

# SCHOOL CATALOG

Class  
of  
2025



## Moviso Academy

MOVING TOWARDS A BRIGHTER FUTURE

*January 1, 2025 – December 31, 2025*

**Main Campus:** 29970 Technology Drive, Suite 218, Murrieta, CA 92563 (**Wednesday:** 10am – 2pm)  
**Branch and Mailing Address:** 815 Third Ave Suite 119 Chula Vista CA 91911 (**Mon – Fri:** 9am – 12:30pm)  
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Page | 1

## TABLE OF CONTENTS

❖ <b>Mission and Institutional Philosophy</b>	<b>3</b>
• Mission	<b>3</b>
• Objectives	<b>3</b>
• Philosophy	<b>4</b>
• History	<b>4</b>
• Campus Tours	<b>4</b>
• Questions Regarding This Catalog	<b>4</b>
• Catalog Updates	<b>5</b>
• Program Descriptions	<b>5</b>
• Class Hours	<b>6</b>
❖ <b>Diploma Programs</b>	<b>7</b>
• Real Estate	<b>8</b>
• Computer Basics with Small Business Marketing	<b>10</b>
• Digital Marketing	<b>13</b>
• Security Guard	<b>16</b>
❖ <b>Certificate Programs</b>	<b>22</b>
• QuickBooks Online	<b>23</b>
❖ <b>Information &amp; Student Handbook</b>	<b>25</b>
❖ <b>Rules of Operation and Conduct</b>	<b>26</b>
❖ <b>Facilities &amp; Student Services</b>	<b>26</b>
❖ <b>School Policies</b>	<b>28</b>
❖ <b>Standards for Student Achievement</b>	<b>32</b>
❖ <b>Program Approvals</b>	<b>34</b>
❖ <b>Disclosures</b>	<b>34</b>
❖ <b>Student Records</b>	<b>34</b>
❖ <b>Student Provisions</b>	<b>35</b>
❖ <b>Student Tuition Recovery Fund</b>	<b>37</b>
❖ <b>Faculty and Staff</b>	<b>39</b>

### **MISSION**

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Serving the vocational rehabilitation community and the career college constituency at large, Moviso Academy is dedicated to providing the highest quality of education and training to prepare graduates for overall success in the broad areas of real estate, business, information technology, and criminal justice.

Upon completion of Moviso Academy's programs, graduates are prepared for entry level careers as loan processor assistants, transaction coordinator assistants, loan officer assistants, residential property managers, commercial property managers, small business owners, office assistants with marketing responsibilities, security guards, and digital marketing specialists.

Proper training of real estate, small business, criminal justice, and information technology professionals is the overall goal of the institution. The faculty and staff at Moviso Academy assume responsibility for each student's development. As community members and an educational institution, we are committed to delivering high quality education that not only prepares students for careers but contributes to the aim of life-long learning and growth.

Training is intended for individuals that are at least 18 years of age that want to obtain entry-level employment in the areas of real estate, small business, criminal justice, and information technology.

Students must possess a high school diploma, high school equivalency certificate (G.E.D.), or achieve a minimum score of 97 on the Combined English Language Skills Assessment (CELSA) Form 2 (Ability to Benefit Test) or achieve a minimum score of 17 on Reading Comprehension and 14 on Mathematics on the Language Proficiency Assessment Test-Spanish (LPAT-S) (Ability to Benefit Test).\*

*\*Some programs may have different admission requirements.*

The institution keeps alert regarding industry needs and periodically revises its curriculum accordingly.

### **OBJECTIVES**

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The overall objective of Moviso Academy is to provide the highest quality of education and training to prepare graduates for overall success in the fields of real estate, business, information technology, and criminal justice.

To accomplish this, our resources are directed toward achieving the following specific objectives that support each educational program.

- Assisting students in developing professional and business communication skills appropriate for the areas of real estate, business, information technology, and criminal justice.
- Offering specific diploma programs focusing on the demands of the continuously changing business environments that impact the entire student preparing them for careers as loan processor assistants, transaction coordinator assistants, loan officer assistants, residential property managers, commercial property managers, small business owners, office assistants with marketing responsibilities, security guards, and digital marketing specialists.
- Offering certificate courses in a variety of business-related areas that are relevant to the marketplace and supports diploma programs.
- Motivating students toward ongoing personal development, thereby increasing employment potential, competence, and mobility.

Theoretical and practical training is provided.

## **PHILOSOPHY**

Moviso Academy is a private, postsecondary institution that provides career training in the real estate arena, business, information technology, and criminal justice. The overall philosophy is to serve the vocational rehabilitation and general career college community conducting business in a moral, forthright, and effective manner.

## **HISTORY**

Moviso Academy was originally founded to meet the needs of the real estate professional community in the San Diego, California area. Since its inception, the focus has been expanded to include computer and business skill development as well as criminal justice. It is the intent of the school to continue to meet these training needs as well as the relevant training needs of the community at large.

## **CAMPUS TOURS**

Tours of the school facilities are available to all prospective students and visitors.

## **QUESTIONS REGARDING THIS CATALOG**

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

Address: 1747 North Market, Suite 225, Sacramento, CA 95834  
P.O. Box 98018, West Sacramento, CA 95798-0818

Website Address: [www.bppe.ca.gov](http://www.bppe.ca.gov),  
Telephone and Fax #s: (888) 370-7589 or by fax (916) 263-1897  
(916) 574-8900 or by fax (916) 263-1897

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.

Prior to enrollment, each prospective student is provided with a school catalog, either in writing or electronically.

## **CATALOG UPDATES**

This catalog is updated, at a minimum, annually. Annual updates may be made by using supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

## **PROGRAM DESCRIPTIONS**

Moviso Academy offers diploma programs as well as certificate programs. To enroll in diploma programs, students must possess a high school diploma, high school equivalency certificate (G.E.D.), or achieve a minimum score of 97 on the Combined English Language Skills Assessment (CELSA) Form 2 (Ability to Benefit Test) or achieve a minimum score of 17 on Reading Comprehension and 14 on Mathematics on the Language Proficiency Assessment Test-Spanish (LPAT-S)(Ability to Benefit Test). Upon completion of these programs, graduates are prepared to pursue entry-level positions in each respective field.

To enroll in certificate courses, students must possess the required skills for each course. The Security Guard and Digital Marketing programs have different enrollment requirements. Review the program descriptions in this catalog.

All program descriptions contain a description, clock hours, prerequisites, objectives, and tuition. The \$250.00 registration fee is also listed.

This School operates in the following locations: (Main) 29970 Technology Drive, Suite 218, Murrieta, CA 92563 (Branch) 815 Third Avenue Suite 119, Chula Vista, CA 91911 (Satellite) and 135 W. Mission Avenue, Suite 107, Escondido, CA 92025 (Branch) 2005 Highland Ave, Suite 5, National City, CA 91950. All instruction takes place at these locations or online.

## **CLASS HOURS**

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Classes for all diploma and certificate programs meet according to the following schedule.

Morning	9:00 AM – 12:45 AM
Evening	6:00 PM – 9:45 PM
Saturday	9:00 AM - 1:00 PM



- ❖ REAL ESTATE
- ❖ COMPUTER BASICS WITH  
SMALL BUSINESS MARKETING
- ❖ DIGITAL MARKETING
- ❖ SECURITY GUARD

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## ❖ DIPLOMA PROGRAMS

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### **REAL ESTATE (SOC 43-4131)**

**(180 Clock Hours, 16 Weeks)**

#### **Mission and Purpose**

The mission and purpose of this program is to prepare students for entry level careers as transaction coordinator assistants, loan officer assistants, or loan processor assistants. Licensure is not required to work as a transaction coordinator's assistant, loan officer assistant, or loan processor assistant.

#### **Program Description**

Students are prepared to obtain entry levels positions as transaction coordinator assistants, loan officer assistants, or loan processor assistants. Topics include estate fundamentals, disclosures, real estate agreements, financing, and related legal issues. This program is not a real estate examination preparation course.

#### **Instructional Modality**

This program is taught on ground or synchronously online (English only).

#### **Admissions Requirements**

To be admitted to this program, students must be at least 18 years of age and possess, at a minimum, a high school diploma, high school equivalency certificate (G.E.D.), or achieve a minimum score of 97 on the Combined English Language Skills Assessment (CELSA) Form 2 (Ability to Benefit Test).

#### **Estimated and Total Charges**

<b>Tuition</b>	<b>\$ 3,150.00</b>
Registration Fee	\$ 250.00
Instructional Materials and Supplies	\$ 500.00
Student Tuition Recovery Fund (STRF) Fees	\$ 0.00
<b>Total Charges (Period of Attendance/Entire Program):</b>	<b>\$ 3,900.00</b>

#### **Objectives**

Upon completion of this program, students will be able to

- demonstrate knowledge of the fundamentals of estates, transfers, forms of ownership, encumbrances, agency obligations, landlord tenant relationships, listings, purchase agreements, and title insurance.
- prepare disclosures.
- present an analysis of an entire real estate transaction including the forms, agreements, checklists, guidelines, and all associated rules.



- execute real estate agreements.
- demonstrate knowledge of the legal aspects of real estate including vesting, rights of survivorship, living trusts, and syndication.
- demonstrate knowledge of basic real estate financing including private lending, carry backs, FHA, VA, private mortgage insurance, and conventional financing.

## **Program Outline**

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### **Module 1: Real Estate Principles (S0689)**

This module reviews the basic concepts of real estate activities. Topics include fundamentals of estates, transfers, forms of ownership, encumbrances, agency obligations, landlord and tenant relationships, listings, purchase agreements, and title insurance.

### **Module 2: Real Estate Practice (S0689)**

This module reviews the pertinent details of how to use forms and make disclosures, present an analysis, and enter into an agreement regarding real estate transactions.

### **Module 3: Legal Aspects of Real Estate (S0689)**

This module covers the ownership and conveyancing of estates and licenses in California. vestings, survivorship rights, and living trusts are also covered.

### **Module 4: Real Estate Finance (S0689)**

This module covers private lending and carry back sales, the foreclosure process, and conventional loans.

## **Requirements for Program Completion**

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To successfully complete this program, students must maintain a minimum average of at least 70% or C and complete all required tests, assignments, and projects. No licensure is required and there are no internships or externships.

## ❖ DIPLOMA PROGRAMS

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### **COMPUTER BASICS WITH SMALL BUSINESS MARKETING (SOC 43-9199, 43-3031)**

**(180 Clock Hours, 16 Weeks)**

#### **Mission and Purpose**

The mission and purpose of this diploma program is to prepare students to market small businesses incorporating computer skills. Graduates are prepared for job openings as bookkeeping/auditing clerks, office administrators, administrative positions with bookkeeping and/or marketing responsibilities, as well as marketing a small business.

#### **Program Description**

Graduates are prepared for jobs as bookkeepers/auditing clerks, as well as administrative positions that incorporate bookkeeping and/or small business marketing. Topics include connecting to a network, creating and managing email accounts, Microsoft Word, Microsoft Excel, using QuickBooks Online, creating targeted marketing plans, business networking skills and techniques, developing and implementing social media, and online marketing programs. Students will be prepared to take the QuickBooks Certificate User examination (Online version).

#### **Instructional Modality**

This program is taught on ground and synchronously online (English and Spanish).

#### **Admission Requirements**

To be admitted to this program, students must be at least 18 years of age and possess, at a minimum, a high school diploma, high school equivalency certificate (G.E.D.), or achieve a minimum score of 97 on the Combined English Language Skills Assessment (CELSA) Form 2 (Ability to Benefit Test) or achieve a minimum score of 17 on Reading Comprehension and 14 on Mathematics on the Language Proficiency Assessment Test-Spanish (LPAT-S) (Ability to Benefit Test).

#### **Estimated and Total Charges**

<b>Tuition</b>	<b>\$ 3,150.00</b>
Registration Fee	\$ 250.00
Instructional Materials and Supplies	\$ 500.00
Student Tuition Recovery Fund (STRF) Fees	\$ 0.00
<b>Total Charges (Period of Attendance/Entire Program):</b>	<b>\$ 3,900.00</b>

#### **Objectives**

Upon completion of this program, students will be able to

- navigate Windows 10.
- work with Apps.
- work with folders and files.

- personalize Windows.
- maintain the computer.
- work with edits and texts.
- format text and paragraphs.
- format pages.
- create tables.
- execute graphics.
- work with styles, themes, and templates.
- collaborate with Word.
- work with long documents.
- mail documents.
- edit a workbook.
- format worksheets.
- build formulas.
- view and manage worksheets.
- create and manage charts.
- execute basic accounting functions.
- manage QuickBooks Online files.
- backup files.
- work with customer transactions.
- bank with QuickBooks Online.
- set up a company on QuickBooks Online.
- create a basic marketing plan.
- use social media to market a small business.

## **Program Outline**

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### **Module 1 Introduction to Computers**

Students learn how to navigate Windows 10, computing fundamentals, working with applications, files, and folders, personalize Windows, and basic computer maintenance.

### **Module 2 Microsoft Word**

Students learn how to edit text, format text and paragraphs, and format pages. They also learn how to work with styles, themes, and templates. Collaborating with Word, working with long documents, and mailing is also covered.

### **Module 3: Microsoft Excel**

Students learn how to create and edit workbooks, format spreadsheets, build formulas, view and manage worksheets, and work with charts. Using Excel for bookkeeping is also covered.

### **Module 4: QuickBooks and Small Business Marketing**

**QuickBooks:** Students learn how to plan and create a company, edit QuickBooks Online preferences, customize a company file, open balance, and historical transactions. The module introduces basic managing QuickBooks Online files and backing up your company file.

Students learn how to manage the customer and job lists, create service items, create invoices, receive payments, enter sales receipts, make deposits, and generate customer related reports, vendor list, enter bills, pay bills, write checks, produce vendor and P&L reports, and work with QuickBooks graphs. Students also learn how to link bank accounts, manage credit card transactions, reconcile accounts, view banking reports.

**Small Business Marketing:** Students learn how to create a business plan. They also learn how to develop an effective Facebook, Twitter, LinkedIn, and YouTube page. Social media strategies for small business success are also covered.

### **Requirements for Program Completion**

To successfully complete this program, students must maintain a minimum average of at least 70% or C and complete all required tests, assignments, and projects. Students will be prepared to take the QuickBooks Certificate User examination (Online version).

## ❖ DIPLOMA PROGRAMS

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### **DIGITAL MARKETING (SOC 13-1161.01)**

**180 Clock Hours, 16 Weeks**

#### **Mission and Purpose**

The Digital Marketing program is focused on those who want to learn the basics of digital marketing and obtain an entry-level job in the field. The program is designed for individuals who do not possess experience in online marketing.

#### **Program Description**

Students use a range of tools and resources to gain proficiency in campaign development, analytics and reporting, content creation, and digital strategy for a variety of industries and platforms. Students will learn how to use the new advertising strategies without spending large budgets on traditional media. They learn how to execute a social media strategy, paid ads, and measure results by analytics tools.

While licensure is not required for employment, this program will prepare students for the Google *Fundamental of Digital Marketing* certification.

#### **Instructional Modality**

This program is taught on ground in English, only.

#### **Admission Requirements**

In order to enroll in this program, students must be at least 18 years old and possess a high school diploma or G.E.D.

Students must possess a working knowledge of computers including web browsers, basic Microsoft Word, and Microsoft Excel.

#### **Estimated and Total Charges**

<b>Tuition</b>	<b>\$ 3,150.00</b>
Registration Fee	\$ 250.00
Instructional Materials and Supplies	\$ 500.00
Student Tuition Recovery Fund (STRF) Fees	<u>\$ 0.00</u>
<b>Total Charges (Period of Attendance/Entire Program):</b>	<b>\$ 3,900.00</b>

#### **Objectives**

Upon completion of this program, students will be able to

- build a digital marketing strategy.
- implement marketing best practices.
- create marketing content for different channels.
- use apps for graphic design.
- use apps to manage social media.

- explain and use Google Ads.
- explain and use Google Analytics.

## **Program Outline**

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### **Module 1 – Digital Marketing Fundamentals 36 Clock Hours**

Students will explore digital marketing delivery methods including email marketing, web-based marketing, search-engine optimization (SEO), online advertising, and social media. The curriculum introduces tools to appropriately measure and evaluate the effectiveness of digital-marketing campaigns that are designed to improve the experience of the consumer. New trends, as well as key opportunities for innovation, are also included.

Upon completion of this module, students will be able to

- explain the importance of a strong online presence and how it is achieved through strategic digital practices.
- explain the core digital marketing channels and how they are managed in a business setting.
- interpreting web analytic data.
- identify key takeaways required for business decisions.
- navigate tangible tools to create a digital marketing strategy.

### **Module 2 – Content Marketing 36 Clock Hours**

Students will learn the marketing and business processes for creating and distributing content to attract a target audience.

Upon completion of this module, students will be able to

- create content for a marketing plan.
- create content using online tools.
- distribute content to different channels.
- measure performance using key indicators.

### **Module 3 – Digital Marketing Analytics 36 Clock Hours**

Students will learn to identify customer behavior, trends, patterns, etc. to allow for appropriate marketing strategy decisions.

Upon completion of this module, students will be able to

- explain the importance of digital marketing analytics.
- navigate Google Analytics.
- Setup analytics.
- Turn data into insights.

#### **Module 4 – Social Media Marketing 36 Clock Hours**

Students learn how to build a social media strategy that can be applied to a business and the basics of social media marketing with emphasis on the importance of these tools.

Upon completion of this module, students will be able to

- explain the importance of social media in marketing.
- use social media management tools.
- demonstrate use of social media ads.
- create and optimize social media campaigns.

#### **Module 5 - Search Engine Optimization (SEO) and Marketing 36 Clock Hours**

Students will learn what tool tools exist to rank websites on the first page of search engines and their use.

Upon completion of this module, students will be able to

- explain the basic concepts of search engine marketing.
- structure a search campaign on Google Ad.
- measure a campaign.
- optimize search campaigns.

#### **Requirements for Program Completion**

To successfully complete the program, students must maintain a minimum grade of 70% or a C and complete all required assignments, tests, and projects.

## ❖ DIPLOMA PROGRAMS

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### **Program Title: Security Guard (SOC 33-9032)**

**(40 Clock Hours, 5 Weeks)**

#### **Mission and Purpose**

The mission and purpose of this program is to provide students with the basic training requirements necessary to work as an unarmed security guard within the State of California. This program follows the standards prescribed by section 7583.6 (b) of the *Business Professional Code*.

#### **Program Description**

Upon completion of this program, students will be qualified to work as unarmed security guards in the State of California in addition to areas of loss prevention, event security, hotel security, restaurant security, building security, and front desk security.

This program includes the requirements set forth by the California Department of Consumer Affairs and the Bureau of Security and Investigative Services (BSIS). Students are prepared to take the required examination and apply for the California Guard Card.

Licensure is required to work as a security guard in the State of California (California Guard Card).

#### **Admissions Requirements**

To be admitted into this program, students must be at least 18 years old, possess, at a minimum, a high school diploma, G.E.D., or achieve a minimum score of 97 on the Combined English Language Skills Assessment (CELSA) Form 2 (Ability to Benefit Test) and be at least 18 years old.

Students must undergo and pass a criminal history background check through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) (BPC Sections 7581 and 7583.9).

#### **Instructional Modality**

This program is offered on ground and in English, only.

#### **Admissions Requirements**

To be admitted to this program, students must be at least 18 years old, possess, at a minimum, a high school diploma, G.E.D., or achieve a minimum score of 97 on the Combined English Language Skills Assessment (CELSA) Form 2 (Ability to Benefit Test) and be at least 18 years old.

Students must undergo and pass a criminal history background check through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) (BPC Sections 7581 and 7583.9).



## **Estimated and Total Charges**

<b>Tuition</b>	<b>\$2,007.50</b>
Registration Fee	\$ 250.00
Instructional Materials and Supplies	\$ 300.00
Student Tuition Recovery Fund (STRF) Fees	<u>\$ 0.00</u>
<b>Total Charges</b> (Period of Attendance/Entire Program):	<b>\$2,557.50</b>

## **Objectives**

Upon completion of this program, students will

- conduct emergency procedures.
- explain and understand the importance of ethics and professional conduct.
- make observations and prepare written reports concerning security incidents.
- perform crime and accident prevention techniques and accident scene protection.
- explain and understand the appropriate use of force
- identify entrepreneurship opportunities in the private security industry.
- explain the importance of public and inter-agency relations.
- explain the fundamentals of personal security.
- demonstrate interpersonal and professional communication skills.

## **Program Outline**

### **Level I Power to Arrest Courses**

#### **Power to Arrest 4 Hours**

This course familiarizes and instructs the individual on the training topics set forth by the *Business and Professions Code section 7583.7*, including legal aspects, techniques, liability, and company requirements relating to the arrest of an individual.

Upon completion of this course, students will be able to

- define arrest and discuss the implications relating to the subject, the guard, and the company.
- demonstrate escalation and de-escalation techniques in the use of force.
- demonstrate the use of restraint techniques and explain their implications.
- explain trespass laws and implications of enforcement.

### Appropriate Use of Force 4 Hours

This course familiarizes and instructs the individual on the subject matter and interceding skills, such as de-escalation tactics, interpersonal communication, implicit/explicit biases, and use of force scenarios, required to identify and report precursor activities to an incident, while reacting with objectively reasonable force.

Upon completion of this course, students will be able to

- explain the role of a security officer.
- define and discuss the legal standards of the use of force.
- define and explain implicit, explicit, and cultural competency.
- coordinate and share critical information regarding disabilities, behavioral, and mental health.
- identify active shooter situations using the run, hide, fight model.

### **Level II Mandatory Courses**

Every newly licensed employed security guard shall complete two of the mandatory courses within 30 days from the day the guard's registration card is issued (8 hours) or the day the guard begins employment. The remaining two mandatory courses, each consisting of four (4) hours of instruction, shall be completed within the first six (6) months from the day the guard registration card is issued or the day the guard begins employment as a security guard (*Article 9. Skills Training Course for Security Guards*).

The program includes the following level II mandatory courses.

### Public Relations (Community and Customer) 4 Hours

Upon completion of this course, students will be able to

- recognize gender and racial harassment/discrimination.
- understand stereotyping and attitude.
- demonstrate verbal skills and crisis intervention.
- explain diversity.
- discuss substance abuse and mental illness.
- demonstrate ethics and professionalism including appearance, command presence, and proper conduct.

### Observation and Documentation 4 Hours

Upon completion of this course, students will be able to

- write reports.
- navigate English as a Second Language situations.
- execute observation and patrol techniques.
- ask appropriate questions.
- observe suspects and suspicious activity.

### Communication and its Significance 4 Hours

Upon completion of this course, students will be able to

- explain and demonstrate communication strategies germane to the security profession including:
  - internal communication: protocols pursuant to contract, radio/monitors, other technologies.
  - external communication: emergency/first responders, medical personnel, police/sheriff/other enforcement, city, and government services.

### Liability/Legal Aspects 4 Hours

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

- demonstrate knowledge of liability and legal aspects of security including
  - personal, contractor, and employer.
  - criminal, civil, and administrative.
  - BSIS code and regulations.
  - role of a security guard.

### **Elective Courses**

The hours listed are the maximum number of hours that will be accepted as part of the 16 hours of elective training mandated by the *Business and Professions Code section 7583.6*. Every newly licensed security guard shall complete a minimum of 8 hours of elective courses within 30 days from the day the security guard's registration card is used or the day the guard begins employment. An additional 8 hours of elective courses shall be completed within the first 6 months from the day the security guard's registration card is issued or the day the guard begins employment (*Article 9. Skills Training Course for Security Guards*).

The program includes the following courses that can be used to fulfill the elective course requirements for the guard card.

Post Orders and Assignments: 4 Hours

Upon course completion, students will be able to

- navigate equipment including monitoring, communication, alarms, elevators.
- discuss and understand emergency responses.
- explain liability implications.
- explain what to do with lost and found articles.

Employer Polices/Orientation: 4 Hours

Upon course completion, students will be able to

- prepare employer reports and paperwork.
- explain reporting processes and procedures.
- differentiate between tax forms, health forms, etc.
- discuss uniform procedures.
- explain work schedules.
- discuss the importance of internal policies, processes, or procedures.
- understand an employer's use of force policy.

Evacuation Procedures: 2 Hours

Upon completion of this course, students will be able to

- explain emergency procedures related to life, safety, and acts of nature.
- have a working knowledge of evacuation routes including stairs, elevators, and doors.
- navigate a power outage.
- explain specific points of contact.

Access Control: 2 Hours

Upon completion of this course, students will be able to

- execute identification procedures.
- explain electronic use-Close Circuit Television.
- discuss non-electronic procedures.

Handling Difficult People: 4 Hours

Upon completion of the course, students will be able to

- explain the importance of effective communication.
- explain the components of conflict management.
- speak constructively.
- explain the importance of valuing diversity.
- discuss the components of negotiation.
- demonstration how to verbally diffuse a difficult situation.

### **Requirements for Program Completion/Graduation**

To successfully complete this program, students 100% of all examinations and maintain 100% attendance.

Due to the nature of the materials, students must achieve 100% on all tests and have 100% attendance. If a student must miss class for a critical reason (e.g., medical, family issue), the institution will make every effort to assist the student with making up the missed hours.

# CERTIFICATE PROGRAMS



**Main Campus:** 29970 Technology Drive, Suite 218, Murrieta, CA 92563  
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## ❖ CERTIFICATE PROGRAMS

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### ❖ QUICKBOOKS

#### **Mission and Purpose**

The mission and purpose of this certificate course is to familiarize students with QuickBooks Online and its features. This course is not designed to lead to a specific occupation.

#### **Course Description**

This course teaches students how to use the basic features of QuickBooks Online. Topics include opening a company, setting up a chart of accounts, entering checks, accounts receivable, accounts payable, working with customer transactions, vendor transactions, banking with QuickBooks Online, and generating financial reports. Students must possess basic computer skills prior to enrollment.

#### **Admission Requirements**

To be admitted to this program, students must be at least 18 years of age and possess, at a minimum, a high school diploma, high school equivalency certificate (G.E.D.), or achieve a minimum score of 97 on the Combined English Language Skills Assessment (CELSA) Form 2 (Ability to Benefit Test) or achieve a minimum score of 17 on Reading Comprehension and 14 on Mathematics on the Language Proficiency Assessment Test-Spanish (LPAT-S)(Ability to Benefit Test).

#### **Instructional Modality**

This course is taught on ground and synchronously online (English and Spanish).

#### **Course Length**

12 Clock Hours

#### **Estimated and Total Charges**

Tuition	\$1,350.00
Materials	\$ 200.00
Registration Fee (non-refundable)	\$ 250.00
Student Tuition Recovery Fund (STRF) Fees	\$ 00.00
Total Charges (Period of Attendance/Entire Program)	\$1,800.00

#### **Objectives**

Upon completion of this course, students will be able to

- execute basic accounting functions.
- manage QuickBooks Online files.
- backup files.
- work with customer transactions.
- bank with QuickBooks Online.
- set up a company on QuickBooks Online.

## **Course Outline**

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### **Module 1: Introducing QuickBooks Online**

The module introduces basic accounting, managing QuickBooks Online files, and backing up your company file.

### **Module 2: Working with Customer Transactions**

In this module, students learn how to manage the customer and job lists, create service items, create invoices, receive payments, enter sales receipts, make deposits, and generate customer related reports.

### **Module 3: Working with Vendor Transactions**

Students learn how to manage the vendor list, enter bills, pay bills, write checks, produce vendor and P&L reports, and work with QuickBooks Online graphs.

### **Module 4: Banking with QuickBooks Online**

Students learn how to create bank accounts, work with the chart of accounts, transfer funds, manage credit card transactions, reconcile accounts, view banking reports, and go online with QuickBooks Online.

### **Module 5: Creating A Company**

Students learn how to plan and create a company, edit QuickBooks Online preferences, customize a company file, open balance, and historical transactions.

## **Requirements for Course Completion**

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To successfully complete this course, students must maintain a minimum average of at least 70% or C and complete all required tests, assignments, and projects. No licensure is required and there are no internships or externships.



# INFORMATION & STUDENT HANDBOOK



**Main Campus:** 29970 Technology Drive, Suite 218, Murrieta, CA 92563  
**Branch and Mailing Address:** 815 Third Ave Suite 119 Chula Vista CA 91911  
**Satellites:** 135 West Mission Avenue, Suite 107, Escondido, CA 92025  
**Branch:** 2005 Highland Ave, Suite 5, National City, CA 91950

Telephone: (877) 390-0883 Fax: (619) 422-8992

Website: [www.movisoacademy.com](http://www.movisoacademy.com) Email: [admissions@movisoacademy.com](mailto:admissions@movisoacademy.com)

## ❖ RULES OF OPERATION AND CONDUCT

All students, faculty members and administrators shall conduct themselves in accordance with the published rules and regulations of the school. Each person shall endeavor to treat others with respect. Students are expected to dress in business attire and behave in a mature manner consistent with the professional nature of the school and its surroundings.

## ❖ FACILITIES AND STUDENT SERVICES

### Locations

The school operates in the following locations: (Main) 29970 Technology Drive, Suite 218, Murrieta, CA 92563 (Branch) 815 Third Avenue, Suite 119, Chula Vista CA. 91911, (Satellite) and 135 W. Mission Avenue, Suite 107, Escondido, CA 92025 (Branch) 2005 Highland Ave, Suite 5, National City, CA 91950. All instruction takes place at these locations or online.

The classrooms are designed to accommodate up to 20 students each. Each classroom is equipped with the appropriate number of computer workstations, if applicable. The buildings, classrooms, restrooms, and complete facilities are fully accessible to the physically challenged. There is ample free parking for all students in the adjacent parking structure, and numerous spaces reserved for the disabled.

### The Learning Resource System

The school maintains a learning resource system that contains textbooks, periodicals, and reference materials. These materials can be checked-out by students for a maximum period of 4 weeks at a time. Checked- out materials must be renewed in person. Items can be checked on breaks, during the lunch period, or after class hours. Students have access to the system during school hours as well as after class. The Center is not open on weekends. Additionally, students have access to the school's digital holdings through the Library and Information Resources Network (LIRN) using the assigned access number. LIRN holdings can be accessed using any device with Internet capability. All holdings are in English and Spanish.

### Placement Assistance

The school provides placement assistance for all program graduates. Services include resume and interview preparation. Placement assistance continues until the graduate obtains employment in the field of instruction.

### Equipment

If you purchase your own equipment such as computer, printer and software, The School is not responsible for installing the software nor to repair the equipment. The student is responsible for installing software, technical and maintenance related issues and repair.

### Financial Aid

Students are expected to arrange for tuition payment at the time of enrollment. Moviso Academy participates in WIOA and ETPL/ *Cal JOBS* programs.

Check with your Admissions Representative for information regarding these programs. There is no associated consumer information that the institution is required to disclose.

Moviso Academy is not accredited by an accrediting agency recognized by the United States Department of Education (CEC 94909(a) (16)).

Moviso Academy participates in WIOA and ETPL/ *Cal JOBS* financial assistance program. Check with your Admissions Representative for information regarding these programs. There is no consumer information that is required to be disclosed, including promissory notes.

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

## **Distance Education**

Moviso Academy offers synchronous distance education for some of its diploma programs as well as the certificate program. Students should inform the Admissions Representative regarding the instructional modality of choice. In addition, students should consult with an Admissions Representative regarding which programs are offered via synchronous distance education. (*Digital Marketing and Security Guard programs are offered on ground, only*).

If a student enrolls in a distance education program, all lessons, projects, and assignments must be submitted at the same time as the in-person class. The student will receive a response, by email, regarding the graded work simultaneously with the in-person students (approximately 2 days following submission).

## **Housing**

Moviso Academy does not have dormitory facilities under its control. There is available housing located reasonably near the institution's facility (within 5 miles). An estimation of the approximate cost is listed below.

- 2 Bedroom units \$995.00-\$1,200.00
- 1 Bedroom units \$795.00-\$995.00

Moviso Academy has no responsibility to find or assist a student in finding housing.

## ❖ SCHOOL POLICIES

### **Admission Requirements**

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To be admitted to the school, students must be at least 18 years of age and possess, at a minimum, a high school diploma, high school equivalency certificate (G.E.D.), or achieve a minimum score of 97 on the Combined English Language Skills Assessment (CELSA) Form 2 (Ability to Benefit Test) or achieve a minimum score of 17 on Reading Comprehension and 14 on Mathematics on the Language Proficiency Assessment Test-Spanish (LPAT-S)(Ability to Benefit Test).

The Security Guard and Digital Marketing programs have different admission requirements. Review the admission requirements for these programs in this catalog.

Instruction is delivered in English and Spanish. Prospective students must inform their admissions representative of the preferred language of instruction during enrollment. Not all programs are offered in Spanish. This catalog identifies the language and instructional modality for each program.

The school admits qualified students without discrimination toward race, color, national or ethnic origin, marital status, sex, sexual orientation, and age, religion, or physical ability.

All students must file a complete and accurate application for admission before being considered for admission.

### **Admissions Procedure**

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During the admissions process, prospective students must

- complete an enrollment agreement.
- participate in an enrollment interview during which program details are discussed and all forms are completed.
- receive a tour of the school. Distance education students virtually tour the campus.
- take the ability to benefit examination, if applicable.
- pay the registration fee of \$250.00.
- arrange for tuition payment.

All enrollment documents are written in a language that is easily understood (English and Spanish). All recruitment is conducted in the language that the applicant is most comfortable (English or Spanish). This includes all agreements, disclosures, and statements. If a student is unable to understand the agreements, disclosures, and statements, they are not enrolled. Language proficiency is determined during the interview portion of the admissions process.

Again, if the admissions representative determines that the prospective student is unable to understand the required admission documentation or if the language proficiency level is inappropriate, they will not be enrolled (English or Spanish).

If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund.

For students enrolling in programs that are three (3) months or less in duration, Moviso Academy may require tuition in full on the first day of instruction. For programs designated to be four (3) months or longer, Moviso Academy will allow payment arrangements that will be set forth in the enrollment agreement.

### **Foreign Students**

Moviso Academy does not admit students from other countries. All applicants must be United States citizens or legal residents to enroll at Moviso Academy.

### **Attendance**

Moviso Academy emphasizes the need for all students to attend classes on a regular basis. Any absences, except those necessitated by death of a family member, illness, verified court appearance, military duty, or other legal requirements are discouraged and unexcused. To maintain satisfactory attendance, students may not miss more than 5% of the total hours in any given class. Upon missing more than 5%, a student will receive written notification of attendance probation.

Additional unexcused absences during such probation periods may result in an absence contract between the student and instruction, suspension, or dismissal from the school. A student will remain on probation until the end of the module. The aforementioned policy applies to in-person and online students. Attendance is taken at the beginning of class. For students enrolled online, attendance is taken when the student login for class.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Moviso Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in (program name) is also at the complete discretion of the institution to which you may seek to transfer. If the insert credits, diploma, or 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 Moviso Academy will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Moviso Academy to determine if your credits, certificate, or diploma will transfer.

## **Transfer of Credit from Another Institution**

Due to the technical nature of the courses and programs at Moviso Academy, as well as how the courses/programs are measured (clock hours, only), the institution does not accept transfer credits from other institutions. Furthermore, Moviso Academy does not maintain articulation agreements with any other institution.

## **Credit for Prior Experiential Learning**

Moviso Academy does not grant credit for prior experiential learning.

## **Credit by Examination**

Students may receive credit by examination for a selected course. However, credit by examination does not relieve tuition responsibility. Specifically, students must still pay the full tuition for credit by examination courses.

## **Language Proficiency**

Students must be proficient in the language of instruction (English or Spanish). Language proficiency is determined during the admissions interview. There are no ESL services. Some programs are offered only in English. Students enrolling in English only programs, that are not proficient in English, must achieve a minimum score of 75 on the TOEFL examination. The school does administer the examination with a proctor. The student will not be charged for the test.

## **Ability to Benefit Students**

Moviso Academy admits the ability to benefit students. Should an applicant not possess a high school diploma or G.E.D., then a minimum score of 97 must be achieved on the Celsa English Language Skills Assessment (CELSA), Form 2 or a minimum score of 17 on Reading Comprehension and 14 on Mathematics on the Language Proficiency Assessment Test-Spanish (LPAT-S). The Assessment is administered by an independent third-party at no cost to the applicant.

## **Class Hours**

Listed below are the hours during which instruction is delivered.

<i>Day Session</i>	<i>9:00 am to 12:45 noon</i>
<i>Evening Session</i>	<i>6:00 pm to 9:45 pm</i>
<i>Saturday</i>	<i>9:00 am to 1:00 pm</i>

## **Holidays**

Memorial Day	Veterans Day
Independence Day	Thanksgiving (Thursday and Friday)
Labor Day	Winter Break (To be announced)
Martin Luther King, Jr. Day	Spring Break (To be announced)

## **Student Complaint/Grievance**

The school accepts the responsibility for its course content, the manner in which it is presented, and the representatives who administer and instruct at the school. The information that follows represents procedures by which a student may air any grievance or complaint that he or she may be inclined to register regarding the school, its course content, or personnel.

- A. A student who believes that an injustice has been done to him/her should first attempt to resolve the complaint by informal discussion with the employee(s) involved.
- B. If the problem is not resolved with direct discussion between the student and the school employee(s), the student should request an informal discussion with the person at the lowest level of authority directly above the person at which the complaint was directed.
- C. If the complaint is still not resolved, the student has the option to submit a written statement with regards to the nature of the grievance to that level of authority spoken to in Section B, which will be forwarded to the Director (student complaint designee), for review. This written statement should specify the time, place and nature of the complaint and a remedy or corrective action requested by the student.

This statement should be submitted within three days of the incident's occurrence, after the concerned parties are made aware of all aspects of the complaint or grievance.

- D. The Director handles complaints, grievances, and is regularly accessible during school hours of operation and by appointment before and after school, Monday through Friday. The school and its administration believe that most grievances can be resolved through this policy.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free (888) 370 - 7589 or by completing a complaint form, which can be obtained on the Bureau's internet web site: [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **Student Grade Grievance**

This policy describes the procedure by which a student may present a grievance on grades or grading practices.

- A. The student who believes that an injustice has been done to him/her regarding a grade or the grading policy should first attempt to resolve the matter through informal discussion with the class instructor.
- B. If the problem is not resolved with the instructor, the student should pursue a conversation with the Director. Any matter dealing with a grade or grading policy is the sole responsibility and final decision of this administrator. The school and its staff believe that the scope of any grade grievance can be resolved at this level. There is no further chain of action.

- C. If the student has received an unsatisfactory grade on a particular segment of the class, that student can attend a future class, as specified and approved by the administration, to review that segment and retake the exam at no additional cost. No certificate will be awarded until the student demonstrates satisfactory knowledge and skill level by passing all testing phases of the course.

## **Student Conduct**

All students are expected to conduct themselves as responsible adults, regularly attend classes, and maintain satisfactory academic progress. The school reserves the right to dismiss any student whom:

- exhibits conduct, determined by the administration, to be detrimental to fellow students, other individuals, and the community or school.
- fails to maintain satisfactory academic progress.
- fails to meet attendance standards.
- fails to meet financial obligations to the school as agreed.

The school reserves the right to cancel a class start date due to insufficient enrollment. If this occurs, the student may request a full refund of all monies paid or apply all monies paid to the next scheduled class start date.

The school reserves the right to change or modify the program contents, equipment, staff or materials as it deems necessary. Such changes may be necessary to keep pace with technological advances and to improve teaching methods or procedures. In no event will any such changes diminish the competency or content of any program or result in additional charges to the student.

## **❖ STANDARDS FOR STUDENT ACHIEVEMENT**

### **Grading/Student Assessment**

Listed below is the grading policy.

<u>Grade</u>	<u>Percent</u>	<u>Grade Point</u>
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	0-59	0.0

Students are required to master all course segments and pass all tests, take notes, complete homework assignments, and participate fully in all classes and hands-on application sessions prior to earning a certificate of completion. To graduate and receive a diploma, students must complete the course with a minimum combined average of 70% or better and meet the minimum attendance requirements.



## **Tracking Progress**

### **Probation/Termination**

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If a student misses part of a class, that work must be made up after class or as homework. If a student misses class without reasonable cause or is persistently tardy, a warning is issued as a precursor to termination from the program. The Director will study each absence or tardy on a case-by-case basis and will use discretion in deciding if the student is to be dismissed, retained or placed on probation. If terminated, the student will receive a pro-rata refund (clock-hour formula).

A student will be placed on probation for three unexcused tardiness or for missing a class, or part of a class, without reasonable cause. The student will be required to make up the work and will remain on probation until all course work is current and progress is satisfactory again.

If a student repeats any course segment or must make up a segment, the total time to complete the program must not exceed 1.5 times the maximum planned program completion time. A student is considered tardy for arriving more than 20 minutes late to class or leaving more than 20 minutes early. Three tardiness without reasonable cause means the student has missed a day of class, and that will result in probation or termination. Three consecutive absences will result in termination from the program.

If a student is unable to satisfactorily assimilate the knowledge or skills contained in a course, then it is in the best interests of both the student and the school for the student to withdraw or be dropped from the program. Students who successfully complete the program will receive a diploma on the last day of class.

### **Satisfactory Academic Progress**

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Each student is evaluated at the end of the first 25 percent of the program and must have a grade-point average of 1.0, a 1.5 grade-point average at the midpoint of the program and a 2.0 grade-point average upon graduation.

If a student does not meet the required grade-point average at the appropriate checkpoint he or she would be placed on probation and given until the next checkpoint to increase the grade to the required minimum. If the required minimum standard is not met by the next checkpoint, the student will be terminated.

### **Student Appeal Process**

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If a student is terminated from a program for unsatisfactory attendance, lack of progress, unacceptable conduct, or failure to abide by financial and/or other agreed upon contracts, the student could initiate the appeal process by submitting a written request for readmittance to the school Director.

An appeals committee will take into consideration the student's overall attendance record, academic progress, conduct, instructors' recommendations, and any other relevant circumstances. The student will be notified in writing of the Appeal Committee's decision within three working days from the date the appeal was submitted. Students will not be entitled to appeal if they are terminated for exceeding the maximum planned program completion time.

## **Reinstatement**

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated at the beginning of the next available class. To be reinstated, students must follow the appeals process. Readmitted students must achieve a minimum average of 70% (C).

## **Leave of Absence (LOA)**

A student may take a leave of absence for good cause, if the Director is notified in writing. The student must apprise all concerned parties on the length of the LOA and the return date to class, so that adjustments pertaining to scheduling and classroom space availability can be accommodated. Previous grades and progress will not be affected by a leave of absence. Students will not be charged for their LOA.

A discretionary leave of absence, or the taking or retaking of part of the course will not affect previous grades. The maximum time allowed to complete any program is 1.5 times the scheduled number of business class days. The extra class days can be taken on some future date depending on classroom availability and scheduling issues.

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## **❖ PROGRAM APPROVAL**

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Moviso Academy is a private institution that is approved to operate by the California Bureau for Private Postsecondary Education (School No. 58707895) pursuant to the California Education Code Section.

Approval means compliance with state standards as set for in the CEC and 5. CCR. Moviso Academy does not imply that the Bureau endorses programs or that Bureau approval means that Moviso Academy exceeds minimum state standards.

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## **❖ DISCLOSURES**

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Moviso Academy has no pending petitions in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy file against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S. Sec 1101et.seq.).

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## **❖ STUDENT RECORDS**

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All student academic and financial records are accurately maintained, on site, in fireproof cabinets and filed in a secure and organized manner. These records are retained for five years to comply with BPPE regulations. After five years the records are moved to a licensed and bonded off-site storage facility that also maintains fireproof protection for these records indefinitely. Students are permitted to view their records, but the records must not leave the school.

The Director is responsible for the safekeeping and accuracy of student records.

## ❖ STUDENT PROVISIONS

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### **Students Right to Cancel and Refund Right**

1. You have the right to cancel the enrollment agreement for a program if instruction including equipment or other goods and services included in the agreement, the first-class session or the seventh day after enrollment, whichever is later.
2. Cancellation shall occur when you give written notice of cancellation to the school. You can do this by mail, fax, hand delivery, or telegram. Address for cancellation is: Moviso Academy, 29970 Technology Drive, Suite 218, Murrieta, CA 92563, Attn: Campus Director.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage paid.
4. The written notice of cancellation need not take any particular form and however expressed; it is effective if it shows that you no longer wish to be bound by this Agreement.
5. If you cancel the enrollment agreement, Moviso Academy will keep the \$250.00 registration fee, you will have no liability to the school except as provided in paragraph six of this section and Moviso Academy will refund any money you paid within (30) days after we receive your notice of cancellation.
6. You have the right to withdraw from the program at any time. If you withdraw from your program after the seventh day after enrollment and are entitled to a refund, the school will pay your refund within 30 days of your withdrawal / determination date according to the current regulations. Before we compute your refund, Moviso Academy will keep the \$250.00 registration fee. The amount of your refund is calculated and determined on a pro-rata basis. The state pro-rata will be calculated for all students who withdraw from a program and is derived by the number of hours attempted as of the students last date of attendance in a scheduled academic year into the total number of hours scheduled for the academic year.
7. For the purpose of determining the amount a student owes for time attended, a student shall be deemed to have withdrawn from a program when any of the following occurs: (a) The student notifies the School of withdrawal or the actual date of the withdrawal (b) The School terminates the student's enrollment, (c) The student has failed to attend classes for 5% of the program length, (d) The student fails to return from a Leave of Absence.
8. For the purpose of subdivision (d) of California Section 94920 and for determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance.

9. For the purpose of determining when the refund must be paid pursuant to subdivision (d) of California Section 94920, the student shall be deemed to have withdrawn at the end of the designated period.
10. If the School provided books or equipment, the student must return the equipment in good condition, allowing for reasonable wear and tear within 30 days following the date of withdrawal. The school will refund the charge for the equipment, which was paid.
11. If the student fails to return the equipment in good condition, allowing for reasonable wear and tear, within 30 days following the date of withdrawal, the school may offset against the refund calculated.
12. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

### **Hypothetical Refund Example**

Assume that a student enrolled in a 147-clock hour program that costs \$3,462.00 (\$2,412 for tuition, \$100 registration fee, and \$950 for books and materials). The student keeps all books and material and has a cash credit of \$1,000. If the student withdraws after completing 47 clock hours, the calculation is:

1.	Total charges	=	\$3,462.00
2.	Less tuition charges of \$3,362 times remaining hours (100) divided by the total course clock hours (147)	=	\$2,287.00
3.	Subtotal	=	\$1,175.00
4.	Less any amount paid by you or on your behalf	=	\$1,000.00
5.	Amount you still owe	=	\$ 175.00

The School will make any refund within forty-five (45) days of the student's withdrawal or termination date or the specified time period under applicable law, whichever occurs first. The student remains obligated to the School for all unpaid tuition, fees, and other amounts charged pursuant to the enrollment agreement or otherwise that are not subject to refund in accordance with this section.

For the purpose of determining the amount owed for the time attended, a student shall be deemed to have withdrawn from the course when any of the following occurs: (a) The student notifies the school of his/her withdrawal or the actual date of withdrawal in writing. (b) The school terminates the student's enrollment. (c) The student fails to attend classes for 5% of the program's duration. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance. If any portion of the student's tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or the agency that guaranteed the loan, if any. Any remaining funds will be used to repay any student financial aid program from which the student received benefits, in proportion to the amount of the benefits received. Any sum remaining will be refunded to the student.

Notice 1: All documents referred to in this agreement are part of, and integral to, this agreement.

## ❖ STUDENT TUITION RECOVERY FUND

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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.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

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., Suite 225, Sacramento, CA 95834, (916) 574-8990 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 non-collection 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.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

Notice 3: STUDENT Receiving FEDERAL FUNDS: If you are receiving Title IV Federal Funds while you are attending this institution, if you terminate your enrollment prior to completing the program of study of your choice, Federal regulations may demand that all or a portion of the funds received, be returned to the original aid programs as unearned aid. Unpaid institutional charges will be the sole responsibility of the student. Delinquent accounts will be turned over to a collection agency.

Notice 4: If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency make 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. (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.

## ❖ FACULTY AND STAFF

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### **Administration**

Gloria Gonzalez: President/School Director/Chief Executive Officer/Chief Academic Officer

Carlos A. Flores: Associate Director/Director of Education

Socorro Hernandez: Director of Admissions

Ana Torres: Director of Administrative Operations/Office Manager

Mariela Flores: Pre-Class Coordinator and Tutor

Jessica Garcia: Pre-Class Administrator

Jennifer Colmenero: Academic Coordinator

Ariel H: Academic Coordinator

Antonia Orozco: Job Placement Officer

Christian Tacas: Information Technology

### **Faculty**

All faculty members possess, at a minimum, at least three (3) years of professional experience/education in the field of instruction accompanied by any required certification. All faculty members are required to remain current in the field of instruction. This may be achieved through professional conferences and activities, continuing education including certifications, pedagogical courses including classroom management, and advanced diploma or degree achievement.

### **Leana Eguiza: Real Estate**

Ms. Eguiza has 6 years of experience in real estate and property management. In addition, she has over 3 years of experience in teaching and computing. Ms. Eguiza holds a valid real estate license.

### **Carlos Flores: Security Guard Program**

Mr. Flores possesses more than 3 years of experience as an instructor. In addition, he has maintained a private security company for 6 years. Mr. Flores holds a Bachelor's degree in economics from the Universidad Autonoma de Baja California.

He also holds certifications in human resources administration and organizational development from the Universidad Autonoma de Baja California and the Universidad Iberoamericana del Noroeste, respectively. Mr. Flores is bilingual and speaks English and Spanish.

### **Jeremy Katz: Real Estate**

Mr. Katz possesses more than 15 years of experience in the California real estate industry. His experience includes commercial, single family residential, and multi-family residential loans.

Mr. Katz holds a California Broker License.

### **Alicia Leon: Computer Basics with Small Business Marketing**

Ms. Leon possesses more than 3 years of mentoring experience combined with learning and development. She holds a Bachelor's degree in rhetoric and writing studies from San Diego State University and is currently pursuing a Master's degree. Ms. Leon is bilingual and speaks English and Spanish.

**Luis Patlan: Computer Basics with Small Business Marketing/Digital Marketing**

Mr. Patlan possesses more than 5 years of digital marketing experience in small business environments. He possesses certificates in automated office procedures. Duties include working with software programs, word processing, and digital marketing. Mr. Patlan is bilingual and speaks English and Spanish.

**Viviana Ponce de Leon: Computer Basics with Small Business Marketing**

Ms. Ponce de Leon possesses more than 5 years of experience working in the information technology field in technical support. She also has 2 years of experience teaching ESL. Ms. Ponce de Leon is fluent in English and Spanish.

**Enrique Ramirez: Computer Basics with Small Business Marketing**

Mr. Ramirez possesses over 5 years in computer experience and communication. He is also knowledgeable in some software programs. He holds a Bachelor's in communication. Mr. Ramirez is bilingual and speaks English and Spanish

**Jessica Garcia: Security Guard**

Ms. Garcia possesses 10 years of experience in the education field and 7 years in administrative areas. She holds a Master's degree in Education technology online and a bachelor's degree in Education. Ms. Garcia is bilingual, speaking English and Spanish. She is also a licensed Security guard by the state of California.





# Moviso Academy

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