



AMERICAN VISION
UNIVERSITY
California | United States of America



June 1, 2024
June 1, 2025

General Catalog

American Vision University
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155 N. Riverview Dr, Anaheim Hills, CA 92808, USA

This catalog reflects the current status of programs and policies at American Vision University and is effective from June 1, 2024, through June 1, 2025. All students registering or re-entering during this period are bound by its terms. The catalog is updated annually and made available each June.

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Reservation of Rights:

American Vision University maintains the right to modify the provisions of this catalog, as well as its rules and procedures, at any time, with or without notice, in accordance with licensing requirements. It is important to note that this catalog does not constitute a contractual agreement or an offer to contract. Rather, it serves as a comprehensive overview of the programs presently available at the university.

Furthermore, American Vision University reserves the discretion to make changes, without prior notification, to the course structure and lecture delivery format, including the duration and method of lecture delivery currently utilized by the university. This is done to ensure that students are presented with a dynamic and challenging curriculum. Additionally, American Vision University retains the right to modify graduation requirements and make revisions or eliminations to courses as deemed necessary.

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President's Welcome

Welcome to American Vision University (AVU)! As the President of AVU, it is my utmost pleasure to extend my warmest greetings to you all.

At AVU, we strive to provide a transformative and enriching educational experience that transcends the traditional boundaries of time and space. With our cutting-edge online platform, we bring education directly to your fingertips, opening doors of opportunity for learners across the globe.

Our distinguished faculty members, renowned for their expertise and passion, are dedicated to your success. They are committed to fostering a dynamic learning environment where you can engage in lively discussions, collaborate with fellow students, and develop critical skills that will empower you in your personal and professional endeavors.

As you embark on your educational journey with us, you will find a diverse array of programs and courses meticulously designed to meet the evolving needs of today's rapidly changing world. Whether you are expanding your knowledge in a specific field, seeking professional development, or exploring new areas of interest, we offer a wide range of disciplines to suit your aspirations and needs.

We understand that flexibility is paramount in your educational pursuits. That's why our online platform provides you with the freedom to tailor your learning experience to fit your busy lifestyle. You can access course materials, participate in interactive discussions, and submit assignments at your convenience, ensuring that your education seamlessly integrates into your daily routine.

Furthermore, our comprehensive support services are here to guide and assist you every step of the way. From academic advisors who will help you chart your educational path to technical support teams ready to assist with any online platform inquiries, we are committed to ensuring that you have a seamless and rewarding learning experience.

I invite you to explore our catalog, which provides an overview of our programs, courses, and the wealth of opportunities awaiting you at AVU. As you peruse these pages, I encourage you to dream big, set ambitious goals, and envision the limitless possibilities that lie ahead.

Thank you for choosing AVU as your partner in education. We are honored to have you as part of our vibrant and diverse community. Together, let us embark on a remarkable journey of discovery, growth, and academic excellence.

Wishing you a successful and fulfilling educational experience!

Sincerely,

Ahmad Alhalak, Ph.D.
President/CEO

Mission and Goals

American Vision University is dedicated to providing high-quality graduate educational programs to adult learners using the most advanced distance learning methodologies.

We understand that adult learners have unique needs, which is why we are committed to offering an online educational environment that is based on academic integrity and intellectual curiosity. Our goal is to cultivate an atmosphere of creativity and innovation that inspires students to excel in their chosen fields.

We believe that education should be accessible to all, regardless of their financial or personal circumstances. That is why we offer affordable tuition rates and flexible payment options to help students achieve their academic goals without compromising their financial stability.

Our experienced faculty members are passionate about teaching and mentoring students to reach their full potential. They bring a wealth of knowledge and practical experience to the classroom, providing students with the skills and knowledge they need to succeed in their chosen fields.

At American Vision University, we are committed to providing a transformative educational experience that prepares students for success in their personal and professional lives. Join us today and unlock your potential for success!

Mission Statement

Our mission is to provide a high-quality and accessible online learning environment that empowers students to achieve their academic and career goals. Through innovative technology, rigorous coursework, and personalized support, we are committed to fostering a community of lifelong learners who can thrive in a rapidly changing world.

All our educational activities will be based on a commitment to promoting the highest levels of student engagement. We will challenge and empower our students to discover and reach their full potential, supporting and working with them to do so.

American Vision University Fulfills Its Mission By:

1. Providing world-class online education and closely monitoring, evaluating, and reporting the academic progress of our students through a healthy and productive faculty-student relationship.
2. Encouraging students to think critically about various facts and ideas, allowing them to draw clear conclusions.
3. Promoting intellectual inquiry among our students, leading to their social, cultural, and professional growth, regardless of their location.
4. Expanding the depth and scope of knowledge in various fields of study to enhance our students' personal enrichment, which stays with them for a lifetime.

Goals of Our University

AVU strives for excellence in education and is committed to the continuous development and evaluation of its programs to ensure that our students receive the best possible learning experience. Our goals at AVU are designed to enable our students to achieve their full potential and become successful professionals in their chosen field. Our goals include:

1. To provide students with comprehensive and up-to-date knowledge in their discipline of study.
2. To develop critical thinking skills and enhance students' abilities to the fullest extent possible.
3. To help students apply their knowledge to achieve economic success.
4. To improve students' self-esteem and confidence levels.
5. To provide lifelong learning experiences for our students to enhance their personal and professional growth.

Objectives as a University

At AVU, we are dedicated to providing our students with a dynamic and flexible learning experience that meets their educational and professional goals. We have identified the following objectives that guide our educational programs and ensure our students receive the best possible education:

1. Flexibility: We believe in allowing our students to complete their programs at their own pace, giving them the freedom to balance their education with their personal and professional commitments.
2. Success: We are committed to helping our students successfully meet their coursework requirements online, providing them with the necessary resources and support to succeed.
3. Relevance: We aim to provide comprehensive and current information in each field of study, ensuring our students are equipped with the knowledge and skills needed to succeed in their chosen careers.
4. Support: We believe in providing the best support and guidance for our students when needed, ensuring they have access to the resources and assistance necessary to achieve their goals.

AVU offers a range of exceptional higher education opportunities aimed at empowering students to cultivate their knowledge and skills, enabling them to accomplish their personal and professional aspirations while making a meaningful impact on their communities. Take a proactive step towards your educational journey and connect with our dedicated counselors today to explore the various courses available for enrollment.

Contact Us

American Vision University is situated in the heart of Orange County in Greater Los Angeles area. The campus address at:

155 N. Riverview Dr., Anaheim Hills, CA 92808, USA

1-949-501-3701

www.avu.education

info@avu.education

Hours of Operation

(Pacific Standard/Daylight Time)

Monday through Friday

9:00 A.M. to 5:00 P.M.

Saturday: 10:00 A.M. to 2:30 P.M.

The university is closed on Sundays.

Holiday Schedule – 2024

- New Year's Day January 1 (Monday)
- Memorial Day May 27 (Monday)
- Independence Day July 4 (Thursday)
- Labor Day September 2 (Monday)
- Thanksgiving Day November 28 (Thursday)
- *Christmas Eve December 24 (Tuesday)
- Christmas Day December 25 (Wednesday)
- *New Year's Eve December 31 (Tuesday)

Holiday Schedule – 2025

- New Year's Day January 1 (Wednesday)
- Memorial Day May 26 (Monday)
- Independence Day July 4 (Friday)
- Labor Day September 1 (Monday)
- Thanksgiving Day November 27 (Thursday)
- *Christmas Eve December 24 (Wednesday)
- Christmas Day December 25 (Thursday)
- *New Year's Eve December 31 (Wednesday)

*American Vision University is closed on holidays listed above, except for Christmas Eve and New Year's Eve when those holidays are on business days. If the Christmas Eve and New Year's Eve fall on business days, the administrative office closes at 2:30 PM PST.

Online Classroom Student Access

At American Vision University, we prioritize the availability and accessibility of our staff, ensuring that our students receive support whenever they need it. Our online classroom, the Student Learning Center (SLC), operates 24/7, including holidays, to cater to the diverse needs

of our students. We understand the importance of uninterrupted learning, and therefore, we carry out maintenance and software updates with minimal disruption to the learning process.

A key component of our student experience is the exceptional work of our dedicated faculty members. Their expertise and commitment contribute significantly to creating a wonderful learning environment for our students. Through various communication channels such as email, chat, and discussion board postings, our students and staff stay connected, fostering meaningful engagement and collaboration.

To facilitate online learning, AVU has developed a user-friendly online learning powered by the Canvas Learning platform. Students can conveniently access their accounts through the university website. Upon logging in successfully, students gain access to a comprehensive view of their registered classes for the term, allowing them to interact with their instructors and peers. Study materials, including PowerPoint presentations, PDF notes, online quizzes, and case studies, are regularly posted on the student accounts, ensuring easy access to relevant resources.

At AVU, we are committed to providing an enriched and accessible online learning experience, empowering our students to succeed in their academic pursuits.

California Bureau for Private Postsecondary Education (BPPE)

American Vision University is a private institution approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate means compliance with state standards as outlined in the California Education Code (CEC) and Title 5 of the California Code of Regulations (CCR). This approval does not imply that the Bureau endorses the institution's programs or that the institution exceeds the minimum state standards.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting www.osar.bppe.ca.gov.

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

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

Admission Requirements and Processing

At AVU, we are committed to providing an academic structure that empowers students to succeed in their chosen career fields. Our programs are designed with a focus on online learning, catering to the unique needs of our students.

Each course at AVU is self-contained, ensuring that students gain relevant skills and knowledge from start to finish without the need for transferring credits or validating prior learning. This streamlined approach allows students to focus on acquiring new competencies that directly align with industry demands.

We are dedicated to supporting our students by offering direct paths to program completion, embodying our commitment to a structured and effective learning experience that prepares them for professional success.

Certificate Programs

The School of Professional and Continuing Education offers a wide range of professional certificate programs. These programs are specifically designed to cater to the needs of busy adults and provide flexible online learning options.

In today's rapidly evolving world, staying updated with the latest techniques and having the confidence to apply them effectively is invaluable. That's why the School of Professional and Continuing Education has curated a diverse selection of skills-focused programs. These programs combine fresh perspectives with practical skills, ensuring that students can enhance their expertise and stay ahead in their respective fields.

The School of Professional and Continuing Education proudly offers the following certificate programs:

- Marketing Strategies and Operations
- Developing Management Skills
- Project Management Essentials
- Digital Marketing Strategies and Social Networks
- Leadership Development
- Negotiating Effectively
- Business Strategy for Managers
- Strategic Thinking
- Event Management
- Nutrition and Health
- Hospitality Management
- Leadership Roles in Health
- E-Commerce
- Fashion Business
- Small Business Management

These programs provide a comprehensive learning experience and are delivered by experienced instructors who bring real-world knowledge and expertise to the virtual classroom. Whether you are seeking professional development or simply pursuing personal growth, our certificate programs are designed to meet your specific needs and goals.

Ability to Benefit Students

Students are required to possess a high school diploma, G.E.D, or a recognized equivalent in order to enroll in any of the aforementioned programs. If an applicant does not possess any of these certifications, an alternative option is available. They can take an independently conducted examination from the list of examinations recognized by the U.S. Department of Education, as provided below:

Wonderlic Basic Skills Test (WBST) Verbal Forms VS-1 & VS-2; Quantitative Forms QS-1 & QS-2 (Online & Paper and Pencil Versions)	Passing Score
	Verbal - 200 Quantitative - 210
ACCUPLACER (Reading Comprehension, Sentence Skills, and Arithmetic)	Reading Comprehension – 55 Sentence Skills – 60 Arithmetic – 34

Advantages of Studying at AVU

1. **Skill and Knowledge Development:** AVU places a strong emphasis on developing the skills and knowledge of students in their chosen field. Through our comprehensive curriculum, students learn how to effectively navigate challenges and gain a better understanding of their own lives and communities. We prepare our students not only for their present circumstances but also for their future success by equipping them with intellectual tools and valuable learning experiences.
2. **Experienced and Supportive Faculty:** Our faculty members are experienced and highly qualified individuals who are dedicated to the success of our students. They maintain direct contact with students and provide ongoing support and guidance throughout their academic journey. Our faculty's expertise ensures that students receive the necessary mentorship and assistance to make their learning experience smooth and enjoyable. Academic Progress Advisers also help students progress through their courses in an organized manner, ensuring a structured and efficient learning process.
3. **Comprehensive Assessment Methods:** To ensure effective learning outcomes, AVU employs various assessment methods such as assignments, quizzes, and final papers. These assessments gauge students' understanding of the course material and ensure that they have acquired the knowledge and skills taught during their studies. Additionally, course discussion boards provide a platform for students to engage with their peers, learn from different perspectives, and showcase their own skills and understanding.

4. **Interactive Learning Environment:** AVU has designed a learning system that prioritizes continuous practice, interaction, and feedback. We believe in creating an engaging and dynamic learning environment where students actively participate in their education. Through interactive learning activities, collaborative projects, and opportunities for feedback, students develop a deeper understanding of the subject matter and enhance their critical thinking and problem-solving skills.
5. **High-Quality and Affordable Education:** AVU is committed to providing high-quality education that is accessible and affordable. We strive to offer courses that meet rigorous academic standards while remaining affordable for students from diverse backgrounds. By making education accessible and affordable, we aim to help students advance their careers and achieve their professional goals.
6. **English Language Instruction:** At AVU, all instruction is conducted in the English language. This language focus ensures that students develop strong English language skills, which are vital for success in today's globalized world. Proficiency in English opens up opportunities for communication, collaboration, and professional growth on an international level.

Applicants with International Qualifications and Credentials

AVU is committed to offering high-quality programs to students worldwide. We warmly welcome applications from students from any part of the world who aspire to further their education. As a distance learning institution, we do not offer I-20 services, as our programs are designed to be pursued from the comfort of one's own home, without attendance or residence obligations. We are dedicated to assisting students who seek to advance their education but are unable to attend traditional on-campus classes.

For students whose first language is not English or who have obtained a diploma or degree from a country other than the United States, additional documentation is required during the enrollment process. This ensures that we have a comprehensive understanding of their educational background and language proficiency. The additional documentation helps us assess their readiness for our programs and enables us to provide appropriate support and guidance throughout their academic journey.

At AVU, we understand the diverse backgrounds and experiences of our international students. We strive to create an inclusive and supportive learning environment that values cultural diversity. Our dedicated admissions team is available to assist international applicants throughout the enrollment process, providing guidance on required documentation and answering any questions they may have.

By embracing students from around the world, we foster a vibrant and enriching learning community where different perspectives and global insights are celebrated. At AVU, we are committed to empowering students to achieve their educational goals and realize their potential, regardless of their geographic location or cultural background.

Verifying English Proficiency

To ensure effective communication and academic success, AVU requires applicants who have not obtained a bachelor's or master's degree from a regionally or nationally accredited university or college in the United States to demonstrate English proficiency. There are several ways to fulfill this requirement:

1. Official Test Scores:

Applicants can arrange for an official score report to be sent directly to AVU from one of the following testing options. The test scores must be less than two years old:

- a. The Internet-based Test of English as a Foreign Language (TOEFL iBT) with a minimum score of 71 (The TOEFL score recovery code is 5804);
- b. The paper-based TOEFL with the Test of Written English (TWE) with a minimum score of 550 and a minimum score of 4 on the TWE;
- c. The International English Language Testing System (IELTS)—including both the academic writing and academic reading modules—with a minimum overall score of 6.5; or The EIKEN Test in Practical English Proficiency with a minimum grade of Pre-1.

2. Graduate Coursework:

Applicants can submit official transcripts indicating the completion of at least 12 credits of graduate coursework with a grade of "B" or higher from a regionally or nationally accredited degree-granting university or college. Coursework from other accredited institutions may be considered on a case-by-case basis. All credits will undergo review before being accepted as evidence of English proficiency.

3. Documentation of English Proficiency:

Applicants can submit documentation demonstrating significant experience in speaking and writing English at a university level. This may include a writing sample and letters of recommendation. Applicants seeking admission under this category are encouraged to contact Admissions Services for assistance in submitting appropriate documentation.

4. AVU English Proficiency Test:

AVU offers an English proficiency test for applicants. Students can choose to take the AVU English Test, and a minimum score of 80 or above is required to meet the English proficiency requirement for admission. This option provides an opportunity for students to demonstrate their language proficiency specifically within the context of AVU's academic programs. The AVU English Test is designed to assess students' abilities in reading, writing, speaking, and listening, ensuring that they possess the necessary English language skills to succeed in their studies at AVU.

Program Course Requirements

For admission to certificate programs, applicants must provide official documentation showing that:

- Is at least 18 years old,
- International Students: In addition to the above requirements, international students have to demonstrate knowledge of the English Language (reading and writing).

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

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

Transfer Credit Evaluation and Prior Experiential Learning

At AVU, we acknowledge the importance of your previous academic and professional experiences. However, as AVU offers certificate programs, we do not offer credit transfers or recognize prior experiential learning in the form of credit equivalency. Our focus is to ensure that all coursework is completed directly through our programs, which are tailored to provide a comprehensive educational experience.

This approach ensures that students fully engage with our uniquely structured curriculum, benefitting from the direct application and integration of knowledge and skills acquired through our courses.

We are committed to offering transparent educational pathways and providing detailed information on program requirements, helping you align your educational pursuits with your career and personal development goals.

For the current academic year, AVU has not entered into an articulation or transfer agreement with any other college or university.

Program Structure

At AVU, we take pride in our structured academic timeline. Our programs offer a condensed and focused learning experience, each spanning two weeks. Programs begin every Monday, ensuring continuous opportunities for learning.

To enroll at AVU, students can easily complete and submit the online application form available at www.avu.edu. Please note that AVU exclusively offers online programs, and no classes are held at the administrative location.

Tuition and Fees

Students considering enrollment in any of AVU's programs should review the tuition and fee structure carefully. Our online education programs are structured to provide students with essential learning opportunities while keeping tuition fees and expenses reasonable. It is important to note that fees and charges are subject to change by the university, and any changes will take effect on the date enacted. Please refer to the provided information for the current fee structure at American Vision University:

Certificate Programs

The total tuition fee for the 2-week certificate program is as follows, covering all essential aspects of the program. This fee includes registration, study notes, certificate processing, and issuance. We strive to make our certificate programs accessible and affordable, ensuring that participants receive a high-quality learning experience at a reasonable cost.

- Marketing Strategies and Operations: \$990.00
- Developing Management Skills: \$990.00
- Project Management Essentials: \$450.00
- Digital Marketing Strategies & Social Networks: \$990.00
- Leadership Development: \$990.00
- Negotiating Effectively: \$990.00
- Business Strategy for Managers: \$990.00
- Strategic Thinking: \$990.00
- Event Management: \$990.00
- Nutrition and Health: \$990.00
- Hospitality Management: \$990.00
- Leadership Roles in Health: \$990.00
- E-Commerce: \$990.00
- Fashion Business: \$990.00
- Small Business Management: \$990.00

Please note that the information provided is subject to change, and we recommend visiting our website for the most up-to-date and accurate tuition and fee information. We are committed to providing transparent and reasonable pricing to help you pursue your certificate program at AVU.

Fees Schedule

We strive to provide transparent information regarding our fees and charges. Please note that the fees outlined below are non-refundable. We kindly ask all students to carefully review the fee structure and ensure timely payment according to the following schedule:

Application Fee	\$0
Student Tuition Recovery Fund (STRF) Fee	\$0.00*
Academic Resources (per year)	Free
Course Extension	\$50
Duplicate Diploma	\$50
Late Tuition Fee	\$50
Leave of Absence	\$25
Registration (per program)	Free
Reinstatement	Free
Returned Checks/Credit Card Charge Back	\$20
Transcript, Official or Unofficial	Free

*State of California is currently assessing the STRF fee of \$0.00 – non-refundable.

Please note that the fee structure outlined above is subject to change, and any modifications will become effective on the date enacted. We encourage students to stay updated with the latest fee information and make payments accordingly.

Textbooks and Study Materials

Course notes will be provided to students; there is no need to purchase textbooks, as all necessary materials are covered by the program fees.

Estimated Cost of Attending American Vision University

We understand the importance of having a clear understanding of the estimated costs associated with attending American Vision University. The following breakdown provides an overview of the expenses involved. Please note that these figures are subject to change and should be used as a general guideline.

- a. Application fee: \$0
- b. Tuition: \$990

Estimated total charges for the entire educational program: \$990

This represents the estimated total cost of completing the entire certificate program, taking into account the tuition fees.

Please keep in mind that these figures are estimates and may vary depending on the specific program taken. It's always a good idea to refer to the Fee Schedule for the most up-to-date and accurate information regarding fees and charges.

Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834. P.O. Box 980818, West Sacramento, CA 95798-0818, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Payment Plan Options

At American Vision University, we understand the importance of providing flexible payment options to help students manage their educational expenses. While we do not support federal or state student aid or loan programs, students may consider alternative financing resources. Below is general information regarding payment plans and financial obligations that could help you decide:

1. **Private Loans and Other Resources:**

Eligible students have the option to acquire private loans, military tuition assistance, employer tuition reimbursement, veteran's education benefits, or any other financial resource to cover their educational expenses. It is important to note that any loans obtained from third parties are the sole responsibility of the student, including the repayment of the loan amount along with any accrued interest.

2. **Federal Financial Aid Programs:**

Please be aware that we do not participate in federal financial aid programs at this time. Students enrolled in an unaccredited institution approved to operate are not eligible for federal financial aid programs.

3. **Loan Repayment:**

Please note that if you obtain a loan to pay for your educational program, you are responsible for repaying the full amount of the loan plus interest, minus any refund you may receive. Additionally, if you receive federal student financial aid funds, you are entitled to a refund of the moneys that were not covered by these federal financial aid funds.

4. **Financial Obligations:**

Students are required to make full payment of tuition and fees upon completion of each course. Certificates, and other university privileges will only be issued once all financial obligations have been met. Failure to meet these obligations may result in the suspension of these privileges.

We strive to ensure that all students have a clear understanding of their financial obligations and access to the resources needed to pursue their education.

Cancellations, Withdrawal and Refund Policy

At AVU, we adhere to the standards set by the Bureau for Private Postsecondary Education (BPPE) for cancellation, withdrawal, and refund of tuition and fees. We understand that circumstances may change, and we strive to accommodate our students' needs.

Students at American Vision University are not subject to long-term contractual obligations. Enrollment is typically granted for one course at a time, allowing flexibility and the opportunity to adjust your academic plan as needed. If you wish to cancel your enrollment or withdraw from a program, please contact our administration office for assistance.

Refund

AVU has a refund policy in place to ensure fairness and transparency for our students. If you have completed 60 percent or less of the course of instruction and have not canceled as explained above, you may be eligible for a pro rata refund.

The refund amount is calculated based on the number of hours of instruction you have not received but have already paid for, divided by the total number of hours of instruction for which you have paid. This ensures that you are only responsible for the educational services you have received and any unreturned equipment.

We understand the importance of timely processing of refund requests and strive to handle them promptly. If you have any questions or require further clarification regarding our refund policy, please reach out to our administration office for assistance.

Distance Education Specific Provisions for Instruction Not in Real Time:

This institution offers distance educational programs where the instruction is not offered in real time. The student has the right to cancel and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. The student has the right to cancel the agreement and receive a full refund as described above before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 30 days after the student's return of the materials.

An institution must transmit all of the lessons and other materials to the student if the student has fully paid for the educational program, and after having received the first lesson and initial

materials, requests in writing that all of the material be sent. If the institution transmits the balance of the material as the student requests, the institution must remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

Withdraw

You have the option to withdraw from the University at any time. If your withdrawal occurs when you have completed 60 percent or less of the scheduled days in the current payment period of your program, you will be eligible for a pro rata refund. The refund amount will be calculated based on the remaining scheduled days of attendance. Please note that a registration or administration fee, not exceeding \$250.00, will be deducted from the refund. Additionally, any deduction for books and materials not returned in new condition, as specified in the enrollment agreement, will also be subtracted from the refund. We will process the refund within 30 days of your withdrawal.

Withdrawal from the program can occur in the following instances:

- You notify the institution of your withdrawal.
- The institution terminates your enrollment due to failure to maintain satisfactory progress, failure to adhere to the rules and regulations of the institution, or failure to fulfill financial obligations to the University.

To determine the refund amount, the date of your withdrawal will be considered the last recorded date of attendance. The amount owed will be calculated by multiplying the daily charge for the program (total institutional charge minus non-refundable fees) by the number of scheduled days attended prior to withdrawal. For distance education students, the scheduled days are based on a five-day week, excluding Saturdays, Sundays, and specific holidays listed in our catalog as defined in Section 6700 of the California Government Code.

If a portion of your tuition was paid from a loan or by a third party, the refund will be sent directly to the respective lender, third party, or, if applicable, to the state or federal agency that guaranteed or reinsured the loan. Any refund amount exceeding the unpaid balance of the loan will be allocated to repay student financial aid programs from which you received benefits, proportionate to the amount of benefits received. Any remaining amount will be refunded to you.

We aim to ensure a smooth and efficient withdrawal process, and we will provide any necessary assistance and guidance throughout the refund procedure. If you have any questions or require further clarification regarding the withdrawal and refund policy, please contact our administration office.

Students' Right to Cancel

We value your decision to enroll at our institution and understand that circumstances may arise where you need to cancel your enrollment. As a student, you have the right to cancel your

enrollment and receive a refund of charges paid within a specific timeframe. You can exercise your right to cancel and obtain a refund of charges paid through attendance at the first class session, or within seven days after enrollment, whichever is later.

To initiate the cancellation process, you are required to provide written notice of cancellation. Please address the notice of cancellation to the following address:
155 N. Riverview Dr, Anaheim Hills, CA 92808 or via email to registrar@avu.education

It is important that you send the notice of cancellation to the address stated above, which is also indicated at the top of the first page of the Enrollment Agreement.

If a student withdraws from the university before the commencement of any courses, we will provide a refund of the tuition and fees for the courses that were not commenced. However, please note that the refund does not include the non-refundable Student Tuition Recovery Fund assessment amount for California residents.

If a student pays the tuition and fees of an educational program through a loan, then he/she is liable to repay the complete amount of the loan along with the interest, except the amount of any refund. If a student gets qualified for a loan by the federal or state government and due to some reason he/she goes into default, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan; or
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Approval

American Vision University is proud to be approved by the Bureau for Private Postsecondary Education in the state of California, as mandated by CEC §94909(a)(12). Since 2018, our institution has been operating in Anaheim Hills, California, providing quality education to our students.

We invite prospective students to explore our catalog, which contains comprehensive information about our graduate programs and professional short courses, including detailed policies and procedures. It is important for students to review this information before accepting an enrollment agreement to ensure they have a clear understanding of our offerings.

Bankruptcy Statement

- American Vision University is financially solvent and does not have a pending petition in bankruptcy;
- It is not operating as a debtor in possession;
- It has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. §§ 1101 et seq.).

Online Distance Education Course Structure and Delivery

American Vision University is dedicated to providing inspiring and engaging online distance education courses. We prioritize accessibility and accountability, ensuring that our graduate programs are accessible to students worldwide. Our course structure and delivery format are carefully designed to enhance the student experience, leveraging innovative online technology and a professional learning structure.

The enrollment structure for our programs includes the following components:

- Enrollments for educational programs are processed weekly.
- Enrollment dates begin on Monday of each week.
- Each enrollment has fixed starting and ending dates.
- We foster a "cohort of one" relationship between the student and the instructor, facilitating one-on-one interaction.
- In some cases, a cohort of multiple students may be created based on the learning program and course objectives.

Our study materials are delivered according to the course structure and assessment schedule:

- Prior to starting the first course, enrolled students are required to complete an online orientation.
- The course completion time is two weeks.
- Students have the option to apply for extension petitions, which are approved based on their individual needs.
- Submission of two or more assessments per module is mandatory for students.

Student and Faculty Interaction

At American Vision University, we prioritize personalized learning experiences for our students. Our instructional model is designed to ensure that each student receives dedicated attention from faculty members. We are committed to maintaining consistent and meaningful student-faculty interactions throughout the learning program, facilitated by our online Student Learning Center (SLC) portal.

Through the SLC portal, students and faculty members can stay connected via various communication channels such as email, chat, and discussion board postings. These interactions are tailored to the specific learning modules and individual needs of each student, providing them with the personalized attention they deserve.

Our primary objective is to assist students in mastering the course objectives and successfully completing all the modules within the two-week schedule. Faculty members play a crucial role in guiding students through the course materials, monitoring their progress, and providing necessary support. Assignments, grading, and participation in discussion boards serve as

valuable tools for monitoring and evaluating student progress. This approach allows our faculty to identify areas that require additional focus and provide targeted assistance to strengthen students' knowledge and skills.

We are committed to fostering a supportive and engaging learning environment where students receive individualized attention and guidance from our dedicated faculty members.

Academic Calendar

American Vision University follows a dynamic academic calendar that ensures regular enrollment opportunities for certificate programs. Our enrollment process operates on a weekly basis, with a new start date every Monday. This means that students have the flexibility to begin their studies at various points throughout the year, with a total of 52 start dates available annually.

Each enrollment program has a fixed duration of two weeks, providing a structured timeframe for students to engage with the course materials, complete assignments, and participate in discussions. This allows for a focused and immersive learning experience within a defined period.

Our carefully designed academic calendar ensures that students have multiple entry points throughout the year, enabling them to start their certificate program at a time that best suits their personal and professional commitments. We are dedicated to providing accessible and flexible educational opportunities for our students.

Online Certificate Programs

The Online Certificate Programs at American Vision University is designed to be completed within a concise timeframe of two (2) weeks. The course follows a fixed schedule with specific start and end dates, ensuring a structured and focused learning experience.

During the two-week duration, students will engage in targeted learning activities, discussions, and assignments that are designed to deliver valuable insights and practical knowledge. Our experienced faculty members provide guidance and support throughout the course, fostering an interactive and engaging learning environment.

Outcomes Assessment

At American Vision University, we prioritize the assessment of student learning outcomes to ensure academic progress and program effectiveness. Our assessment process encompasses both formative and summative evaluations, providing students with valuable feedback on their knowledge and skills.

Throughout the learning program, students are required to submit written assignments, such as essays or short responses, allowing them to demonstrate their understanding of the course material. Ongoing discussions and question sessions are facilitated to address any queries and enable learners to meet specific learning objectives. Additionally, summative assessments, including written research papers or final exams, may be administered to evaluate students'

comprehensive understanding of the subject matter. Some courses may also involve the evaluation of case studies, providing practical application opportunities.

Each course is structured into two modules, designed to be completed within a two-week timeframe. Within this period, students will encounter assessments, comprising written essays, quizzes, case studies, and/or a research paper. These assessments serve as checkpoints to gauge students' progress and mastery of the course content.

To ensure continuous improvement, we value the feedback provided by our students. At the end of each course, students are required to complete an end-of-course survey. This survey covers a wide range of topics, including course materials, student support services, faculty engagement, technology usage, and demographic information. These survey responses play a crucial role in refining our educational system and enhancing the overall learning experience.

Our assessment process follows a systematic approach, adhering to procedural and analytical criteria:

- Identifying key factors that must be accomplished at the institution, program, and course levels.
- Establishing accountable goals and performance indicators to assess the achievement of desired outcomes.
- Utilizing appropriate qualitative and quantitative tools and techniques to measure student progress.
- Thoroughly analyzing assessment results, considering both intended and unintended consequences.
- Implementing changes based on the analysis to advance our services and continuously improve the learning experience.

Satisfactory Academic Progress (SAP)

Maintaining satisfactory academic progress (SAP) is a crucial requirement for students pursuing their certificate program at American Vision University. SAP is evaluated based on two key criteria:

- Quantitative Measure: This criterion assesses the total modules attempted and completed by the student. It ensures that students are making steady progress towards the completion of their certificate program.
- Qualitative Measure: The overall assessment of student performance provided by the institution serves as a qualitative measure. This assessment reflects their mastery of the course material and their ability to meet the academic standards set by the university.

The SAP status of a certificate program seeking student is reviewed weekly. It's important to note that the SAP status may vary depending on the certificate program pursued and any changes in certificate status.

Students who meet the prescribed standards for both the quantitative and qualitative measures will be considered in SAP GOOD STANDING. This indicates that they are progressing satisfactorily and are on track to successfully complete their certificate program.

Quantitative Criteria – Course Completion

The quantitative criteria for satisfactory academic progress (SAP) at American Vision University are based on the courses attempted and successfully completed by students. To meet SAP, students must fulfill the following requirements:

1. **Passing Grade:** Students are required to earn a minimum grade of C or higher in their course. This ensures that they have demonstrated satisfactory understanding and mastery of the course material.
2. **Course Completion:** Students must attempt and successfully complete at least two-thirds (67%) of their scheduled course.

To calculate the course completion rate, the number of courses successfully completed is divided by the total number of courses attempted. This ratio reflects the student's progress in successfully completing their scheduled coursework.

Meeting both the passing grade requirement and the minimum course completion rate is essential to maintain satisfactory academic progress and stay on track towards program completion.

At American Vision University, we emphasize the importance of maintaining a strong academic foundation and encourage students to actively engage in their studies to meet the quantitative criteria for SAP.

Qualitative Criteria – Academic Performance

The qualitative criteria for satisfactory academic progress (SAP) at American Vision University is based on the academic performance of students. To meet SAP, students must fulfill the following requirement:

1. **Satisfactory Performance:** Students must demonstrate satisfactory academic performance, equivalent to maintaining a standard of at least a grade of C or higher in their courses. This ensures that students are making satisfactory progress in their academic performance and meeting the established standards set by the university.

In the event that a student fails to meet the satisfactory academic progress (SAP) standards at American Vision University during a certificate program, the following step will be taken:

1. **Failure:** If a student does not achieve satisfactory academic performance by the end of the certificate program, they will fail. This decision is final and results in the discontinuation of the student's enrollment in the program.

At American Vision University, we are committed to supporting our students' academic success and provide resources and guidance to help them meet the qualitative criteria for SAP. We encourage students to seek academic assistance, engage in effective study strategies, and take advantage of the university's support services to maintain a strong progress towards their educational goals.

Probation and Dismissal

If a student fails to meet the satisfactory standards of SAP and is unable to maintain good standing, their academic standing will be placed on probation. During this probationary period, an academic review is conducted to assess the student's performance and determine the appropriateness of probation or dismissal.

If the Committee finds that a probationary period is warranted, the Committee will work closely with the student to develop a personalized plan aimed at improving their academic performance. This plan may include additional support, resources, or academic interventions to assist the student in overcoming any challenges they may be facing.

However, if despite these efforts, the student's academic performance does not show improvement, the university may proceed with dismissing the student from the learning program. The dismissal decision is made after careful consideration and is intended to maintain the academic standards and integrity of the institution.

In the event of a dismissal, students have the right to appeal the decision through the established appeal process. The appeal provides an opportunity for the student to present any relevant information or circumstances that may warrant a reconsideration of the dismissal decision.

Dismissal Appeal Process

If a student has been dismissed from American Vision University and wishes to seek reinstatement, they have the opportunity to appeal the dismissal by submitting a written petition to the university. The appeal petition should be accompanied by documented evidence of any mitigating circumstances that contributed to the decline in academic performance.

It is important to note that the appeal must be received by the university within 30 days of the date on the dismissal notice. This timeframe allows for a timely review and consideration of the appeal by the appropriate authorities.

The appeal process provides a platform for students to present their case and provide additional information that may not have been previously considered. It is essential for the student to include any relevant supporting documents or explanations that shed light on the circumstances surrounding their academic performance.

Upon receiving the appeal petition, the university will carefully review the provided documentation and consider all the relevant factors in reaching a decision. The appeals committee or designated authority will assess the merits of the appeal and determine whether reinstatement is appropriate based on the presented evidence and the university's policies.

It is important for students to understand that the appeal process is meant to ensure fairness and provide an opportunity for reconsideration. The university will make every effort to conduct a thorough and unbiased evaluation of the appeal, taking into account the student's circumstances and their potential for future academic success.

At American Vision University, we understand that each student's situation is unique, and we strive to approach the dismissal appeal process with compassion and fairness. We encourage students to provide complete and compelling information in their appeal petition to give themselves the best chance for a successful outcome.

Appeal Approval

If the appeal is approved by the university authority, the student will be granted the opportunity to re-enroll in the next course.

During this time, it is crucial for the student to fully utilize the resources and support services available to them, such as academic advising, tutoring, and study skills workshops. These resources are designed to assist the student in overcoming any academic challenges they may encounter and help them succeed in their coursework.

At American Vision University, we recognize the importance of providing students with a second chance and supporting their academic journey. Our aim is to help students overcome obstacles, develop their full potential, and achieve academic excellence.

Academic Honesty – Original Work Requirement

At American Vision University, we prioritize the importance of academic honesty and the submission of original work. We have high expectations for our students to demonstrate their understanding of the material taught by our faculty and to meet the academic standards set by the university.

When assigning assignments, we aim to assess students' progress and improvement. We expect students to produce original work that reflects their own ideas and words. If any external sources are used in the process, proper citation and acknowledgment of those sources are required. This includes all forms of communication, whether they are hard copy or electronic publications, copyrighted or not, or verbal or graphical content derived from recognized sources.

It is important to note that acts of academic misconduct may not be detected immediately and could be discovered after certificates have been awarded. In such cases, American Vision University reserves the right to withdraw certificates or nullify course completions upon uncovering such misconduct.

In instances where a violation of the academic honesty policy is found, faculty members have the authority to fail a student for a course or exam. The circumstances surrounding the violation will be thoroughly reviewed by the Academic Standards Committee, which will determine the appropriate course of action. In cases of severe or repeated offenses, the Dean has the authority to expel or fail a student found guilty of cheating.

It is crucial for students to understand that submitting copied or non-original work will not be accepted. Genuine and original work is the only basis for completing our certificate programs. Plagiarism is considered a serious violation of our policies and can result in dismissal from the program.

We are committed to upholding academic integrity and providing a fair and equitable learning environment for all students. By adhering to the principles of academic honesty and producing original work, students contribute to the credibility of their own achievements and foster a culture of integrity within our university community.

Grading, Evaluation Response Time and Grading Scale

At American Vision University, we recognize the significance of grading as a fundamental aspect of the learning process. Our dedicated faculty members and qualified graders meticulously evaluate students' performance based on objective and subjective questions, spreadsheets, homework assignments, and examinations. When determining grades, we consider factors such as accuracy, presentation, analysis, organization, swiftness, and overall quality to provide a comprehensive assessment of students' achievements.

Evaluation Response Time

We understand the importance of timely feedback in the learning process. Therefore, we have established the following schedule for returning graded assignments:

- Multiple-choice or other assignments administered within the Student Learning Center (SLC) will be returned within one (1) day.
- Writing, spreadsheet, or other assignments that do not require extensive feedback will be returned within five (5) days.
- Essays, detailed spreadsheets, or assessments that require in-depth analysis and feedback will be returned within ten (10) days.
- Capstone courses, term papers, and similar assessments will be returned within fourteen (14) days.

Grading Scale

Grades are assigned based solely on the quality of work and the level of understanding demonstrated in the assessments. Faculty members post grades through the Student Learning Center (SLC), where students can access their grade reports. Please note that results will not be provided via phone or email.

If a student wishes to request a review of their grades, they must submit a written statement with the date and signature to the Student Affairs department within two weeks of receiving the grade report.

At American Vision University, we adhere to the standard 100-point grading scale, as outlined in Table 5 below:

Table 5: 100 Point Grading Scale

Grade	Description	Scale	Quality Points
A+	Excellent	97-100	4.00
A		94-96	4.00
A-		90-93	3.67
B+	Above Average	87-89	3.33
B		84-86	3.00

B-		80-83	2.67
C+	Average	77-79	2.33
C		74-76	2.00
C-		70-73	1.67
D+	Below Average	67-69	1.33
D		65-66	1.00
D-		60-64	0.67
F	Failure	Below 60	0.00
P	Credit Earned/ Pass	NA	0.00
I	Incomplete	NA	0.00
W	Withdraw	NA	0.00

Attendance Requirements and Student Participation

At American Vision University, we understand the importance of student engagement and active participation in the learning process. To ensure a productive and enriching academic experience, we have established attendance requirements and encourage student involvement through various activities.

Assignment Submission and Course Completion

Students are responsible for submitting all completed assignments through the Student Learning Center (SLC) within 24 hours of the scheduled deadline. Our faculty staff will review and grade these assignments within the timeframe mentioned in the catalog. However, we understand that certain justifiable situations may arise, and in such cases, students can seek assistance from their instructors to make alternate arrangements for submission. These arrangements should be agreed upon based on the student's ability to complete the work and master the required skills. It is important to note that the university has a specified timeframe of two weeks for the completion of each course, and students are expected to submit their coursework within this period.

Attendance and Participation

As an online education institution, American Vision University does not require traditional in-person attendance. However, we emphasize the importance of active participation in the learning process. While students have the flexibility to study at their own pace, their participation in various academic activities is monitored by the university. This includes assignment submission, engagement in the discussion board, and time logged in the SLC.

Weekly Assignments and Discussion Board

To ensure a consistent learning experience, students are expected to adhere to a study schedule and submit module assignments on the scheduled dates. These assignments should be completed on a weekly basis rather than waiting until the end of the course. Regular feedback from instructors will help students better understand and master the content of the learning program.

In addition to assignments, there will be a weekly course discussion facilitated by the instructor. Active participation in these discussions is a requirement for all students. Points will be awarded

to students who actively engage in the discussion, as it promotes in-depth knowledge of the course material, peer-to-peer interaction, and guidance from instructors. It is important for students to actively participate in these discussions to maximize their learning opportunities. Failure to participate may result in a deduction of marks from the final grade.

At American Vision University, we believe that student engagement and participation play a vital role in the learning process. By adhering to assignment submission deadlines, actively participating in discussions, and maintaining a consistent study schedule, students can make the most of their educational journey and achieve their academic goals.

Non-Participation

In order to ensure a comprehensive and engaging learning experience, active participation from students is essential. At American Vision University, we closely monitor student participation and take appropriate measures to support their academic progress.

Lack of Assignment Submission and Inadequate Discussion Contribution

Failure to submit assignments and insufficient contribution to the course discussions may result in a deduction of marks in the final evaluation. Our faculty members and Academic Progress Advisors (APA) monitor student participation and engagement throughout the learning program. In cases where students are not actively participating, both the faculty and APA will investigate the reasons behind the lack of engagement.

Support and Guidance

We understand that students may face extraordinary circumstances that can hinder their ability to submit assignments or actively participate in discussions. In such cases, our faculty and advisors are dedicated to providing support and guidance to help students overcome these challenges. We encourage students to reach out to their instructors or advisors to discuss any difficulties they may be experiencing. By working together, we can find solutions and create a conducive learning environment.

Direct Feedback and Individual Contact

Instructors play a crucial role in providing direct feedback to students, both positive and constructive. The aim of this feedback is to motivate and encourage students to meet the academic learning requirements. If a student is not actively participating, instructors may directly contact the student to discuss their academic progress and provide guidance to help them succeed. These individual contacts allow for personalized support and intervention when necessary.

At American Vision University, we value the active participation of our students and recognize its importance in their academic journey. Through ongoing monitoring, support, and direct feedback, we strive to create an inclusive and dynamic learning environment that promotes student success and growth.

Graduation Requirements

At American Vision University, we have clear graduation requirements in place to ensure that students successfully complete their certificate programs and are prepared for their future endeavors. To be eligible for graduation, students must meet the following criteria:

1. **Successful Course Completion:** Students must pass all the required assessments specified in their certificate program's curriculum. This ensures they have met the necessary academic standards.
2. **Minimum Assessments:** Each certificate program has a specified number of assessments that students need to fulfill in order to graduate. These assessments are based on the program's academic standards and requirements.
3. **Application for Graduation:** Once students are close to completing their final assessment(s) and meeting all the graduation requirements, they can submit an application for graduation. This application serves as a formal request for the university to evaluate their eligibility and confirm that all program requirements have been successfully met.

We encourage students to consult with their academic advisors throughout their program to ensure they are on track to meet the graduation requirements. Advisors can provide guidance and support, helping students make informed decisions about their course selection and progress towards graduation.

At American Vision University, we are committed to ensuring that our students have a clear path towards graduation and are equipped with the knowledge and skills needed to succeed in their chosen fields.

Faculty

At American Vision University, we take great pride in our faculty members who play a vital role in providing a high-quality online education experience to our students. Our faculty members possess a wealth of knowledge and expertise in their respective fields, ensuring that students receive the best education and practical insights.

Our faculty members are dedicated to online teaching and have mastered the art of delivering engaging and interactive lessons through digital platforms. They understand the unique needs and interests of online learners, including those who are working full-time or managing other personal commitments. By leveraging technology and innovative teaching methods, our faculty members create a dynamic learning environment that fosters student success.

Name		School	Area of Specialty
Dr. Allison Kunerth	BS, MS, Ph.D	Saint Louis University	Healthcare Policy / Data analytics

Ann Marie	BA, MBA	Drexel University	Healthcare / Management
Ashley Stancil	BA, MBA	East Carolina University College of Business Greenville	Education / Management
Dr. Baran Erdik	MD, MHPA	Washington State University	Management / Healthcare
Dr. Christine R. Smith	BS, MBA, Ed.D	Lindenwood University	Organizational Leadership / Management
Dr. Ericka Williams	BA, MBA, Ed.D	Argosy University	Organizational Leadership / Human Resources
Fancy Mills	BS, MS	Texas A&M University	HRM / Education
Dr. Genevieve Dobson	BS, MBA, DBA	University of South Florida	Management / Finance
Heather McKamey	BA, MBA	Ashford University	HRM / Leadership
Dr. Jason Cherubini	MS, DBA	Tulane University	Finance / Management
Dr. Karl Hellman	BA, MS, DBA	Georgia State University	Marketing / Economics
Dr. Katie Necas	BS, MBA, PharmD	University of Washington	Healthcare / Management
Dr. Kei Alegria-Flores	BS, MPH, Ph.D	University of North Carolina	Healthcare / Public Health / Management
Dr. Kelley McConnell	BS, MS, Ph.D	Marywood University	Leadership / Management
Dr. Kelly Lynne Mounts	BS, MS, EdD	University of St. Augustine	Healthcare / Education
Dr. Kyle Neely	BS, MEd, EdD	St. Thomas University	Leadership / Education
Phillip DiCenso	BS, MBA	Wayne State University	IT / Management
Dr. Robert Stojanovic	BS, MBA, DBA	Colorado Technical University	Management / Finance / Human Resources
Dr. Samantha Calvin	BS, MBA, Ph.D	Arizona State University	Healthcare Innovation / Leadership
Dr. Shaneequa Parker	JD, MSW, MPA, CDE	City University of New York School of Law	Law / Healthcare / Public Administration
Dr. Tina White Potter	BS, MBA, DBA	University of Sarasota	Management / Marketing
Dr. Thomas Young	BA, BS, Ph.D.	University of Utah	Finance / Economics

Dr. Weiqi Zhang	BA, MA, Ph.D	University of Georgia	Data Analytics / Business Statistics
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Academic Freedom

At American Vision University, we value and uphold the principles of academic freedom, which create an environment that fosters the pursuit of knowledge, truth, and mutual respect. We believe in providing an open and inclusive platform that encourages the exploration of diverse ideas and perspectives. While promoting academic freedom, we also expect our students and faculty to adhere to the following university standards:

Academic integrity: We emphasize the importance of academic integrity, which encompasses honesty, fairness, and ethical behavior in all academic endeavors. Cheating, plagiarism, stealing, and dishonesty in any form related to academic work are strictly prohibited and not tolerated at our university.

High ethical standards: We strive for the highest level of academic excellence and ethical conduct. Students, faculty, teaching assistants, staff, and graders are expected to maintain high standards of integrity in all aspects of their academic and professional pursuits.

Professionalism: We place great emphasis on professionalism and believe it should be deeply rooted in individuals' values of tolerance, honesty, respect, knowledge, and fairness. Any form of academic dishonesty that compromises the quality and authenticity of academic study is strictly forbidden.

We understand and appreciate the diversity of opinions, voices, and teaching styles within the teaching and learning environment. Different approaches and perspectives can contribute to the achievement of common learning goals. Faculty members have the freedom to express their philosophies and opinions without censorship. However, it is important for faculty members to clarify that their personal opinions and expressions do not represent those of American Vision University.

While we encourage thorough discussions on diverse topics, we strongly discourage faculty members from engaging in discussions on controversial matters outside their area of expertise. It is their responsibility to guide students and create an environment that promotes respectful and informed discourse.

By upholding academic freedom while adhering to our ethical standards, American Vision University aims to cultivate an environment that fosters intellectual growth, critical thinking, and the pursuit of knowledge in a respectful and inclusive manner.

Academic Advising

At American Vision University, we have a dedicated team of professionals in our Student Services department who are committed to supporting and guiding students throughout their academic journey. This team consists of various key members, including Admissions team members, Academic Progress Advisors (APAs), the Registrar, and the University President.

The Student Services department takes responsibility for managing student records from the time of enrollment until graduation. They handle a range of important tasks, including tuition billing, retention efforts, and academic progress advising.

The Admissions team members are available to assist students during the enrollment process, providing information about the university, program options, and admission requirements. They guide students through the application process, helping them make informed decisions about their education.

Academic Progress Advisors (APAs) play a crucial role in supporting students' progress throughout their certificate program. They serve as mentors and advisors, offering guidance on course selection, academic planning, and ensuring that students are meeting the requirements for graduation. APAs work closely with students to create personalized academic plans, monitor progress, and provide support when challenges arise.

The Registrar's office is responsible for maintaining accurate and up-to-date student records. They handle tasks related to course registration, transcript requests, and the overall management of student academic records. The Registrar's office ensures the integrity and security of student information and provides essential administrative support to both students and faculty.

Finally, the University President oversees the academic operations and ensures the overall quality and success of the university. They work collaboratively with the Student Services department and other stakeholders to establish and maintain a supportive learning environment.

Together, these dedicated professionals in the Student Services department are committed to providing comprehensive support and guidance to students, assisting them in achieving their academic goals and ensuring a successful educational experience at American Vision University.

Change of Address

At American Vision University, it is important for students to maintain accurate and current contact information. To ensure effective communication and timely updates, we encourage students to promptly notify the university of any changes in their address or contact details.

Updating your contact information is a simple process. Students can conveniently update their address by submitting a Change of Address form to the Student Center. This form is designed to collect the necessary information required to update your records accurately.

By promptly submitting the Change of Address form, students can ensure that important university communications, such as academic updates, administrative notifications, and other relevant information, reach them without delay. It is essential to provide accurate contact information to avoid any disruptions in communication or missed deadlines.

Leave of Absence

At American Vision University, we understand that students may encounter circumstances that require them to take a temporary break from their studies. In such cases, students have the option to request a Leave of Absence, which allows them to pause their studies while remaining

enrolled in their program for a period of up to one year. However, it is important to note that all tuition accounts must be settled before the Leave of Absence becomes effective.

To initiate a Leave of Absence, students are required to submit a letter of explanation along with any supporting documentation that may be requested by the university. The letter should clearly outline the circumstances necessitating the leave and include a statement expressing the student's intention to successfully complete the program in the future.

It is important to note that students who request a Leave of Absence exceeding two weeks while currently enrolled in a program may be required to withdraw from their courses and pay any applicable administrative fees to the university.

The approval of a Leave of Absence request is subject to the administration's discretion at American Vision University. We carefully review each request and consider the individual circumstances of the student. Our goal is to support students in their educational journey while providing the necessary flexibility to manage personal challenges and obligations.

If you find yourself in a situation where a Leave of Absence is necessary, we encourage you to reach out to the university's administration, who will guide you through the process and provide any additional information or assistance you may require.

Course Incompletes and Extensions

At American Vision University, we understand that unforeseen circumstances may arise that can prevent students from completing their courses within the scheduled two-week timeframe. In such situations, students have the option to request an extension, and a temporary incomplete grade, Grade I, can be assigned until the course is completed. It's important to note that faculty members do not have the authority to grant Grade I grades directly, but they can refer students to the university's Student Affairs department for further assistance.

Students can request an extension by submitting a Request for Extension form to the Student Affairs department. Along with the form, students should provide a detailed explanation of the circumstances necessitating the extension and any supporting documents as requested by the administration. The approval of extension requests is solely dependent on American Vision University's decision.

It's crucial for students to submit the Request for Extension form after the first week and before the course ends. This ensures that the university has sufficient time to review and process the request. Once the request is evaluated, the Student Affairs department will send a letter to the student, informing them of the status of their extension request.

Please keep in mind that allowable extensions are typically granted for a maximum of two weeks beyond the end date of the course. Students are allowed a maximum of one extensions per course. However, the exact duration and conditions of the extension will be determined on a case-by-case basis by the university.

If you find yourself in a situation where you require an extension, we encourage you to promptly submit the Request for Extension form and provide all the necessary information to support your

request. The Student Affairs department is available to assist you throughout the process and address any questions or concerns you may have.

Examination Date Changes

At American Vision University, we understand that unforeseen circumstances may arise that can affect a student's ability to take an examination on the pre-scheduled date. In such cases, we have specific guidelines and procedures in place to accommodate students while ensuring the integrity of the examination process.

If a student needs to change the date of an examination, they are required to submit a petition to the university. It is important to note that these petitions will only be considered if they are filed on or before seven (7) days prior to the original examination date. This allows the university sufficient time to review the request and make necessary arrangements. Failure to undertake the exam within the pre-scheduled course/module completion time, without an approved date change, will result in a zero grade for the student for that specific examination.

In the event of an emergency situation that prevents a student from taking the final exam on the pre-assigned date, the student may submit a petition to the university for a late exam. This petition must be filed within one week of the original exam date and should be supported by proper documentation that clearly explains the gravity of the emergency situation.

We understand that emergencies can arise unexpectedly, and we are committed to supporting our students during challenging times. Our university will carefully review each petition on a case-by-case basis, taking into consideration the documentation provided and the nature of the emergency. The decision to grant a late exam will be made by the university based on the merits of each individual case.

We encourage students facing such situations to reach out to the university as soon as possible to initiate the petition process. Our goal is to ensure that students have a fair opportunity to demonstrate their knowledge and skills while maintaining the academic standards of American Vision University.

Please note that it is important to follow the university's guidelines and procedures regarding examination date changes to ensure a smooth and efficient process. Our dedicated staff is available to provide guidance and support throughout the petition process, and we are here to assist you during this time.

Course Repeat Policy

If a student receives an 'F' (failure) grade in a course, they must re-enroll and pay the necessary tuition fees to repeat it. Additionally, students have the option to retake a course they have previously passed, but they will be required to pay the full tuition for the course.

We understand that each student's academic journey is unique, and our course repeat policy is designed to provide opportunities for improvement and growth. Our dedicated staff is available to guide and support students throughout the process, ensuring a fair and transparent evaluation of each individual case.

Please note that it is important to familiarize yourself with the specific requirements and procedures outlined in our course repeat policy. Our university is committed to helping students achieve their academic goals and we are here to assist you in every step of your educational journey.

Technology Requirements

We strive to ensure that our students have the necessary technology and skills to successfully engage in online learning. To support a smooth learning experience, we have outlined the technology requirements and provided access to student services and educational resources. Here are the details:

Learning Management System:

Our online courses utilize the Canvas learning management system. We recommend using the following browsers for optimal performance: Chrome, Firefox, Edge, and Safari. These browsers should be the current or first major releases.

Device and Operating System:

Canvas is compatible with various devices, including Windows, Mac, Linux, iOS, Android, and others, as long as they have a modern web browser. Please ensure that your operating system is capable of running the latest compatible web browsers. It is important to keep your operating system up to date with the latest recommended security updates and upgrades.

Recommended Computer Settings

Computer Hardware:

- **Processor:** Intel Core i3 or higher, AMD Ryzen 3 or higher, or equivalent.
- **RAM:** Minimum of 4GB (8GB recommended).
- **Hard Drive:** At least 256GB of storage.
- **Webcam and Microphone:** Essential for video conferences and online discussions.

Operating System:

- Compatible with Windows 10 or later, macOS X 10.13 (High Sierra) or later

Software Requirements:

- **Web Browser:** Updated version of Chrome, Firefox, Safari, or Edge.
- **Office Suite:** Microsoft Office or equivalent, such as Google Docs.
- **Antivirus Software:** To protect against malware.
- **PDF Reader:** For viewing and annotating PDFs.

Internet Connection:

A minimum download speed of 1.5 Mbps is required for admission, which is typically associated with basic DSL or cellular/satellite connections. A faster connection, such as cable or fiber service, will enhance the online experience. Wi-Fi connection is generally acceptable, provided it meets the speed requirements mentioned above.

Skill Requirements:

Students need to possess basic computer skills, such as:

- Using a web browser and word processor
- Sending and receiving email
- Locating and attaching files to an email
- Copying and pasting

Technical Support:

- For assistance with technology requirements and Canvas, AVU provides technical support. Contact the Help Desk at HelpDesk@avu.edu for support related to hardware, software, internet connectivity, and Canvas.
- Students are encouraged to utilize AVU's technical resources and support services to address any technical issues promptly.

Student Services and Educational Resources

American Vision University offers a range of student services designed to support students in achieving their educational goals. We strongly encourage students to take full advantage of these services throughout their educational journey. Our dedicated staff is available to provide assistance and support when needed.

By meeting the technology requirements and utilizing the available student services and educational resources, students can enhance their online learning experience and make the most of their education at American Vision University.

Consulting and Guidance

At American Vision University, we are committed to providing comprehensive support and guidance to help our students achieve their educational goals. Our consulting and guidance services are designed to ensure a successful academic experience. Here's how we assist our students:

Orientation:

We provide an orientation program to help students familiarize themselves with American Vision University and its resources. This program equips students with essential information and tools to navigate their academic journey effectively.

Clarifying Career and Academic Goals:

Our dedicated advisors are available to assist students in clarifying their career aspirations and academic goals. Through personalized consultations, we help students explore different career paths, understand program requirements, and align their academic choices with their long-term objectives.

Course Selection and Program Planning:

We offer support in course selection and program planning. Our advisors work closely with students to help them choose the right courses that align with their interests, academic requirements, and career goals. We assist students in creating a well-rounded program plan that optimizes their learning experience.

It is important to note that while we provide extensive consulting and guidance services, it is the responsibility of each student to actively seek assistance from their department regularly. Proactive engagement with advisors allows students to address any concerns, seek clarification, and receive timely support. Waiting until encountering a problem may hinder progress, so we encourage students to reach out to their department regularly for ongoing guidance and support.

AVU is dedicated to empowering students to take ownership of their education and make informed decisions. By actively seeking consulting and guidance, students can maximize their educational experience and achieve their academic and career aspirations at American Vision University.

Library Learning Resources

American Vision University is dedicated to providing students with extensive library resources to support their academic endeavors. Our library resources are made available through the Library and Information Resources Network (LIRN), a consortium of more than 140 educational institutions serving over 500 campuses. By accessing LIRN, students gain access to a wealth of online library resources.

LIRN offers a comprehensive collection that includes more than 60 million resources, such as journal articles, encyclopedias, books, magazines, newspapers, and audio/video clips. These resources cover a wide range of subjects and are designed to support various academic programs.

The core collection within LIRN consists of databases from reputable sources such as Gale/InfoTrac, ProQuest, Informa, eLibrary, RCL Web, Credo, and Books in Print. These databases provide students with access to a wealth of online research materials, including complete articles with graphics and full-text content. The resources are available 24 hours a day, allowing students to engage in research and learning at their convenience.

By utilizing the library resources provided through LIRN, students at American Vision University can enhance their academic studies, conduct comprehensive research, and access authoritative information to support their coursework. The extensive collection of resources

ensures that students have the tools they need to excel in their studies and deepen their understanding of their chosen subjects.

We encourage all students to explore the LIRN collection and take full advantage of the rich variety of resources available to them. The library resources provided through LIRN are an invaluable asset for academic success at American Vision University.

Bookstore

At American Vision University, we understand the importance of accessible and affordable learning materials for our students. While we do not operate a physical bookstore, we provide alternative options to ensure students have access to the required textbooks and reference materials for their courses.

Our university's online library serves as a valuable resource for accessing the necessary materials. Through the online library, students can find a wide range of textbooks, reference books, e-books, and other relevant materials needed for their studies. This convenient and digital approach allows students to access the materials from anywhere and at any time, making the learning process more flexible and convenient.

By utilizing the online library, students can explore the collection of resources, search for specific textbooks or reference materials, and access them digitally. This eliminates the need to purchase physical books or rely on traditional bookstore options.

Additionally, AVU prioritizes affordability and aims to provide cost-effective solutions for students. We encourage students to explore alternative options such as e-books, open educational resources (OER), and library resources to reduce the financial burden associated with purchasing textbooks.

Furthermore, our academic advisors and faculty members are available to assist students in finding the required materials and navigating the online library resources. They can provide guidance on accessing specific textbooks or suggest alternative resources to support students' learning needs.

At American Vision University, we are committed to ensuring that our students have access to the necessary learning materials in a convenient and cost-effective manner. Our online library serves as a comprehensive resource center to support students' academic success and provide them with the materials they need to excel in their studies.

Placement Services

At American Vision University, we are dedicated to equipping our students with the necessary knowledge and skills to thrive in their chosen career paths. While we do not offer placement services, we provide comprehensive career support and resources to empower our students in their job search and career development.

AVU offers personalized one-on-one career advising to assist students in creating a strategic career plan aligned with their goals and aspirations. Our experienced career advisors are

available to guide students through the process of resume building, ensuring their resumes effectively highlight their qualifications and achievements. They also provide valuable feedback and suggestions to improve resumes and make them stand out to potential employers.

To enhance students' interview skills, we conduct mock interviews to simulate real-world interview scenarios. This gives students the opportunity to practice and refine their interviewing techniques, allowing them to feel more confident and prepared when facing actual job interviews.

We understand the importance of job search preparation, and our career services team provides guidance on effective job search strategies, including networking tips, job search platforms, and industry-specific resources. We aim to empower our students with the tools and knowledge they need to navigate the competitive job market successfully.

While it is important to note that employment opportunities ultimately depend on the individual student's qualifications, experience, and market conditions, we strive to equip our students with the skills and resources necessary for career success.

Additionally, it is important for students to be aware of the significance of accreditation when it comes to certain employment positions. While our certificate programs are designed to provide valuable education, it is essential for students to understand that positions with specific requirements, such as those with the State of California, may have accreditation criteria. We encourage our students to research and understand the accreditation requirements specific to their desired career paths to make informed decisions.

Commencement Ceremony

American Vision University takes pride in celebrating the achievements of our graduating students through a memorable virtual commencement ceremony. This significant milestone honors our students who have successfully completed their programs and fulfilled all other requirements set forth by the University.

To participate in the commencement ceremony, prospective graduates are required to submit the Application for Graduation and pay the designated graduation fee. This process ensures that students who have completed their program within the graduating academic year are eligible to be a part of the ceremony. To ensure effective communication, candidates for graduation will receive timely notifications via phone or email regarding important details related to the commencement ceremony.

We understand the importance of this occasion and the pride that comes with earning a certificate. As such, our commencement ceremony is designed to be a fitting tribute to the hard work, perseverance, and dedication exhibited by our graduates throughout their educational journey at American Vision University.

Housing

American Vision University takes pride in being an online distance learning institution, offering a diverse range of educational programs to students worldwide. As an online university, we

provide flexible and accessible learning opportunities without the need for physical classroom attendance.

Given the nature of our online learning environment, American Vision University does not offer housing facilities to students. We understand that students pursuing their education with us may be located in various parts of the world and have different housing arrangements. Therefore, it is the responsibility of our students to secure their own housing accommodations that suit their needs and preferences.

While we do not assist in locating housing, we are committed to supporting our students throughout their educational journey.

Housing Availability and Cost Estimation Near Institution's Facilities

Our institution, situated in the scenic area of Anaheim Hills, is surrounded by various housing options that cater to the diverse needs and budgets of our students. This vibrant community offers a mix of residential settings from private rentals to apartment complexes, all within a reasonable commute to our campus.

Housing Options and Cost Range:

Apartment Complexes:

- **Canyon Village Apartments**
 - **Location:** 1265 N. Chrisden St, Anaheim Hills, CA 92807 (Approximately 2.5 miles from the campus)
 - **Cost Range:** \$2,000 - \$2,500 per month for studio to one-bedroom units
 - **Amenities:** Features include a pool, fitness center, and in-unit laundry. Its proximity to shopping centers and public transportation makes it ideal for students.
 - **Website:** [Canyon Village Apartments](#)

Extended-Stay Hotels:

- **Residence Inn by Marriott Anaheim Hills Yorba Linda**
 - **Location:** 125 South Festival Drive, Anaheim Hills, CA 92808 (Approximately 3 miles from the campus)
 - **Cost Range:** \$125 - \$300 per night, with potential discounts for longer stays
 - **Features:** Offers spacious suites with full kitchens and separate living, working, and sleeping areas. Amenities include breakfast, Wi-Fi, and a fitness center.
 - **Website:** [Residence Inn Anaheim Hills](#)

Student Rights and Responsibilities

Maintenance and Confidentiality of Student Privacy and Records

American Vision University recognizes the importance of maintaining the accuracy, confidentiality, and security of student records and upholding student privacy rights. We adhere to the guidelines and regulations set forth by the U.S. Family Educational Rights and Privacy Act

(FERPA) and the California Administrative Code Section 18804(a) to ensure the proper handling and protection of student information.

As per FERPA guidelines, students have the following rights regarding their education records:

1. Right to inspect and review records: Students have the right to access and review their education records maintained by the institution. Requests for access to records are processed within 45 days of receiving the request.
2. Consent for disclosure of personal information: Students have the right to control the disclosure of their personal information contained in their academic records, except for information that FERPA allows to be disclosed without consent.
3. Disclosure to school officials: Under FERPA, the institution may disclose education records to school officials who have legitimate educational interests. These officials may include faculty members and other individuals or entities working for the institution.
4. Disclosure to other educational institutions: AVU may disclose academic records to other educational institutions upon request, if a student intends to enroll in an educational program at the requesting institution.
5. Right to file a complaint: If AVU fails to meet the requirements of FERPA, students have the right to file a complaint with the U.S. Department of Education.

AVU also follows the guidelines regarding the disclosure of directory information. Directory information includes details that are not considered harmful or an invasion of privacy if disclosed. The disclosure of directory information requires approval from the registrar, and students have the option to refuse the disclosure of their directory information to other educational authorities by providing a written request.

Financial records are maintained separately from academic documentation to ensure their confidentiality. These records are accessible to authorized institutional officers and regulatory authorities. Additionally, AVU retains all data and records regarding completion, placement, licensure (if applicable), and salary disclosure requirements for graduates employed in their field for a period of not less than five years.

Academic records, including information on a Transcript of Academic Record, are retained indefinitely to maintain a comprehensive and accurate historical record of a student's academic achievements.

At American Vision University, we are committed to safeguarding student privacy and maintaining the integrity and confidentiality of student records. By adhering to FERPA guidelines and implementing stringent security measures, we strive to provide a secure and trusted environment for our students' academic information.

Student Record Retention Policy

We recognize the importance of maintaining student records in a responsible and secure manner. In compliance with the Title 5 California Code of Regulations §71920, we have established a student record retention policy that ensures the proper storage and retention of pertinent student records.

AVU will retain the relevant student records for a period of 5 years from the student's date of completion or withdrawal. This includes academic records, enrollment information, and any other records required by the regulation. By retaining these records, we are able to meet legal and regulatory requirements and provide necessary documentation when needed.

Our record retention policy aims to balance the need for maintaining student information with the importance of privacy and data protection. We ensure that all student records are stored securely and access is limited to authorized personnel only.

If students require access to their records within the retention period, they can request the necessary information by following the established procedures. We strive to process such requests in a timely manner, typically within 45 days, in accordance with applicable laws and regulations.

At the end of the 5-year retention period, student records will be securely disposed of in a manner that ensures confidentiality and privacy. This disposal process follows industry best practices and applicable legal requirements.

Student Record	Retention Period
Student's application for admission	Five years
Transcripts from prior colleges/universities attended	Five years from admissions date and three years after AVU graduation date
Registration forms	Five years
Add/drop forms	One year
AVU transcripts	Permanently
Application for graduation	One year
Change of grade form	Permanently
Grade report forms	Five years

Non-Discrimination Policy

The American Vision University is dedicated to fostering an inclusive and diverse community that upholds the values of equality and respect. Our non-discrimination policy reflects our unwavering commitment to providing an environment that promotes fairness, prohibits discriminatory behavior, and ensures equal opportunities for all individuals.

The University is firmly committed to maintaining a welcoming and respectful work and educational environment, where every member of our community can contribute their unique perspectives and engage in meaningful dialogue. We recognize the importance of mutual respect and the appreciation of diverse viewpoints as integral to the growth and development of our institution.

In accordance with state and federal laws, the American Vision University strictly prohibits discrimination in any form. We do not tolerate discrimination based on race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, gender identity and expression, genetic information, or any other class protected by applicable law. This applies to all aspects of our programs and

activities, including access, admission, treatment of students, as well as employment and the application process.

Furthermore, the University's policy extends to encompass the prevention of harassment, including but not limited to racial harassment, sexual harassment, and retaliation for filing complaints of discrimination. We are dedicated to maintaining an environment free from such misconduct, where individuals can thrive academically and professionally without fear or intimidation.

The American Vision University is committed to thoroughly investigating any reports of discrimination or harassment and taking appropriate action to address and remedy such behavior. We encourage members of our community to promptly report any concerns to the appropriate channels so that we can ensure a safe and inclusive environment for all.

By upholding this non-discrimination policy, the American Vision University reaffirms its commitment to equality, diversity, and respect, fostering a vibrant and inclusive community where every individual has the opportunity to succeed and thrive.

Drug Abuse Prevention Policy

The American Vision University is fully committed to maintaining a drug-free educational environment that prioritizes the well-being and safety of our faculty and students. Our objective is to foster a healthy and conducive learning environment where individuals can flourish academically and personally. We firmly believe that performance-impairing drugs not only pose a risk of injury but also undermine the overall learning experience by impairing judgment and cognitive abilities.

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), all members of our university community, including students and faculty, are expected to adhere to federal, state, and local laws, as well as campus regulations. Violation of these laws and policies will result in strict disciplinary action.

The possession, use, or distribution of dangerous drugs, including illegal substances like marijuana, is strictly prohibited on campus, except when authorized by legal authorities. Any violation of these laws is considered a breach of both legal and campus policy.

In the event that an individual is found to be in violation, they will be required to participate in and successfully complete a rehabilitation program sanctioned by federal, state, or local authorities. We emphasize that substance abuse, including drug and alcohol use, can have severe psychological and physiological health consequences. These substances directly impact vital organs such as the liver and kidneys and can lead to addiction with a high risk of relapse.

The American Vision University provides resources and support to assist employees who may be facing challenges related to chemical abuse. We offer a range of confidential services aimed at helping individuals overcome substance abuse issues and regain control of their lives. These resources are available to employees who may need assistance, and we encourage individuals to seek help without fear of judgment or reprisal.

The following resources are available to employees who may be dealing with chemical abuse issues:

<http://www.aa.org/?Media=PlayFlash> - Alcoholics Anonymous Support Group

<http://www.niaaa.nih.gov/Pages/default.aspx> - National Institute on Alcohol Abuse and Alcoholism

<http://www.ncadd.org/> - National Council on Alcoholism and Drug Dependence

<http://www.mayoclinic.com/health/alcoholism/DS00340> - Mayo Clinic

Effects and Symptoms of Overdose, Withdrawal and Misuse of Alcohol and Drugs

To ensure the well-being and safety of our students and employees, it is essential to understand the effects, symptoms, and risks associated with the overdose, withdrawal, and misuse of alcohol and drugs. The following resources provide valuable information on these topics:

- **Substance Abuse and Mental Health Services Administration (SAMHSA):** SAMHSA's website (<http://ncadi.samhsa.gov/>) offers comprehensive information on substance abuse and mental health. It provides educational resources, research, and treatment options for individuals seeking assistance or information regarding alcohol and drug-related issues.
- **Drug Enforcement Administration (DEA):** The DEA, a division of the U.S. Department of Justice, is dedicated to combating drug abuse and illicit drug trafficking. Their website (<http://www.usdoj.gov/dea/concern/concern.htm>) provides information on various drugs, their effects, potential risks, and legal implications.
- **Federal Trafficking Penalties:** The U.S. Department of Justice's DEA website (<http://www.usdoj.gov/dea/agency/penalties.htm>) provides an overview of federal trafficking penalties for different controlled substances. It offers insight into the legal consequences associated with drug misuse and trafficking.

Americans with Disabilities Act

To ensure a fair, inclusive, and accessible learning environment, American Vision University is committed to upholding the provisions of the Americans with Disabilities Act (ADA) and other relevant federal, local, and state regulations pertaining to disabled students. We strive to empower and support students with disabilities, providing them with reasonable accommodations and ensuring equal access to educational opportunities. Our university welcomes and supports all qualified students who meet the ADA criteria.

Our faculty members diligently adhere to Section 504 of the Rehabilitation Act, a national law that protects the rights of qualified individuals and prohibits discrimination based on disability. At American Vision University, we believe that every qualified person with a disability has the right to participate in educational programs and perform the necessary functions to meet the academic standards and requirements of their chosen courses and programs.

Requests for accommodations must be accompanied by appropriate documentation that meets the university's criteria. It is important to note that accommodations should not create "undue

hardships." Undue hardships refer to actions that pose significant difficulties or expenses when considering factors such as the university's size, financial resources, and the structure of academic and service operations. Accommodations should not compromise the academic integrity of the courses and programs. Students are expected to fulfill course requirements and meet the specified academic standards. Course content and learning programs will not be altered to cater solely to the needs of individuals with disabilities.

By adhering to the principles of the ADA and related legislation, American Vision University strives to create an inclusive and supportive environment where all students have an equal opportunity to succeed. We encourage students with disabilities to come forward, engage in open communication, and work collaboratively with our university to ensure their educational needs are met effectively and with respect for their individual circumstances.

Requesting Disability Accommodations

Requesting Disability Accommodations at American Vision University is a straightforward process designed to ensure that qualified students receive the necessary support. To initiate the accommodation request, students must follow the steps outlined below:

- **Qualification Notification:** Qualified students need to formally notify American Vision University of their disability status. Accommodations will only be considered for students who have notified the university of their qualification. It is the student's responsibility to inform the university.
- **Submission of Documentation:** Students should submit accurate and complete documentation supporting their disability at least 30 days prior to the accommodation request. Timely submission of documentation is solely the responsibility of the student, and the university cannot be held liable for any delays.
- **Early Accommodation Request:** Students with pre-existing conditions are advised to submit their accommodation request during the admission process or before enrolling in any learning program. For existing students, the required documentation for accommodations should be submitted before completing their course program. Accommodation requests cannot be retroactively applied to coursework already completed before the request.
- **Documentation Review:** The submitted documentation will be reviewed by the staff at American Vision University who are responsible for evaluating disability accommodations.
- **Written Notification:** Within 30 days of receiving the accommodation request and associated documentation, American Vision University will provide written notification to the applicant regarding the accommodation decision.
- **Incomplete Documentation:** In the event that the university determines the submitted documentation to be incomplete, the applicant will not be notified to complete or clarify the documents. It is the responsibility of the student to ensure that all required

documentation is complete and accurate.

- **Confidentiality:** American Vision University is committed to maintaining the confidentiality of all medical and accommodation-related information. Information related to accommodations will only be shared within the university and will be treated as confidential.

By following this process, American Vision University aims to ensure that qualified students receive the necessary accommodations to support their educational journey while upholding confidentiality and adhering to relevant regulations.

Required Disability Accommodation Documentation

To ensure that your disability accommodation request is properly evaluated, it is important to provide accurate and comprehensive documentation to American Vision University. The required documentation may vary depending on the type of disability. Please make sure to include the following documents when submitting your accommodation request:

1. **Medical Report:** Provide a detailed medical report that clearly identifies the type of disability, including mental, learning, or physical limitations. The report should be accurate and prepared by a qualified medical professional.
2. **Test Results:** Include the name, dates, and complete results of any tests or assessments conducted by a certified professional that support your disability claim.
3. **Description of Limitations:** Provide a comprehensive description of your limitations in performing various enrollment and learning program activities offered by American Vision University. This should demonstrate how the disability impacts your ability to fully participate in the academic programs.
4. **Accommodation Recommendations:** If applicable, include any specific recommendations for accommodations that align with the academic activities provided by American Vision University. These recommendations should be based on professional assessment and align with your needs.
5. **Professional Credentials:** Include the professional credentials, licenses, and experience of the evaluator who conducted the disability assessment. This helps establish the credibility of the documentation.

For more information on documentation requirements specific to certain disabilities, you can visit the College Board website. Please note that the provided link may be subject to change, so if the link is inactive, you can visit the student home page at <http://student.collegeboard.org/> and search for "documenting specific disabilities" to access the relevant information.

By submitting accurate and comprehensive documentation, you can ensure that your disability accommodation request is properly evaluated by American Vision University, enabling them to provide appropriate support and accommodations tailored to your needs.

Documentation Time Limits

The documentation time limits for disability accommodation requests may vary depending on the type of disability. Please take note of the following guidelines:

- **Learning Disability:**

1. Applicants under 21 years of age: The documentation for a learning disability should generally be within the past three years.
2. Applicants above 21 years of age: If the medical test was conducted when the applicant was 18 years old, the documentation should be within the past three years.

- **Mental Disability:**

1. Qualified mental disability documentation is generally accepted within the past six months.

- **Physical Disability:**

1. Documentation requirements for physical disabilities may vary.
2. For students with permanent physical conditions, the documentation will be considered regardless of the date, as long as it fulfills the university's requirements.
3. Students with temporary physical disabilities should provide documentation within the past one year.

Appeal of Denied or Modified Accommodation Requests

To ensure a fair process, American Vision University provides an avenue for students to appeal denied or modified accommodation requests. Here are the steps to follow for appealing:

1. Submitting the Appeal:

- Students must submit the appeal in writing within 15 days of the accommodation denial.
- The appeal should clearly state the reasons for disagreeing with the decision and provide any additional supporting documentation or information.

2. Non-Retaliation Policy:

- American Vision University maintains a non-retaliation policy. If a student files a discrimination charge, participates in an investigation, or engages in any legal action under the ADA, the university will not retaliate but will cooperate to ensure a fair resolution.

For further information regarding the Americans with Disabilities Act or any inquiries related to disability accommodations, students can contact AVU through the following channels:

- Email: info@avu.edu
- Phone number: 949-501-3701

Students can reach out to student support team who will be available to answer questions and address any concerns regarding American Vision University's compliance with the Americans with Disabilities Act.

When sending disability accommodation requests to Student Affairs at AVU, students can choose from the following methods:

1. Email Submission:

- Attach the necessary documents to an email and send it to info@avu.edu

2. Mailed Submission:

- Use a carrier service with document tracking capability.
- Address the envelope to: American Vision University 155 N. Riverview Dr, Anaheim Hills, CA 92808.

By following the appropriate steps and channels, students can initiate an appeal process for denied or modified accommodation requests and seek clarification or resolution in accordance with American Vision University's policies and the Americans with Disabilities Act.

Student Code of Conduct

The American Vision University recognizes that academic success and a positive learning environment are built upon a foundation of shared values and mutual respect. Therefore, all students are expected to adhere to the following code of conduct:

1. Respect for Others:

- Treat all members of the AVU community, including faculty, staff, and fellow students, with respect, fairness, and dignity.
- Engage in constructive and inclusive dialogue, promoting a welcoming and diverse learning environment.
- Refrain from engaging in any form of discrimination, harassment, or bullying based on race, color, religion, gender, sexual orientation, disability, or any other protected characteristic.

2. Academic Integrity:

- Uphold the highest standards of academic integrity and honesty in all coursework and assessments.
- Refrain from plagiarism, cheating, or engaging in any other dishonest practices.

- Give proper credit to all sources used in academic work and adhere to citation guidelines.
3. Compliance with Policies and Procedures:
 - Familiarize yourself with and abide by all published policies and procedures of AVU.
 - Take responsibility for understanding and adhering to academic and administrative requirements, including course prerequisites, registration deadlines, and academic program guidelines.
 4. Responsible Use of Resources:
 - Use AVU's facilities, technology, and resources responsibly and in accordance with their intended purposes.
 - Respect intellectual property rights and the privacy of others in online discussions and communications.
 5. Personal Conduct:
 - Conduct yourself in a manner that promotes a safe and inclusive learning environment.
 - Refrain from engaging in disruptive behavior, violence, threats, or any conduct that poses a risk to the well-being of others.

Failure to comply with the AVU Student Code of Conduct may result in disciplinary actions, including but not limited to warnings, probation, suspension, or expulsion, as deemed appropriate by AVU.

Students are encouraged to seek guidance and support from AVU's student services and resources to address any questions or concerns related to the Student Code of Conduct.

Accreditation and Enrollment Information

In compliance with California Education Code (CEC) §§94909(a)(16) and 94897(p), we disclose that American Vision University (AVU) is not accredited by an agency recognized by the U.S. Department of Education. Here are the key implications for students considering enrollment:

- **Licensure and Certification:** AVU does not offer programs intended to prepare students for licensure exams in California or other states. Consequently, graduates from AVU may not be eligible for such exams.
- **Employment Recognition:** An unaccredited certificate may not be recognized for certain jobs, particularly within the State of California.
- **Federal Financial Aid:** Students at AVU are ineligible for federal financial aid.

Student Grievance Policy

The American Vision University always strives to maintain a healthy learning environment. Our grievance policy is designed to focus and resolve any issues that arise within the university or

student and faculty. We always work with honesty and dignity and make sure that both the students and the instructors are having a great experience. The policy is applicable to all students, faculty members, and other officials or any third party who believe that American Vision University does not work in accordance with established policies or procedures.

A grievance can be defined as any decision or action undertaken by any of the faculty member during their official duty that violates any of the policies or procedures of the institution. We believe that such violations that can harm the reputation of the university and also disrupt the academic career of the students must be resolved in a timely manner. Students generally complaint on any of the following matters:

- Administrative issues
- Technical issues
- Financial issues
- Issue with the faculty performance
- Grading
- Program service and program effectiveness/expectations
- Issues with library services

The university always aims to resolve through cooperation and promote mutual understanding among the students, faculty and staff officials. At the American Vision University, we take every possible step to resolve grievances in an effective manner. The steps are as follows:

Step 1: We encourage our students to have one-on-one conversation with the faculty or staff to resolve the issues. student rights

Step 2: In case Step 1 doesn't work for the student, he/she has the right to directly communicate with the supervisor of the staff or faculty member.

Step 3: If Step 2 doesn't work, then students can write to Students Affairs, explaining all the things in detail, and attaching the supporting documents if any. Make sure the letter reaches the university within one month after occurrence of the grievance. Students have the privilege to overlook the first two steps and directly submit a letter of grievance to Student Affairs.

Step 4: Once the letter of grievance is received, required action will be taken by the Chief Academic Officer to resolve the problem to the satisfaction of all the parties.

Step 5: If nothing works at all, then Academic Standards Committee (ASC) will conduct a hearing. The grievance will be reviewed carefully by the Committee and a precise decision in provided in writing, within the 30 days of the submission of the letter.

Step 6: The student may send an appeal, in writing, any decision rendered by the Committee to the President of the American Vision University. Students can also make an appeal to the president regarding the suspension, expulsion or any other strict action. At the end president's verdict in writing will be final.

Students or members are also allowed to file a complaint with the following entities:

California Bureau for Private Postsecondary Education

Physical address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834

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

Toll-free: (888) 370-7589

Local: (916) 574-8900

Fax: (916) 263-1897

Online complaint forms are accessible at www.bppe.ca.gov

Programs and Objectives

American Vision University (AVU) offers the following certificate programs:

Certificate Programs

All first-time AVU students must complete the AVU Online Orientation (ORT 100). Students are expected to dedicate between 7.5 to 10 hours per week to their studies. This commitment ensures that students can thoroughly engage with the course material and achieve the learning objectives set for their programs. To evaluate student understanding and progress, a variety of assessment methods are employed throughout our courses. These may include: quizzes, discussion questions, case studies, research papers.

- MSO101 - Marketing Strategies and Operations
- DMS101 - Developing Management Skills
- PME101 - Project Management Essentials
- DMSS101 - Digital Marketing Strategies & Social Networks
- LD101 - Leadership Development
- NE101 - Negotiating Effectively
- BSM101 - Business Strategy for Managers
- ST101 - Strategic Thinking
- EM101 - Event Management
- NU101 - Nutrition and Health
- HM101 - Hospitality Management
- LRH101 - Leadership Roles in Health
- EC101 - E-Commerce
- FB101 - Fashion Business
- SBM101 - Small Business Management

MSO101 - Marketing Strategies and Operations

Course Description

2-week online course provides an introduction to the purpose, processes and methodologies of marketing management at strategic and operational levels. The student will explore campaign planning, as well as the strategic, operational and tactical issues that affect its on-going success. SOC Code: 11-2021 Marketing Managers.

Course Objectives

Upon successful completion of the program, students will have acquired the knowledge and skills needed to:

- Identify the components of a well-defined marketing strategy and how it might influence overall business strategy.
- Perform a market analysis and learn to apply the six stages of research to a marketing initiative
- Create and communicate the value of your brand
- Identify new marketing channels and learn how to communicate value to potential consumers

Technical Requirements

As the program is conducted totally online, students are expected to have access to a reliable computer that is connected to the Internet. The student should also have back-up access to the required electronic resources is necessary for successfully completing this course.

Curriculum Outline

Week 1:

- Marketing in a Changing World: Creating Customer Value and Satisfaction
- Strategic Planning and the Marketing Process
- The Global Marketing Environment

Week 2:

- Marketing Research and Information Systems
- Product and Services Strategy
- Marketing and Society: Social Responsibility and Marketing Ethics

DMS101 - Developing Management Skills

Course Description

2-week online course in Developing Management Skills. The course is for those aspiring to management positions to learn and improve their skills, for the benefit of themselves and their businesses. SOC Code: 11-3111 Compensation and Benefits Managers.

Course Objectives

This course provides an opportunity for students to improve many key managerial and leadership skills. In particular, the course provides an opportunity for students to learn about their strengths and weaknesses around many traits and skills required of an effective manager and leader, particularly those skills that focus on interpersonal competence required to work effectively with individuals and within teams. These include:

- Communication skills
- Empowering and engaging others
- Gaining power and influence
- Managing conflict
- Managing stress
- Problem solving skills
- Admissions requirements

Technical Requirements

As the program is conducted totally online, students are expected to have access to a reliable computer that is connected to the Internet. The student should also have back-up access to the required electronic resources is necessary for successfully completing this course. College and public libraries are a great resource for back-up technology resources.

Curriculum Outline

Week 1:

- What Are Management Skills?
- Developing Self-Awareness:
 - Skill Development Objectives:
 - Increase personal awareness of your sensitive line, emotional intelligence, personal values and moral maturity, cognitive style, orientation toward change, and core self-evaluation

Week 2:

- Managing Personal Stress
 - Skill Development Objectives:
 - Eliminate stressors
 - Develop resiliency
 - Cope with stress in the short term
- Solving Problems Analytically and Creatively
 - Skill Development Objectives:
 - Increase proficiency in analytical problem solving
 - Recognize personal conceptual blocks
 - Enhance creativity by overcoming conceptual blocks
 - Foster innovation among others

PME101 - Project Management Essentials

Course Description

2-week online course will discuss the fundamental principles of project managing. It will also discuss the tools and techniques that you need to help achieve your goals. The course looks at the

fundamental principles of project management. SOC Code: 11-9199 Project Management Specialists.

Course Objectives

Upon successful completion of the program, students will have acquired the knowledge and skills needed to:

- A sound understanding of the core principles of project management
- A detailed knowledge of what's needed to competently manage a project including how to:
 - Initiate a project
 - Plan a project
 - Execute a project
 - Monitor & control a project
- Manage & close a project

Technical Requirements

As the program is conducted totally online, students are expected to have access to a reliable computer that is connected to the Internet. The student should also have back-up access to the required electronic resources is necessary for successfully completing this course.

Curriculum Outline

Week 1:

- Developing Project Management Skills
- Initiating the Project

Week 2:

- Planning and Acquiring Resources
- Executing the Project
- Controlling the Project

DMSS101 - Digital Marketing Strategies & Social Networks

Course Description

Traditional marketing has always been about the 4Ps: Product, Price, Place, and Promotion. This course will examine how the digital revolution has transformed all of the above, and augmented them with the 5th P of Participation (by consumers).

In this 2-week online short course, we will examine best-practices related to the business use of social media and digital marketing. The course will discuss how specific firms can create a comprehensive social media and digital marketing plan and execute it. At the end of two weeks,

you will be able to speak the digital language and use it effectively. SOC Code: 11-2011 Advertising and Promotions Managers.

Course Objectives

Upon successful completion of the program, students will have acquired the knowledge and skills needed to:

- Introduce current and core practices of Digital and Social Media Marketing that will allow participants to analyze, plan, execute and evaluate a digital marketing strategy.
- Develop an understanding of Search Engine Optimization (SEO), Social Media Optimization, Affiliate and other relevant communication channels for engagement of digital communities.

Technical Requirements

As the program is conducted totally online, students are expected to have access to a reliable computer that is connected to the Internet. The student should also have back-up access to the required electronic resources is necessary for successfully completing this course.

Curriculum Outline

Week 1:

- Digital Marketing
- Social Media

Week 2:

- Integrated Marketing Communications
- Evaluating an Integrated Marketing Program

LD101 - Leadership Development

Course Description

Leadership is about change: being able to make things happen with, and through, other people. Yet the world within which leaders operate is complex, dynamic, and unpredictable. As you rise in your career, you will need multiple and often conflicting constituencies on board to follow your vision. But if you don't lead, others will not follow. SOC Code: 11-1011 Chief Executives.

Course Objectives

Upon successful completion of the program, students will have acquired the knowledge and skills needed to:

- Understanding what leadership is and is not.
- Developing the skills needed to lead.
- Understanding your own mindscape as a leader.

- Developing a personal leadership plan.

Technical Requirements

As the program is conducted totally online, students are expected to have access to a reliable computer that is connected to the Internet. The student should also have back-up access to the required electronic resources is necessary for successfully completing this course.

Curriculum Outline

Week 1:

- Strategic vision and setting direction
- Developing people

Week 2:

- Developing organizations
- Managing effectively

NE101 - Negotiating Effectively

Course Description

Whether you need to reach an agreement, bargain, or influence others, this 2-week short course will develop your negotiation skills so you're able to communicate confidently. This online short course will teach you everything you need to know to plan for a negotiation, create an effective proposal, and diagnose barriers. SOC Code: 11-3121 Human Resources Managers.

Course Objectives

Upon successful completion of the program, students will have acquired the knowledge and skills needed to:

- Effectively plan for negotiations.
- Apply assertive communication techniques during negotiations.
- Select the right approach to facilitate desired outcomes in different situations.
- Manage the negotiation process.

Technical Requirements

As the program is conducted totally online, students are expected to have access to a reliable computer that is connected to the Internet. The student should also have back-up access to the required electronic resources is necessary for successfully completing this course.

Curriculum Outline

Week 1:

- Negotiation: The Mind and the Heart

- Integrative Negotiation: Expanding the Pie

Week 2:

- Creativity, Problem-Solving, and Learning in Negotiation
- Negotiating in a Virtual World

BSM101 - Business Strategy for Managers

Course Description

Managing people effectively requires a basic understanding of human nature—your own and others’—and of the dynamic, complex world around you. It can be learned—as can the communication skills you need to convey your strategic vision and propel your organization ahead. Develop a personal strategy for leading and strengthening your presence and presentation for more effective leadership and your organization’s optimal performance. SOC Code: 11-1021 General and Operations Managers.

Course Objectives

Upon successful completion of the program, students will have acquired the knowledge and skills needed to:

- Understand the rationale and the tools behind successful business strategies.
- Make better decisions that create long term value.
- Apply strategic thinking and planning in your department.
- Include a plan for successful deployment and execution in your strategy.

Technical Requirements

As the program is conducted totally online, students are expected to have access to a reliable computer that is connected to the Internet. The student should also have back-up access to the required electronic resources is necessary for successfully completing this course.

Curriculum Outline

Week 1:

- Strategic Planning: Strategies, Tactics, and Competitive Dynamics
- Influencing and Communication

Week 2:

- Leadership
- Building Organization Culture

ST101 - Strategic Thinking

Course Description

A successful strategy relies on clear leadership choices, based on a deep understanding of strategic context and company ambition. The course will explore the complete strategy process. It builds on the Strategic Awareness and Business Acumen program, extending its core principles, to take your knowledge to a deeper level and equip you with the tools you need to formulate, communicate and execute strategy that drives sustained competitive advantage for your organization. SOC Code: 11-2022 Sales Managers.

Course Objectives

Upon successful completion of the program, students will have acquired the knowledge and skills needed to:

- Develop strategies.
- Communicate strategy effectively.
- Build and maintain competitive advantage.
- Gain an integrated perspective of business systems and processes.
- Align people, culture and structure.

Technical Requirements

As the program is conducted totally online, students are expected to have access to a reliable computer that is connected to the Internet. The student should also have back-up access to the required electronic resources is necessary for successfully completing this course.

Curriculum Outline

Week 1:

- What Is Strategy?
- Strategy Within and Across Industries
- Competing Globally

Week 2:

- Strategy in the Digital Age
- Building Corporate Advantage
- Putting It All Together

EV101 - Event Management

Course Description

The online 2-week short course will equip participants with essential knowledge and skills needed to excel within each stage of the event management process. The course provides the tools and comprehensive education in the essentials of event management from conception to

evaluation to meet the goals in each one of the events you execute! SOC Code: 11-2031 Public Relations and Fundraising Managers.

Course Objectives

Upon successful completion of the program, students will have acquired the knowledge and skills needed to:

- Event planning essentials.
- Keeping your event on budget.
- Risk management.
- Adding the finishing touches.

Technical Requirements

As the program is conducted totally online, students are expected to have access to a reliable computer that is connected to the Internet. The student should also have back-up access to the required electronic resources is necessary for successfully completing this course.

Curriculum Outline

Week 1:

- Introduction to Event Management
- Strategic Planning in Meetings, Expositions, Events and Conventions

Week 2:

- Risk Management for Meetings, Expositions, Events and Conventions
- Accounting and Financial Planning

NH101 - Nutrition and Health

Course Description

This 2-week course will provide basic and specialized knowledge to individuals within the nutritional/natural products field (retail, fitness or clinical setting) in order to enhance their knowledge and credibility. It is also well suited for those who seek to further their own personal knowledge in nutrition in order to help family and friends. SOC Code: 29-1031 Dietitians and Nutritionists.

Course Objectives

Upon successful completion of the program, students will have acquired the knowledge and skills needed to:

- Learn about the nutrient value.
- Find out how can you boost the immune system and alleviate health conditions.
- Learn about the relationship between free radicals and antioxidants.

- Discover how to include in natural products your everyday diet.

Technical Requirements

As the program is conducted totally online, students are expected to have access to a reliable computer that is connected to the Internet. The student should also have back-up access to the required electronic resources is necessary for successfully completing this course.

Curriculum Outline

Week 1:

- Introduction to Nutrition and Health
- Food Choices: Nutrients and Nourishment
- Nutrition Guidelines: Tools for a Healthful Diet

Week 2:

- The Human Body: From Food to Fuel
- Carbohydrates: Simple Sugars and Complex Chains
- Nutrition for Physical Performance

HM101 - Hospitality Management

Course Description

This online short course will explore the role of Customer Service, personnel and Hospitality Management. Participants will be able to analyze and evaluate the policies and principles that best promote a customer-focused culture and learn how to successfully manage a team to obtain this objective. Participants will be able to analyze and evaluate the policies and principles that best promote a customer-focused culture and learn how to successfully manage a team to obtain this objective. SOC Code: 11-9081 Lodging Managers.

Course Objectives

Upon successful completion of the program, students will have acquired the knowledge and skills needed to:

- Explain the characteristics of the hospitality industry.
- Explain the characteristics of the accommodation product.
- Define the classification of hotel departments.
- Define security procedures.

Technical Requirements

As the program is conducted totally online, students are expected to have access to a reliable computer that is connected to the Internet. The student should also have back-up access to the required electronic resources is necessary for successfully completing this course.

Curriculum Outline

Week 1:

- Introduction to Hospitality Management
- Organization of the Hotel Workplace
- Staff Management in Hotels

Week 2:

- Control Systems
- Front Desk Management (Reception)
- Servicing Rooms and General Cleaning

LRH101 - Leadership Roles in Health

Course Description

This online 2-week short course is designed to provide participants with an overview of contemporary thought on leadership, the leader's role, and to explore applications of that role. SOC Code: 11-9111 Medical and Health Services Managers.

Course Objectives

Upon successful completion of the program, students will have acquired the knowledge and skills needed to:

- Explore the competencies required to be an effective leader.
- Assess the relationship between leadership competencies and organizational effectiveness.
- Formulate an understanding of contemporary leadership thought.
- Critique your personal leadership capabilities identified during the course.

Technical Requirements

As the program is conducted totally online, students are expected to have access to a reliable computer that is connected to the Internet. The student should also have back-up access to the required electronic resources is necessary for successfully completing this course.

Curriculum Outline

Week 1:

- The leadership challenge & LPI self-assessment
- The role and responsibilities of Leaders in today's healthcare environment

Week 2:

- Ethical behavior and professional accountability
- The leader as a continuous learner

- Reflective leadership

EC101 - E-Commerce

Course Description

This 2-week online course will help participants examine how the Internet is rapidly becoming one of the primary communications, marketing, and commercial mediums for businesses in almost every industry, and how managers can effectively use this tool to execute their organization's strategic plans. SOC Code: 11-2022 Sales Managers.

Course Objectives

Upon successful completion of the program, students will have acquired the knowledge and skills needed to:

- Exploring the Internet environment, introduction to Internet marketing, e-commerce opportunities.
- Understanding customer experience and interface, ethical and legal issues, online branding, e- marketing opportunities, traffic building, online consumer behavior.
- Understanding the online product development and pricing, Web traffic analysis and measuring for success, and social media.

Technical Requirements

As the program is conducted totally online, students are expected to have access to a reliable computer that is connected to the Internet. The student should also have back-up access to the required electronic resources is necessary for successfully completing this course.

Curriculum Outline

Week 1:

- Setting the scene
- Product, stock and proposition
- Online merchandising and selling

Week 2:

- Retention and insight
- Usability, testing and user experience
- Integration across channels

FB101 - Fashion Business

Course Description

The online 2-week short-course will introduce participants to the business side of the fashion industry. Participants will be learning the fundamentals of the design process, branding, promotion and marketing in order to sell the designs. By the end of the course, participants will have basic understanding of the fashion industry as a whole and the business behind making it one of the most dynamic industries in the world. SOC Code: 11-2022 Sales Managers.

Course Objectives

Upon successful completion of the program, students will have acquired the knowledge and skills needed to:

- How to research potential markets to ensure you have a business opportunity with potential, customer profiling and market positioning, how to give your brand a name, how to write a basic business plan and raise funding for a business.
- Researching trends and range planning, sourcing and managing supplier relationships.
- Launching a transactional website from design to customer service, the changing business of fashion.
- How to use appropriate marketing media for your business, how PR can help your business.

Technical Requirements

As the program is conducted totally online, students are expected to have access to a reliable computer that is connected to the Internet. The student should also have back-up access to the required electronic resources is necessary for successfully completing this course.

Curriculum Outline

Week 1:

- Turning your fashion retail business idea into reality
- Stocking up, Buying and Merchandising

Week 2:

- Setting up shop, creating your fashion retail environment
- The big sell, marketing your business

SBM101 - Small Business Management

Course Description

This online 2-week short course will start by discussing building on new venture creation which takes a new small business from the planning stage to start-up, participants will examine how to

successful operate an up-and-running venture. SOC Code: 11-1021 General and Operations Managers.

Course Objectives

Upon successful completion of the program, students will have acquired the knowledge and skills needed to:

- Discussing problem solving and creativity.
- Understanding how to communicate with people.
- Discussing developing merchandising plans; operations management; marketing management; electronic commerce; managing human resources.

Technical Requirements

As the program is conducted totally online, students are expected to have access to a reliable computer that is connected to the Internet. The student should also have back-up access to the required electronic resources is necessary for successfully completing this course.

Curriculum Outline

Week 1:

- Entrepreneurs: The Driving Force
- New Business Planning Process

Week 2:

- Building a Bootstrap Marketing Plan
- Managing Inventory Staffing and Leading a Growing Company