STUDENT HANDBOOK FOR SIERRA LEONE

SIERRA LEONE BRANCH

43 Dundas Street, Freetown,

Sierra Leone, West Africa

USA BRANCH

4609 Pinecrest Office Park Dr,

Alexandria VA 22312

Table of Content

Hours of Operations.

Financial Assistance /Scholarship.

Installment Payment Plan

Withdrawal/Settlement, Refund Policy and Procedure

Campus Safety and Security Information Disclosure.

Statement of Student Rights & Responsibilities

Freedom of Expression

Freedom from Discrimination

Student Rights in the Governing of the Academy

Professional Rights of the Faculty

Protection of Freedom of Expression

Protection against Improper Educational Evaluation

Protection against Disclosure

Student Success.

Vocational Programs

Transfer Programs

Career Programs

Developmental Education

Lifelong Learning

Student Support Services

Program Eligibility:

Enrichment & Educational Resources

Probation, Dismissal / Appeal and Readmission

Students Probation

Dismissal/ Disqualification

Academic Progress Standards

Appeal/Readmission Process

Readmission to Salvation Academy

Academic Policies

Student Record Retention Policy

Academic Standing Reports

Admissions Reports

Denied Admissions/No Show Records

Class Lists Records

Enrollment Reports Record:

Commencement Records.

Diploma Information Forms

Course Completion Record

Family Educational Rights and Privacy Act (FERPA) Documents

Dishonesty Policy

Sexual Harassment Policy

Disruptive Behavior Policy

Sanction

Warning

Disciplinary Probation Policy

Restitution Policy

Loss of Privilege Policy

Termination of Recognition Policy

Deferred Suspension Policy

Expulsion Policy

Appeal Review Process Policy.

Discipline Records.

Absence Policy

Excused Absence Policy

Chronic/Extended Illness policy

Prearranged Appointments Policy

Family Death or Emergency Policy

Religious Observance Policy

Exclusions/Suspension Policy

Exceptional Circumstance Policy

Notification Procedure Policy

Unexcused Absence Policy

Excessive Excused Absence Policy

Perfect Attendance Policy

Make-Up Class Policy

Tardiness Policy

A Leave of Absence Policy

Medical Leaves of Absence Policy

Military Leaves of Absence Policy

Personal Leaves of Absence Policy

Grievance Procedure Policy

Employment Services

Job Placement

Resume Services

Starting a Business

Dress Code Policy

Business Attire Dress code for IT professionals

History of Salvation Academy

Salvation Academy is certified to operate by the Ministry of Higher Education, Tertiary Education Commission (TEC.) Founded in 2006 in Alexandria, Virginia USA, and a branch in 2012 in Freetown, Sierra Leone, West Africa, Salvation Academy has elevated unemployed community members into the economic mainstream for 14 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 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 them 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 and or expansion created more employment opportunities for our graduates.by given them 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 area, we are eager to expand our geographic footprint to serve the needs of more participants, more companies, and more communities across United States, and Sierra Leone. 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 Salvation Academy. This Student Catalog is published so that all students' partners and supporters of Salvation Academy may have a 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, 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, I urge you to become actively involved in your interest or program of study and the mission and vision that Salvation Academy offers.

Salvation Academy's faculty and staff are devoted to help guide 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.

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.

The Guiding Principles - 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.**

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

E ✓ **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.

A ✓ **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 conducts.

D ✓ **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.

E ✓ **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**.**

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

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

H ✓ **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.

I ✓ **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, 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

P 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 acknowledging the importance of respecting peoples' distinct perspectives and opinions regardless of their qualifications, gender, religion, nationality, ethnicity, economic and social status in our communities.

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 the American 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.

<h1 style="text-align:center">Our Values</h1>

Student Success

Excellent Services

Engagement

Community Engagement

Collaboration

Integrity

Stewardship

Diversity

Globalization

Our Values in Detail

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 exchanges 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 of resources available to us.

Community Engagement

We are committed to encouraging civic engagement and supporting economic development in the region.

Diversity

We are committed to a diverse environment that supports an equitable education for all of 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 11 programs in three disciplines: Health Care and Nursing Education, Information Technology and Private Security Training.

Academics / Professional Programs

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**.**

Nursing Support 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.

CompTIA 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.

Microsoft Certifications

Microsoft certifications validate the skills to implement business solutions using Microsoft technologies. Microsoft provides the core business and productivity software that organizations depend on.

Regardless of the company that you intend to work, your industry or career path, having a clear understanding of Microsoft technologies and the certifications to back it up will help accelerate your IT career.

CISCO Certification Programs

Cisco Systems - An incredible opportunity is waiting for you. Technology is changing the world by connecting billions of devices and improving how we live, work, play and treat our planet. No industry is immune. Are you ready to change your life, and possibly make the world a better place? Cisco Training and employment opportunities, empowering all people with career possibilities. Salvation Academy – A Cisco Networking Academy is transforming the lives of learners, educators, and communities through the power of technology, education, and career opportunities. Available to anyone, anywhere. It's time for you to kick start your opportunities: Click here to select your choice program. https://www.netacad.com

British Computer System – Chattered Institute of IT - BCS-IT

British Computer Services – The Chartered Institute for Information Technology - BCS-IT. Join the global and diverse home for digital, technical and IT professionals where you will be supported at every stage of your career journey.

Institute of Commercial Management -ICM

As an awarding organization for business development staff, ICM provides a wide range of professional qualifications in business, management, and related vocational areas. ICM will support Salvation Academy in providing appropriate qualifications, enabling students to meet their potential.

ABE Association of Business Executives – Advancing Business Education

ABE as a market leader is the cost-effective provision of high-quality business and management qualifications. These qualifications are not only highly valued but are also accepted by universities worldwide onto the latter stages of their degree programs. ABE's Business Management program is a very comprehensive and detailed program and covers all the knowledge and skills required in today's modern business.

Institute of Chartered Secretaries & Administrators ICSA

ICSA – Chartered Governance Institute.

Chartered Governance Institute provides thought leadership and internationally recognized qualifications for everyone working in governance. The Chartered Governance Institute is the qualifying and membership body for governance professionals. They provide professional development, guidance and thought leadership for individuals and their employers, and work with regulators and policy makers to champion high standards of governance across all sectors.

PROGRAM 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
Course-1	Certified Medical Administrative Assistant	CMAA	4 Months	Le, 5,000.00
Course-2	Certified Clinical Medical Assistant	CCMA	8 Months	Le, 12,000.000
Course-3	Certified Physical Therapy Assistant	CPTA	6 Months	Le, 10,000.000
Course-4	Certified Dental Support Assistant/Technician	CDST	6 Months	Le, 10,000.000
Course-5	Certified Pharmacy Technician - 3 Levels	CPT	6 Months	Le, 10,000.000
Course -6	**Certified Phlebotomy Technician**	CPT	6 Months	Le 10,000.000
Course-7	Certified Medical Billing & Coding	CMBC	12 Months	Le, 15,000.000

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 laisse 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.

Certified Physical Therapy Technician/Aide

A Physical Therapy Technician/Aide works under the direction and supervision of Physical Therapists. They help patients who are recovering from injuries and illnesses regain movement and manage pain. Physical Therapy Assistants are involved in the direct care of patients. A Physical Therapy Technician/Aide often does tasks that are indirectly related to patient care, such as cleaning and setting up the treatment area, moving patients, and performing clerical duties.

Physical Therapy Technicians/Aides typically do the following: Clean treatment areas and set up therapy equipment, Wash linens, help patients move to or from a therapy area, Do clerical tasks, such as answering phones and scheduling patients, Gait training, Prepare patient transport

Course Outline for Physical Therapy Technician/Aide

- ✓ Medical Terminology.

- ✓ The Musculoskeletal System.

- ✓ Kinesiology and Biomechanics.

- ✓ Clinical Procedures.

- ✓ Neurological and Pediatric Physical Therapy.

- ✓ Anatomy of the Human Body.

- ✓ Orthopedic and Integumentary Physical Therapy.

- ✓ Patient Positioning and Transfer.

- ✓ Patient care/administrative,

- ✓ Laws & Ethics,

- ✓ Safety/infection control and

- ✓ Therapeutic Modalities.

Certified Dental Support Technician CDST

Dental Support Technician Certification is designed for the entry level dental employee. This certification may help advance to other positions through experience or additional training. A DSTC may perform some or all the following duties. However, they are not limited to just these responsibilities:

- ✓ Assisting the dentist with procedures as allowable by state laws.
- ✓ Recording patient visits
- ✓ Charting a patient's history
- ✓ Scheduling appointments

Course Outline

- ✓ Medical Laws & Ethics,
- ✓ Patient care
- ✓ Process & Procedure
- ✓ Chairside assisting,
- ✓ pharmacology, radiology, and
- ✓ Safety/infection control.

Certified Pharmacy Technician Program

Level 1- Introduction to Pharmacy Technician

This course serves as the introductory phase of the Pharmacy Technician Certificate program. During the course, the student will be introduced to the expanding role of the pharmacy technician and the profession of pharmacy in general. The various pharmacy practice settings, and pharmacy professional organizations that offer technician membership. The student will learn pharmacy and medical terminology and information about the top 200 selling prescription drugs (brand name, generic name, drug classification, and indication for use). The laws pertaining to the pharmacy profession, the technician's duties and responsibilities, and laws governing the handling and dispensing of controlled substances. Basic pharmaceutical calculations and conversions, and the handling, preparation and distribution of a variety of dosage forms will be addressed. The student will also be instructed on the concepts surrounding insurance plans, billing, and reconciliation as they relate to the practice of pharmacy. Finally, the student will receive introductory level instruction on the pharmacology of many of the medications they will be handling daily.

Level 2   Introduction to Pharmacology and Advanced Pharmacy Calculations

This course serves as the second phase of the Pharmacy Technician Certificate program. This course provides a more in-depth look into the profession of pharmacy and the technician's role. The student will receive more advanced instruction on pharmaceutical calculations and review those introduced in Introduction to Pharmacy Technician. The student will receive additional instruction on pharmacology, focusing on a new set of drug classes and disease states. The student will also be introduced to compounding (sterile and non-sterile) and receive training on how to perform some of the duties required to work in that particular setting. The student will learn about medication errors, the financial impact they have on the health care delivery system, and - most importantly - receive instruction on how to prevent medication errors. The student will learn about the non-dispensing duties of the pharmacy technician. In addition to the coursework detailed above, the student will receive assistance with

job seeking skills (resume' writing, interviewing) and will begin preparations to take the Pharmacy Technician Certification Exam (PTCB)

Level 3 -Pharmacy Technician Certification Exam Preparation

This course serves as the final review of everything that has been covered in the previous two courses. This can also serve as a review class for current pharmacy technicians who would like to take the PTCB certification test. This course brings together all program instruction and explains how it relates to the current practice of pharmacy.

Prerequisites: Level 1&2.

Certified Phlebotomy Technician (CPT)

Hospitals, laboratories, and other employers have an increasing demand for phlebotomists. Most seek, and many require, a professional certification. With a CPT certification, you will have the credentials you need to set yourself apart from other applicants as you embark on a rewarding healthcare career. As more employers require phlebotomy certifications, a CPT will help improve your marketability in a growing and rewarding field. As a Phlebotomy Technician, you may perform some or all the following tasks:

- ✓ Draw blood from patients and blood donors.

- ✓ Evaluate patients' ability to withstand procedure.

- ✓ Explain blood-drawing procedure to patients and answer questions.

- ✓ Perform basic point of care testing, such as blood glucose levels.

- ✓ Prepare blood, urine, and other specimens for testing.

- ✓ Verify patient/donor identity.

- ✓ Maintain medical equipment such as needles, test tubes and blood vials

Phlebotomy Technicians are critical team members at hospitals, diagnostic laboratories and blood donor centers. As advancements in medical technology rise, it's an especially exciting time to begin a career in this thriving field. Earning your Phlebotomy Technician Certification (CPT) certification from NHA can give employers confidence in your skills and abilities. Set yourself up for success and reach your career goals in the rewarding healthcare industry.

Course Outline

I. Healthcare Setting Review

- ✓ Infection control

- ✓ Quality Assurance

- ✓ Legal Issues

- ✓ Human Body Review

- ✓ Medical Terminology

- ✓ Anatomy/Physiology Review

- ✓ Circulatory system

II. Performance of Blood Collection Procedures

- ✓ Blood collection equipment and additives

- ✓ Order of draw

- ✓ Venipuncture procedures

- ✓ Pre-analytical considerations

- ✓ Capillary puncture equipment and procedures

Certified Medical Billing & Coding Specialist CBCS

Individuals with a CBCS certification from NHA gain access to the knowledge and training they need to prepare for a rewarding and meaningful career as a sought-after Billing & Coding Specialist. Billing & Coding Specialists have an expansive range of opportunities for employment. The skills learned through course are essential to hospitals, physician offices, surgery centers, nursing homes, dental offices, home healthcare agencies, mental health facilities and even insurance companies and consulting firms. Open the door to a rewarding career path by becoming a CBCS. Don't wait another moment to change your life. As a CBCS, you may perform some or all of the following tasks:

- ✓ Gather/review essential patient information.
- ✓ Verify required documentation before patient information is released.
- ✓ Prevent fraud/abuse by auditing billing.
- ✓ Support coding and billing process
- ✓ Assign codes for diagnoses and procedures.
- ✓ Submit claims for reimbursement.
- ✓ Coach healthcare providers to achieve optimal reimbursement.

Course Outline for Medical Billing & Coding Training Program

Medical Terminology I – Language and Adaptations

- ✓ Etymology – the origins of medical terms, Grammar, Spelling & Punctuation, and words

Medical Terminology II – Dynamics of Medical Vocabulary and Word Structure.

Word Dynamics, Body Dynamics, Medical Instruments & Equipment, Medical Specialties & Specialists

Diagnostic Medicine, Abbreviations, Anatomy and Physiology, Diagnostic Medicine, Abbreviations, Anatomy and Physiology, Pharmacology, Drug listing – generic alpha, name brand cross-reference, plus 200 of the most prescribed drugs.

Medical Coding Theory

- ✓ Industry History and the Codes

- ✓ The Coder

- ✓ ICD Coding

- ✓ CPT Coding

- ✓ Specialty Coding

- ✓ Liability and Legal Issues

- ✓ Summary

Coding Practical: Applied Coding.

- ✓ Few basic medical charts to code

- ✓ The rationale for the coding on each chart once the learner completes the coding for a given chart.

- ✓ Specialty medical charts to code

- ✓ Shows the rationale for the coding on each chart once the learner completes the coding for a given chart.

Medical Billing System I & 2

- ✓ Health Care History & Overview

- ✓ Terminology

- ✓ Provider Structure & Protocols

- ✓ Hospital Billing

- ✓ Individual Billing

- ✓ Insurance Billing

- ✓ Government Billing

- ✓ Other clients Billing.

- ✓ Family Relationships

- ✓ Billing the Encounter

- ✓ **Practice Economics**

Nursing Support 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
Course-1	Home Health Aide Certificate	HHAC	2 Months	Le 3,000.000
Course-2	Certified Nursing Assistant	CNA	3 Months	Le 5,000.000
Course-3	Certified Medication Aide Technician	CMAT	2 Months	Le 4,000.000

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.
- ✓ 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

Medication Aide Technician (MedTech)

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

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

Levels	Program Description	Credentials	Duration	Cost
Course-1	CompTIA A+	A+	3 Months	Le, 5,000.00
Course -2	CompTIA Network+	Net+	3 Months	Le, 7,000.000
Course-3	CompTIA Security+	Sec+	4 Months	Le, 10,000.000
Course-4	CompTIA Advance Security+	CASP+	4 Months	Le, 12,000.000
Course-5				

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 / TSL 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.

CompTIA Advanced Security Practitioner CASP+

CompTIA Advanced Security Practitioner (CASP+) is the ideal certification for technical professionals who wish to remain immersed in technology, as opposed to strictly managing.

Why is CASP+ Different?

CASP+ is the only hands-on, performance-based certification for practitioners — not managers — at the advanced skill level of cybersecurity. While cybersecurity managers help identify what cybersecurity policies and frameworks could be implemented, CASP+ certified professionals figure out how to implement solutions within those policies and frameworks. CASP+ is compliant with ISO 17024 standards and approved by the US DoD to meet directive 8140/8570.01-M requirements. Regulators and government rely on ANSI accreditation, because it provides confidence and trust in the outputs of an accredited program. Over 2.3 million CompTIA ISO/ANSI-accredited exams have been delivered since January 1, 2011.

Course Outline:

The CASP+ certification validates advanced-level competency in risk management, enterprise security operations and architecture, research and collaboration, and integration of enterprise security. The CASP+ exam covers the following:

- ✓ Enterprise security domain expanded to include operations and architecture concepts, techniques and requirements.
- ✓ More emphasis on analyzing risk through interpreting trend data and anticipating cyberdefense needs to meet business goals.
- ✓ Expanding security control topics to include mobile and small-form factor devices, as well as software vulnerability.
- ✓ Broader coverage of integrating cloud and virtualization technologies into a secure enterprise architecture.
- ✓ Inclusion of implementing cryptographic techniques, such as blockchain, cryptocurrency and mobile device encryption.

Cisco Systems- Programs in Detail

An incredible opportunity is waiting for you. Technology is changing the world by connecting billions of devices and improving how we live, work, play and treat our planet. No industry is immune. Are you ready to change your life, and possibly make the world a better place? Cisco Training and employment opportunities, empowering all people with career possibilities.

Salvation Academy – A Cisco Networking Academy is transforming the lives of learners, educators, and communities through the power of technology, education, and career opportunities. Available to anyone, anywhere. It's time for you to kick start your opportunities:

Click here to select your choice program. https://www.netacad.com

Levels	Program Description	Credentials	Duration	
Leve-1	Certified Cisco IT Essential	CITE	3 Months	Le 5,000.000
Leve-2	Cisco Certified Network Associate	CCNA	3 Months	Le 7,500,000
Leve-3	Cisco Certified Network Professional	CCNP	4 Months	Le 10,000.000
Level 4	CCNA Cyber Security (CyberOPS)	CyberOPS	4 Months	Le 12,000.00

1. IT Essentials OS & IT - Course Overview - Benefits

IT Essentials covers fundamental computer and career skills for entry-level IT jobs. Students apply skills and procedures to install, configure, and troubleshoot computers, mobile devices, and software. Learn the fundamentals of connecting computers to networks. Plus, you'll enjoy working with Cisco Networking Academy's advanced simulation tools with hands-on labs to hone your troubleshooting skills and immediately practice what you learn!

Prepare for Careers.

Develop skills for entry-level technical support roles Prepare for CompTIA A+ certification exam. Build your foundation for CCNA course.

2. **CCNA: Switching, Routing, and Wireless** Essentials (SRWE)

Course Overview

The second course in the CCNA curriculum focuses on switching technologies and router.

operations that support small-to-medium business networks and includes wireless local.

area networks (WLAN) and security concepts.

Benefits

Students learn key switching and routing concepts. They can perform basic network configuration and troubleshooting, identify and mitigate local area network (LAN) security threats, and configure and secure a basic

WLAN.

✓ Prepare for Careers.

✓ Develop skills for entry-level networking jobs.

✓ Prepare for CCNA certification exam.

✓ Fulfill prerequisites to pursue more.

✓ specialized networking skills

3. **CCNA Security Cybersecurity**

Course Overview

This course introduces the core security concepts and skills needed to troubleshoot and monitor computer networks and help ensure the integrity of devices and data.

Benefits

Gain practical, hands-on skills to design, implement, and manage network security systems and ensure their integrity.

- ✓ Prepare for Careers.
- ✓ Build expertise in network security and data protection.
- ✓ Develop skills for entry-level network security specialist roles.
- ✓ Gain industry in-demand skills aligned with the National Institute for Standards and Technology (NIST) Cybersecurity Framework

4. CCNP Enterprise: Core Networking (ENCOR) Networking

Course Overview

This first course in the 2-course CCNP Enterprise series covers switching, routing, wireless, and related security topics, along with the technologies that support software-defined, programmable networks.

Benefits

Gain practical, hands-on experience and skills needed to configure, operate and troubleshoot.

large scale enterprise networks.

- ✓ Prepare for Careers.
- ✓ Develop skills for professional-level networking roles.
- ✓ Prepare for the Cisco Enterprise Network
- ✓ Core Technologies exam (350-401 ENCOR) to earn an Enterprise Core Specialist certification
- ✓ Completion of both CCNP Enterprise courses
- ✓ prepares for CCNP Enterprise certification

<p align="center">**Cisco Cybersecurity**</p>

Cybersecurity Essentials - Course Overview - Benefits

This course covers essential knowledge for all cybersecurity domains including information security, systems security, network security, ethics and laws, and defense and mitigation techniques used in protecting businesses

The demand for security professionals continues to grow. Develop a foundational understanding of cybercrime, security principles, technologies, and procedures used to defend networks.

Explore Opportunities in Technology – Course Overview

- ✓ Build your cybersecurity foundation.
- ✓ Take the next step in exploring the many career possibilities in cybersecurity.
- ✓ See if you want to pursue job roles in networking or cybersecurity!

4. **Cybersecurity Associate CyberOPS**

Course Overview - Benefits

This course introduces the core security concepts and skills needed to monitor, detect, analyze, and respond to cybercrime, cyberespionage, insider threats, advanced persistent threats, regulatory requirements, and other cybersecurity issues facing organizations.

Gain practical, hands-on skills needed to maintain and ensure security operational.

readiness of secure networked systems.

- ✓ Prepare for Careers.
- ✓ Develop skills for entry-level Security Operations center (SOC) jobs.
- ✓ Prepare for CyberOPS Associate certification
- ✓ Pursue a career in cybersecurity operations, a rapidly growing, exciting new **area that spans all** industries.

Microsoft Program in Details

Microsoft Office Specialist (MOS)

MOS certifications are the only credential to validate hands-on skills in the ultra-popular productivity apps in Microsoft Office, i.e., Word, Excel, PowerPoint, Access, and Outlook. Whether you want to advance your career or simply increase your personal productivity, earning a Microsoft Office Specialist certification will take your skills to the next level and demonstrate your expertise.

Microsoft Certified Trainer (MCT)

Microsoft Certified Trainers are the technical experts and leading instructors of Microsoft technologies. MCTs are the only individuals allowed to deliver Microsoft-authorized classes and certification prep using Microsoft Official Curriculum (MOC) courseware and labs. Getting MCT certified opens up a range of career opportunities at computer training centers, universities, and public & private organizations that conduct in-house training.

Benefits of Microsoft Certifications for Individuals

Microsoft Certified Professionals gain market-relevant skills that employers recognize and respect.

Earning the latest Microsoft certifications proves you are up to date with new Microsoft releases.

Passing Microsoft certification exams demonstrates advanced technical problem-solving skills.

Microsoft certifications help distinguish you from competing job candidates for IT positions.

Committing the time and resources to earn Microsoft certifications proves career dedication.

MCPs gain access to a huge global community of certified professionals, featuring exclusive.

networking opportunities, conferences, parties, training sessions and special events.

Microsoft Certified Professionals have access to exclusive online career-building resources including:

Microsoft Transcript Tool - Share password-protected transcripts with hiring managers and employers.

Microsoft Certificate Manager - Create, download, and print customized certificates of IT achievement.

Logo Builder - Design custom logos to enhance your brand and highlight your Microsoft certifications.

Benefits of Microsoft Certifications for Businesses

MCPs have the skills and expertise to maximize the ROI of Microsoft software and hardware. Microsoft Certified Professionals are proven to be more efficient and productive in the workplace. Businesses employing MCPs can leverage the power of the Microsoft brand to attract and win new business. Companies employing Microsoft Certified Professionals experience less downtime and lower employee turnover. Microsoft certifications validate the skills to implement business solutions using Microsoft technologies. Microsoft provides the core business and productivity software that organizations depend on. Regardless of the company that you intend to work, your industry or career path, having a clear understanding of Microsoft technologies and the certifications to back it up will help accelerate your IT career. Microsoft is continually updating its certification program to align with the latest technologies and job roles. As of 2019, the Microsoft Certified Professional (MCP) program has three key skill levels:

- ✓ Microsoft Office Specialist (MOS)
- ✓ Microsoft Certified Trainer (MCT)
- ✓ Microsoft Technology Associate - MTA
- ✓ Microsoft Certified Solutions Associate - MCSA
- ✓ Microsoft Certified Solutions Expert MCSE/MCSD.

This table illustrates the current levels of Microsoft certification path:

Levels	Program Description	Credentials	Duration	Cost
Leve-1	Microsoft Office Specialist	MOS	2 Months	Le 4,000.000
Leve-2	Microsoft Certified Trainer	MCT	2 Months	Le 5,000.000
Leve-3	Microsoft Technology Associate	MCTA	3 Months	Le 7,000.000
Leve-4	Microsoft Certified Solutions Associate	MCSA	4 Months	Le10,000.000
Leve-5	Microsoft Certified Solutions Expert -	MCSE	6 Months	Le12,000.000
Level 6	Microsoft Certified Solutions Developer-	MCSD	6 Months	Le12,000.000

For more detail or course description of each certification level, please speak to a student Advisor.

Microsoft's latest certification program also features recertification. Dependent on the certification(s) held, recertification requires MCPs to take an additional exam(s) every few years to ensure their skill set aligns with the latest job roles and Microsoft technologies. Recertification increases the value of Microsoft credentials by proving that an MCP's skills are always up to date.

Microsoft Certified Technology Associate MTA

Microsoft Technology Associate (MTA) certifications demonstrate fundamental knowledge in a key technical discipline, such as software development, databases, networking, and security. These certificates are designed for students and individuals not yet working in the IT industry, but who plan on beginning a career in one of these vital tech domains. MTA certifications demand no prerequisites and are not required to reach the next levels of Microsoft certification.

Microsoft Certified Solution Associate MCSA

Microsoft Certified Solutions Associate (MCSA) certifications are designed for working IT professionals and jobseekers in the early stages of their career. MCSA certifications demonstrate the ability to build on-site and cloud-based solutions in one of Microsoft's core technology platforms, e.g., Windows Server, Windows Client, SQL Server, Azure or Office. Solutions Associate certificates are a prerequisite to reach Microsoft's expert-level credentials.

Microsoft Certified Solutions Expert MCSE

Microsoft's expert class of credentials includes Microsoft Certified Solutions Expert (MCSE) certifications for IT professionals, and Microsoft Certified Solutions Developer (MCSD) certifications for software developers. Where the MCSA certificate measures skills in a single core technology, Microsoft's expert-level certifications validate an individual's wide-ranging technical skills and ability to build on-premises and cloud-optimized solutions incorporating multiple Microsoft platforms.

1. **British Computer Services** – The Chartered Institute for Information Technology **BCS-IT**

British Computer Services – The Chartered Institute for Information Technology - BCS-IT. Join the global and diverse home for digital, technical and IT professionals where you will be supported at every stage of your career journey.

Available Courses

Courses	Program Description	Credentials	Duration	Cost
BCT-1	Artificial Intelligence	CAI	2 Months	Le 6,000.000
BCT-2	Business Analysis	CBA	2 Months	Le 8,000.000
BCT-3	Software Testing	CST	3 Months	Le 9,000.000

Why BCS, The Chartered Institute for IT?

Your performance in the technology industry places you at the very heart of our royal charter. You're actively driving up standards of professional competence, conduct and ethical practice in the industry, for the benefit of society.

Our commitment to you, as a BCS member with professional registration, is to feed your enthusiasm, support your progression and celebrate your achievements.

Become A Chartered Member.

Are you looking for independent endorsement for your performance in the industry?

Demonstrate your credibility and commitment by becoming a chartered member.

Artificial Intelligence

About artificial intelligence (AI)

AI is a powerful tool that increasingly supports our way of life, at home and in the workplace. From predicting the weather and monitoring our heating, to collating election results, scanning faces on CCTV and analyzing vast amounts of customer data, AI is applied by both businesses and consumers to manage complex activities with speed, efficiency and precision.

In such a fast-moving and complex field, the challenge is in understanding the evolving uses of AI and the far-reaching ethical implications. The reality today is that AI is being implemented by teams and organizations who don't yet comprehend its potential. By the same token, consumers are adopting AI technology without knowing the true impact it could be having on their lives.

What are the benefits of the AI Foundation Pathway?

The BCS AI Foundation Pathway enables you to develop a solid understanding of this cutting-edge technology through efficient bite-size learning. The unique approach lets you select the learning that's relevant to your own career or user journey, as and when you need it, and without having to sit a full certification.

You may be starting out in your AI career looking to build core knowledge, or you work in one of the many business areas impacted by AI - business analysis, software testing, agile, user experience to name just a few - and you need to grasp a better understanding. Maybe you're a tech consumer simply interested in this exciting and innovative field. Whichever your perspective, the AI Foundation Pathway offers the ideal route for your AI education.

Bite-size learning is proven as an efficient and highly effective way to develop your knowledge and skills.

The AI pathway takes a holistic approach encompassing the different ways of working and thinking in the field.

You can develop knowledge in your chosen area of AI, without having to invest the time and money you'd need to sit a full certification.

It's a practical alternative to university study, and a fantastic opportunity to kickstart your AI career.

How does the pathway work?

Choose from 12 awards set within four key areas of AI:

- ✓ Business innovation
- ✓ Data
- ✓ Ethics
- ✓ Machine learning and other AI techniques.

Each of the 12 awards is a qualification, carrying between 3 and 5 credits.

By taking four awards (20 credits), one in each key area, you'll gain a Foundation Certificate in AI.

Continuing further along the pathway, by taking eight awards (36 credits) you can achieve a Foundation Diploma in AI.

Business Analysis Certifications

Attain a leading business analysis certification and demonstrate that you've met the high standards set by BCS, The Chartered Institute for IT. Over 100,000 professionals worldwide are certified with BCS.

Develop your skills to support successful business change programs.

Gain an internationally recognized certification, enabling you to take your skills around the world.

Become an Associate Member for free on gaining a certification and enjoy all the benefits of membership.

Map your skills and identify your goals along your career path by following the SFIA plus industry-standard framework.

Foundation Certificate in Business Analysis

Take your first step on your business analysis career path by attaining a certification that employers around the world respect and value. Understand how to identify and evaluate options for improving your business Develop skills and knowledge to support successful business change program within your organization.

Attain one of the four modules you need to gain the International Diploma in Business Analysis

You're getting started in business analysis and you want to develop a broad understanding of the latest principles and approaches. Most people begin their business analysis journey here.

- ✓ Business Analysis Foundation
- ✓ Business Change
- ✓ Organizational Behavior

Who is it for?

The Foundation Certificate is designed for people who want to understand business analysis, support change and improve business processes.

Suitable for business analysts, business managers and members of their team, business change managers and project managers

What are the entry requirements?

There are no entry requirement

<div align="center">**Software Testing**</div>

Software testing certification

In collaboration with global partner ISTQB®, the BCS software testing certification pathway supports your learning and progression in the software testing industry.

Foundation

The ISTQB Certified Tester Foundation Level delivers a core understanding of software testing and is required to progress to the advanced level papers, while the specialized certificates allow you to begin focusing your learning at foundation level.

The BCS Professional Certificate - Software Tester can be used as a standalone certification but will not on its own enable candidates to advance to the higher-level certifications. To advance through to these Advanced level Certifications the candidate will need to sit the ISTQB Certified Tester Foundation level.

ISTQB® Certified Tester Foundation Level

ISTQB® Certified Tester Foundation Level - Agile Tester Extension

ISQTB® Certified Tester Foundation Level - Usability Testing

ISTQB® Certified Tester Foundation Level - Performance Testing

ISTQB® Certified Tester Foundation Level - Acceptance Testing

ISTQB® Certified Tester Foundation Level - Mobile Application Testing

At foundation level you can carry out a broad range of tasks, use your initiative and schedule your own and other people's work.

Who is it for?

Anyone involved in any aspect of software testing or who is looking for a more practical approach to core software testing knowledge.

Entry requirements

There are no pre-requisites for entry to the examination, although holding the ISTQB Certified Tester Foundation level and accredited training is strongly recommended.

What will I learn?

- ✓ Fundamentals of testing
- ✓ Testing throughout the software development lifecycle
- ✓ Static testing
- ✓ Test techniques
- ✓ Test management
- ✓ Tool support for testing

The syllabus includes training objectives, details of modules and learning hours:

When you achieve the certificate, you can appear on the Successful Candidate Register (SCR).

ICSA – Chartered Governance Institute. Programs in Details

Courses	Program Description	Credentials	Duration	Cost
CCGF	Certificate in Corporate Governance	CCG	3 Months	Le 4,000.000
ACCG	Advanced Certificate in Corporate Governance	ACCG	6 Months	Le 6,000.000
CEP	Certificate in Employee Share Plans	CEP	6 Months	Le 6,000.000
CCSP	Certificate in Company Secretarial Practice	CCSP	12 Months	Le 12,000.00
CCSL	Certificate in Secretarial Law	CCSL	12 Months	Le 15,000.00
CCLG	Certificate in Charity Law & Governance	CCLG	12 Months	Le 15,000.00
CAG	Certificate in Academy Governance	CAG	6 Months	Le 6,000.000
ACHG	Advance Certificate in Health Service Governance	CHSG	6 Months	Le 7000.000
DCM	Diploma in Charity management	DCM	6 Months	6,000.00
ICSA-1	Foundation Program	ICSAF	6 Months	Le 10,000.000
ICSA-2	International Finance and Administration Qualifications	IFA	12 Months	Le 15,000.000
ICSA-3	Postgraduate qualifications	ICSA4	18 Months	Le 15,000.000

Certificate in Corporate Governance

This introductory Level 4 course is broadly based, covering the principles of good governance across many different sectors. You will develop a strong core knowledge of corporate governance frameworks and codes and be better placed to navigate governance structures.

Learn more about the Certificate in Corporate Governance

Advanced Certificate in Corporate Governance

This advanced certificate Level 6 course, is a flexible way of getting the knowledge and skills needed to advise governing authorities in private, voluntary and many public sector organizations.

To learn more about the Advanced Certificate in Corporate Governance, please contact the Academy to speak with an Advisor.

Certificate in Employee Share Plans

If you work in a company secretarial role, in human resources and rewards, or as a share plan administrator (in-house or external), this course gives you the foundation to design, develop and operate share plans effectively. Developed with Tapestry. To learn more about the Certificate in Employee Share Plans, please contact the Academy to speak with one of our Advisors.

Certificate in Company Secretarial Practice and Share Registration Practice

Validated by ICSA, this well-respected Level 4 course is taught by Kensington College of Business, with particular focus on knowledge required for roles in the financial services sector.

View the Certificate in Company Secretarial Practice and Share Registration Practice

Certificate in Company Secretarial Law and Practice (Ireland)

Developed by ICSA in partnership with the Law Society of Ireland, this Level 6 course trains suitably qualified individuals to act as a company secretary, as required by the Companies Act **2014**

Learn more about the Certificate in Company Secretarial Law and Practice (Ireland)

Charity governance qualifications

Certificate in Charity Law and Governance

This Level 4 course introduces the legal and regulatory framework around charities in England and Wales, and how this affects charities in relation to issues such as generating income and managing assets.

To learn more about the Certificate in Charity Law and Governance

Diploma in Charity Management

ICSA has a special recognition agreement with Cass Business School to offer this Level 7 (postgraduate) Diploma for those who have completed the relevant parts of their Charity Master's Program

To learn more about the Diploma in Charity Management

Education Governance

Certificate in Academy Governance

The Certificate in Academy Governance Level 4 course has been newly created to help meet the specific need for effective governance in academy schools and give you skills not readily available from other courses in schools management.

Learn more about the Certificate in Academy Governance

Certificate in Clerking of School and Governing Boards

Offered by the National Governance Association and accredited by The Chartered Governance Institute, this Level 3 certificate provides the skills and knowledge needed by the modern professional clerk.

Learn more about the Certificate in Clerking of School and Governing Boards.

Sports Governance

The Certificate in Sports Governance focuses on the specific requirements for working in sports organizations and particularly with UK Sport's Code for Sports Governance

To learn more about the Certificate in Sports Governance, please call the Academy and speak to one of our Advisors.

Health Service Governance

The Advanced Certificate in Health Service Governance caters to the specific governance needs of NHS in England, which are significantly different from commercial or other public sector requirements. This is the only such qualification available in self-study, distance-learning form, to provide flexibility around other commitments.

Chartered Governance Institute provides thought leadership and internationally recognized qualifications for everyone working in governance. The Chartered Governance Institute is the qualifying and membership body for governance professionals. They provide professional development, guidance and thought leadership for individuals and their employers, and work with regulators and policy makers to champion high standards of governance across all sectors. Chartered Governance Qualifying Programs Study time: 1 – 4 years

ICSA – Chartered Governance Institute Guiding Values

Openness

We champion transparency and require that the Institute and its members are clear and open in their business and professional conduct.

Integrity

We work in the public interest and believe that being honest and having strong moral principles is at the heart of good governance. We act ethically and professionally and require that our members are also ethical, professional, impartial, independent and informed.

Authority

We take our role as the leading authority on governance matters very seriously and demand a high standard of professional competence from our employees and members throughout their working lives.

There are many ways to benefit from The Chartered Governance Institute's guidance and support for good governance. Whether you need help with getting to grips with new governance responsibilities or want the credentials to secure a board-level career, we have a service for you.

Qualification and Professional Recognition

Membership of the Institute puts you among our international community of governance professionals. As a member you enhance your professional standing with the right to use post-nominals and chartered designations as applicable plus the opportunity to participate in local, national and global networks. As a member you are making a commitment to continuing professional development and to upholding our code of professional ethics and conduct. Membership also provides preferential access to our knowledge, services, plus technical support and guidance.

Become a Chartered Member

Chartered status is the gold standard for company secretaries and governance professionals, and it is highly valued and globally recognized. It shows you have the knowledge, skills and experience for a role with significant and wide-ranging governance responsibilities. Chartered membership is open to all individuals who have achieved Graduate status of the Institute (GradCG).

Find out more about becoming a chartered member. Click on this link

https://www.icsa.org.uk/join-us/chartered-membership

This is our flagship qualification and the most common route to GradCG status and Chartered membership of The Institute. The program covers seven subjects at two levels. Students with a law, finance or governance

background may be able to start at Part One at Level 6 (equivalent to final year undergraduate level). You complete your learning at Part Two at Level 7 (equivalent to a post graduate degree). Depending on your academic or professional background you may be eligible for some module exemptions.

Learn more about the Chartered Governance Qualifying Programmed

Foundation Program - Study time: 200 hours done in 6 months.

The Foundation Program provides a broad introduction to business, how companies are governed, maintained and financially managed, and the laws to which they must adhere. The knowledge and skills gained through the Foundation Program prepare students for studying Part One of the qualifying program. This program is

Financial compliance qualifications

International Finance and Administration Qualifications - Study time: 6-24 months

The IFA level 4 and 5 qualifications have been developed in response to the increasing complexity of providing financial services across national boundaries, and the growing demand for greater transparency.

To Learn more about the IFA qualifications, contact the Academy to speak with an Advisor.

Postgraduate qualifications - Study time: 1 – 2 years

The Chartered Governance Institute has dual-award partnerships with universities across the UK. These postgraduate courses (full-time or part-time) cover the same content as the qualifying program and successful graduates also receive GradCG status.

Learn more about the postgraduate qualifications, contact the Academy to speak with an Advisor.

ABE Programs

ABE QUALIFICATION PATHWAY: Student can select their choice program from the list below.

Courses	Description	Credentials	Duration	Cost
DBM	Diploma in Business Management L 1- 4	DBM	12 Months	Le 12,000.000
DBM	Diploma in Business Management L-5	DBM5	6 Months	Le 6,000.000
DBM	Diploma in Business Management L-6	DBM6	6 Months	Le 6,000.000
KMBA	KidsMBA Program for Children age 11-16	KMBA	1-2 Years	Le 12,000.00

ABE is a market leader is the cost-effective provision of high-quality business and management qualifications. These qualifications are not only highly valued but are also accepted by universities worldwide onto the latter stages of their degree programs.

ABE's Business Management program is a very comprehensive and detailed program and covers all the knowledge and skills required in today's modern business practice. The program provides you with an appreciation of the theoretical issues involved in the study of business whilst also helping to develop a range of practical skills which enhance your value to employers.

ABE programs are available all over the world which means you can study in your own country and the avoid the high cost of studying and living in the UK. Some of the progression agreements which ABE holds with universities also allow you to study in Sierra Leone – giving you the change to progress from ABE to a degree without leaving your country.

WHY ABE?

ABE is a market leader is the cost-effective provision of high-quality business and management qualifications. These qualifications are not only highly valued but are also accepted by universities worldwide onto the latter stages of their degree programs.

ABE's Business Management program is a very comprehensive and detailed program and covers all the knowledge and skills required in today's modern business practice. The program provides you with an appreciation of the theoretical issues involved in the study of business whilst also helping to develop a range of practical skills which enhance your value to employers.

ABE programs are available all over the world which means you can study in your own country and the avoid the high cost of studying and living in the UK. Some of the progression agreements which ABE holds with universities also allow you to study in your country – giving you the change to progress from ABE to a degree without leaving home.

ABE accredits colleges around the world to offer ABE programs. These colleges, of which there are over 500, all have to complete a stringent accreditation application process which ensures they offer high standards of teaching and facilities.

ABE has an international network of over 50,000 students currently studying for an ABE qualification.

We aim to support this network as much as possible and to allow our students to interact through online forums such as Facebook and Twitter as well as face to face events such as alumni meetings and graduations.

ABE programs allow you to study several areas of business management before deciding what you wish to specialize in. All four ABE programs share common units, giving you the flexibility to transfer if and when you desire. Students receive certification awards at every stage of the program, which means if your studies are discontinued (after attaining a particular level), you will still have a valuable and recognized qualification.

Holders of certain other professional qualifications may gain exemptions from ABE Diploma subjects.

Holders of an ABE qualification may gain subject exemptions in the examinations of other professional bodies.

ABE Level 6 Graduate, Graduate integrated and Extended Diploma holders with relevant work experience can gain entry onto Master or MBA programs. ABE Postgraduate Diploma holders can advance to the latter stages of Master or MBA programs. All ABE students receive our quarterly magazine, student Focus, which is designed to keep you up to date with important ABE news and developments. There are essential study tips to help you succeed ABE units as well as many other useful features.

Children will learn the most important concepts in running a business.

ABE KidsMBA does not shy away from introducing children to the key concepts in business, providing a solid foundation for financial literacy. Through fun games, talks and role-play, the program opens up the concept of entrepreneurship, developing the life skills, know-how and aptitude required to run an enterprise. Children will cover the following themes across 16 modules:

- ✓ Business Ideas and USP
- ✓ Products and Services
- ✓ Business Name and Logo (IP)
- ✓ Copyright and Patents (IP)
- ✓ Pricing, Marketing and Sales
- ✓ Customer Service and Customer Loyalty
- ✓ Business Structures
- ✓ Business Finance
- ✓ Contracts and Legal Obligations
- ✓ Operational Plan and Personnel
- ✓ Budgeting, Bookkeeping and Tax
- ✓ Business Plan and Financials
- ✓ Leadership and Corporate Responsibility
- ✓ Pitching to Investors

DIPLOMA IN BUSINESS MANAGEMENT -RQF LEVEL 4

DURATION 6 MONTHS

Applicants who have completed the Ordinary Level (O/L) Examinations can enter the Level 4 Diploma. This qualification aims to help students to develop a basic understanding of management in the context of general business. The qualification will give you a theoretical understanding of management concepts and an overview of general business. It will equip you to find employment in general business or to continue your professional or academic studies in a related area.

DIPLOMA IN BUSINESS MANAGEMENT – RQF LEVEL 5

DURATION 6 MONTHS

Applicants who have completed their Advance Level (A/L) Examinations or Level 4 qualification can enter into the Level 5 Diploma. This qualification will develop a strategic understanding of business management principles and practical application. It is at the same level of difficulty as year two of a bachelor's degree. The qualification will give you a theoretical understanding of management concepts and an overview of general business. It will equip you to find employment with junior management prospects in general business or to continue your professional or academic studies in a related area.

DIPLOMA IN BUSINESS MANAGEMENT – RQF LEVEL 6

DURATION 6 MONTHS

Applicants who have completed a recognized Advance Diploma, ABE Level 5 or Possess 5 years of Managerial work experience can enter the Level 6 Diploma. This qualification aims to help students to develop a critical understanding of management in the context of general business. It will equip you to find employment with management prospects in general business or to continue your professional or academic studies in a related area. This qualification aims to develop the theoretical knowledge and strategic skill set you need to excel in a leadership role. It is at the same level of difficulty as the final year of a bachelor's degree.

CAREER OPPORTUNITIES

The positions below are examples of jobs currently held by ABE Business Management qualification holders.

The list is not exhaustive as ABE qualifications are applicable to a wide range of vocations.

Level 4 Diploma in Business Management – Administration or Accounts Assistant

Level 5 Diploma in Business Management – Management Trainee or Supervisor

Level 6 Diploma in Business Management – Office Manager or General Manager

LEVEL 5 - 06 MONTHS

LEVEL 6 - 06 MONTHS

LEVEL 4- 4 MODULES

LEVEL 5- 6 MODULES

LEVEL 6 -6 MODULES

ICM PROGRAMS - Institute of Commercial Management -ICM

Courses	Program Description	Credentials	Duration	Cost
DLM	Diploma in Leadership Part 1	DLM	6 Months	Le 5,000.000
ADL	Advanced Diploma in Leadership – Part 2	ADL	6 Months	Le 6,000.000
GDBM	Graduate Diploma in Business Management	GDBM	12 Months	Le 6,000.000
HRM	Human Resource Development	HRM	6 Months	Le 12,000.00
DOM	Diploma in Office Management Part 1	DOM	6 Months	Le 5,000.00
ADHR	Advance Diploma in HR Management Part 2	ADHR	12 Months	Le 15,000.00
DPSM	Diploma Purchasing & Supply Management		6 Months	Le 6,000.000
ADPSM	Advance Diploma Purchasing & Supply	ADPSM	6 Months	Le 7000.000
DPM	**Diploma in Project Management**	DCM	6 Months	Le 6,000.000
ADPM	Advance Diploma in Project management	ADPM	6 Months	Le10,000.000

Institute of Commercial Management -ICM

As an awarding organization for business development staff, ICM provides a wide range of professional qualifications in business, management, and related vocational areas.

ICM will support Salvation Academy in providing appropriate qualifications, enabling students to meet their potential.

Qualifications:

1. Leadership
2. Business Management
3. Human Resource Development
4. Office Management
5. Purchasing & Supply Management
6. Project Management

Program Objectives:

The Leadership program identifies and provides candidates with a detailed understanding of the key issues and concerns of leadership and leadership studies. It will provide candidates with an opportunity to study and understand key insights on the nature and character of leadership and leadership practices. The program will draw on historical examples of globally significant leaders to highlight classical and contemporary theories of leadership. The program will equip candidates with the strategic management skills, understanding and leadership insight to compete globally for the most challenging management roles. Knowledge gained and skills learned will enhance career potential and directly benefit the organizations that candidates work for now, and in the future.

Course Structure:

The Diploma in Leadership – Part 1

- ✓ Foundations Of Leadership
- ✓ Introduction To Leadership
- ✓ Leadership & Teams
- ✓ Negotiation
- ✓ Organizational Behavior

The ICM Diploma in Leadership is awarded on completion of all Part 1 subjects.

The Advanced Diploma in Leadership – Part 2

- ✓ Contemporary Leadership Issues
- ✓ Leadership: Challenges & Practice
- ✓ Leadership Studies
- ✓ Strategic Management
- ✓ International Business Environment (The)

The ICM Advanced Diploma in Leadership is awarded on completion of all Part 1 and Part 2 subjects.

Business Management

Program Objectives:

To provide prospective business and management students with a body of knowledge which will:

Increase their employment opportunities. Prepare them for supervisory and management careers in industry and commerce. Provide them with a qualification which will enable them to progress to higher level general management or specialized business programs at a later stage in their business or academic careers.

The ICM Graduate Diploma in Business Management program is also suitable for working supervisors and managers who require business qualifications for career advancement or promotion purposes.

Course Structure:

The Graduate Diploma in Business Management

- ✓ Business Management & Administration
- ✓ Numeracy & Statistics
- ✓ Marketing
- ✓ Accounting
- ✓ Economics for Business
- ✓ Business Law
- ✓ Organizational Behavior
- ✓ Strategic Management
- ✓ Marketing Management
- ✓ Human Resources Management
- ✓ Customer Service
- ✓ Corporate Policy
- ✓ Financial Management
- ✓ Leadership Studies
- ✓ International Business Environment (The)
- ✓ Business Management Project

Click a subject below to view in a new tab.

The Graduate Diploma in Business Management is awarded on completion of all sixteen subjects.

Human Resource Development

Program Objectives:

To provide participants with a body of knowledge which will enable them to:

Understand and apply human resource theory in the working environment.

Understand the importance of human resource development to the success of a business.

To make a positive contribution to the work of a human resource management department

To increase and enhance employment opportunities within the human resource development industry.

Course Structure:

- ✓ The Diploma in Human Resource Development – Part 1

- ✓ Business Law

- ✓ Business Management & Administration

- ✓ Human Resource Development I

- ✓ International Business Communications

The ICM Diploma in Human Resource Development is awarded on completion of all Part 1 subjects.

The Advanced Diploma in Human Resource Development – Part 2

- ✓ Employee Relations

- ✓ Human Resource Development II

- ✓ Management Theory & Practice

- ✓ Training & Development

The ICM Advanced Diploma in Human Resource Development is awarded on completion of all Part 1 and Part 2 subjects.

- ✓ Professional Qualifications

- ✓ Web Design by Digital Mast

Office Management

Program Objectives:

This program is designed for those who will ultimately seek positions as Office Managers and provides learners with the knowledge necessary for the effective management and administration of staff and resources. The program is particularly suitable for experienced and mature office staff who seek an Office Management qualification for career advancement purposes.

Course Structure:

- ✓ The Certificate in Office Practice – Part 1
- ✓ Accounting
- ✓ Business Management & Administration
- ✓ Computer Appreciation & Applications
- ✓ International Business Communications
- ✓ Office Procedures & Administration

Click a subject below to view in a new tab.

The ICM Certificate in Office Practice is awarded on completion of all Part 1 subjects.

- ✓ The Diploma in Office Management – Part 2
- ✓ Business Law
- ✓ Human Resources Management
- ✓ Management Theory & Practice
- ✓ Purchasing Management
- ✓ Sales & Sales Management

The ICM Diploma in Office Management is awarded on completion of all Part 1 and Part 2 subjects.

Purchasing & Supply Management

Program Objectives:

To provide learners with:

An understanding of the economic, legal and fiscal environments within which all businesses operate.

A detailed knowledge of the supply, storage and purchasing functions.

An understanding of the way in which business organizations are structured, managed and administered.

Numerate and analytical skills for purchasing stores management and supply decision purposes.

Course Structure:

The Diploma in Purchasing & Supply Management – Part 1

- ✓ Negotiation
- ✓ Supply Chain Management
- ✓ Stores Management & Stock Control
- ✓ Quantitative Methods for Managers
- ✓ Customer Service

The ICM Diploma in Purchasing & Supply Management is awarded on completion of all Part 1 subjects.

The Advanced Diploma in Purchasing & Supply Management – Part 2

- ✓ International Purchasing & Supply
- ✓ Logistics
- ✓ Operations Chain Management
- ✓ Purchasing Strategies
- ✓ Purchasing & Supply Law

The ICM Advanced Diploma in Purchasing and Supply Management is awarded on completion of all Part 1 and Part 2 subjects.

Purchasing & Supply Management

Program Objectives: To provide learners with:

An understanding of the economic, legal, and fiscal environments within which all businesses operate.

A detailed knowledge of the supply, storage and purchasing functions. An understanding of the way in which business organizations are structured, managed and administered. Numerate and analytical skills for purchasing stores management and supply decision purposes.

Course Structure:

The Diploma in Purchasing & Supply Management – Part 1

- ✓ Negotiation
- ✓ Supply Chain Management
- ✓ Stores Management & Stock Control
- ✓ Quantitative Methods for Managers
- ✓ Customer Service

The ICM Diploma in Purchasing & Supply Management is awarded on completion of all Part 1 subjects.

The Advanced Diploma in Purchasing & Supply Management – Part 2

- ✓ International Purchasing & Supply
- ✓ Logistics
- ✓ Operations Chain Management
- ✓ Purchasing Strategies
- ✓ Purchasing & Supply Law

The ICM Advanced Diploma in Purchasing and Supply Management is awarded on completion of all Part 1 and Part 2 subjects.

Project Management

Program Objectives:

This program is designed for those learners who wish to develop project management skills. In addition, the qualification is designed to assist learners by:

Increasing their employment opportunities

Providing them with a qualification which will enable them to progress to higher level general management or specialized business program at a later stage in their business or academic careers.

The program is also suitable for managers who require a business studies qualification for career advancement and promotion purposes.

Course Structure:

The Advanced Diploma in Project Management

- ✓ Computers & Project Management
- ✓ Managing Work & Costs
- ✓ Nature & Organization of Project Management
- ✓ Planning & Scheduling
- ✓ Purchasing & Materials Management
- ✓ Financial & Commercial Framework

The ICM Advanced Diploma in Project Management is awarded on completion of all above subjects.

Private Security Training 01E - Entry Level

Courses	Program Description	Credentials	Duration	Cost
01E	Entry Level Private Security Officer Training	01E	2 Weeks	Le 1,000.000
01I	Inservice Private Security Officer Training	01I	4 Hours	Le 500,000

The Department of Criminal Justice Services (DCJS) Private Security class is a 75-hour training program designed to prepare unarmed private security officers and alarm respondents to obtain employment in corporate and government settings. Classes cover topics such as Sierra Leone laws and regulations, Virginia laws and regulations, ethical standards, professional conduct, controlling access, crime prevention, probable cause, and due process. Students will learn methods of directing persons causing a disturbance to leave property, conducting escorts as required, examining vehicle contents as required, inspecting perimeter structures for damage and/or forced entry, etc. Defensive Techniques will also be covered. Students are required to register with the Department of Criminal Justice Services in Sierra Leone and be fingerprinted. There is a written examination at the end of the class; however, there is no examination fee. At the end of this class the student will receive a Certificate of Completion and be eligible to apply for license/registration as a Private Security Officer.

<p align="center">Private Security Training 01I In-Service</p>

Private Security Training 01I In-Service program is a 4-clock hour program. Students must complete all the required 4 hours of classroom training to graduate from the program, receive a Certificate of Completion and be eligible to register for license renewal as a private Security officer.

DCJS In-Service Security Officer - Unarmed DCJS 01I. Participants will understand:

1. The role of the security officer, and patrolling techniques.

2. Who security officers serves.

3.The many diverse duties of a security officer and Summarize the history of private security services in Communication, Observing & Reporting techniques.

This course will also discuss the role of the private security officer, according to Virginia Regulations and Legal Authority. Please understand that the overall goal of a private security officer is to eliminate and prevent crime.

Participants will learn the motives behind patrol and patrol techniques that makes security officers to be more alert, observant, communicate and write accurate report on duty.

EXAMINATION: At the end of the course, participants will be required to complete an exam.

Participants must achieve a passing score of 80% or above to successfully complete the course.

Officer.

Ownership of Salvation Academy:

Salvation Academy is a nonprofit corporation, established by Rev. Brima Bob Deen with a goal of providing affordable education and employment services for the less fortunate.

Administration

The Academy's administration is responsible for the maintenance and supervision of the institution's operations including but not limited to admissions, maintenance of official records, maintenance and audit of financial records, maintenance of the campus grounds, supervision and support of campus computers and networks, fundraising, compliance with local, state and federal regulations, public affairs and student services. The Administration is also responsible for the supervision of academic affairs such as hiring, promotion, tenure, and evaluation (with faculty input where appropriate); the maintenance of official records (typically supervised by the Admission of the Academy. The Administration must also shoulder the responsibilities for nonacademic matters, like the maintenance and audit of financial flows and records; maintenance of the campus grounds; the safety and security of people and property on the campus. In future, the maintenance and construction of the Academy's campus buildings will be the responsibilities of the Academy's Administration. The supervision and support of campus computers and network (information technology), Fundraising from private individuals, foundations, corporates, and government agencies. The research for grants, contracts and institutional compliance with Local State and Federal Regulations are the sole responsibilities of the Administration. Public affairs Office (including relationships with the media, the community, local, state, and federal governments) handles student services such as disability, career counselling job placement and library services.

Administrative Staff/Faculty

The Academy's administration is composed of two interrelated administrative cohorts: one is responsible for the oversight and administration of academic affairs; the other is charged with institutional administration.

Within the administration, the president presides over senior officers, including the Admission of the Academy and program directors.

The Chief Financial Officer (CFO) and various senior executives lead the managerial cohort of the administration. The chief financial officer provides leadership and direction to a host of administrative functions that generally includes student services, institutional support, maintenance, and operation of the physical facility.

Faculty

The faculty comprised of professionals from all programs: Allied Health Care and Nursing Support Education, Information Technology, Business Management and Private Security Training Programs. All programs are under the direction of the Academic affairs of the Academy. Program Directors supervise individual programs.

Faculty members are ranked in a descending order; as professors, associate professor/assistant professor, and instructors. The faculty possesses significant authority over academic affairs.

Faculty representatives are part of the governing board. The formal authority of the faculty is codified in the standing rules of the Academy governing board.

There has been and always a relationship between the faculty and the student body in terms of current affairs of the Academy that concerns the student body. Faculty and students must maintain respect for each other during and after school sessions. The Academy has always ensured and will continue to strengthen the bonds among faculty and student to help maintain a shared awareness of the roles, problems, and progress of the Academy policies across various settings and levels.

Admission to Diploma and Certification Programs

The following documents should be submitted to the Admissions Office:

1. Complete an Online Admission Application Form via our website –

    ✓ www.salvationacademy.org for USA

    ✓ www.salvationacademy.education for Sierra Leone.

2. Enroll as a student using student admission Number at the student portal after admission.

3. Present Photo Identification: driver's license, and or government ID.

4. Submit Official High School Diploma, GED or Equivalent or take Salvation Academy entrance Exams.

    ✓ West African Examinations Council (WAEC) score of C6 or higher

    ✓ West African Senior School Certificate Examination WASSCE with 4 credits including English.

5. Personal Essay or Statement of Purpose (A brief statement of the applicant's purpose of the study)

6. **Application Fee of Le 250,000.00 (This non-refundable fee must be paid to complete the registration process.

International students.

For international students, inadition to the above documents, the following are required for international students:

7. Copy of student's passport (inside cover and signature page)

8. Copy of original or certified bank statement(s) or letter issued within six months of the time of application and reflecting a minimum balance equivalent to Le 25,000.000 (must be sent by email)

Alternatively, If the bank account statement is not in the student's name, the sponsor must complete an original Affidavit of Financial Support form reflecting a minimum balance equivalent to Le 25,000.000 within six months of the time of the application. (to be sent by email) to support@salvationacademy.education

9. For transfer students, a copy of student visa are required at the time of application.

10. English Proficiency Evidence

This may include a minimum, - TOEFL score of 70 (iBT) or higher, IELTS Score of 5.5 or higher.

11. iTEP Score of 4.0 or higher,

Physical Facilities

Salvation Academy is currently occupying a three-level building located at 43 Dundas Street, Freetown, Sierra Leone, Western Area, West Africa. .

The above space has:

1. One Lobby and a reception,

2. Two Administrative Offices,

3. Several classrooms for lectures,

4. Computer labs with computer workstations, and laptops, a computer server for network connectivity.

5. Clinical lab for hands-on training for nursing and allied healthcare students equipped with a hospital bed, wheelchair, standing scale, autoclave, a laptop connected to smart TV and a whiteboard

6. Conference room equipped with smart TVs with a stage.

7. Bathrooms with handicap accessibility

8. Kitchen and Cafeteria with a refrigerator and a microwave

Offer of Admission / Student Acceptance

When applicants are accepted, they will be sent an acceptance letter of admission.

This letter can be sent via email or forwarded to the mailing address provided by the applicant.

Acceptance of our Offer of Admission.

Applicants must confirm their intent to enroll at Salvation Academy by paying the required Le 250, 000.00.

Class Schedules for all Programs

Class Schedules for Information Technology Program

Full-time fast-track morning class schedule,

Full-time fast track evening class schedule

Weekend class Schedule

Our syllabi are designed with input from our employer advisory board members and taught by instructors with experience in the field of Allied Health Education, Nursing, Business Management, Information Technology and Private Security Training Programs. Our instructors are easily accessible during normal class schedules and by appointment outside of normal class schedule and public holidays through our faculty web portal.

We have strong academic partnerships with Cisco, CompTIA, Microsoft, AMCA in USA, ABE, ICM, ICSA, BCS-IT in United Kingdom.

We also partner with international organization, local Business, Government agencies, Local Hospitals and Nursing Homes etc. Our IT laboratory is equipped with modern computers, printers, smart TV's, and servers.

Our nursing skills laboratory is equipped with hospital beds, over bed tables, ambulation equipment, vital sign equipment and personal care equipment.

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.

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
	MORNING	EVENING	WEEKENDS
Monday	8:00 AM -4:00 PM	5:00 PM – 10:00 PM	No Class
Tuesday	8:00 AM -4:00 PM	5:00 PM – 10:00 PM	No Class
Wednesday	8:00 AM -4:00 PM	5:00 PM – 10:00 PM	No Class
Thursday	8:00 AM -4:00 PM	5:00 PM – 10:00 PM	No Class
Friday	8:00 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	**Closed**	**Closed**	No Class
Special Holidays	**Closed**	**Closed**	No Class

2021 Academic Calendar starting with winter through Fall Quarter

Public Holidays	Dates	DETAIL /DESCRIPTION
New Years Day	January 1st 2021	Closed
International Women's Day	February 8 2021	Closed
Armed Forces Day	February 18, 2021	Closed
Women's Day	March 8th 2021	Closed
Good Friday	April 2nd 2021	Closed
Esther Monday	April 5ft 2021	Closed
Independence Day	April 27th 2021	Closed
Eid UI -Fitr	May 13th 2021	Closed
Tabski	July 20th 2021	Closed
Prophet Mohamed Birthday	**October 19th 2021**	Closed
		Closed

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 the Civil War

COVID-19 Pandemic,

Ebola Epidemic

New Immigrant,

Unemployed

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.

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

Registration fee: $ 50.00 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 prepared them to succeed in the workforce.

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 earning is paid directly into their bank account that can be accessed over the course of their training program. They should pay 50% of their earning 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, Diploma or Degree. So, we make it easy for every student committed to making 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

The Sierra Leone 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 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 Sierra Leone 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 reasoned 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 were 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 Second Floor :

43 Dundas Street, Freetown,

Sierra Leone, West Africa

Or

4609 Pincecrest Office Park Drive, Suite C,

Alexandria VA 22312 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 demonstrate 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 student 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 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 refund 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 are not meeting 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 student 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 readmission if he/she fail to meet the below criteria:

1. Apply for readmission. The application can be completed in person in the admissions office at 43 Dundas Street, Freetown, Sierra Leone, West Africa or 4609 Pinecrest Office Park Drive, Suite C, Alexandria VA 22312 or complete online via the Online Admission Application.

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 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 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.

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 the Sierra Leoneans 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 discussion 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 as a result 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 sanction(s) 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 include 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.

Prearranged 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 the 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.education 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).

A 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; child care; illness, bereavement, or other critical matters in one's family; changes in one's outside employment; and other situations as required by applicable law.

A 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 Ministry of Education, Tertiary Education Commission located at #8 Jones Street, Freetown, Sierra Leone or call the commissioner at +232-25-282290 or +232-25-237616

Student will not be subject to unfair treatment by Academy official as a result 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

+232-75-435305, ask for Career Services.

Resume Services

Contact Career Services at **support@salvationacademy.education** 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.

SALVATION ACADEMY

Salvation Academy Student Catalog for 2020 – 2021

43 Dundas Street, Freetown,

Sierra Leone, West Africa

USA

4609 PINECREST OFFICE PARK DRIVE, ALEXANDRIA VA 22312

TEL: 703-763-1115 Fax: 703-226-3328, www.salvationacademy.org

Last updated on February 18, 2021