of high-quality education, training, and employment opportunities by playing their individual roles and taking initiatives to deliver exceptional services that exceeds the expectations of our communities.

Accountability – Faculty, staff and students accept responsibility for their actions and collective outcomes. We pledge to be good stewards of The Salvation Academy resources and will hold ourselves accountable to maintain the highest legal and ethical conduct.

Diversity- Accept and support each other, learn from each other, strive to understand each other’s views, ideas, backgrounds, experience, and personality they bring to the team, regardless of gender.

Expertise -We take advantage of the benefits of education, training and employment opportunities and seek professional development as part of our ongoing efforts to grow our knowledge to achieve our full potential.

Reciprocity – Faculty, staff and students practice the exchange of resources between individuals, businesses, and educational institutions for mutual benefits.

Simplicity- In our education to Career (E2C) programs, we emphasize the simplest available interpretation of theory, observations, and experimentation, for better education, employment, and healthy-lifestyles.

Health & Wellness- Faculty, staff and students understand that good health is not just the absence of disease or illness, it is a state of complete physical, mental, and social well-being. This means eating a balanced diet, maintaining fluid balance, getting regular exercise, avoiding negative ideologies, rejecting evil practices, being kind to each other and getting plenty of rest.

Ideology – Faculty, staff and most of our students believe that Jesus Christ is the son of God, they support our ministries. Most of us represent Jesus Christ, the son of God, bringing the good news to those in need of salvation around the globe, to acknowledge that Jesus Christ is the way the truth and the life, that no one can make it to heaven without going through Jesus Christ, to receive Salvation. Thus, Salvation Academy was established to lead people to Jesus Christ, the savior of the whole world. We value two-way communication with God and man, expecting meaningful and timely responses.

Partnership- We create successful relationships by continuously appreciating each other’s ideas and contributions to our collective efforts. Always open to discussion and pledged to encourage successful collaboration. Considerate, compassionate, and acknowledge the importance of respecting people’s distinct perspectives and opinions regardless of their qualifications, gender, religion, nationality, ethnicity, economic and social status in our communities.

Ladder of Leadership

~ David Marquet



L-Leadership

E-Excellence

A-Accountability

D-Diversity

E-Expertise

R-Reciprocity

S-Simplicity

H-Health & Wellness

I-Ideology

P-Partnership

Non-Discrimination Policy

Salvation Academy is non-sectarian and does not discriminate with regards to race, creed, color, national origin, age, sex, disability, or marital status in any of its academic program activities, employment practices, or admissions policies. This policy applies to hiring of all positions and admission of all students into all programs. Students with special needs such as physical or mental handicaps or learning disabilities are considered for admission provided, they meet the entrance requirements.

Philosophy

The Salvation Academy is committed to serving our communities in an environment dedicated to student success. The Salvation Academy is focused on educational excellence and the achievement of equity among the various populations served. The Salvation Academy strives to promote a sense of responsibility for the development and understanding of students about their obligations as members of our society. The Salvation Academy nurtures students to learn, give them the opportunity to think undoubtedly and express themselves effectively, the habit of analytical and reflective thought, and an awareness of themselves, their heritage, other cultures, and their environment.

Our Values

- Student Success
- Excellent Services
- Student Engagement
- Community Engagement
- Collaboration
- Integrity

- Stewardship
- Diversity
- Globalization

The Salvation Academy embraces these basic institutional values that guide the fulfillment of our Mission and to ensure that proposed program offerings are consistent with our stated purpose.

Student Success.

Helping every student to achieve success is our highest priority. We are committed to promoting a climate of student success and to providing an environment conducive to teaching and learning; creating and expanding educational opportunities and support services is paramount to our mission.

Excellent Services

We are committed to the highest standards of excellence in all we do; we exemplify this value by providing programs and services that ensure excellence in teaching and learning, student services, and institutional efficiency.

Student Engagement:

We are committed to enhancing and promoting student engagement by fully engaging our students as active learners and by providing a broad range of educational experiences both inside and outside the classroom.

Collaboration

We are committed to productive exchange with all members of the Academy community and interconnected relationships among our various stakeholders.

Integrity

We seek to uphold the highest standard of ethics in the education profession.

Stewardship

We value and honor the trust placed in us by making wise and efficient use available of resources

Community Engagement

We are committed to encouraging civic engagement and supporting economic development in our regions.

Diversity

We are committed to a diverse environment that supports an equitable education for all our students and emphasizes respect for various cultures and individual differences.

Globalization

We seek to establish connections and relationships locally, nationally, and internationally. At Salvation Academy, we offer programs in four disciplines: Allied Health Education, Nursing Education Support, Information Technology, Business Management and Private Security Training.

Withdrawal/Settlement, Refund Policy and Procedure

A student choosing to withdraw from the Academy after the commencement of classes is to provide a written notice to the School Administration of the Academy. The notice must include the expected last date of attendance and be signed and dated by the student. A student will be determined to be withdrawn from the Academy if he/she misses seven consecutive instructional days and all of the days are unexcused. All refund must be submitted within 45 days of the determination of the withdrawal date.

Tuition Fees and other charges

USA Applicants Registration fee: \$ 50.00 Non-Refundable.

Registration fee for refugee students: \$25.00 Non-Refundable

The registration fee is mandatory and 50% of the tuition and other charges are required before the commencement of the class. Special arrangements can be made with the finance office for students with acute financial difficulties.

Refund Policy

The proportion of total Program taught by withdrawal date and percentage of refunds.

Less than 25% of the program taught, 50% refunds.

25% up, but less than 50% of the program taught, 25% refunds.

50% of the program taught No Refunds.

Applying for Salvation Academy Scholarship or work study program

The Board of Directors at Salvation Academy knows that students face a whole new set of obstacles once they enter an institution of higher education. So, we stay right there with them through graduation and job placement.

Once accepted, our students continue to build on the trusted relationships they established with our staff from the very first day they visit Salvation Academy. We know that resiliency in the face of financial difficulties, particularly for students from low-income households, and orphans is essential for them to succeed.

Our program prioritizes strengthening our students' ability to cope with issues that inevitably surface in the process of their education to career. We strive to prepare them to succeed in the workforce.

Process and procedures

Step 1: Student advisors counsel students to enroll in the best program of their choice to make their dreams a reality.

Step 2: Students apply for admissions into their selected program, meet all the requirements and be accepted.

Step 3: Student Apply for scholarship, work study and or financial support, if awarded, the Scholarship is designed

to cover the following costs:

- Tuition, registration, and any additional fees
- Room and board
- Books and other supplies
- Health insurance fees
- Transportation or travel expenses.

If all the costs associated with the selected training program is covered by the scholarship awarded, student will not be required to complete the remaining steps.

Step 4: Application for Salvation Academy work study program

Salvation Academy Work study program is a need-based program that may permit students to earn a portion of their tuition cost of attendance in lieu of paying. Eligibility is based on unmet need as evidenced by results of their financial support analysis and scholarship awarded if applicable. The Office of Financial support collaborates with the Human Resources Department for Career Services and have a small number of work study positions available. For Work-Study employment information, visit: www.salvationacademy.org/workstudy

Step 5: Application for Depository Account

Depository Account is designed to help students build a sense of ownership for their financial responsibilities associated with their education to career program. Through this merit-based program, our students are eligible to earn money through external employment opportunities while attending school. Their earnings are paid directly into their bank account that can be accessed over the course of their training program. They should pay 50% of their earnings to Salvation Academy to cover the cost of tuition, registration, any additional associated fees, books and other supplies.

Salvation Academy work Study and External Career opportunities.

We know financing education and training presents a major barrier to earning a certificate, a Diploma or Degree. So, we make it easy for every student to make their dream a reality.

From need-based scholarships to merit-based scholarships, work study program, Depository Account program, individual financial support for eligible student, and other financial resources, our education to career program (E2C) is focused on helping our students build a sense of ownership for the financial responsibilities associated with their education, training and employment opportunities as early as after graduation from high school.

Salvation Academy students could earn up to Le 25,000.00 for their education during their first year into higher education.

Through the depository account program, work study program, and merit-based scholarship program, students could earn funds based on academic and career performance, program participation, and permanent employment readiness. Awarded scholarship funds and earned funds are accessible to students at any time for their personal and school expenses while working towards earning their certificate, diploma, or degree.

To access funds in a depository account, students must fill out Salvation Academy Track Funds Request Form and

Speak to his or advisor. Likewise, access to funds for need based scholarships, merit-based scholarships and

individual sponsorships specifically for financially challenged students will also be done by completing the Track my Funds Request forms and speak to his or her advisor.

Local Government Financial Support

Virginia is a competitive job market. Whether students are looking for a more rewarding career, have recently graduated, or actively looking for a new job after being laid off, or returning from honorably serving in the military, they can get help! Using their free employment, training, and career services, students are sure to find a fulfilling career and gain workplace skills to make them successful.

Statement of Student Rights & Responsibilities

Educational institutions exist for the communication of knowledge, the quest for truth, the growth of students, and the all-purpose welfare of our communities. Free inquiry and freedom of expression are vital to the attainment of these goals. As members of the educational community, students should be energized to develop the capacity for critical thinking and to engage in a continuous and independent search for truth in life. There must be freedom to teach and freedom to learn. However, the freedom to learn depends upon appropriate opportunities and conditions in the learning environment, hence, the expression of freedom by students must be executed with responsibility. The responsibility to respect universal situations helpful for the freedom must be shared by all members of the academic community. The Academy has a duty to develop policies and procedures that provide and safeguard this freedom.

The Salvation Academy believes that the techniques, privileges, and protections outlined below are vital to achieving our goals of freedom to demonstrate, to acquire, and the pursuit for truth.

Freedom of Expression

Student organizations and individual students shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by orderly means that do not disrupt the regular and essential operation of the Academy.

At the same time, it shall be made clear to the community that in their public expressions or demonstrations the students or student organizations must speak only for themselves.

The students have the rights and responsibilities of a free academic community. They shall respect not only their fellow students' rights, but also the rights of other members of the academic community.

Students are free to express their views based on their own pursuit of the truth and their right to function as citizens independent of the Salvation Academy.

Freedom from Discrimination

The Salvation Academy will not permit discrimination on grounds of tribe, sex, race, color, religion, national origin, disability, sexual orientation or gender identity or expression, or any other illegal basis in any standard area of student life. Additionally, all areas of student life are subject to the provisions of the United States Human Rights regulations. However, those campus organizations that are essentially and self-confessed accepted social groups may limit membership on the basis of sex; organizations that are essentially and admittedly denominational may limit membership on the basis of religion or denomination.

Student Rights in the Governing of the Academy

The Academy is a community of professionals engaged in the search for knowledge. Students, faculty, and administrators participate in this search. In light of this, the student body shall have clearly defined means, including membership on appropriate committee's and administrative bodies, to participate in the formulation and application of the institutional policy affecting student affairs. The concern of students, however, legitimately extends beyond what has normally been considered student affairs. Their interest in institutional policies is a development to be encouraged bearing in mind the teaching -- learning context of the institutional community.

Professional Rights of the Faculty

In order to safeguard the professional rights of the faculty, no provision for the rights of students can be considered valid if it interrupts professional rights or in any measure that invades them.

Students' Rights and Responsibilities in the Classroom

The instructor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an educational basis, not on opinions or conduct in matters unrelated to professional standards.

Protection of Freedom of Expression

Students should be free to take reasonable exception to the data or views offered in any course of study and to reserve result about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Protection against Improper Educational Evaluation

Students should have protection through orderly procedures against prejudiced educational evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

Except in instances that involve a student grievance based on allegation of illegal discrimination for which other remedy is provided under “Student Grievance Procedures,” a student who alleges an instance of arbitrary or unpredictable academic evaluation shall be heard and the allegation reviewed through faculty peer review procedures established by the admission and faculty of the Academy in which the contested academic evaluation took place. Should the peer review processes find in favor of and uphold the complaint of the student, yet the faculty member was to persist in refusing to alter the academic evaluation at issue, the Admission's office shall afford the student an appropriate remedy after consultation with the peer review committee.

Protection against Disclosure

Information about student views, beliefs, and political associations, which instructors acquire during their work as instructors, advisers, and counselors, should be considered confidential. Protection against disclosure is a serious professional responsibility. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

Student Success.

- Vocational Program
- Transfer Programs
- Career Programs
- Developmental Education
- Student Support Services

In an effort to achieve student success, mission, and vision, we strive to fulfill the following goals and to assess them on a regular basis to ensure the quality of our programs and services.

Vocational Program

We provide relevant and articulate general education for all students. Assess student learning outcomes in Nursing

Education and Information Technology program with technical, scientific, critical thinking, quantitative reasoning, oral and written communication, and information literacy.

Transfer Programs

We provide transfer programs for students planning to continue their education at the Academy. Assess student- learning outcomes at the course and program level. Regularly evaluate and update courses, curricula, and programs.

Career Programs

We provide career programs to prepare students to enter the workforce and meet workforce needs. Assess student- learning outcomes at the course and program level. Regularly evaluate and update courses, curricula, and programs.

Developmental Education

We provide developmental education for underprepared students and implement approaches that facilitate the

progress of students through the developmental sequence. We also assess students' success in levels of education programs.

Lifelong Learning

We provide training programs that encourage lifelong learning and are responsive to the needs of business and industry. We constantly evaluate and update our training programs, in response to identified needs.

Innovative Instruction

Develop, encourage, and support authentic and creative approaches to teaching and learning. We regularly assess student learning outcomes.

Student Support Services

We provide appropriate support services for all students that ensure success throughout the students' career. Salvation Academy Student Support Services (SASSS) was established in 2009 and funded by the Salvation

Academy Inspiration Ministries (SAIM). Since 2009, SASSS has provided support to over 500 eligible students. The program is funded to provide services to students with limited income as well as students with disabilities. SASSS supports the Academy's mission by providing comprehensive support services to help the students served to successfully graduate from their selected academic or professional program by providing a variety of academic support services that include individualized tutoring, success skill development, course planning and advising.

Whether the student is seeking individualized tutoring, want to earn better grades, need financial support, or preparing for employment, the mission of SASSS is to help the student succeed.

Program Eligibility:

To participate in Student Support Services at Salvation Academy, student must be enrolled at the Academy.

In addition, student must have an academic need, be a citizen or a resident, and meet at least one of the following criteria: A Person who suffers from an illness that depleted their finance and rendered them financially dependent. Displaced Persons due to civil unrest, Victim of domestic violence, your family income is low., Affected by the Civil War, COVID-19 Pandemic, Ebola Epidemic, New Immigrant, Unemployed or Refugee

One-on-one tutoring

One-on-one tutoring is designed to assist students with improving and maintaining grades. Available in various subject areas on an individual basis.

Academic and Personal Counseling:

Academic and Personal Counseling is provided to assist students with academic planning and course selection, monitoring academic progress, assisting with admissions to other institutions, and providing personal and career advice.

Financial Advising Services

Financial Advising Services include advising on eligibility requirements, assisting with applications for scholarship and grants or work study program.

Workshops:

Workshops are offered to assist students with developing skills that will enable them to successfully complete their selected programs.

Enrichment & Educational Resources

Enrichment & Educational Resources include Computer & printing access, grant aid, free cultural enrichment activities, peer mentoring, and academic coaching. We evaluate and update key programs and services in response to student needs. SASSS office is located on the first Floor :

7906 Andrus Road, Suite 7

Alexandria VA 22306 USA

Probation, Dismissal /Appeal, and Readmission.

Students Probation

Salvation Academy Student Support Services (SASSS) works with the administration to handle matters that require disciplinary action at Salvation Academy. Disciplinary measures will be implemented in all cases, considering the magnitude and severity of the misconduct.

The following sanctions may be imposed by the Academy for general misconduct:

- a. Verbal warning by an Academy official for violation and the consequences for repeated misconduct.
- b. Written warning from the administration.
- c. Student placed on probation – This is a period of observation and review of conduct of the student during which he/she demonstrates compliance with Academy standards of conduct. The length and other terms of this probationary period will be determined at the time probation is imposed with consideration of the magnitude or severity of the misconduct.
- d. A student may also be placed on probation when their overall grade point average drops below 70% which is F (<70%). Failed or grade of F indicates that the student knows so little about the subject that it must be repeated in order to receive credit for his or her work. If a student receives a notification of probation or continuation of probation, it is an indication that the student is in academic distress. It's usually a sign that something is causing an imbalance in the student's ability to maintain the expected minimum performance in the course.

During this period, the Salvation Academy's staff, instructors, and advisors will try to help the students meet expected minimum performance in the course.

Probation Period

If the required 80% is not achieved in a timely manner, students will be placed on probation until he/she meet the requirement. The minimum time given is two weeks to attain the grade. At the end of this period, if the student does not meet the requirement, he/she must repeat the course.

Dismissal/ Disqualification

If a student is subject to disqualification or dismissal, it means that his/her academic progress is not meeting the minimum standards to continue at the Salvation Academy and the student may be dismissed.

A student is subject to disqualification or dismissal due to the following:

- ✓ The overall grade point Average drops below 1.5 or Is on academic probation for two consecutive quarters or
- ✓ Has not met the Academy's minimum expected performance of 80% pass rate in final exams.

Dismissal is not intended to punish a student, but a means to prevent a student from continuing a downward trend

in their progress report for reasons that are personal for each student.

Continuing poor academic performance will make it impossible for such a student to graduate from the Academy. Dismissal gives students the opportunity to resolve any problem causing him/her to struggle with schoolwork, and possibly make the necessary adjustments needed to become successful.

When A student dismissed from the Academy written notice to the to the student will include a percentage of refund applicable to the student. The notice must include the expected last date of attendance and be signed and dated by the student. All refunds must be processed within 45 days of the determination of the dismissal date.

Academic Progress Standards

Satisfactory Academic Progress is monitored at the end of each quarter (Winter, Fall, Spring and Summer). Students who fully meet all three standards above are considered in GOOD standing for SAP. Students who do not meet the standards will be notified via email of the results.

Students are expected to make reasonable and timely academic progress toward their selected program(s) or certificate. Quarterly Progress is measured by the following standards:

Standard 1 - The GPA Standard Meet the minimum cumulative grade point average required by the Academy.

Standard 2 – Students must satisfactorily complete at least 80% of the course work.

Standard 3 – Student must meet the time frame of the selected program of study. .

Appeal/Readmission Process

If a student is dismissed, they must be dropped from their current course(s) and withdrawn from the Academy. Applicable fees may be refunded to the student. The student will receive helpful information from their adviser regarding what to do for the next step. The student will also receive advising along with a preliminary plan for an appeal or readmission.

The students seeking readmission to the Academy after suspension or dismissal must complete the appeal process.

The students will be considered only if they stay out of the Academy for the required length of time. Once the dismissal period has ended, the student must complete the following for readmission. However, a student may be denied remission if he/she fail to meet the below criteria:

1. Apply for readmission. The application can be completed in person in the admissions office

2. Complete the Readmission Appeal Form and submit it to the Admission's Office with a letter of appeal and supporting documentation attached where applicable.
3. Include any supporting documentation. If applicable, you may include letters from faculty, advisors, or others who may be able to provide information to support your appeal.
4. Attach all documentation to your appeal form.
5. Submit any additional required materials listed on the Admission page.

All documents must be received by the application deadline for which readmission is sought. The Readmission Appeal Committee will not review incomplete appeal packets.

Once a student submits all required documentation, the Readmission Appeal Committee will review his/her appeal. The committee considers all the information the student provides and examines his/her academic history from the Academy or other schools the student has previously attended.

If the student is currently enrolled at another school, the appeal committee must receive a final, official transcript from that institution before a decision can be reached.

The decision of the committee will be communicated to the student in a letter mailed to the address or email the student provided on his/her readmission appeal form. The decision of the committee is considered final.

Readmission to Salvation Academy

Readmission is the process for any student who has been separated from the Academy for one or more regular quarters. Unlike admission to Salvation Academy, the readmission process is not competitive, but it is determined based on specific criteria regarding the student's personal circumstances and performance record.

The students must apply through the Admission Office. Readmission application form is available through the admission page on our website. To connect with an adviser for readmission student may come to the admission office or visit our website to select an available adviser.

Academic Policies

Student Record Retention Policy

The Academy retains student records, both academic and non-academic in accordance with the Ministry of Higher Education regulations. Shredding will destroy non-permanent records containing confidential information.

Admissions Reports

This series documents the application process for individuals seeking admission to the Academy. Records may include, but are not limited to, admission applications, academic transcripts from other institutions, test scores, letters of admittance, and related documentation and correspondences are kept permanently.

Denied Admissions/No Show Records

This series documents the application and evaluation process for students applying to enter but are denied admission or who were admitted but failed to enroll or withdrew. Records may include but are not limited to applications for admission, test scores, standardized examination report, foreign student financial documentation; letters of recommendation, resumes, transcripts, and related documentation and correspondence.

The Admissions Office retains records for three (3) years after denial of admission; one (1) year after notification of admission if applicant fails to enroll; one (1) year for test scores of students that did not apply. Student services retain all records for one (1) year.

International Student Records

This series documents institution assistance to international students who are considering attendance at the Academy. Records may include but are not limited to letters of inquiry from prospective students, official replies to inquiries, completed applications and admittance forms, local data sheets, advisory notes, and related documentation and correspondence. The Office of Admissions retains such records for two (2) years for non-admitted applicants until admitted, which then becomes part of the primary officials record.

Class Lists Records

Provide faculty with an official record of enrolled students in their course. The series is used to crosscheck students who have enrolled against those who have registered, as well as in the generation of statistical reports. Information in the series includes student names, quarter in which the course is taught, and enrollment/registration status. The Admissions Office and faculty maintain these records for one (1) quarter. These records will be transferred to the appropriate department for retention.

Enrollment Reports Record:

This series is used to provide the Finance Office with a record of enrollments that may be used for planning and research. Information contained in the reports includes student names, course information, demographic data and academic or professional programs. Records may include, but are not limited to, working papers, financial reports, and related documentation and correspondence. Records are permanently retained by the Admissions Office for final reports; two (2) years for all other records.

Commencement Records.

Documents commencement program planning and implementation at the Academy. Records may include but are not limited to; commencement attendance forms; planning records created by commencement committees or other planning groups, and related documentation and correspondence. The Admission of Students maintains records for two (2) years. The Admissions Office maintains commencement programs permanently.

Diploma Information Forms

Document students' requests to have test score report, certificate and other graduation records distributed to specific addresses. Records include diploma order form; diploma information form listing permanent addresses for diplomas to be mailed to, student name, school within the academy, and certificates applied for.

Course Completion Record

Records may include but are not limited to: examinations and answers, quizzes and answers, homework assignments; course papers and essay assignments. These records are maintained by the faculty for one (1) quarter after completion for uncontested grade results; and until resolved for contested grade results.

Family Educational Rights and Privacy Act (FERPA) Documents

May include the process of student information release requests and consent authorizations or denials in accordance with FERPA. Records may include but are not limited to: requests for formal hearings; requests for release of personally identifiable information; records of disclosures made to third parties; student statements regarding hearing panel decisions, written decisions of the hearing panel, written consent of the student to disclose records, waivers for rights of access, and related documentation and correspondence. These records are maintained by the Admissions' Office for the

life of the affected record or until the student terminates waiver for written consent of the student to disclose records and waivers for rights of access; life of the affected record for all other records.

Student Non-Disclosure Requests Records

Requests by students to restrict release of information normally provided as directory information as per Family Educational Rights and Privacy Act (U.S. Public Law 93-380). This series may contain but is not limited to student requests for non-disclosure of directory information and memoranda distributed to pertinent departments informing units that might have pertinent information not to disclose that information.

These records are maintained by the Registrar's Office for one (1) year for revoked requests, permanent for all other records.

Grade Roster Reports Records

Reflect grades awarded by instructors and serve as the basis for students' official academic records. Records include student names, social security numbers, course titles and numbers, sections, grades awarded, and instructors' signatures. These records are maintained by the Admissions Office for ten (10) years.

Instructor's Grade Records

This series documents: class work, test scores and final grades for students that may be used as back-up to the official academic records held by the Academy. Records may include but are not limited to: instructors' grade books, grade confirmation reports; grade confirmation and change records, and final grade rosters. Faculty retains these records for two (2) years.

Grievance Records

Grievances brought forward by students against the institution that does not result in litigation. Grievances may pertain to academic issues, affirmative action and equal opportunity issues, student

conduct, and other issues. Records include notices of grievance, informal discussion notes, grievance responses, and formal hearing notes (including audio tapes); final summary statements; settlement agreements, appeals documentation, and related records. The Office of Student Life maintains records for three (3) years after last enrollment. Other copies may be received by the Program Director, which are maintained for three (3) years after resolution.

Name Change Records

Document students or applicants name changes as reported to the Admissions Office by students. Records may include but are not limited to letters requesting change in name; name change forms, lists or reports of students with changed names, and related documentation and correspondence.

The Admissions Office maintains these records for two (2) years after program completion or last enrollment.

Student Academic/Financial Record.

Student can obtain a copy of his/her academic and financial records form the student web portal or by signing a release form, apart from a request of such record by law enforcement agencies. These records may not be release if the student fails to meet the above criteria. Such records will be maintained for a minimum of three years.

International Student Records

Include institutional assistance to international students that primarily with admissions, immigration issues and other non-academic matters. Records may include, but are not limited to copies of visas, scholarship information, institution admissions forms, international student advisors, notes, explanations for student withdrawals, and related documentation and correspondence. The designated signing official maintains records for seven (7) years after last enrollment.

Placement Survey Records

This series documents the results of a placement survey conducted periodically. Records may include but are not limited to, reports and questionnaires that provide the following information on individual Alumni. Information include career status or job title, continuing education, geographic location, source of finding employment, relationship of employment to major, salary, computer training needs, and number of quarters enrolled. These are permanently retained by Alumni Affairs for three (3) years.

Special Accommodation Student Records

Documents that track the application, admission, selection and progress of students participating in special accommodations. This series consists of the individual files for students participating in special institution programs that provide services ranging from counseling and tutoring to tuition waiver assistance. Records may include, but are not limited to, application documentation, personal information, medical and health documentation, admission and non-acceptance documentation, recommendations and evaluative materials, copies of academic records, counseling and advising notes and documentation, risk release and insurance forms, immigration and citizenship documentation, financial responsibility records, and related documentation and correspondence. Some records may be exempt from disclosure because of Americans with Disabilities. Records are maintained by the Office of Student Services for seven (7) years for accepted and enrolled participants, two (2) years for denied admission or did not enroll after acceptance.

Student Academic Records

Documents that track a student's academic progress at the Academy. Records may include, but are not limited to,

- Institution academic transcripts,
- Transcripts from other institutions,
- Notices of admission and re-admission,
- Denial and acceptance,
- Petitions for exemption from institution regulations and procedures,
- Standardized examination reports,
- Letters of recommendation and applications for admission to another institution,

Other Academic Records for Nursing Support Programs.

- Registration for preceptor hours
- Evidence of the completion of the preceptor hours
- Narrative evaluation of preceptor,

Student Admission Records

Include the application process for individuals seeking admission. Records may include but are not limited to, admission applications, academic transcripts from other institutions, test scores, letters of admittance, and related documentation and correspondence. Records are maintained by the Admission's Office until transferred to the Admissions Office for inclusion in the Student Academic Records.

Student Advising Records:

Provides information Academy advisor/mentor regarding academic progress within a specific department or program. Records may include but are not limited to, applications for program admission, notices of admission, grade reports, certification program requirements list, departmental course waiver forms, reports showing progress towards certifications, advisers, copies of transcripts, official graduation audits, curriculum posting sheets, recommendation letters, suspension notices, re-admission notices, comprehensive exam results, awards, and related documentation and correspondence. Most of the components in this record series are reference copies of records maintained in the files of the Admissions Office and are maintained for the convenience of the student academic advisers.

Student Conduct Records.

Documents academic dishonesty and conduct and honor code violations among students. Records may include, but are not limited to, expulsion, certificate revocation or negative notation on the transcript, applications for program admission, notices of admission, grade reports, certificate program requirement lists; advisers' copies of transcripts, official graduation audits, curriculum posting sheets, recommendation letters, suspension notices, re-admission notices, comprehensive exam results, awards, and related documentation and correspondence. The Office of Student Services maintains records permanently.

Purpose of Student Conduct System.

As a private Career Technical Institution, the Salvation Academy has as its primary mission, the transmission of knowledge, the pursuit of truth, and the development of its students into productive citizens who contribute to the well-being of society. It is the purpose of the Salvation Academy Conduct System to foster a supportive climate by protecting the community from conduct that is

disruptive to the community and by encouraging conduct that is supportive of the teaching/learning environment.

Remittance of Student after violating Student Code of Conduct

Readmission of student after violating student code and been separated from the Academy for one or more regular quarters. Unlike admission to Salvation Academy, the readmission process is not competitive, but it is determined based on the student's personal circumstances, performance record and resolution of the violation in question. The student must apply through the Admission Office. Readmission application form is available through the admission page on our website. To connect with an adviser for readmission student may come to the admission office or visit our website to select an available adviser. All students record will available to students upon request.

Statement of Values.

Underlying the Academy's mission are basic values which must be respected if these goals are to be achieved. These indispensable community values include:

- The importance of personal integrity.
- The opportunity for every student and Academy employee to be treated with respect and dignity.
- The freedom of intellectual inquiry in the pursuit of truth.
- The freedom of speech and open exchange of ideas.
- The acceptance and appreciation of diversity.
- The freedom from discrimination on the basis of gender, religion, sexual orientation, age, Disability, ethnicity, and political views.
- The freedom from violence aimed at limiting freedom, interfering with, or disrupting Academy activities.

Statement on Freedom of Expression

The Salvation Academy believes, that through active participation in an intellectually and culturally diverse learning community, students will be better prepared to deal with the issues they will face in a rapidly changing and diverse society.

In the presentation of ideas, the Salvation Academy encourages a balanced approach and respect for contrary points of view. Being open to the ideas and opinions of other members of the community will lead to discussions that is characterized by courtesy, mutual respect, and charity. Congruent with these ideas is the principle that all members of the Salvation Academy community enjoy the right to freedom of speech and expression.

The right to free speech and expression does not include unlawful activity or activity which endangers, or threatens to endanger, the safety or well-being of any member of the community.

Further, it does not include any activity, which materially interferes with the education or well-being of other students or the mission of the institution.

It is expected that members of the community will actively participate in programs and activities of the Academy and will support efforts to foster the identified values of the community.

All members of the community are expected to abide by local, state, federal, and international laws.

Scope of Authority

The Salvation Academy Conduct System has authority in all non-academic disciplinary matters. Academic Discipline is adjudicated according to procedures established by the Office of Academic Integrity that is responsible for the management of the Academy Honor Code. The Salvation Academy reserves the right to discipline students and/or organizations for acts of misconduct wherever they occur.

Acts of Misconduct Policies.

Acts of misconduct include, but are not specifically limited to, the following:

Possession, Use, or Manufacture of Alcohol and Drugs

Alcohol Policy

Distribution or sale of alcohol in violation of Academy policy or law, impairment which can be attributed to the consumption of alcohol, or possession of alcoholic beverages in designated “dry areas”, or other violation of the Academy Alcohol Policy.

Drugs Policy

Distribution, manufacture, or sale of drugs, narcotics, chemicals and/or drug paraphernalia in violation of Academy policy or law, or other violation of the Academy Drug Policy; Breach of Peace or disorderly conduct; Trespassing and/or any unauthorized entry.

Dishonesty Policy

Acts of dishonesty including but not limited to knowingly furnishing false information, including fabrication, forgery, alteration, or misuse of Salvation Academy documents, identification and keys or access codes; Infliction of or threat of physical harm to any person(s), including self (when disruptive or detrimental to the community), or their property.

Sexual Harassment Policy

Any unwelcome sexual behavior and/or all forms of sexual misconduct including but not limited to:

a) Deliberate touching or penetration of another person without consent; or b) Requests for sexual favors; or c) Conduct of a sexual nature so severe, pervasive, or objectionably offensive that it effectively creates a hostile environment for an individual’s participation in any aspect of Salvation Academy life; or d) Any form of sexual harassment. Academy Policy further defines sexual

harassment, and sexual misconduct (including sexual assault, domestic violence, dating violence, stalking, and sexual exploitation) is described in greater detail in the Sexual Misconduct section of this Code.

Disruptive Behavior Policy

All hostile, threatening, or intimidating behavior that by its very nature would be interpreted by a reasonable person to threaten or endanger the health, safety or well-being of another are prohibited. Examples of such behavior may include, but are not limited to: a) An act(s) that alarms or seriously disrupts another person's ability to participate in any aspect of Salvation Academy's student, faculty, staff or visitor's life is prohibited; or b) Communicating verbally either directly or indirectly through another party, by telephone, regular or electronic mail, voice mail or any verbal, mechanical, electronic or written communication in a manner that would likely restrict or deny an individual's access to educational resources, Academy activities, and Salvation Academy-related opportunities; Any form of harassment based on perceived or actual identities; All forms of invasion of privacy including but not limited to the recording, filming, photographing, viewing, transmitting or producing the image or voice of another person without the person's knowledge and expressed

consent while in an environment that is considered private or where there is a reasonable expectation of privacy. In such circumstances, the use of undisclosed and/or hidden recording devices is prohibited, as is the storing, transmission and/or distribution of any such recordings.

Sanction.

The Office of Student Services may take actions deemed necessary for the reasonable operation of Salvation Academy. The following sanctions are provided for and may be imposed upon any student that has been found responsible for a violation(s) of the Code of Student Conduct. Changes in the status of a student that are not disciplinary in character, intended neither as punishment nor as censure,

but required by administrative, or security interests of the Academy and its community are not governed by these disciplinary procedures.

Educational Sanction

An order requiring the student to perform mandated service or to participate in an educational program or activity, including, but not limited to, an educational seminar, a treatment program for alcohol or drug abuse, psychological counseling, or other program/task designed to assist the student in learning more about how their behavior impacted themselves and/or the community.

Warning

Notice that continuation or repetition of conduct found wrongful in the indefinite future may be cause for further disciplinary actions.

Disciplinary Probation Policy

A period during which a student must behave in a manner acceptable to the Academy. Under the status of disciplinary probation, a student is encouraged to seek advice and counsel from appropriate Academy officials. Conditions of probation may be set forth which restrict the student's participation in their choice program. Established proof of a violation of the terms of probation, or of a further incident of misconduct

while on probation, may result in separation from the Academy for no less than one quarter or may include expulsion.

Restitution Policy

Requires a student to pay for damages to property, or the property of members or of visitors to the Academy, or for misappropriation of Academy funds, or for other expenses incurred because of violations of the Code of Student Conduct. Such reimbursement will be charged to any student who alone, knowingly participates in the events causing the damages or costs. A student typically has thirty (30) days to pay any damages owed to the Academy.

In the event the outstanding debt is not paid within thirty (30) days, Salvation Academy will charge the unpaid debt to the student's account, which may result in an academic hold, collection procedures and any collection costs and fees.

Academic holds normally will prohibit a student from registering for future classes, participating in graduation, receiving a degree, and/or a certified transcript until the debt is fully paid.

The Salvation Academy reserves the right to place academic holds on student accounts for students who fail to pay other students, outside entities or individuals within thirty (30) days of the Office of Student Services decision directing such student to pay the other student, entity or individual damages.

Loss of Privilege Policy

The withdrawal of a privilege, use of a service, participation in a program, event, or activity for a specific period of time. The loss of privilege may prohibit a student from participating in their choice program, student services, and/or prohibit a student from enrolling in a class or classes.

Termination of Recognition Policy

An order terminating Salvation Academy recognition of a registered student organization for a specific or indefinite period.

Deferred Suspension Policy

This sanction is a suspension that is delayed pending specified behavioral performance. A definite period of observation and review occurs during deferred suspension. If a Student is again found responsible of violating the Code of Student Conduct, the suspension will take place immediately without appeal.

Expulsion Policy

The permanent loss of the privilege of registration and class attendance, the privilege to use Academy facilities or property is also withdrawn by this action. A student who has been expelled is not eligible for readmission.

Any student who is expelled will not be entitled to any refund of tuition or fees. Lastly, a notation will be placed on a student's transcript indicating disciplinary expulsion.

Appeal Process Policy.

The purpose for an appellate review is to ensure all parties that the original findings of fact, the reasoned integration of them, and an opinion and imposition of sanctions or other solutions directed by the hearing officer or board are consistent with Salvation Academy policies and procedures.

Any persons submitting an appeal will within five business days (or in the case of reason #1, below, in 30 days) from the date of the decision submit a written statement outlining the specific issues and rationale for the appeal. Requests for appeal will be considered only when based on one or more of the following:

- Information not available at the hearing which, had it been available, would in all reasonable likelihood have produced a different finding.
- Substantial procedural irregularity with respect to applicable procedures as determined by the conduct officer.

- Perceived hearing officer bias (or bias by a board member) based on factors other than the hearing officer's decision and rationale for such decision.

Note: Disagreement with sanctions is not a valid reason for appeal. Severity of sanction is considered grounds for appeal only in cases involving sexual misconduct. Once received, appeals will be assigned to an administrative appeal officer.

If the sanction(s) imposed includes suspension or expulsion, these sanctions will not be imposed until the appeal decision is rendered (depending on the nature of the violations, certain restrictions may apply, or some privileges may be revoked on an interim basis). The appeal officer will first determine if the student has grounds for appeal, based on the criteria above. It is the sole responsibility of the appealing student to provide information to support the grounds for appeal.

If there are grounds for appeal, then the administrative appeal officer may choose to modify the finding of responsibility, modify the sanctions, or modify both; remand the case for a new hearing; or uphold the original decision. Appellants will typically be notified of the decision within fifteen (15) business days of the appeal review. Students have the opportunity to submit one appeal per conduct case.

Discipline Records.

The Salvation Academy maintains a record of students who have been found in violation of Academy rules and regulations. Student conduct records are maintained separately from the student's official academic records, except in cases involving outcomes of suspension or expulsion. In these cases, notations are made on the academic record (i.e. transcript) of the student. Conduct records will be maintained by the Academy in accordance with laws of the Commonwealth of Virginia.

Information about the status of a student's conduct records will be handled in compliance with the

Provisions of the Family Educational Rights and Privacy Act. In accordance with these provisions, no information will be released to external authorities or to others outside of the conduct system unless the student has provided written permission, authorizing such release. In other circumstances, the student's records may be released to third parties only as authorized by subpoena or court order. In most cases, the student is notified of the subpoena or court order at the known last address prior to releasing the information.

Student Attendance Policy

Attendance is based on schedule classes and is a mandatory requirement for all students. When a student accumulates more than six (6) unexcused absences in two quarters the attendance officer will consider it to be in violation of the regular attendance rule. A student will be withdrawn from the program if they missed 14 calendar days including weekends and holidays, after the student last day of attendance.

Absence Policy

Students are expected to be in school every scheduled class. Students are expected to contact the school on the day of their absence to inform the Administration of that absence. Students are encouraged to notify the school of pre- arranged appointments as soon as the date of such appointments is known. When such notification is made, the student need not contact the school on the day of the absence. For any reason, a written note providing the dates of and reasons for the student's absence is required from the student within five days of the student's return to class. The purpose of this note is to determine whether or not the student's absence is excused or unexcused. This note will be maintained until the end of the quarter for documentation purposes.

Excused Absence Policy

In support of the mandatory attendance rules, Salvation Academy the following conditions as the only acceptable reasons for a student's absence from class.

Illness - When a student is unable to attend class due to an illness, a note written by the student or his sponsor or a physician documenting the illness will provide evidence of the illness for the Academy.

Chronic/Extended Illness policy

For students who are absent because of chronic illnesses, a disability, or because of a need for homebound services, the Student must complete a chronic/extended illness notification form with the office during the enrollment of the student in to the program or upon the onset of the student condition that affects regular attendance.

Documentation from a physician will be required. For students who are absent more than ten days in a quarter and/or who exhibit defined patterns of absences, the Student will be required to complete the Chronic/Extended Illness Notification Form. Documentation from a physician will be required.

If the Student does not complete the form or does not provide documentation from a physician of a chronic or extended illness, the Executive Administrator will review the student's attendance for needed services and/or applicable sanctions of the attendance policy.

P rearranged Appointments Policy

For appointments with the court, social services or other state agencies and appointments with health care providers, official documentation must be presented to the Academy.

Family Death or Emergency Policy

For absences because of a death in the family or an emergency beyond the family's control, the student must notify the Academy and provide documentation for the absence.

Religious Observance Policy

The student, who is responsible for notifying the Executive Administrator of the religious holiday(s) to be observed, should prearrange absences as a result of observances of religious holidays. If the student is unable to prearrange the absence, a request for exemption must be received no later than the second day after the student's return to class from the absence occasioned by the religious observance.

Exclusions/Suspension Policy

For absences because of an exclusion or suspension, the Student will be notified of the suspension/exclusion and the date when the student will be expected to return to the Academy. The student must return on the indicated date(s).

Exceptional Circumstance Policy

The Executive Administrator may approve prearranged absences for situations in which an exemption from attendance appears to be in the best interests of the student. Prior to the student's absence, the student must complete the Request for Exceptional Circumstance to Attendance Form.

The student will document on this request the rationale for the absence, dates of absence, and family or friend at the Academy for whom the exception will be also requested. The Executive Administrator must provide the response to the Requests for Exceptional Circumstances in writing to the student. For those circumstances which cause the student to be absent and prior request for approval is not possible, the student must complete the Request for Exceptional Circumstances within two days of the student's return to the Academy. The Executive Administrator for exceptional circumstances may approve no more than five (5) days during a quarter. For requests of more than five days, the request must be endorsed by the instructor and approved by the Executive Administrator / designee.

Notification Procedure Policy

Excused and Unexcused Absences For all absences, the Academy will contact the student on each day of absence from class.

Unexcused Absence Policy

The following procedure will be implemented when notifying the Student of an unexcused absence:

The policy mandates that whenever any student fails to report to class and no indication has been received by the instructor or Academy personnel about the student's absence, (unexcused absence), a reasonable effort to notify the parent by telephone to obtain an explanation for the student's absences shall be made by the Executive Administrator

/ Designee(s), or Instructor. Whenever a student fails to report to class for a total of three (3) days, a warning letter

will be sent by the Executive Administrator explaining the consequences when a student is in violation of the attendance policy. Whenever a student fails to report to class for a total of five (5) days in a quarter, (unexcused absence), the Executive Administrator /designee shall make a reasonable effort to ensure that direct contact is made with the student whether in person or through telephone conversation by the Instructor or school personnel to obtain an explanation for the absence and to warn of the consequences of continued nonattendance. After the 5th unexcused absence, as defined above, the Executive Administrator / designee(s), develop a plan to resolve the student's nonattendance. The plan shall include documentation of the reasons for the student's nonattendance. If the student is absent again (6th unexcused absence) after direct contact was made with the Student the Executive Administrator) shall conference with the student or his/her sponsor within ten (10) business days to resolve the issues related to the student's nonattendance. This must be held no later than fifteen (15) business days after the 6th absence.

If the student is absent seven (7) days as defined above, the Executive Administrator be notified by the instructor to enforce attendance policy by either or both of the following:

1. filing a complaint alleging the student is a student in need of supervision or
2. Instituting proceeding against the Student.

The Academy will provide interventions and alternative options for a student who fails to meet minimum performance progress as a result of attendance problems including withdrawal from the program entirely.

Excessive Excused Absence Policy

The Executive Administrator will also notify the Student Service Department of excessive absences or a pattern of absences that appear to be influencing the performance of the student. Efforts will be made to identify reasons for excessive absenteeism or patterns of absenteeism.

Perfect Attendance Policy

For purpose of determining perfect attendance, the student must be in attendance for a period of 4-6 hours to be counted as present for the class. Pre-arranged absences for religious observance will not count against perfect attendance.

Make-Up Class Policy

When students are absent, (this includes absences for suspension or expulsion recommendations), an opportunity to make up work will be provided. Make-up work is encouraged so that students will profit from future instruction, it is the student's responsibility to ask the Instructor for the make-up work. Work (including tests) missed due to an absence may be made up and credit given for such work. Upon the student's return to class, he/she must make up the work within five business days.

The Executive Administrator due to the extenuating circumstances may grant additional time. A student will not be penalized for an Instructor's absence.

Students are encouraged to get make-up work assignments before returning to class.

They may do this according to the following procedures:

1. Absence of one or two days: Contact a friend in class to obtain information on work missed.
2. Absence of three or more days: Call the school office requesting assignments remembering that Instructors need 24 hours to prepare assignments.

Tardiness Policy

Tardiness to class is addressed as a discipline issue in the Rights and Responsibilities Policy

If a student does not attend scheduled classes on a regular basis the administration has the option of dropping the

student from the class. Instructors will maintain accurate attendance records.

A Leave of Absence Policy

A leave of absence allows a student who must interrupt his or her studies for a compelling reason, for example, a

sustained medical condition that prevents attendance or a personal matter requiring absence from campus to be exempt from the Continuous Registration requirement. Leaves will not be granted retroactively. Students who intend to take a leave of absence must submit a Request for a Leave of Absence to the Office of the Admission.

Until the Office of the Admission notifies students that the leave has been approved, they should assume that they are registered and will be expected to fulfill their academic and/or financial responsibilities, including completing course work. Leaves of absence are granted for one quarter, under unusual circumstances students may apply for an extension of leave of absence. A student's total period of leave of absence may not exceed one hundred and eighty days (180) in a twelve-month period.

Medical Leaves of Absence Policy

A student who must interrupt study temporarily because of physical or psychological illness may be granted a

Medical Leave of Absence, contingent upon the submission of documentation from a health care professional. The student must provide documentation from a health care professional confirming that the student is unable to engage in classroom study; such documentation may include a statement as to when the student may be expected to resume classes.

A medical leave is granted only to students whose academic and administrative standing permits them to continue in their selected program when they return from the leave. Medical leaves will not be granted retroactively.

In order to return after a medical leave, the student must submit a request via email to support@salvationacademy.org notifying the Administration Office that he or she wishes to return.

With the request, students must submit a letter of approval from the health care professional who treated the student, confirming that the student can return to class and proposing any recommended qualifications.

Military Leaves of Absence Policy

A student who must interrupt study temporarily to fulfill a compulsory military obligation for a specific length of time will be granted a military leave of absence to fulfill that obligation. The student seeking a military leave of absence must provide the Office of the Admission with written documentation from the appropriate military authorities (including dates of the period of obligation).

Military leave is granted only to students whose academic and administrative standing permits them to continue in their selected program when they return from the leave.

Personal Leaves of Absence Policy

Students who must interrupt study temporarily for reasons other than those described above may request a personal leave of absence. Reasons may include, but are not limited to, financial status; childcare; illness, bereavement, or other critical matters in one's family; changes in one's outside employment; and other situations as required by applicable law.

Personal leave is granted only to students whose academic and administrative standing permits them to continue in their selected program when they return from leave.

Note: Personal leave of absence is granted only in exceptional circumstances in which students must temporarily suspend their studies to care for the serious medical condition of an immediate family member, or in other situations as required by applicable law.

Grievance Procedure Policy

All student complaints should be first directed to the institution personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the program director, then the Administrator, if there is no result, then the chairman board of directors in this order until the issue is resolved. If there is no resolution at this level the student can contact the State Council of Higher Education for Virginia, (SCHEV) by calling +1 (804)-225-3093.

Student will not be subject to unfair treatment by Academy official because of the initiation of a complaint.

Holidays and School Closings: We follow the federal government holiday schedule. Salvation Academy will close in the event of inclement weather; school delays and closings will be posted online.

Employment Services

At Salvation Academy our support goes beyond your graduation. We offer job placement services and encourage our past graduates to join our staff, students, and fellow alumni in special classes held after graduation. As a professional health Care provider business professional and or IT professional, your possibilities in your selected industry are limitless! Business Management, Health care and information technology are and private security are often named as some of the top careers to have and as a growing industry. Here are just a few of the career opportunities available all over the world:

- Hospital
- Corporations.
- Nursing Homes
- State Board of Nursing
- Pharmaceutical Companies
- Urgent cares Centers.
- Doctors' offices
- Home Health Agencies.
- School Resources Available to Graduates from the Career Services Department

Job Placement

Full time and part time job placement assistance is available to all graduates. Known job opportunities in the Freetown Metropolitan area are available upon requests. Graduates are also encouraged and trained on how to develop his/her own job leads. Employers are encouraged to contact the Academy as we invite you in to hold Job Fairs, onsite interviewing and a tour of the facilities. You can contact the placement office at +1 571-217-8394, ask for Career Services.

Resume Services

Contact Career Services at support@salvationacademy.org or support@saaahomecarellc.org for assistance in developing the proper resume for your job search. Provide him with a copy of your resume for prospective employers and he will forward to employers upon request. A copy of the proper resume for all new graduates is required at the completion of the program.

Starting a Business

Contact the Academy first prior to starting an IT or Health care business. The Academy will assist and guide you through the process of establishing your business in the IT or health care industries.

We also offer Advanced

Training/Continuing Education classes, some of which are offered specific to these two areas.

Dress Code Policy

The uniform identifies students during clinical and internships. It also reflects a positive and professional image of our student while on the premises of other institutions

The following regulations govern our Student Dress Code for Clinical Settings.

Dress Code for Students (Hospital and Community Agency Uniform) Uniform will be selected by the Salvation Academy during clinical rotation.

General Regulations: The student nametag consists of the Salvation Academy Student identification card attached via a pin device to the top front of the uniform. The cost of the uniform is always included in the tuition fee, where Uniforms are worn. The uniform is worn during clinical laboratory experience conducted in agencies where the use of a Uniform is required. The uniform can be worn during travel between one's places of residence,

Faculty, clinical instructor, or preceptor will clarify all students' variations in dress code due to the requirements of the clinical setting. The Academy Admission or a designee, upon written request by the student, may grant exceptions to the dress code, which are related to cultural or religious beliefs. The uniform is to be neat and clean at all times. Solid white or black shoes must be neat and clean. No open toed shoes or sandals. Watch and stethoscope are required accessories.

A white laboratory coat may be worn over uniform or street clothes when directed by faculty.

When street clothes are worn, they must conform to the dress code of the clinical agency.

Hair is to be neatly groomed, off the collar, in a style appropriate for a professional person. Hair

Instructor and clinical facility may wear wraps in solid black or white color after approval.

Male students must shav or have a neatly trimmed beard. Nails are to be clean, neat, and short in length. No artificial nails are permitted. A clear or light pink shade of nail polish is acceptable. Make-up is to be applied so that a natural look is conveyed. The only jewelry that may be worn with the uniform is the following: smooth band ring, button- style pierced earrings (one per lobe), federal service pins for recognized professional and honor societies. Visible body jewelry must be removed. Undergarments cannot be visible. Tattoos cannot be visible. Excess perfume, cologne or aftershave is not permitted.

Business Attire Dress code for IT professionals

The Salvation Academy expects Information Technology intern student (CompTIA A+, CompTIA Network+, CompTIA Security+), must dress appropriately in business attire. Because Information technology work environment sees frequent visits from customers, clients, and the public, professional business attire is essential.

Business attire for men includes suits, sports jackets, and pants that are typical of business formal attire during internships.

Academics / Professional Programs

1. Allied Health Programs - This is the segment of the health care field “that delivers services involving the identification, evaluation and prevention of diseases and disorders; dietary and nutrition services; and rehabilitation and health systems management.” These Programs encompasses a broad group of health care professionals who use scientific principles and evidence-based practice for the diagnosis, evaluation, and treatment of acute and chronic diseases; promote disease prevention and wellness for optimum health and apply

administration and management skills to support patients.

2. Nursing Education Programs - Nursing as a career field is one of the highest demanded occupations globally. Home Health Aides, Nurse Aides and Medication Aides play a critical role in the health care system, and there

are projections that 2,000,000 + more jobs will be available for nurses and nursing support programs between

2014 and 2024 (which is an employment growth rate of 16+ percent, higher than most occupations). Skilled nursing facilities and general medical and surgical hospitals employ the largest percentage of Nurses, and Nursing Support Staff: HHA, CNAs, and CMAs , followed by physician offices and home health care agencies.

3. Information Technology Training Programs - CompTIA Certifications are held by over one million IT professionals worldwide, CompTIA offers one of the most essential IT certifications for establishing an IT career. If you are new to the IT industry, this will help you put your best foot forward. And if you are already an IT professional, the CompTIA certification validates your skills and can boost your career.

4. Diploma in Pastoral Studies -The program is designed to prepare individuals for various roles within church leadership, community service, and spiritual guidance. Programs emphasize on the Pentecostal fellowship, theological perspectives

5. Human Resources Development (HRD)

The curriculum summary for Human Resources Development (HRD) focuses on equipping students with the knowledge and skills necessary to effectively manage and develop an organization's workforce, The HRD curriculum is designed to prepare students for various roles in human resources, focusing on both theoretical frameworks and practical applications and individual career development

6. Paralegal Course

This course prepares students for entry-level paralegal roles and provides a foundation for further legal studies or career advancement in the legal profession.

7. Hydroponic Agriculture Programs

This program prepares students for careers in hydroponic farm management, agribusiness, research, and sustainable agriculture, equipping them with the knowledge and practical skills to succeed in the evolving agricultural industry.

Program Description in Details

Allied Health Program

This is the segment of the health care field “that delivers services involving the identification, evaluation and prevention of diseases and disorders; dietary and nutrition services; and rehabilitation and health systems management.” These Programs encompasses a broad group of health care professionals who use scientific principles and evidence-based practice for the diagnosis, evaluation, and treatment of acute and chronic diseases; promote disease prevention and wellness for optimum health and apply administration and management skills to support.

Course Program Description Credentials Duration Cost

- Certified Medical Administrative Assistant CMAA
- Certified Clinical Medical Assistant CCMA

Certified Medical Administrative Assistant CMAA

The Certified Medical Administrative Assistant duties have evolved in recent years. The Certified Medical Administrative Assistant is required to be efficient in front office skills as well as knowledgeable in billing, coding, administrative tasks and general patient care. They keep healthcare offices running efficiently and

effectively, and it is a highly rewarding profession. They are often the first person that greets and help patients to set the stage for a good patient’s experience. They also need basic knowledge of medical terminology, patient care skills and general office skills. Medical.

As a Certified Medical Administrative Assistant, graduates may perform some or all: Answering phones, processing bills, communicating with patients, General office duties, operate computer systems to accomplish office tasks, Review and answer practice correspondence, Answer phone calls,

schedule appointments, greet patients and maintain medical records, Keep a record of time and attendance and liaison between hospitals, patients, and other practices.

Certified Medical Administrative Assistant Course Outline

- Medical Terminology.
- Basic Anatomy and Physiology
- Disease Processes and Surgical Procedures.
- Medical Law and Ethics.
- Navigating and Communicating in the Medical Office.
- Billing and Insurance Policies.

Certified Clinical Medical Assistants CCMA

Certified Clinical Medical Assistants have a variety of job responsibilities inclusive of medical and administrative tasks depending on State Laws. Some common tasks of a CCMA include taking a patient's history, preparing an examination room, assisting physicians during examinations, preparing, and transporting specimens, preparing a patient for an EKG, filing and front desk responsibilities. Since a clinical medical assistant works with the public, appearance and respect for confidentiality is important. Certified Medical Assistants may advance to other positions through experience or additional training.

CCMA Course Outline:

- Taking Patient vitals
- Recording patient visits
- Charting a patient's history

- Scheduling appointments
- Performing an EKG
- Phlebotomy, Drawing blood
- Anatomy and Physiology,
- Medical Laws and Ethics,
- Safety/infection control, medical office/patient care, and healthcare systems.

Nursing Education Programs.

Nursing as a career field is one of the highest demanded occupations globally. Home Health Aides, Nurse Aides and Medication Aides play a critical role in the health care system, and there are projections that 2,000,000 + more jobs will be available for nurses and nursing support programs between 2014 and 2024 (which is an employment growth rate of 16+ percent, higher than most occupations). Skilled nursing facilities and general medical and surgical hospitals employ the largest percentage of Nurses, and Nursing Support Staff: HHA, CNAs, and MedTechs , followed by physician offices and home health care agencies.

Course Program Description Credentials Duration Cost

- Home Health Aide Certificate HHAC
- Certified Nursing Assistant CNA
- Certified Medication Aide Technician
- License Practical Nursing – LPN

Home Health Aide Certificate - HHAC

Home Health Aide (HHA) performs a variety of services for a patient in his or her home. Such duties as helping the patient to self-administer medications, meal preparation, and assistance with bathing and toileting are tasks that the Home Health Aide may be asked to perform. To be trained as a Home Health Aide, students must complete 40 hours of classroom and hands-on lab training, with at least 16 hours devoted to supervised hands-on practical training. At the completion of the training, participants will receive a Certificate of Completion.

Course Outline:

- List members of the health care team members and identify their roles and perform personal Care duties.
- Demonstrate the ability to get along with other health care team members.
- List positive personal qualities of a Home Health Aide.
- List ways the Home Health Aide can avoid legal problems.

Certified Nursing Assistant - CNA

Nursing Assistant curriculum is designed to prepare students for careers in health care under the supervision of a licensed nurse. Students will learn the basic entry level nursing skills to work in the healthcare industry.

Course Description:

The course consists of 120 hours of both theory and clinical training in long-term care facilities. Both aspects of the program incorporate the Omnibus Budget Reconciliation Act of 1987 guidelines for Nursing Assistant education as well as the most current module requirement of the Virginia Department of Health Professions. Emphasis is placed on Nursing Assistant skills and functions and the psychological approach to care. Throughout the course, caring, understanding, respect for the individual, personal choice, and dignity of person and attitudes are conveyed to the Nurse Assistant.

A Nursing Assistant will be involved in direct patient/resident care or assist with housekeeping and home health services.

Nursing Assistant Program Outline At the end of the program, the student will be able to:

- Define the term Nursing Assistant and be certified as a Nursing Assistant.
- List members of the health care team members and identify their roles.
- Demonstrate the ability to get along with other care team members.
- List positive personal qualities of a Nursing Assistant and List ways the Nursing Assistant can avoid legal problems.
- Define the term ethics and list of violations of ethics.
- Discuss different health departments and how they relate to the Nursing Assistants.
- Locate and identify various departments of healthcare facilities. Report to the class, research results of job opportunity and interviews
- Describe the programs that pay for healthcare services.
- Explain why standards are met.
- Describe the standards for Nursing Assistant developed by the National Council of State

Certified Medication Aide - CMA

The Certified Medication Aide program is designed to prepare students to provide routine medication by oral, inhalation, topical and instillation routes when appropriate direction and monitoring is provided. A Certified Medication Aide is trained to identify drug side effects and interactions.

Successful completion of an approved Certified Nursing Assistant course or six months' related work experience is a prerequisite to register for this program. It is a 68- hour course of study, 48 hours in the classroom and 20 hours in a clinical setting.

At the successful completion of this training, the student will be qualified to work in nursing homes under the direct supervision of a registered nurse (RN), assisted living centers, intermediate care facilities, childcare settings, hospitals and patient homes. Students will be prepared to take the Board of Nursing authorized examination to obtain certification to work as a Certified Medication Aide Technician (CMT) also known as MedTech.

Course Outline

- Module One - Legal & Ethical Issues
- Module Two-Preparing for safe Medication Administration
- Module Three - Pharmacology
- Module Four-Instillation & Treatment
- Module Five -Documentation
- Module Six-Storage & Disposal
- Module Seven - Special Issues
- Eight -Insulin Module

Licensed Practical Nursing (LPN) program

The curriculum for Licensed Practical Nursing (LPN) program combines classroom instruction with hands-on clinical experience. LPN programs are designed to prepare students for entry-level nursing positions, focusing on both practical skills and theoretical knowledge.

An overview of the common components and subjects included in LPN training:

- Foundational Nursing Theory

Introduction to Nursing: Overview of nursing roles, history, and the healthcare system.

- Anatomy and Physiology

Human Anatomy and Physiology: Understanding body systems, functions, and human biology.

- Pathophysiology: Study of disease processes and their impact on body systems.

- Pharmacology: Pharmacology Basics: Understanding medications, their classifications, dosages, side effects, and interactions.

- Medication Administration: Safe practices for administering medications, including injections and IV therapy.

Clinical Skills

- Basic Nursing Skills: Techniques for patient care, including assessments and interventions. •

Advanced Clinical Skills: Skills such as wound care, catheterization, and oxygen therapy.

Nutrition and Diet Therapy

- Nutrition: Principles of nutrition and dietary needs for various patient populations.

- Dietary Management: Understanding dietary restrictions and meal planning for patients.

Mental Health Nursing

- Psychiatric Nursing: Concepts of mental health, therapeutic communication, and care for patients with mental health disorders.

Maternal and Child Health

- Obstetric Nursing: Care for pregnant women, childbirth, and postpartum care.

- Pediatric Nursing: Care for infants, children, and adolescents.

Medical-Surgical Nursing

- Adult Health Nursing: Focus on common medical-surgical conditions and nursing interventions. •

Emergency Care: Introduction to emergency nursing practices and first aid.

Professional Development

- Ethics and Legal Issues: Understanding ethical dilemmas, patient rights, and legal responsibilities in nursing.

Communication Skills: Effective communication with patients, families, and healthcare teams.

Clinical Practicum

- Hands-on Clinical Experience: Supervised clinical practice in various healthcare settings, applying theoretical knowledge to real-world situations.

Capstone Projects

- Integration of learning through comprehensive projects or case studies.

Preparation for Licensure

- NCLEX-PN Preparation: Study strategies and practice for the National Council Licensure

Examination for Practical Nurses (NCLEX-PN).

Information Technology - CompTIA Program Description

This course is held by over one million IT professionals worldwide, CompTIA offers one of the most essential IT certifications for establishing an IT career. If you are new to the IT industry, this will help you put your best foot forward. And if you are already an IT professional, the CompTIA certification validates your skills and can boost your career. CompTIA certifications are comprehensive and vendor

neutral. CompTIA certified professionals have mastered the technologies found in today's extensive and varied IT environments, from mobile to traditional devices and operating systems. They can confidently handle the most challenging technology problems more efficiently. CompTIA A+, Network+ and Security+ validates foundational, intermediate, and advance skills. Information Technology professionals establish best practices in troubleshooting, networking, and data security across a variety

of devices to set the stage for IT careers. The certification also matches professional tech skills with communication

skills.

CompTIA certifications are trusted by employers, as businesses and governments worldwide continue to adopt

mobile and cloud technology. they trust CompTIA certified professionals to keep their devices connected, secure, and running the organizations smoothly.

CompTIA certifications are globally recognized and certified. Carries ISO/ANSI certification status. You can trust that the rigorous development process of the CompTIA certification objectives and exams follow international standards of quality assurance. CompTIA certifications are industry supported. CompTIA certifications are developed and maintained by leading IT experts. The content for the exams stems from a combination of industry- wide survey feedback and contributions from our team of subject matter experts.

CompTIA Program Description in Detail

- CompTIA A+ A+
- CompTIA Network+ Net+
- CompTIA Security+ Sec+

CompTIA A+ Course Outline

- Supporting Operating Systems.
- Installing, Configuring, and Maintaining Operating Systems. • Maintaining and Troubleshooting Microsoft Windows.
- Configuring and Troubleshooting Networks.
- Managing Users, Workstations, and Shared Resources. • Security Concepts.
- Securing Workstations and Data.
- Troubleshooting Workstation Security Issues.
- Supporting and Troubleshooting Mobile Devices.
- Implementing Operational Procedures.
- Supporting Operating Systems.
- Installing, Configuring, and Maintaining Operating Systems. • Maintaining and Troubleshooting Microsoft Windows.
- Configuring and Troubleshooting Networks.
- Managing Users, Workstations, and Shared Resources. • Security Concepts.
- Securing Workstations and Data.
- Troubleshooting Workstation Security Issues.
- Supporting and Troubleshooting Mobile Devices.
- Implementing Operational Procedures.

CompTIA Network+ Course Outline

- Identify basic network theory concepts and major network communications methods.
- Describe bounded network media.
- Identify unbounded network media.
- Identify the major types of network implementations.
- Identify TCP/IP addressing and data delivery methods.
- Implement routing technologies.
- Identify the major services deployed on TCP/IP networks.
- Identify the infrastructure of a WAN implementation.
- Identify the components used in cloud computing and virtualization.
- Describe basic concepts related to network security.
- Prevent security breaches.
- Respond to security incidents.
- Identify the components of a remote network implementation.
- Identify the tools, methods, and techniques used in managing a network.
- Describe troubleshooting of issues on a network.

CompTIA Security+ Course Outline

Module 1 / Threats, Attacks, and Vulnerabilities

Indicators of Compromise • Why is Security Important? • Security Policy • Threat Actor Types • The Kill Chain • Social Engineering • Phishing • Malware Types • Trojans and Spyware • Open-Source Intelligence • Labs • VM Orientation • Malware Types

Critical Security Controls • Security Control Types • Defense in Depth • Frameworks and Compliance • Vulnerability Scanning and Pen Tests • Security Assessment Techniques • Pen Testing Concepts • Vulnerability Scanning Concepts • Exploit Frameworks • Lab • Using Vulnerability Assessment Tools Security Posture Assessment Tools • Topology Discovery • Service Discovery • Packet Capture • Packet Capture Tools • Remote Access Trojans • Honeypots and Honeynets • Labs • Using Network Scanning Tools 1 • Using Network Scanning Tools 2 • Using Steganography Tools Incident Response • Incident Response Procedures • Preparation Phase • Identification Phase • Containment Phase • Eradication and Recovery Phases

Module 2 / Identity and Access Management

Cryptography • Uses of Cryptography • Cryptographic Terminology and Ciphers • Cryptographic Products • Hashing Algorithms • Symmetric Algorithms • Asymmetric Algorithms • Diffie-Hellman and Elliptic Curve • Transport Encryption • Cryptographic Attacks • Lab • Implementing Public Key Infrastructure

Public Key Infrastructure • PKI Standards • Digital Certificates • Certificate Authorities • Types of Certificate • Implementing PKI • Storing and Distributing Keys • Key Status and Revocation • PKI Trust Models • PGP / GPG • Lab • Deploying Certificates and Implementing Key Recovery

Identification and Authentication • Access Control Systems • Identification • Authentication • LAN Manager / NTLM • Kerberos • PAP, CHAP, and MS-CHAP • Password Attacks • Token-based Authentication • Biometric Authentication • Common Access Card • Lab • Using Password Cracking Tools

Identity and Access Services • Authorization • Directory Services • RADIUS and TACACS+ • Federation and Trusts • Federated Identity Protocols

Account Management • Formal Access Control Models • Account Types • Windows Active Directory • Creating and Managing Accounts • Account Policy Enforcement • Credential Management Policies • Account Restrictions • Accounting and Auditing • Lab • Using Account Management Tools

Module 3 / Architecture and Design (1)

Secure Network Design • Network Zones and Segments • Subnetting • Switching Infrastructure • Switching Attacks and Hardening • Endpoint Security • Network Access Control • Routing Infrastructure • Network Address Translation • Software Defined Networking • Lab • Implementing a Secure Network Design

Firewalls and Load Balancers • Basic Firewalls • Stateful Firewalls • Implementing a Firewall or Gateway • Web Application Firewalls • Proxies and Gateways • Denial of Service Attacks • Load Balancers • Lab • Implementing a Firewall.

IDS and SIEM • Intrusion Detection Systems • Configuring IDS • Log Review and SIEM • Data Loss Prevention • Malware and Intrusion Response • Lab • Using an Intrusion Detection System

Secure Wireless Access • Wireless LANs • WEP and WPA • Wi-Fi Authentication • Extensible Authentication Protocol • Additional Wi-Fi Security Settings • Wi-Fi Site Security • Personal Area Networks

Physical Security Controls • Site Layout and Access • Gateways and Locks • Alarm Systems • Surveillance • Hardware Security • Environmental Controls

Module 4 / Architecture and Design (2)

Secure Protocols and Services • DHCP Security • DNS Security • Network Management Protocols • HTTP and Web Servers • SSL/ TLS and HTTPS • Web Security Gateways • Email Services • S/MIME • File Transfer • Voice and Video Services • VoIP • Labs • Implementing Secure Network Addressing Services • Configuring a Secure Email Service

Secure Remote Access • Remote Access Architecture • Virtual Private Networks • IPSec • Remote Access Servers • Remote Administration Tools • Hardening Remote Access Infrastructure • Lab • Implementing a Virtual Private Network

Secure Systems Design • Trusted Computing • Hardware / Firmware Security • Peripheral Device Security • Secure Configurations • OS Hardening • Patch Management • Embedded Systems • Security for Embedded Systems

Secure Mobile Device Services • Mobile Device Deployments • Mobile Connection Methods • Mobile Access Control Systems • Enforcement and Monitoring

Secure Virtualization and Cloud Services • Virtualization Technologies • Virtualization Security Best Practices • Cloud Computing • Cloud Security Best Practices

Module 5 / Risk Management

Forensics • Forensic Procedures • Collecting Evidence • Capturing System Images • Handling and Analyzing Evidence • Lab • Using Forensic Tools

Disaster Recovery and Resiliency • Continuity of Operations Plans • Disaster Recovery Planning • Resiliency Strategies • Recovery Sites • Backup Plans and Policies • Resiliency and Automation Strategies

Risk Management • Business Impact Analysis • Identification of Critical Systems • Risk Assessment • Risk Mitigation

Secure Application Development • Application Vulnerabilities • Application Exploits • Web Browser Exploits • Secure Application Design • Secure Coding Concepts • Auditing Applications • Secure DevOps • Lab • Identifying a Man-in-the-Browser Attack.

Organizational Security • Corporate Security Policy • Personnel Management Policies • Interoperability Agreements • Data Roles • Data Sensitivity Labeling and Handling • Data Wiping and Disposal • Privacy and Employee Conduct Policies • Security Policy Training

Attend hands-on, instructor-led CompTIA Security+ Certification Training classes on Campus and externship with our partners for three months for 300 clock hours.

Diploma in Pastoral Studies

The curriculum summary of Pastoral Studies:

The program is designed to prepare individuals for various roles within church leadership, community service, and spiritual guidance. Programs emphasize on the Pentecostal fellowship, theological perspectives

Curriculum Content of Pastoral Studies

1. Theological Foundations

Systematic Theology: Study of core doctrines, including the nature of God, Jesus Christ, salvation, and the Holy Spirit.

Biblical Theology: Understanding the overarching narrative and themes of the Bible.

Historical Theology: Exploration of the development of Christian doctrine throughout history.

Biblical Studies

Old Testament Studies: In-depth study of the Hebrew Scriptures, including context, themes, and critical interpretation.

New Testament Studies: Examination of the life of Jesus, the early church, and Pauline and general epistles.

Hermeneutics: Principles and methods of biblical interpretation.

Practical Theology

Homiletics: Techniques for preaching and delivering sermons effectively.

Pastoral Care and Counseling: Skills for providing spiritual care, counseling, and support to individuals and families.

Worship and Liturgy: Understanding the elements of worship and designing meaningful worship experiences.

Ministry Skills

Leadership and Administration: Principles of church leadership, organizational management, and conflict resolution.

Evangelism and Mission: Strategies for outreach and sharing the Christian faith in various contexts.

Church Growth and Development: Understanding dynamics that contribute to healthy church growth and community engagement.

Ethics and Social Issues

Christian Ethics: Exploration of moral principles and decision-making in a pastoral context.

Social Justice and Advocacy: Addressing contemporary social issues and the church's role in advocacy and justice.

Field Education

Internships or Practicums: Hands-on ministry experience in local churches or community organizations, allowing students to apply their learning in real-world settings.

Personal Development

Spiritual Formation: Emphasis on personal spiritual growth, prayer practices, and developing a pastoral identity.

Interpersonal Skills: Training in communication, conflict resolution, and relationship building.

Cultural Context - Cultural Studies: Understanding the cultural dynamics of the community in which one ministers, including cross-cultural ministry.

Human Resources Development (HRD)

The curriculum summary for Human Resources Development (HRD) focuses on equipping students with the knowledge and skills necessary to effectively manage and develop an organization's workforce,

The HRD curriculum is designed to prepare students for various roles in human resources, focusing on both theoretical frameworks and practical applications and individual career development

Foundations of Human Resource Management

Introduction to Human Resource Management: Overview of HR roles, functions, and importance in organizations.

Employment Law: Understanding legal regulations affecting employment, including labor laws, discrimination, and workplace safety.

Training and Development

Adult Learning Theory: Principles of adult education and how they apply to training programs.

Needs Assessment: Techniques for identifying training needs within an organization.

Training Design and Delivery: Methods for designing effective training programs and delivering content.

Evaluation of Training Programs: Assessing the effectiveness of training initiatives through various evaluation methods.

Organizational Development

Change Management: Strategies for managing organizational change and fostering a culture of adaptability.

Team Development: Techniques for building effective teams and enhancing collaboration.

Organizational Behavior: Study of how individuals and groups behave within organizations.

Performance Management

Performance Appraisal Systems: Designing and implementing effective performance evaluation processes.

Feedback and Coaching: Skills for providing constructive feedback and coaching employees for improvement.

Talent Management

Recruitment and Selection: Strategies for attracting and selecting the right talent for the organization.

Succession Planning: Identifying and developing future leaders within the organization.

Compensation and Benefits

Compensation Strategies: Understanding salary structures, incentive programs, and benefits administration.

Job Evaluation: Techniques for assessing the relative worth of jobs within an organization.

Employee Relations

Conflict Resolution: Approaches for managing and resolving workplace conflicts.

Employee Engagement: Strategies for fostering a positive work environment and enhancing employee satisfaction.

Diversity and Inclusion

Cultural Competence: Understanding and managing diversity in the workplace.

Inclusion Strategies: Developing practices that promote inclusivity and equity within organizations.

Research and Analytics in HR

HR Metrics and Analytics: Using data to inform HR decisions and measure effectiveness of HR initiatives. Research Methods: Techniques for conducting research in HRD contexts.

Capstone or Practicum

Field Experience or Internship

Practical application of HRD concepts in real-world settings, often culminating in projects in the following:

✓ Digital Capacity Building

✓ Leadership Capacity Building

✓ Economy Capacity Building

✓ Intellectual Capacity building.

Digital Capacity Building

Digital Capacity Building Training Program Curriculum

Program Overview

Objective: To equip learners with essential digital skills for personal and professional development.

Module 1: Orientation

- Introduction to Digital Literacy
- Overview of the program and digital landscape
- Importance of digital skills in today's world

Module 2: Computer Basics

- Understanding hardware and software
- Basic troubleshooting techniques

Module 3: Internet Skills

- Navigating the web safely
- Effective search strategies and online research

Module 4: Digital Communication

- Email etiquette and management
- Introduction to social media platforms

Module 5: Reflection and Discussion

- Group discussions on digital experiences
- Feedback session

Module 6: Introduction to Content Creation

- Understanding different types of digital content (blogs, videos, graphics) - Module 7: Writing for the Web
- Basics of writing engaging content

- Search Engine Optimization Fundamentals- SEO fundamentals

- Module 8: Multimedia Tools

- Introduction to graphic design tools (e.g., Canva)

- Basics of video editing (e.g., using mobile apps)

Module 9: Social Media Strategy

- Building a personal brand online

- Creating a content calendar

- Module 10: Presentation Skills

- Effective presentation techniques using digital tools (e.g., PowerPoint)

Module 11: Introduction to Digital Entrepreneurship

Digital Entrepreneurship and E-Commerce

- Understanding e-commerce and online business models

- Module 12: Setting Up an Online Business

- Steps to create a website or use e-commerce platforms

- Module 13: Digital Marketing Fundamentals

- Overview of digital marketing strategies (social media, email marketing)

- Module 14: Financial Literacy for Entrepreneurs

- Basics of budgeting, pricing, and managing online sales

- Module 15: Guest Speaker

- Invite a successful digital entrepreneur to share insights

Module 16: Introduction to Cybersecurity

Cybersecurity and Future Skills

- Understanding online safety and security
- Best practices for protecting personal information
- Module 17: Digital Ethics and Responsibility
- Discussing digital footprints and responsible online behavior
- Module 18: Future Digital Skills
- Overview of emerging technologies (AI, blockchain, data analytics)
- Preparing for future job markets
- Module 19: Final Project Workday
- Time for participants to finalize their digital projects
- Module 20: Presentation and Evaluation
- Participants present their projects
- Feedback from peers and facilitators

Evaluation and Certification

- Participants will be evaluated based on engagement, participation, and final projects.
- Certificates of completion will be awarded to all participants.

Follow-Up

- Establish a digital mentorship program for ongoing support and development.

Leadership Capacity Building

This curriculum aims to equip learners with essential leadership skills, fostering empowerment and community engagement.

Module 1: Introduction to Leadership

- Concepts of Leadership
- Definitions and importance in local context
- Historical examples of leadership in America
- Leadership Styles
- Transformational, transactional, servant leadership

Module 2: Self-Awareness and Personal Development

- Self-Assessment Tools
- Strengths and weaknesses analysis
- Goal Setting
- SMART criteria for personal and professional goals
- Building Resilience
- Techniques for overcoming adversity

Module 3: Communication Skills

- Effective Communication Techniques
- Clarity, conciseness, and active listening
- Public Speaking
- Presentation skills and techniques to engage audiences

Module 4: Teamwork and Collaboration

- Team Dynamics
- Roles, responsibilities, and effective collaboration
- Conflict Resolution
- Strategies for managing and resolving conflicts in teams

Module 5: Community Engagement and Advocacy

- Understanding Community Needs
- Conducting community assessments
- Advocacy Skills
- Techniques for influencing decision-makers and mobilizing support

Module 6: Project Management

- Project Planning
- Basics of project management: objectives, timeline, and resources - Monitoring and Evaluation
- Tools for assessing community projects' effectiveness

Module 7: Social Entrepreneurship

- Introduction to Social Enterprises
- Difference between social and traditional entrepreneurship
- Business Planning
- Developing a business model for social impact

Module 8: Ethical Leadership and Governance

- Principles of Ethical Leadership
- Integrity, accountability, and community responsibility
- Governance Structures
- Understanding local and national governance systems

Module 9: Networking and Mentorship

- Building Networks
- Importance of networking for career and community growth - Mentorship
- Finding mentors and being a mentor

Module 10: Action Planning and Commitment

- Developing a Leadership Action Plan
- Steps to implement learned skills in the community
- Commitment to Social Change
- Opportunities for ongoing involvement and impact

Delivery Methods

- Workshops and Interactive Sessions
- Real-Life Case Studies
- Role-Playing Activities
- Guest Speakers from Various Sectors

Evaluation

- Pre- and Post-Program Assessments

- Participant Feedback
- Follow-Up Support and Resources

Conclusion

This curriculum is designed to be flexible and culturally relevant, encouraging learners to take active roles in their communities and promote sustainable development in their communities. .

Economy Capacity Building

This curriculum focuses on equipping learners with economic skills and knowledge to foster entrepreneurship, financial literacy, and sustainable economic development.

Module 1: Introduction to Economic Concepts

- Understanding Economics
- Basic economic principles and terms
- Economic systems in United States of America and beyond
- The Role of Salvation Academy graduates in Economic Development
- Contributions of Salvation Academy graduates to local economies

Module 2: Financial Literacy

- Personal Finance Management
- Budgeting, saving, and investing
- Understanding Credit and Loans
- Types of credit, interest rates, and repayment strategies

Module 3: Entrepreneurship Essentials

- Introduction to Entrepreneurship
- Characteristics of successful entrepreneurs
- Business Idea Development
- Identifying opportunities and validating ideas

Module 4: Business Planning

- Creating a Business Plan
- Components of a business plan: executive summary, market analysis, and financial projections -

Market Research Techniques

- Methods for understanding target markets

Module 5: Marketing and Sales Strategies

- Basic Marketing Principles
- Branding, positioning, and promotional strategies
- Sales Techniques
- Building customer relationships and closing sales

Module 6: Accessing Financial Resources

- Understanding Funding Options
- Grants, loans, and investment opportunities
- Pitching to Investors
- Crafting effective pitches and presentations

Module 7: Digital Economy and E-Commerce

- Introduction to Digital Economy
- Trends in the digital marketplace
- E-Commerce Basics
- Setting up an online business and digital marketing strategies

Module 8: Social Responsibility and Sustainable Practices

- Ethical Business Practices
- Importance of social responsibility in business
- Sustainability in Business
- Implementing sustainable practices in operations

Module 9: Networking and Collaboration

- Building Professional Networks
- Importance of networking for business growth
- Collaboration with Local Organizations
- Leveraging partnerships for success

Module 10: Action Planning and Future Steps

- Developing a Personal Economic Action Plan
- Steps for continued economic development and empowerment - Commitment to Community

Economic Growth

- Engaging in local initiatives and projects

Delivery Methods

- Workshops and Interactive Sessions
- Case Studies of Successful Entrepreneurs
- Group Discussions and Networking Opportunities
- Guest Speakers from the Business Community

Evaluation

- Pre- and Post-Program Assessments
- Participant Feedback and Reflection
- Follow-Up Support and Resources

Conclusion

This curriculum outline aims to empower students with the economic knowledge and skills necessary for entrepreneurship and active participation in their communities, contributing to sustainable development and economic growth.

Intellectual Capacity building

- Objective: To enhance critical thinking, problem-solving, and leadership skills.

Week 1: Introduction to Intellectual Capacity Building

- Module 1: Introduction
 - Overview of the program
 - Importance of intellectual capacity building
- Module 2: Understanding Self
 - Self-assessment and personal goal setting

- Developing a growth mindset
- Module 3: Critical Thinking Skills
- Definition and components of critical thinking
- Exercises in analyzing arguments and evidence
- Module 4: Creative Thinking
- Techniques for fostering creativity
- Group activities to brainstorm solutions to local issues
- Module 5: Reflection and Discussion
- Group discussions on learnings
- Feedback session
- Module 6: Problem-Solving Frameworks
- Problem-Solving and Decision-Making
- Introduction to problem-solving models (e.g., PDCA, 5 Whys)
- Module 7: Identifying Local Issues
- Group work on identifying community challenges
- Module 8: Decision-Making Skills
- Techniques for effective decision-making
- Case studies and role-playing
- Module 9: Developing Action Plans
- Creating actionable solutions for identified problems

- Module 10: Presentation Skills

- Training on how to present ideas effectively
- Peer presentations of action plans

Module 11: Leadership and Teamwork

- Leadership Styles
- Overview of different leadership styles
- Identifying personal leadership qualities

- Module 12: Team Dynamics

- Understanding roles within a team
- Team-building exercises

- Module 13: Conflict Resolution

- Strategies for resolving conflicts
- Role-playing conflict scenarios

- Module 14: Networking Skills

- Importance of networking in professional growth
- Building a personal network

- Module 15: Guest Speaker

- Invite a local leader to share experiences and insights

- Module 16: Community Engagement Strategies

- How to engage with community stakeholders

- Module 17: Project Management Basics
- Introduction to project planning and management
- Project Planning and implementation
- Module 18: Social Entrepreneurship
- Exploring social entrepreneurship as a means of empowerment
- Module 19: Final Project Work Module
- Time for participants to finalize their community projects
- Module 20: Presentation and Evaluation
- Participants present their projects
- Feedback from peers and facilitators

Evaluation and Certification

- Participants will be evaluated based on their engagement, participation, and final projects. -
- Certificates of completion will be awarded to all participants.

Follow-Up

- Establish a mentorship program for ongoing support and development.

This curriculum can be adapted based on local needs and resources available.

Paralegal Course

Course Description:

The Paralegal Studies course is designed to equip students with the fundamental knowledge and practical skills required to work as a paralegal in legal settings such as law firms, corporate legal departments, government agencies, and non-profit organizations. This course provides an in-depth understanding of the U.S. legal system, legal research and writing, case management, ethics, contracts, litigation procedures, and client communication. Students will develop the ability to assist attorneys in preparing legal documents, conducting legal research, and managing case files while adhering to ethical and professional responsibilities.

Through interactive lectures, case studies, and hands-on assignments, students will gain practical experience and knowledge necessary to excel in the legal field.

Course Objectives:

Upon successful completion of this course, students will be able to:

1. Understand the Role of a Paralegal – Explain the duties, responsibilities, and limitations of a paralegal within the legal system.
2. Analyze the U.S. Legal System – Identify key components of the legal system, including court structures, legal terminology, and various areas of law.
3. Conduct Legal Research – Utilize legal databases and research tools to find statutes, case laws, and other relevant legal materials.
4. Draft Legal Documents – Prepare legal documents such as contracts, pleadings, briefs, and client correspondence.

5. Understand Civil and Criminal Procedures – Explain the stages of litigation, trial preparation, and criminal proceedings.
6. Apply Legal Ethics and Professional Responsibility – Demonstrate an understanding of ethical considerations and compliance with regulations governing paralegal conduct.
7. Enhance Client and Attorney Communication Skills – Develop effective communication techniques for interacting with clients, witnesses, and legal professionals.
8. Master Case and File Management – Organize case files, maintain legal records, and manage legal documentation efficiently.
9. Interpret and Apply Legal Concepts – Analyze legal principles and apply them to real-world scenarios and case studies.
10. Utilize Technology in the Legal Field – Familiarize with legal software, e-discovery tools, and document management systems used in modern law offices.

This course prepares students for entry-level paralegal roles and provides a foundation for further legal studies or career advancement in the legal profession.

Hydroponic Agriculture Program

Program Description:

The **Hydroponic Agriculture Program** is designed to provide students with a comprehensive understanding of soilless farming techniques, focusing on hydroponic systems as a sustainable and innovative approach to food production. This program covers the principles of hydroponics, nutrient management, water quality, plant physiology, system design, and commercial applications.

Students will gain hands-on experience in designing, operating, and managing hydroponic farms, learning how to optimize plant growth while conserving resources. The program integrates modern agricultural technology with sustainable practices, preparing students for careers in urban farming, commercial hydroponic production, research, and agribusiness.

Program Objectives:

Upon successful completion of this program, students will be able to:

1. **Understand Hydroponic Farming Principles** – Explain the fundamentals of hydroponic agriculture, including different growing systems (NFT, DWC, aeroponics, etc.).
2. **Analyze Plant Growth and Nutrition** – Understand plant biology, nutrient requirements, and how to formulate and manage nutrient solutions for optimal growth.
3. **Design and Maintain Hydroponic Systems** – Develop skills in constructing and maintaining hydroponic setups for various crops.
4. **Manage Water Quality and Resource Efficiency** – Learn water conservation techniques, pH and EC management, and strategies for minimizing waste.

5. **Apply Sustainable Agricultural Practices** – Implement eco-friendly approaches to farming, reducing chemical inputs and promoting sustainable food production.
6. **Integrate Technology in Hydroponics** – Utilize automation, sensors, and data-driven methods to optimize crop yield and efficiency.
7. **Develop Business and Marketing Strategies** – Gain knowledge of agribusiness principles, market analysis, and strategies for commercial hydroponic farm management.
8. **Identify and Manage Pests and Diseases** – Learn biological and integrated pest management (IPM) techniques to maintain plant health in hydroponic systems.
9. **Enhance Problem-Solving and Innovation Skills** – Apply scientific methods to troubleshoot challenges and improve productivity in hydroponic farming.
10. **Promote Urban and Community Farming** – Understand the role of hydroponics in urban agriculture, food security, and community development.

This program prepares students for careers in hydroponic farm management, agribusiness, research, and sustainable agriculture, equipping them with the knowledge and practical skills to succeed in the evolving agricultural industry.