

## AAIE EDUCATIONAL PROGRAMS

### 1. **FACULTY OF ARTS & HUMANITIES**

- General Arts & Humanities
- Social & Human Services Asst.
- Teaching Assistant
- Train-the-Trainer
- Volunteer Management

### 2. **FACULTY OF BUSINESS**

- Business Administration
- International Business Admin.
- Event Management
- Management of Non-Profit Org.

### 3. **FACULTY OF LANGUAGES & CULTURES**

- English As a Second Language
- ESL Teacher Training
- Multicultural Studies Specialist
- Translator & Interpreter Training
- Teacher of Foreign Languages
- Foreign Languages

### 4. **FACULTY OF HEALTH & MEDICINE**

- Activities Director
- Chiropractic Assistant
- Certified Health Coach
- Home Health Aide
- Homeopathic Medicine (HD)
- Medical Assistant
- Medical Case Management Specialist
- Naturopathic Medicine (ND)
- Physical Therapy
- Psychology
- Recreational Therapy
- Therapeutic Massage

**Special Pre-Health Profession Program for High School / College Students**

Interested in becoming a Doctor, Nurse, Dentist, Chiropractor, Physical Therapist, etc. This 100-hour program is offered on Saturdays for 3-months (Jan./April/July & October). The cost for this 80-hours didactic plus 20-hour internship program is \$850 per person.



☎ 248-822-6000 or 586-573-7300  
🌐 [americanacademyedu.org](http://americanacademyedu.org)  
✉ [info@americanacademyedu.org](mailto:info@americanacademyedu.org)

## AMERICAN ACADEMY OF INTERNATIONAL EDUCATION

YOUR SCHOOL OF LIFE-LONG LEARNING  
41800 Hayes Rd • Clinton Twp., MI 48038



## VOLUNTEER MANAGEMENT SPECIALIST

Certificate Programs



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# VOLUNTEER MANAGEMENT SPECIALIST

Nearly 65 million Americans volunteer in a wide variety of organizations & institutions. From the large non-profit organizations to the little-league baseball teams, and from major hospitals and libraries to hospice and senior centers, volunteers have become an integral part of our society.

Unfortunately, there is also a very high turnover among volunteers. According to the research done by the Urban Institute, two-fifths of the volunteers stop volunteering, because of one or more poor volunteer management practices.

Although the non-profit sector, in the past, has been reluctant to adopt management policies of for-profit sector, the changing volunteer culture and growing needs of the volunteers dictates re-engineering of the volunteer management policies & practices.

American Academy of International Education offers the Volunteer Management Specialist Certificate program with a challenging curriculum, based on research done by a number of experts in the volunteer management field. Our non-traditional, work-shop, seminar, seminars, individualized and thought-provoking programs encompass what more non-profit organizations need, to plan and develop an effective volunteer-management program, which may enhance your standing in the community, attract more qualified volunteers, increase retention significantly and which will satisfy the needs and desires of the 21st century volunteers.

Competency-based, accelerated programs, based on credits for previous studies, experience, research or examination, may allow you to complete the program in less time. Most courses, including 'Continuing Education, may be available on-line.

The programs are based on 4-trimester per year with new classes starting in January, April, July and October. This program is also available on-line. Classes are held once or twice per week, during the day, evening or weekends for your convenience. Students will be helped find a paid, or a volunteer position or internship in a related field.

## CERTIFICATE PROGRAM

Trimester 1-4 (1 Year) 14 Courses =  
630 Clock Hours. Tuition: \$2,970.00

### Trimester - 1

VOL-101	Intro to Volunteer Management	45
CUL-101	Multicultural Studies	45
PSY-101	Intro to Psychology	45

### Trimester - 2

VOL-202	Volunteer Management	45
EDU-101	Fundamentals of Adult Learning	45
SOC-101	Introduction to Sociology	45
BUS-207	The Art of Public Speaking	45

### Trimester - 3

VOL-203	Developing & Managing Volunteers	45
VOL-204	Volunteer Management & Retention	45
VOL-205	Training Volunteer Board & Leaders	45

### Trimester - 4

GRN-101	Fundamentals of Grant Writing	45
COM-101	Fundamentals of Communication	45
ETH-102	Professional Ethics	45
BUS-219	Crisis & Conflict Management	45

**The students are required to complete CPR & First Aid Course  
at their own expense before graduation.**