



THE CONTINENTS STATES UNIVERSITY

January 1, 2023 – December 31, 2023

UNIVERSITY CATALOG

Volume I

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Definitions

In this catalog, using the term “Continents, The University, School, us, and we” may refer to the legal entity of The Continents States University.

Purpose

The catalog is the official source for all academic regulations, procedures, and program specifications. The academic standards and accrediting criteria to maintain matriculated status and to be eligible for a degree, diploma, or certificate are governed by general academic norms and policies. Students who continue under amended educational policies must follow all program requirements.

Reservation of Rights

The Continents States University reserves the right to make changes to the provisions of this catalog and its rules and procedures at any time, with or without notice. This catalog is not a contract but merely a general outline of the programs being operated presently by the school. Specific policies may be grandfathered in at enrollment, and other revised policies supersede prior policies.

Contact Information

The Continents States University is an online higher education institution that can be reached by navigating to our website: <https://www.continents.us> or contacting us for general questions at info@continents.us or admission purposes at admissions@continents.us and by phone at +1 (314) 530-9135. Students who prefer to visit our office must schedule an in-person appointment before their visit. Our office is in St. Louis Downtown area at 4625 Lindell Blvd, Suite 200, Saint Louis, MO 63108-3725 USA.

Hours of Operations

The Continents States University office is an administrative office with administrative working staff members. The office hours of operations are Monday to Friday from 08:30 AM to 05:00 PM.

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Objectives and Purpose Statement

The Continents States University has defined a philosophy, mission, vision, values, goals, and purpose statement to include uniqueness. The university purpose statement is readily identified throughout the university's courses and programs and with faculty and staff in operations and instruction.

Mission

The Continents States University works to equip future professionals with the skills, tools, and opportunities that enable faster integration into the workforce industry around the globe by delivering affordable, quality, and competency-based education to everyone across the continents.

Vision

The Continents States University aspires for international recognition to become an accredited online private institution where we embrace affordable education and students grasp their new life, grow, and thrive.

Value

The Continents States University is committed to being a diverse leader with an audience, staff, volunteers, program delivery instruction, community participation, and decision-making.

Goals

At The Continents States University, we are committed to helping a diverse group of people in the United States and across the globe access affordable educational opportunities. We are dedicating ourselves to helping those in the United States, Russia, South Africa, Japan, and worldwide. The university aspires for national and global recognition for private online instruction, facilitating student learning and growth.

Impact

The Continents States University increases equal access opportunities to higher education for those who cannot afford it.

Institutional Outcome

1. A variety of transferable abilities, including information literacy, critical thinking, numeric literacy, research techniques, teamwork, engaging diverse viewpoints, ethical reasoning, and effective communication, must be demonstrated at an advanced level.
2. Obtain a thorough understanding of a primary discipline, develop appropriate specialties, and understand how it relates to other areas of study.
3. Utilize advanced skills and knowledge from one's subject independently in complex and unpredictable circumstances to consistently serve the needs of various groups with our philosophy and practice.

State Authorization

The Continents States University operates under the regulations of the state of Missouri section 173.600. The Continents States University issues degrees and complies with Missouri Revised Statutes Section 173.616, RSMo. Internationally accredited, committed to delivering competitive and membership-based education to everyone across all continents!

Accreditation and Membership

The Continents States University is accredited by Accreditation Service for International Schools, Colleges and Universities (ASIC). ASIC is recognized by UKVI in the UK and is a full member of The International Network for Quality Assurance Agencies in Higher Education (INQAAH), a member of the British Quality Foundation (BQF), and an institutional member of the European Distance and E-Learning Network (EDEN).

The Continents States University is an Educational Member of the International Accreditation Council for Business Education (IACBE). An Educational Member of the IACBE is an academic business unit that has met the IACBE's requirements for membership and has affirmed its commitment to excellence in business education. For more information on Educational Membership and the IACBE, please visit the IACBE website: www.iacbe.org.

IACBE is recognized by the Council for Higher Education Accreditation (CHEA) in the United States and listed on [CHEA's website](#) as a recognized American accrediting agency. The mission of CHEA is to examine regional, private career, and programmatic accrediting organizations and to vouch for their excellence.

The MiniMaster in Medical Administration program was reviewed and approved by the National Healthcareer Association for the eligibility to sit for the Medical Administrative Assistant (CMAA) and the Medical Billing & Coding Specialist (CBCS) exams.

Legal Control

The Continents States University is a privately held company owned by Dr. Ricky Madison, approved and authorized by the State of Missouri to transact business.

Physical Facility

The university office is not a physical campus and has no classes held on the ground. It is in Saint Louis Downtown within a building of 44,415 sq ft, suite space of 12,812 sq ft, and individual offices ranging between 80 sq ft to 180 sq ft. The university has completed all the local enforcement requirements by the City of Saint Louis, Saint Louis County. Neither the university nor the owner declared bankruptcy and has never been affiliated with such entities.

Administrative Leaders

Administrative team, support, and staff members:

1. Imran Ghulamali, Data Coordinator
2. Charles Anosike, Special Advisor
3. Ravi Paudyal, Fundraising Specialist
4. Tonya Jefferson, Academic Advisor
5. Ricky Madison, Chief Executive Officer
6. Jamilia Howard, Chief Academic Officer
7. Meriem Bellarbi, Chief Legal Officer
8. Emil Ragimov, Chief Financial Officer

Faculty Team

Faculty team, Deans, Department Executives

1. Dr. Charles Anosike, Ph.D. from Walden University
2. Dr. Henry Oh, PhD from Universidad Panamericana de San Jose
3. Dr. JoAnne Hayes, Ph.D. from Walden University
4. Dr. Tengiz Magradze, Ph.D. from Georgian Technical University
5. Dr. Pradeep Ganguly, Ph.D. from Clemson University
6. Dr. Judith Hazen, JD, from the University of Miami
7. Dr. Jamilia Howard, EdD from Walden University

Federal Holidays

The university observes the following holidays, and no student services or customer service will be available:

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- Washington's Birthday (Presidents Day)
- Memorial Day
- Independence Day (4th of July)
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

Enrollment Dates

The Continents States University has rolling admission, allowing prospective students to apply at any time.

Academic Calendar

The academic week will run from Saturday at 12:01 am CST to Friday at 11:59 pm. All assignments and quizzes will need to be submitted by Friday of each week at 11:59 pm CST.

CALENDAR	TERM 1	TERM 2	TERM 3	TERM 4	TERM 5
Application Deadline	12/31/2022	01/31/2023	02/28/2023	03/31/2023	04/30/2023
First Date of Class	01/06/2023	02/10/2023	03/17/2023	04/21/2023	05/26/2023
End Date of Class	02/03/2023	03/10/2023	04/14/2023	05/19/2023	06/23/2023
Last Date to Drop	01/12/2023	02/16/2023	03/23/2023	04/27/2023	06/01/2023

CALENDAR	TERM 6	TERM 7	TERM 8	TERM 9	TERM 10
Application Deadline	05/31/2023	06/30/2023	07/31/2023	08/31/2023	09/30/2023
First Date of Class	06/30/2023	08/04/2023	09/08/2023	10/13/2023	11/10/2023
End Date of Class	07/28/2023	09/01/2023	10/06/2023	11/03/2023	12/08/2023
Last Date to Drop	07/06/2023	08/10/2023	09/14/2023	10/19/2023	11/16/2023

Technology Requirements

The university is recommending the following system configuration and software:

- Operating System: Mac OS X 10.2 or Windows XP or higher.
- Hardware: 256 Mb RAM, CD-ROM, and 1 Gb free disk space
- Web Browser: Firefox 3.0, Internet Explorer 8.0, Safari 4.0, or Chrome 10.1 or higher.
- Internet: Basic internet access with 0.4 MB speed.
- Email: Any free email service provider.
- Productivity Software: Microsoft Word, PowerPoint, and Excel 2007 or higher

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects student education records' privacy. Parents or eligible students have the right to request a correct school record that they believe is inaccurate or misleading.

Admission Requirements

The following section is the institution's written policy defining the minimum requirements for admission and acceptance at the specific degree level or into the program proposed by the institution, consistent with criteria established by the appropriate regional or nationally recognized specialized accrediting agency or the State of Authorization. This section will explain the admissions policies with details on academic credit standards and transfer credit criteria. Included is the institution's written policy providing the requirements and procedures for refunding fees. A decision will be issued within 7-15 business days. Otherwise, an application will be denied automatically.

The Continents States University required each student to meet the following requirement before starting the enrolment process.

1. Applicants must be 18 years of age or older.
2. Proof of English proficiency or equivalent.
3. Applicants must possess a valid, unexpired, government-issued ID.
4. Applicants must be high school graduates or hold a GED or international equivalent.
5. Applicants must have a bachelor's degree from an accredited institution with a minimum of 2.0 GPA.

Non-native English Speakers

Students enrolling at The Continents States University are expected to read and write English as its language of instruction and communication. To ensure the quality of education, The University requires all enrolled students to satisfy one of the following:

1. Provide proof of prior English education.
2. Take Cambridge Assessment English / B2 Level required.
3. Provide TOEFL pass score / 65 pass score required - University DI Code B594.
4. Pass score from International English Language Testing System (IELTS).
5. Duolingo English Test / 120 Minimum score is required.
6. Take and pass the EF SET / C2 Level required. (Free of charge).

7. Students need help to demonstrate English Proficiency. Take an English prep course free and provide a successful completion certificate—free classes through edX®.

Entrance Exam

The Continents States University does not require entrance exams for admission –any student does not have to take pre-entrance exams.

Prerequisite Courses

Potential students willing to enroll in The Continents States University must not present prerequisite courses outside the interest program. All students qualify for admission once they satisfy the entrance requirements.

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) indicates successful completion of coursework assigned to earn credit for the taken course. To meet SAP standards, students must maintain a CGPA of 2.0 in all classes. A student has failed to meet SAP standards and may qualify for a “warning” period to one term of Study.

When students requiring submitting an appeal, they must provide the following:

1. Why do they believe the university should have a grade adjustment? The burden to prove student beliefs rests with the students to demonstrate.
2. Submit documentation confirming the circumstances and date(s) during which it occurred.
 - a. If the university accepts the student’s appeal, course grades will be updated accordingly.

SAP is evaluated based on grades posted at the end of each study term and before the beginning of the upcoming study term (defined as four weeks of academic study).

The university shall use the following subjects in each study term SAP evaluation

- Cumulative grade point average (qualitative)
- Credit hour completion/Program Pace (quantitative)

Transferability of Credit

In traditional universities, students must complete significant courses and electives to qualify for graduation. The Continents States University is working hard to emphasize that all our students benefit from a small portion of their lives pursuing higher education. To be eligible for graduation, all students must complete all major sections in each program-prior life experience or knowledge (or introductory courses). We accept credit transfers from other accredited institutions; however, students must pay a \$25 credit processing fee.

Each educational institution makes its own decision regarding whether to accept completed coursework for credit. The Continents States University is committed to being an inclusive community free from discrimination. The Continents States University is a competency-based-education online university whose resources are limited.

The transferability of credit is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether credits will be accepted by another institution of the student's choice.

Life Experience Credit

To qualify for prior life experience credit, students must combine their experience with a credit transcript issued by the American Council on Education (ACE) or any other credit awarding organization.

Examples of Life Experience

The University will only accept life experience obtained from government employment, military, peace corps, and other types when combined with a certificate of credit issued by a recognized credit awarding agency in the United States or an internationally reputable agency.

Foreign Credentials Evaluation

The university will return unverifiable foreign credentials to the student with a full refund of all money paid, excluding admission processing fees of \$50. Moreover, the student must receive a foreign credential evaluation from a National Association of Credential Evaluation Services (NACES) recognized evaluation agency in the United States.

Acceptance of Credit Transfer

Staff members evaluating credit transfer will be subject to the university's foreign credentials evaluation training. Also, credentials evaluators will receive full access to the American Evaluation Association resources library when needed.

The Continents States University may accept 49% of transferred credit. The University will take the course works and credits submitted by students with a pass score and transcript issued by the institution of Study, the American Council on Education (ACE), or any other credit awarding agency recognized by the United States Department of Education or foreign government.

Agencies Approved To Issue Credit

Issued credit must be combined with the original transcript to be kept on the student file permanently.

- 1- American Council on Education (ACE)
- 2- International Association for Continuing Education and Training (IACET)
- 3- Service members and veterans of the U.S. Army, U.S. Navy, U.S. Marine Corps, and the U.S. Coast Guard receive the [Joint Services Transcript \(JST\)](#)
- 4- Service members and veterans of the U.S. Air Force receive a transcript from the [Community College of the Air Force](#)
- 5- StraighterLine (ACE & DEAC Accredited)

Grievance Procedure

Any student grievance with the university should first discuss the problem with the school director or the academic advisor. Suppose not taken accommodation into consideration to resolve the grievance. In that case, the student should make a written complaint and submit it to the university president's office, asking for a response. The university may process all grievances case-by-case within thirty business days. If the alleged grievance is deemed justified, The Continents States University will take whatever steps it deems appropriate to correct any grievance suffered by the complaining student. The Continents States University follows the U.S. Department of Education under section 668.43 (b) provisions. For unresolved matters, the student may contact the authorizing agency for the university.

Any questions a student may have regarding this Agreement that the University still needs to satisfactorily answer may be directed to the Missouri Department of Higher Education (MDHE). They can be reached at 301 W. High Street, Jefferson City, MO 65102-1469, <https://dhewd.mo.gov/>, Phone: (573) 751-2361, or Fax: (573) 751-6635.

Grading System for Graduate Studies (Grade Point Average)

Unless otherwise indicated, the university calculates each grade earned into the student's cumulative grade point average (CGPA). The credits assigned for the course taken will be part of calculating the total credit hours attempted. The grading system for academic performance appears below. The grades given for lessons taken shall be part of calculating the whole credit hours attempt. The following formula computes the student's grade-point average (GPA):

$$\frac{\text{Total Quality Points Earned}}{\text{Total Units of Credit attempted.}} = \text{Grade Point Average (GPA)}$$

Highest	Lowest	Letter	Value
100.00 %	97.50 %	A	Excellent
97.49 %	92.50 %	A-	
92.49 %	90.00 %	B+	
89.99 %	87.50 %	B	Satisfactory
87.49 %	82.50 %	B-	
82.49 %	80.00 %	C+	
79.99 %	77.50 %	C	Below Standard
77.49 %	70.00 %	C-	
69.99 %	59.90 %	D	
59.89 %	00.00 %	F	Failure

Transcript Marks

- | | |
|---------------------------------|--|
| 1. IN-Incomplete | Didn't complete the work assigned for any reason. |
| 2. OW-Official Withdrawal | A student officially withdraws from the course. |
| 3. WA-Administrative Withdrawal | A student didn't comply with school policies. |
| 4. WU-Unofficial Withdrawal | A student stopped attending a course. |
| 5. WD-Withdraw Drop | Drops out during the second or third week of the term. |
| 6. PN-Pending | A student is under academic investigation. |
| 7. NC-No Credit | A student transfers credit from another institution. |
| 8. NA-Never Attended | Paid the fees and never attended the course. |
| 9. AG-Adjusted Grade | Received an adjusted score. |
| 10. RC-Recovery Course | A grade is assigned when a student repeats a course. |
| 11. AF-Administrative Failure | Punitive F due to academic misconduct. |
| 12. FA-Failed | Student fails the assigned course. |
| 13. AY-First Year of Study | The term number follows the first year of study. |
| 14. BY-Second Year of Study | The term number follows the second year of study. |

The student grade point average (GPA) is computed using the formula: **Total Quality Points Earned / Total Units of Credit Attempted.**

Code of Conduct

To preserve the caliber of the educational experience and the collaborative standards of the University's educational purpose. The Continents States University has created a general code of conduct. Students are expected to always adhere to the General Code of Conduct, including by complying with requests made by the university authorities acting on their official duties. All university community members must act to uphold these values in all facets of academic life, including electronic and other forms of communication.

The Continents States University places high importance on the right to free speech and supports a wide range of opinions in a welcoming environment. Every university community member must treat students, faculty, staff, volunteers, and administrators respectfully. No community member is allowed to act in a way that could be interpreted as harassing, disrespectful, or aggressive. Harassment, threatening behavior, or purposeful embarrassment of others will not be tolerated. It will be grounds for disciplinary action, including dismissal from the University or immediate removal from the course. These actions are all considered violations of the General Code of Conduct. Ask other students for money or starting businesses with them is forbidden.

Non-Academic Dismissal

Conditions for admission and dismissal of students from academic units (Colleges/Programs) at the University are primarily determined by the faculty of those units. The academic dismissal policy formalizes the procedure for dismissing students for academic reasons, which begins with academic probation. The continuation of a program or eligibility to pursue a career connected to the program or major may be impossible or impractical for a student if they violate extra, non-academic, or professional requirements. Academic requirements could include standards for moral character, a criminal record, or anything similar. The procedure for removing students from academic units for reasons other than academic performance is made official by this policy.

Professional requirements and non-academic requirements that might restrict admission or could lead to dismissal from an academic unit must be approved as policy by the faculty of that academic unit and ratified by the Faculty Senate and chief academic officers of the university using the same procedures used for the approval of academic admission/dismissal requirements.

The competent administrative body of the academic unit will consider dismissing students who are found to be in breach of ratified policy. Students whose dismissal is being considered will be informed in writing of the time, place, and circumstances under which they may address the decision-making body and be heard. If the student is dismissed, they will be informed of the decision and their ability to appeal.

Students may challenge their expulsion from an academic unit. The University Appeals Hearing Panel will review appeals regarding academic unit dismissals.

It is expected that students who are expelled from a college or program will have access to counselors who can help them prepare to transfer to another institution. The dismissing unit will let the student know they can keep working with their present adviser through their subsequent semester of enrollment. Any student still waiting to be accepted into a new college or program after this will be assigned to University for guidance toward this objective by University standards. One semester of University advising will be given to students whose earned credit hours surpass the credit hour cap of the University policy on Transferring to a Degree-granting University.

Student Identity Verification

The Continents States University required all applicants to provide an unexpired copy of a valid government identification document containing the following information:

1. Applicant's full legal name.
2. This name will be used on all school records and graduation documents.
3. Applicant's current address.
4. This address will be used to verify identity and mail graduation documents.
5. Applicant's photograph.
6. Applicant's date of birth.

Acceptable forms of ID:

1. United States Military ID.
2. Canada Military ID Card.
3. United States Government Personal Identity Verification (PIV) Credential.
4. Japan Citizen Registration Card (Jyumin Kihon Daicho).
5. Government-Issued Driver's License.
6. National, State, and Country Identification Card.
7. Valid Government Issued Passport.
8. Alien Registration Card (Green Card, Permanent Resident Visa).

The following forms of ID are NOT accepted:

1. Employee ID.
2. School ID.
3. Credit cards.

- **In Japan:** a driver's license is considered a government-issued ID and must be combined with another form that satisfies signature requirements.
- **In Korea:** a Korean National Identity card is considered a government-issued ID and must be combined with another form that satisfies signature requirements.
- **Temporary ID:** all types of forms of ID that are issued temporarily are not a form of acceptable ID in all countries.

The same ID used during the admission process is also used to verify the student's identity during any proctored exams. If students' information doesn't match the ID uploaded during the

admission process, then the student will not be allowed to take the proctored exam. This process will be followed for all proctored exams.

Students who are their identity verified will receive a unique username and password to allow them to access the university's online system, campus, library resources, and many other services.

Non-Discrimination Policy

The Continents States University has established a nondiscrimination policy. This policy applies to all aspects of the relationship between The Continents States University and its students, volunteers and employees, including, but not limited to, employment, recruitment, advertisements for employment, hiring and firing, compensation, assignment, classification of employees, termination, upgrading, promotions, transfer, training, working conditions, wages and salary administration, and employee benefits and application of policies. These policies apply to independent contractors, temporary employees, all personnel working on the premises, and other persons or firms doing business for or with The Continents States University. Disciplinary action will be taken against any employee or agent who breaches this policy.

POLICIES

1. **DISCRIMINATION.** The Continents States University shall not tolerate, under any circumstances, without exception, any form of discrimination based on race, creed, religion, color, age, disability, pregnancy, marital status, parental status, veteran status, military status, domestic violence victim status, national origin, political affiliation, sex, predisposing genetic characteristics, and any other status protected by the law. This list is not exhaustive. Job promotions will be offered to employees based on merit, experience, and other job-related criteria. For qualified people with disabilities, The Continents States University will make every effort to provide reasonable workplace accommodations that comply with applicable laws. All employees, volunteers, managers, stakeholders, and agents at The Continents States University will comply with these anti-discrimination policies. In some cases, local laws and regulations may provide more excellent protection than those described in this policy.
2. **HARASSMENT.** The Continents States University is committed to providing a work environment free from harassment. Any unwanted and offensive behavior toward the recipient, which creates an intimidating, hostile, or humiliating work environment for that person, violates The Continents States University's policy. Harassment can occur between members of the opposite sex or the same sex. Harassment, verbal or non-verbal, explicit or implicit, based on an individual's sex, race, ethnicity, national origin, age, religion, or other legally protected characteristics will not be tolerated. All employees must abide by this policy, including supervisors, other management personnel, and independent contractors. No person will be adversely affected in employment with The Continents States University due to complaints of harassment.
3. **SEXUAL HARASSMENT.** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when (1)

submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions, promotion, transfer, selection for training, performance evaluations, benefits, or other terms and conditions of employment; or (3) such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment or substantially interferes with an employee's work performance. The Continents States University prohibits inappropriate conduct that is sexual in nature at work, on University business, or at University-sponsored events, including the following: comments, jokes, degrading language, sexually suggestive objects, books, or any form of media electronic or in print form. Sexual harassment is prohibited between members of the opposite sex or the same sex.

4. **STATEMENT ON AFFIRMATIVE ACTION.** An affirmative action program has been developed where The Continents States University seeks to increase the representation and participation of minorities.
5. **REPORTING DISCRIMINATION & HARASSMENT.** Suppose an employee or volunteer feels that they have been harassed as described in this policy. In that case, they should immediately report the matter to President's Office through any verbal or written means. Suppose that contact is not available, or the employee is not comfortable informing this contact. In that case, the employee should immediately notify any other manager or supervisor. Once the matter has been reported, it will be promptly investigated. Any corrective action will be taken when deemed appropriate. All complaints or unlawful harassment under this policy will be handled as confidentially as possible. Timely reporting is encouraged to prevent the re-occurrence of, or otherwise address, the behavior that violates this policy or law. Delays in reporting a complaint can limit the effectiveness of a response by The Continents States University. The procedure for reporting incidents of discriminatory or harassing behavior is not intended to prevent the right of any employee to seek a remedy under available state or federal law by immediately reporting the matter to the appropriate state or federal agency.
6. **RETALIATION.** Retaliation against any person associated with The Continents States University who reports instances of harassment – whether they are directly or indirectly involved – violates The Continents States University's policies. All reported incidents are assumed to be made in good faith. Any allegations that are proven false will be treated as a serious matter.
7. **DISCIPLINARY MEASURES FOR HARASSMENT.** Any employee or volunteer engaging in behavior that violates this policy will be subject to disciplinary action, including the possible termination of employment, whether an existing law has been broken.
8. **TRAINING.** All employees, volunteers, supervisors, and management personnel will be required to read, understand and execute anti-discrimination, anti-harassment, and anti-sexual harassment policies designated by The Continents States University.
9. **REMEDIES.** The Continents States University does not offer any remedies for any instances.
10. **POLICY IMPLEMENTATION.** Implementation of this policy is effective immediately.

Anti-Hazing Policy

The Continents States University complies with state law and has defined an anti-hazing policy. Whether physical, mental, emotional, or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate them, or which may in any fashion compromise their inherent dignity as a person. Hazing is inherently in conflict with The Continents States University's mission, vision, and goals. The university will not tolerate any identified incident and will act immediately. The Continents States University established an integrity system that monitors all incoming and outgoing emails, whether the sender or the receiver. By receiving a copy of this policy, you are giving us full consent to monitoring. This process will contribute to the operation of eliminating hazing.

Graduation Requirements

To graduate from the program and receive a diploma, the student must complete the required number of scheduled credit hours specified in the catalog and on the Student Enrollment Agreement, pass all written and practical examinations with a 70% average and satisfy the school's financial obligations. Students must typically complete 12 credits for MiniMaster or 36 credits for a master's degree and take all required courses. Complete a capstone project if needed by the university. Maintain a CGPA of 2.0 or higher at the time of graduation. Be good moral characteristics.

Academic Integrity

All students can use various resources obtained through online libraries, published research, and internet search. However, all students are required to use the APA format guidelines and must use the proper citations. The university will try to ensure all students receive a refresher on how to use the APA Style format in their first course, and they will be required to take the necessary steps when submitting their weekly assignments. Including but not limited to

- Using information appropriately, according to copyright and privacy laws.
- Acknowledging where the contents they use come from.
- Not presenting other people's work as your own.
- Reporting truthfully on your research.
- Acting ethically in all academic endeavors.

The university will use available online software and anti-plagiarism tools to check all students' proposed work submitted to the university. Those identified as violating this section's requirements are subject to disciplinary action by the university's Chief Academy Officer.

Length of Agreement

The enrollment agreement shall cover the following period: Any associate's program may be pursued for up to five years, beginning on the date the Enrollment Agreement is signed; any bachelor's program may be followed for up to ten years; and any graduate program may be pursued for up to five years, beginning on the day the Enrollment Agreement is signed.

Academic Probation

A student unable to maintain a 2.0 cumulative grade point average (CGPA) or drops below 1.5 GPA for each course is subject to academic probation for one full term of Study. The student will also receive extra assistance to reach the expected level of performance.

Student Misconduct and Conditions for Dismissal

Students are not conducting themselves in an orderly and professional manner, including offensive words, disrespecting instructors during any taught classes, or chatting with other students or faculty members. Dishonesty, disrupting classes, use of profanity, insubordination, violation of website security rules, or not abiding by the school rules will lead to either probation or dismissal from classes. Students are subject to academic termination if they fall under this policy.

Academic Suspension or Termination

Suppose the student still needs to bring their grades to meet our satisfactory academic progress policy at the end of probation. The student shall be suspended or terminated, depending on the academic review committee's recommendation.

Appeal Process

The student has a right to appeal the decision to the program chair or the university president. The appeal should submit in writing within one week of the committee's decision. The appeal review time is up to 30 business days. Students will receive written notifications of any rendered decisions by the committee. Rendered decisions are final.

Attendance

Each student has the full right to access the training materials online 24/7. Every student is responsible for completing assigned work every week and by the given due date.

Termination

Suppose a student persistently fails to stay within the bounds of acceptable behavior or fails to meet the school subscription policy. In that case, they may be terminated and subject to all school policies.

Articulation Agreements

The Continents States University currently has no credit-transfer agreement with any institution. Each educational institution makes its own decision regarding whether to accept completed coursework for credit.

Re-entrance

Any student, who has dropped out of the program, may be readmitted within one year by completing a readmission agreement signed by the school's director or assigned academic advisor

and only after paying all fees due at the time of re-admission. Program requirements at the time of re-admissions shall be applicable. A student shall be on probation for their first term.

Credit Recovery

Involves the taking or retaking of unsuccessfully completed classes during the regular school year. Students were enrolling in an accredited program where the students study the material outside regular school hours - whether after school, during the summer, or on the weekends - to gain the course credit student still needs to obtain. If the student passes a credit recovery course, the student will be back on track to graduate and ready to move on to complete other classes.

Leave of Absences

Students are eligible for Leave of Absence (LOA) when only completing one full term of Study. Students must complete a written request with supporting documents and send it to the Office of Academic Services at the university. Approval from the Office of Academic Services is required for any student to start a Leave of Absence. Students may receive an LOA only if they have documents to support their leave. An LOA is issued when we receive an application with medical emergency papers, jury duty, or other conditions covered by the Family Medical and Leave Act of 1993 (FMLA). Any activated military personnel with orders issued by the United States Department of Defense.

Any student may receive only one leave of absence for a period not exceeding 120 days in any twelve-month period. A student may receive a second LOA only when the total number of days used is at most 120 days in twelve months. An additional LOA may not be granted under any circumstances, even when students did not use the fully granted leave within the first and second LOA.

Students receiving an LOA will have their financial account placed on delayed entry. It will protect their paid fees to the university and be activated once they return to the university. Any delayed entry account is not subject to any incurred interest or additional payment.

Those who fail to return promptly at the end of any granted LOA will be subject to administrative withdrawal from the university. They should pay a re-entry fee, including the admission processing and annual membership fees, as they are not eligible for any remaining balance.

Academic Services

The Office of Academic Services assists students in navigating the university's systems and rules, including degree audits, academic record adjustments, and curriculum file maintenance. Our office helps students with a variety of services, including academic assistance, help to request transcripts and answering questions related to adding more courses or even dropping out from current classes. We are more focused on currently enrolled students. Students in frequent contact with our office are the most successful students we see as proceeds.

Academic Advisors

The Continents States University is an institution that emphasizes academic and professional growth, personal development, and the nurturing of each student. Academic Advisors serve as mediators between students and faculty or university administration. Academic Advisors at the Office of Academic Advisors must advise and mentor students concerning educational and professional decisions.

The Office of Academic Advisors will ensure that every student has an academic advisor to be assigned to help them achieve their goals without barriers. They are also assisting students in course planning and online education journey. The university staff members will do their best to support learners' future from the beginning of establishing their educational journey. Help students defend their choices, offering them all possible resources from academic advising until graduation and joining the workforce industry. The Continents States University academic advisors will provide educational guidance and assistance for students by planning schedules, recommending courses, and determining appropriate education solutions for different students.

In addition, each faculty member is receptive to developing a professional yet personal relationship with each student. As such, the students should feel comfortable, if the need arises, to seek the advice of a faculty member about academic and professional matters.

All students are assigned an academic advisor available to be contacted directly from the student portal. All advisors are available to answer all questions within 12-24 hours. Students who have yet to receive a response within 24 hours must contact the Chief Academic Officer immediately through the portal.

Admission Fees

Applicants will pay \$50 (Non-refundable fees) to process their admission application before issuing an acceptance certificate. Admission application processing fees are not refundable, even when students choose not to finish the process.

Membership (Tuition) Fees

Tuition is the cost of taking classes at any university and what any school charges for the actual instruction. The Continents States University does not charge tuition for education like other traditional universities. However, the university defined the cost of attendance as a \$1000 annual fee as a one-time membership fee, payable annually to cover one full academic year. The cost of attendance is due 48 hours before the first day of starting the first term. The annual fees (membership) are the cost of accessing the online learning community, qualified faculty and receiving a degree after graduation. All prices are subject to change at the school's discretion. Any fee increases will become effective for the year following student notification of the increase.

Additional Fees

Students who need additional services, including obtaining an extra copy of their transcripts and diplomas or requesting expedited shipping, must pay additional fees to process their requests. A student paying with a credit card and their bank declines the credit card, or a returned check will be a \$39 decline/return processing fee.

Transcripts	\$10
USPS Domestic First Class	\$15
Credit Transfer Fee	\$25
Returned Check Fee	\$39
Admission Fee	\$50
Graduation Fee	\$150
International Shipping Fee	\$250
Replacement Diploma	\$250
Annual-Tuition (Membership Fee)	\$1000

- Fees are non-refundable.

Membership Waiver

The Continents States University is an annual membership-based university. Which requires all students to pay the yearly membership fees to join the learning community, access online learning materials, communicate with qualified faculty, and receive a degree after graduation. The Continents States University believes that education must remain accessible to everyone qualified. Therefore, all students cannot afford the annual membership dues and think they are qualified for the Membership Waiver; they can apply and receive a decision within 30 days. Students will receive a membership waiver if they are qualified under the U.S. Federal Poverty Guidelines and certify they meet the standards set forth by the Office of The Assistant Secretary for Planning and Evaluation.

- Receiving public benefits does not qualify students for a membership waiver.
- The individual tax return may qualify students for a membership waiver.

Payment Processing

The Continents States University has partnered with PayMyTuition and Stripe to streamline the fee payment process for our international students. PayMyTuition offers multiple payment options and excellent foreign exchange rates, allowing students to pay online from almost any country. PayMyTuition will ensure that students' payment arrives safely and accurately without processing fees. Students will be refunded the same amount in United States Dollars. PayMyTuition typically processes payments within 3-5 business days.

If students pay university fees through Stripe, they must know that Stripe is an American technology company that typically processes all payments within 10-15 minutes. Refunds issued to payments made with Stripe are no longer eligible for the return of Stripe's processing fees. When students ask the university for a service fee refund, foreign exchange fees will be reduced from 1% to 2% for any payment form requiring currency conversion. In addition, all payments made from non-US cards are subject to an additional 1% processing fee.

Paperless Commitments

Students qualified for a Membership Waiver must make themselves aware and agree to receive all communications electronically, including but not limited to the graduation package, certificate of graduation, and transcripts. The issue of a paper certificate and transcript is subject to charges from the schedule of other fees. Exclusions are not permitted whatsoever.

Right to Cancel

The student has the right to cancel the enrollment agreement at any time. Students canceling their enrollment agreements agree to receive a 100% full refund of all fees paid except \$50 admission processing. Students must be aware that refund processing fees might be charged by the bank processing the refund, as the university has no control over these fees and does not benefit from them. Students who cancel their enrollment agreement after the last day of the drop period are entitled to no refund and shall not ask for an exemption from this requirement.

Cancellation Statement

The university reserves the right to cancel a class due to insufficient enrollment. When the university cancels any classes, all students will have the option to wait for an upcoming class or withdraw from the university.

Refund Processing

Students who officially withdraw from the university before the end of the drop/add period, which is one (1) week after the start of the term of the academic year for which students already paid the annual membership, will be eligible for a refund of 100 percent (100%) of the subscription fee. The admission processing fee of \$50 is non-refundable. Students who withdraw after the first (1st) week of the term will accept no refund. Refund requests based on official withdrawals must be submitted to the university within thirty (30) days from the withdrawal date for the refund request to be processed. Refunds shall be made within thirty (30) days of the date the institution determines that the student has withdrawn after receiving the student's notification.

Financial Aid Assistant

The Continents States University is an annual membership-based university committed to delivering higher education to all qualified students. The Continents States University does not currently participate in any assistant financial program. Any assistant financial programs that will consider the university a participant in will be published on our website and in this school catalog unless the student is qualified for a membership waiver which does not constitute financial assistance in any way or form.

Reduction of Tuition and Fees

The Continents States University is an annual membership-based university that does not provide public governmental financial aid. The university does not and will not participate in individual student fee reductions. However, the university reserves the right to offer the same fee reduction for those without financial assistance for the entire cohort. Veterans, service members, and families of the U.S. Armed Forces will receive an admission fee waiver of \$50.

Employment and Career Services

Welcome to the homepage of the university career center. Career Services has many tools and services available as you look for the ideal major or prepare for your career search. Work on your professional development plan whenever you have the time—neither early nor late.

The Continents States University cannot guarantee employment, salary, or career advancement. The Continents States University provides access to multiple hiring providers as an additional service provided by third-party companies at no extra charge. The Continents States University understands that finding jobs is the most challenging after graduation. Therefore, we are committed to staying in touch with you and always helping you find the proper position. The Continents States University established a job board to help you take simple steps into your future after graduation.

The Continents States University understands that finding jobs is the most challenging after graduation. For that reason, we are committed to staying in touch with all students and always helping them find the right job that's fit their future. The Continents States University established a job board to help students take simple steps to find a better lot after graduation. Students who prefer to conduct job searches based on their qualifications earned outside the university may choose to participate in the self-career advancement program by researching our international job board in collaboration with ZipRecruiter®.

You have a better chance of success if you give this process more time. The Continents States University has developed a comprehensive list of resources and services to support our community of students and alumni access to high-quality job opportunities; these services include a wide range of resume and cover letter writing systems supported by artificial intelligence and skill matching tools, interview preparation quizzes, and training tools.

We also partnered with twelve major job board providers to give our students direct access to their services at no cost. Also, we have expanded our services to our international students by

working with seven of the world's giant hiring boards. In addition, we are offering many other workshops and employment resources for special populations, including veterans, disabled people, older workers, and many others.

Distance Education Platform

The Continents States University aspires to serve all students and offer books free of charge. The Learning Management System (LMS) has all study materials, books, and required assignments. Students will not be required to buy any additional books or materials.

The Continents States University developed a customized version of the Moodle platform "MyCampus." Moodle is a free, open-source learning management system (LMS) written in PHP and distributed under the GNU General Public License. Developed on pedagogical principles, Moodle used blended learning, distance education, flipped classrooms, and other e-learning projects in schools, universities, workplaces, and other sectors worldwide. Moodle allows for extending and tailoring learning environments using community-sourced plugins.

All students enrolled at The Continents States University will be given usernames and passwords, instructions, and onboarding orientation to help them understand the requirements and the proper access methods to use "MyCampus."

Students will check their academic calendar, take assignments and quizzes, and submit the discussions through the forum; they can build learning groups and private chat sessions and access other learning materials.

MyCampus platform supports the Single-Sign-On ability of all students, staff members, and faculty. Single sign-on is an authentication scheme that allows users to log in with a unique ID and password to several related yet independent software systems. It is often accomplished using the Lightweight Directory Access Protocol and storing LDAP databases on servers. The Continents States University will have administrator access to the platform and determine each member's access level. Using the Single-Sign-On feature will help students and faculty members eliminate or decrease the number of support tickets to reset passwords, having trouble logging in and connecting using the Workplace platform.

The Continents States University partnered with Meta Platforms, Inc. to offer all our community members access to the Meta Workplace platform; Workplace is an enterprise connectivity platform developed by Meta Platforms, Inc. It features tools like groups, instant messaging, and the News Feed. This platform also supports the Single-Sign-On feature and is available to all community members.

Online Safe Community

The Continents States University website uses a Secure Sockets Layer SSL for online security purposes. The standard security technology establishes an encrypted link between a web server and a browser. This link ensures that all data passed between the web server and browsers remain private and integral. The Continents States University follows Symantec's international website and browser encryption guidelines of Comodo & Geotrust.

Competency-Based Learning or Personalized Learning

Transitioning away from seat time in favor of a structure that creates flexibility allows students to progress as they demonstrate mastery of academic content, regardless of time, place, or pace of learning. Competency-based strategies provide flexibility to earn or award credit and provide students with personalized learning opportunities. These strategies include online and blended learning, dual enrollment and early college high schools, project-based, and community-based learning, and credit recovery. This knowledge leads to better student engagement because it is relevant to each student and tailored to their unique needs. It also leads to better student outcomes because of the pace of learning customized to each student. By enabling students to master skills at their own pace, competency-based learning systems help save time and money. Competency-based systems also create multiple pathways to graduation depending on the strategy pursued. Make better use of technology, and support new staffing patterns that utilize teacher skills. Interests differently, take advantage of learning opportunities outside school hours and walls. Help identify opportunities to target interventions to meet student-specific learning needs. Each of these presents an opportunity to achieve greater efficiency and increase productivity.

Student Records

The school maintains all student evaluations, grades, and transcripts safely and is kept on file permanently and protected from fire, theft, and other perils.

Communication Methods

Faculty and staff members can reach out to prospective and current students via email and the students' portal for those who have access.

Notification Statement

The university shall use any possible form of notification when changes occur to the institution. Without private personal identification, information, policies, and other legal notices may be published online on the university website or other third-party platforms. All enrolled students must stay updated with our school catalog, regulation, and policies to satisfy their needs. Therefore, we encourage all students to subscribe and join our social media channels to stay updated.

Telephone Consumer Protection Act (TCPA)

I agree that for us to service our students or collect any amounts you may owe, we may contact you by telephone at any telephone number associated with your profile, including wireless telephone numbers, which could result in charges. We/assigns may also contact you by sending text messages or emails using any email address you provide to us. Contact methods may include using prerecorded/artificial voice messages or an automatic dialing device, as applicable.

International Students Disclaimer

Students from overseas countries must comply with the same terms and conditions for The Continents States University, with no exceptions. Students enrolling in countries without recognized online education shall hold the university harmless and adhere to the same terms and conditions. The Continents States University shall not be responsible at any time in any country to be registered to operate as online education, only where business conducted with a physical presence, registration, and authorization shall occur.

Courses Credit Award

Students will be granted four credit hours after completing any course successfully. Courses require prerequisites that are needed completion before enrolling in those courses. Lessons are conducted in order as they should be to be marked as completed. All students will access the full curriculum once they receive a certificate of acceptance.

Standards of Awarding

I.Master's Degree - A Master's degree shall require a minimum of 24 semester hours beyond an accredited baccalaureate.

One credit unit's successful completion is equivalent to the following total semester:

- One lecture credit = 15 hours of instructions and coursework.
- One internship/externship or practicum credit = 45 hours of hands-on experience.
- This final is 50 minutes in one full hour.

Optional Practical Training

The university is an OPT provider for U.S. Citizenship and Immigration Services: The university supports USCIS Optional Practical Training applicants. Optional Practical Training (OPT) is temporary employment directly related to F-1 students in their major study area. Eligible students can apply for up to 12 months of OPT employment authorization before completing their academic studies (pre-completion) and after completing their academic studies (post-completion).

Numbering System

The Continents States University uses the following alphanumeric system to identify all courses. Graduate program courses are pre-marked with three capital letters followed by four numbers. 5000 – 6999, as they refer to each course-related identification group.

Course Range	Course Level
5000-6999	Graduate Courses

Language of Instruction

The Continents States University language of instruction is English. However, The university may partner with internationally accredited universities to deliver our mission locally. Graduation documents will include the language of education. For this reason, all students warned that **COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.**

Business Cooperation Agreements

The Continents States University is an authorized Pearson VUE “Certiport” testing center: The university is approved by Pearson VUE as an authorized testing center, delivering over 75 different types of professional certification exams. The university does not provide or teach those subjects offered by Pearson VUE. However, we only proctored those students taking these different exams, directly giving the proctoring information to Pearson VUE. The university does not have control over these subjects and does not award any related certificates or credits.

Library Resources

The Continents States University is a Library and Information Resources Network member. LIRN provides higher education institutions with educational and library resources to meet the graduation requirements of an accredited master’s degree. These resources are available to students as part of their educational journey at no additional cost.

Programs of Study

- The Master of Science in Business Administration.
- The Master of Arts in Organizational Leadership.
- The Master of Science in Healthcare Administration.
- MiniMaster in Business Management.
- MiniMaster in Global Leadership.
- MiniMaster in Medical Administration.

Student-University Relationship

This university catalog and enrollment agreement are considered contracts that bind the student to the university once students sign enrollment agreement. All changes to this catalog will be effective upon notification to all students by all methods available to the university, including but not limited to social media, the university website, student portals, email notification, and student portals.

Program Title: Business Administration
Credential Issued: Master of Science
Time Commitments: 10 Terms (52 Weeks)
Credits: 36

The Continents States University built the Master of Science in Business Administration program for professionals looking to improve their careers by seeking employment in management positions, students looking to establish their businesses, or those seeking success in the business industry. The Master of Business Administration degree program will help students, entrepreneurs, and business owners advance their knowledge in a business environment, finance, economy, management, and marketing.

Besides, the Master of Science in Business Administration program's mission is to lead students and provide them with specific administrative or leadership positions in public and private institutions.

Program Objectives

Upon completion of the Master of Business Administration program, students will:

- Implement best practices to resolve business issues.
- Demonstrate quantitative skills and effective written forms of communication.
- Students will learn to implement management and leadership skills as freelancers or business members.
- Students will learn to identify marketing, accounting, and behavioral skills.
- Students will be able to apply concepts to take actions and decision-making to resolve management issues.
- Integrate theories and practice to perform strategic analysis
- Students will demonstrate verbal, written, and communication skills.

MBA Program Features

- Available 100% online with the support of competency-based education options.
- Programs to be completed in twelve months.

MBA Graduates Job Outlook

- The U.S. Bureau of Labor Statistics (BLS) predictions indicate overall solid growth in management positions, with an 8 percent average increase in supervisory-level employment expected across all professions from 2016 to 2026, creating 807,000 jobs. (Statistics, 2021)
- Longer-term career prospects include all Chief-Suite positions across all functional areas (CEO, CFO, CIO, CMO).

Courses Description

1. **Establishment Course**

Non-Credit Course

In this course, students will learn about APA style format and how to implement them in their weekly assignments. Also, students will receive training on finding information from the university website and catalog and familiarize themselves with The Continents States University system.

2. **BUS 5010 - Business Management**

4 Credit Hours

This course is designed as a survey course that will expose you to business terminology, concepts, and current business issues, with the intent of helping students develop a viable business vocabulary, foster critical and analytical thinking, and refine business decision-making skills.

3. **BUS 5203 - Marketing Management**

4 Credit Hours

Detailed introduction to the entire marketing process, identifying a customer base, and the range of marketing decisions an organization must make to create value that appeals to consumers.

4. **BUS 5050 - Managerial Accounting**

4 Credit Hours

Examining the effects of cost, price, and profit on management decision-making, particularly the managers' tools, and methods to make the best-informed decisions.

5. **BUS 5101 - Corporate Communication**

4 Credit Hours

Investigate practical communication skills as a prerequisite for business success, focusing on communication tools and activities that connect people within and beyond the organization.

6. **BUS 5051 - Business Law and Ethics**

4 Credit Hours

Introductory course on the laws and ethical standards managers must abide by while conducting business. Explores the legal framework designed to protect consumers and companies and outlines the legal and ethical environment in which companies operate.

7. **BUS 5002 - Operations Management**

4 Credit Hours

Examine how companies manage processes to produce their customers' products or services. Topics include product design, supply chain management, quality, inventory, and planning.

8. **BUS 5014 - Strategic Management**

4 Credit Hours

Incorporating elements from all the core courses. Introduces the field of strategic management, with particular emphasis on identifying goals, formulating strategies, and addressing implementation techniques.

9. **BUS 5210 - Human Resources Management**

4 Credit Hours

Survey of the practices and laws governing how an organization should work with its human capital. Subjects include job analysis, recruitment, training, performance measurement, compensation, safety, and labor relations.

10. **BUS 5120 - Project Management**

4 Credit Hours

This course will help students go through the nuts and bolts of project management. Project management touches several organizational resources, from understanding the project life cycle to setting priorities and expectations to controlling expenses and reporting results.

Program Title: Organizational Leadership
Credential Issued: Master of Arts
Time Commitments: 10 Terms (52 Weeks)
Credits: 36

Today's small and large organizations enjoy multifaceted and immersive relationships with employees, customers, suppliers, and service vendors. A successful leader must improve the organization's results while responding to owners' needs and values. Those who purposely lead the arc of personal, organizational, and societal influences lay the foundations for success.

Program Objectives

Upon completion of the Master of Arts in Organizational Leadership program, students will:

- Demonstrate the ability to make financial decisions.
- Establishing an influential graduate with the basis of leadership practice through knowledge and self-development.
- Develop and maintain an efficient method to handle mutable skills simultaneously.
- Design and use thinking and methodological points of critical and innovative consideration to execute organizational change and sustainable growth.
- Develop and support motivated leadership and management leaders.
- Manage complex and subjective organizational agendas with a sound ethical basis.
- Enhancing the ability to directly manage, handle, and resolve multi-factors issues in organizational structures.

MAOL Program Features

- Available 100% online with the support of competency-based education options.
- Programs to be completed in twelve months.

MAOL Graduates Job Outlook

- Corporate Executive Leadership (CEO, CFO, Department Director)
- Success Management Leaders (Training Manager, Marketing Manager)
- Organization Consultant (Management Analyst, Strategy Consultant)
- Coaching Director (Life Coach, Executive Coach)

Courses Description

1. **Establishment Course**

Non-Credit Course

In this course, students will learn about APA style format and how to implement them in their weekly assignments. Also, students will receive training on finding information from the university website and catalog and familiarize themselves with The Continents States University system.

2. **ECO 5010 - International Trade**

4 Credit Hours

A detailed survey of the theory behind international trade, trade policy issues, and the implications of tariffs and non-tariff barriers for employment and welfare. It covers the theory of exchange rates, international finance, and the global capital market.

3. **BUS 5010 - Business Management**

4 Credit Hours

This course is designed as a survey course that will expose you to business terminology, concepts, and current business issues, with the intent of helping students develop a viable business vocabulary, foster critical and analytical thinking, and refine business decision-making skills.

4. **OCL 5050 Organizational Change and Leadership**

4 Credit Hours

Leadership is enacted differently depending on the context. Major debates about theory and practice in leadership, change management, and leadership development. Embracing complexity and engendering influential leaders require treating others fairly and demonstrating higher emotional intelligence to increase engagement, commitment, motivation, and performance effectively.

5. **BUS 5101 - Corporate Communication**

4 Credit Hours

Investigation of practical communication skills as a prerequisite for business success, particularly concerning communication tools and activities that connect people within and beyond the organization.

6. **BUS 5051 - Business Law and Ethics**

4 Credit Hours

Introductory course on the laws and ethical standards managers must abide by while conducting business. Explores the legal framework designed to protect consumers and companies and outlines the legal and ethical environment in which companies operate.

7. **SER 5050 – Leading In Customer Service**

4 Credit Hours

The courses in this program are designed to prepare students for the professional world of customer service. These certificate program courses provide a solid knowledge base in computer skills, business communications, and best customer service practices.

8. OSR 5010 Organizational Strategy

4 Credit Hours

Today's businesses and organizations operate in a global context of volatility, uncertainty, complexity, and ambiguity. The increasing interconnectedness of the worldwide business environment compels organizations to embrace responsive frameworks of strategic leadership processes through which managers shape the company's long-term competitive advantage. Students will learn how organizations develop strategies to build competitive advantage or to achieve specific economic, reputational, or social goals, how industries evolve, and how organizations relate to their institutional and social environments.

9. MLM 5101 Multicultural Management

4 Credit Hours

The practical impacts of culture on the current global marketplace are undeniable. Today, the success of international organizations lies in creating and nurturing a diversity-based environment to foster cross-cultural sensitivity for enduring organizational health. Students will be grounded in all aspects of multiculturalism, and they influence business negotiations and the management of teams.

10. BUS 5100 - Negotiations and Conflict Management

4 Credit Hours

In this course, students will start with the conceptual framework of negotiations as it applies to all areas of negotiation in both the public and private sectors. As the course progresses, students will focus on business negotiation skills and strategies to help maintain healthy business relationships.

Program Title: Healthcare Administration
Credential Issued: Master of Science
Time Commitments: 10 Terms (52 Weeks)
Credits: 36

The Master of Science in Healthcare Administration prepares individuals to work with specific populations and communities and improve awareness, education, policy, and research. This degree differs from many other advanced master's degrees in management. It allows students to grow in a specific healthcare administration area, deal with healthcare administration policies and medical statistics problems, and graduate hands-on. The program will provide students with a more advanced understanding of the basic disciplines of healthcare administration requirements and the possibility of advancing knowledge in a specific domain.

Program Objectives

Upon completion of the Master of Science in Healthcare Administration program, students will:

- Execute healthcare administration knowledge and handle healthcare administration policy issues.
- Demonstrate and maintain healthcare evaluation and development programs.
- Analyze the quality and strengths of specific health policy issues research and outcomes.
- Playing quantitative tools and methodologies in evidence-based health policy analysis and evaluation.
- Fostering the identification and realization of individual students' unique personal and professional goals.
- Graduates will execute competencies related to planning, implementation, and disease prevention programs.
- Preparing graduates to use communication and administration skills to lead the health agencies in decision-making.

MSHA Program Features

- Available 100% online with the support of competency-based education options.
- Programs to be completed in twelve months.

MSHA Graduates Job Outlook

- U.S. Bureau of Labor Statistics expects healthcare administration Services Managers' employment to grow by 18% over the next several years, with job openings for around 250,000 new Healthcare Administration professionals.
- Graduates can obtain jobs as Healthcare Directors, Biostatistician, Epidemiologists, or Healthcare Administration professors.

Courses Description

1. **Establishment Course**

Non-Credit Course

In this course, students will learn about APA style format and how to implement them in their weekly assignments. Also, students will receive training on finding information from the university website and catalog and familiarize themselves with The Continents States University system.

2. **BUS 5051 Business Law and Ethics**

4 Credit Hours

Introductory course on the laws and ethical standards managers must abide by while conducting business. Explores the legal framework designed to protect consumers and companies and outlines the legal and ethical environment in which companies operate.

3. **HCA 5010 Healthcare Administration**

4 Credit Hours

This course addresses advanced concepts and applications of medical communications in the general public, the scientific community, and regulatory authorities. It discusses healthcare activism, community health, and patient-centered research. Students are expected to know how to deal with issues in primary care, community health, social and cultural influences on health, and gaps in health and healthcare.

4. **BUS 5002 Operations Management**

4 Credit Hours

Examine how companies manage processes to produce their customers' products or services. Topics include product design, supply chain management, quality, inventory, and planning.

5. **HQA 5050 Healthcare Quality Assurance**

4 Credit Hours

This course addresses patient-centered care, quality and safety of patient care, clinical decision-making, and assessment of statistical decision models. Students must describe how patient care, safety, and medical negligence protection can affect healthcare quality.

6. **COM 5411 Public Relations**

4 Credit Hours

This course will help prepare you to conduct public relations for small start-up businesses, international companies, political campaigns, social programs, personal development, and other outreach projects.

7. **BIO 5010 Microbiology and Infection Control**

4 Credit Hours

This course addresses microbes and the different aspects of microbiology, including morphology, laboratory identification, common diseases, critical role in the environment, and evolution of bacteria and viruses. Students are expected to describe SARS coronaviruses, other emerging viruses, hospital-acquired infections, antibiotic resistance, and infection control practices.

8. COM 5010 Human Communication

4 Credit Hours

This course will introduce you to communication principles, standard communication practices, and a selection of theories to better understand the communication transactions that you experience in your daily life.

9. BUS 5014 Strategic Management

4 Credit Hours

Incorporating elements from all the core courses. Introduces the field of strategic management, with particular emphasis on identifying goals, formulating strategies, and addressing implementation techniques.

10. HCA 5010 Healthcare Administration

4 Credit Hours

This course addresses advanced concepts and applications of medical communications in the general public, the scientific community, and regulatory authorities. It discusses healthcare activism, community health, and patient-centered research. Students are expected to know how to deal with issues in primary care, community health, social and cultural influences on health, and gaps in health and healthcare.

Program Title: Business Management

Credential Issued: MiniMaster (Graduate Certificate)

Time Commitments: 4 Terms (16 Weeks)

Credits: 12

Our MiniMaster: Business Essentials program allows successful professionals to retain their career path by effectively and strategically incorporating contemporary concepts and tactics. We will provide the tools you need to contribute as a self-assured thinking leader who understands today's fast-evolving business environment. Make valuable contributions to multi-functional teams and aid in developing company goals by utilizing your new knowledge.

Program Objectives

1. Communicate with stakeholders using business jargon that reflects current success definitions and expectations.
2. Manage your regular professional obligations while learning in a way that makes the most of your time constraints.
3. Modernize your strategy and assume the position of a strategic thinker who can pose the proper inquiries and provide cutting-edge answers.
4. Showcase significant contributions to the modern organization, including recognizing problems and sharing possibilities across departments with various functions.

Job Outlook

1. Growth of up to 5% by 2029 is faster than the average of 4% for all occupations (BLS, 2021).
2. Update your formal education and professional experience with current business methods, such as strategic marketing, modern leadership, and company legal challenges.
3. Learn from professionals who will translate new ideas from the classroom to practical implementation in a highly interactive atmosphere.
4. Gain knowledge in a demanding academic setting at a university, earning credits that can be applied toward further education aspirations and a program certificate.

Courses Description

1. **Establishment Course**
Non-Credit Course

In this course, students will learn about APA style format and how to implement them in their weekly assignments. Also, students will receive training on finding information from the university website and catalog and familiarize themselves with The Continents States University system.

2. **BUS 5010 - Business Management**
4 Credit Hours

This course is designed as a survey course that will expose you to business terminology, concepts, and current business issues, with the intent of helping students develop a viable business vocabulary, foster critical and analytical thinking, and refine business decision-making skills.

3. **BUS 5203 - Marketing Management**

4 Credit Hours

Detailed introduction to the entire marketing process, identifying a customer base, and the range of marketing decisions an organization must make to create value that appeals to consumers.

4. **BUS 5050 - Managerial Accounting**

4 Credit Hours

Examining the effects of cost, price, and profit on management decision-making, particularly the managers' tools, and methods to make the best-informed decisions.

Program Title: Global Leadership

Credential Issued: MiniMaster (Graduate Certificate)

Time Commitments: 4 Terms (16 Weeks)

Credits: 12

Students can advance their leadership careers with the MiniMaster in the global leadership program. Students have the chance to improve their communication and leadership abilities while learning about current topics and trends in leadership. The curriculum is taught by devoted, knowledgeable faculty members in managerial positions in the fields they teach.

Program Objectives

Graduates of this global leadership program have a good grasp of how to lead in a competitive marketplace and from its distinctive focus on leadership. You can also learn about knowledge of organizational issues and creative solutions to such issues. Practical strategies for facilitating adult learning, organizational diagnosis, and transformation, and utilizing reflection and critical thought to solve problems effectively.

Job Outlook

1. Corporate Executive Leadership Assistant.
2. Nonprofit organization team leads.
3. Organizations training director.
4. Assistant Management Analyst.

Courses Description

1. Establishment Course

Non-Credit Course

In this course, students will learn about APA style format and how to implement them in their weekly assignments. Also, students will receive training on finding information from the university website and catalog and familiarize themselves with The Continents States University system.

2. OSR 5010 Organizational Strategy

4 Credit Hours

Today's businesses and organizations operate in a global context of volatility, uncertainty, complexity, and ambiguity. The increasing interconnectedness of the worldwide business environment compels organizations to embrace responsive frameworks of strategic leadership processes through which managers shape the company's long-term competitive advantage. Students will learn how organizations develop strategies to build competitive advantage or to achieve specific economic, reputational, or social goals, how industries evolve, and how organizations relate to their institutional and social environments.

3. MLM 5101 Multicultural Management

4 Credit Hours

The practical impacts of culture on the current global marketplace are undeniable. Today, the success of international organizations lies in creating and nurturing a diversity-based environment to foster cross-cultural sensitivity for enduring organizational health. Students will be grounded in all aspects of multiculturalism, and they influence business negotiations and the management of teams.

4. OCL 5050 Organizational Change and Leadership

4 Credit Hours

Leadership is enacted differently depending on the context. Major debates about theory and practice in leadership, change management, and leadership development. Embracing complexity and engendering influential leaders require treating others fairly and demonstrating higher emotional intelligence to increase engagement, commitment, motivation, and performance effectively.

Program Title: Medical Administration
Credential Issued: MiniMaster (Graduate Certificate)
Time Commitments: 4 Terms (16 Weeks)
Credits: 12

Programs are designed around three main pillars: equipping students with relevant knowledge, engaging students in the solution of actual societal and business problems, and facilitating the transfer of knowledge among students through interaction with teachers and the business community. These pillars provide a solid basis for transforming students into tomorrow's leaders and guaranteeing a broad knowledge base pertinent to the current business environment.

Program Objectives

1. Students can style a complete, succinct paper relevant to medical administration.
2. Prepare and appropriately give a comprehensive, succinct presentation about that topic.
3. Students should be able to recognize, evaluate, and recommend a course of action in unstructured management challenges.
4. They should also be able to consider their options, justify their suggestions, and devise alternate solutions.
5. Students can defend their moral convictions, advance to a more advanced, sophisticated, or mature level of moral reasoning, and put it into practice.

Job Outlook

The duties of a medical administrator vary depending on several criteria, including the facility they work for and the size of their team. However, the following might be typical job responsibilities, including maintaining the institution's records, tracking office and medical supplies, keeping track of spending, and suggesting cost-cutting measures are all part of hiring and training staff.

Courses Description

1. Establishment Course

Non-Credit Course

In this course, students will learn about APA style format and how to implement them in their weekly assignments. Also, students will receive training on finding information from the university website and catalog and familiarize themselves with The Continents States University system.

2. BUS 5002 - Operations Management

4 Credit Hours

Examine how companies manage processes to produce their customers' products or services. Topics include product design, supply chain management, quality, inventory, and planning.

3. SER 5050 – Leading In Customer Service

4 Credit Hours

The courses in this program are designed to prepare students for the professional world of customer service. These certificate program courses provide a solid knowledge base in computer skills, business communications, and best customer service practices.

4. **BUS 5040 - Health Statistics**

4 Credit Hours

Students will learn about healthcare system surveys of quantitative methods (QM) and applying statistics in the workplace. Examines techniques for gathering, analyzing, and interpreting data in various fields—from anthropology to hedge fund management.

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