



NON-CREDIT PROFESSIONAL PROGRAMS



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Non-Credit Professional Programs

Location: Vasey Hall
Telephone: 610.519.4300
Email: cps.info@villanova.edu
Publication Date: 5/1/2023

General Information

History and Objectives

In May 2014, Villanova University created the College of Professional Studies (CPS)—the first new College at the University in 50 years. The degrees and non-credit certificate programs delivered by the College of Professional Studies are offered at Villanova University, an institution that is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (via phone: 267-284-5000). Please note that the Commission accreditation does not imply specialized accreditation of the programs offered.

The Dean of CPS reports to the University Provost, who in turn reports to the President. For a list of the Executive Council, Officers of the University and Deans, please visit the Office of the President's website: http://www1.villanova.edu/villanova/president/about_university/leadership.html. On this site, the University Trustees are listed: http://www1.villanova.edu/villanova/president/about_university/trustees.html.

CPS provides academically rigorous undergraduate degree and certificate programming, as well as non-credit education for the adult learner and working professional. These programs are offered online, on-campus, off-campus at various sites and at corporate, governmental and non-profit organizations.

CPS continues Villanova's century-old tradition of service to adult learners and complements Villanova's breadth of academic offerings by providing innovative programs with flexible delivery options. It houses and continues to advance the curricula of the University's professional studies programs. CPS is housed in Vasey Hall on Villanova University's campus in Villanova, Pennsylvania.

Non-Credit Professional Courses & Programs

CPS non-credit offerings include professional development courses and certificate programs that are offered to thousands of students each year. The College offers various courses in multiple subject areas and modalities which are listed on the website and in this supplement. Examples of certificate programs include: Human Resources Management, Payroll Administration, Applied Project Management, Lean Six Sigma, Business Process Management and Organizational Leadership.

The College of Professional Studies also offers a Paralegal Professional certificate. This certificate program is designed to train qualified individuals in the theory and philosophy of the law and the ethics of legal practice. Students gain the necessary practical skills to enable them to effectively assist lawyers and executives in providing a full range of legal services to corporations, governmental agencies, law firms, and businesses. Paralegals may not provide legal services directly to the public except as permitted by law. The CPS Paralegal Professional Certificate is approved by the American Bar Association (ABA®).

This supplement contains information about these programs. For more information, students can also contact the College of Professional Studies at 610-519-4300 or visit the website at cps.villanova.edu.

Instructors

The College of Professional Studies employs a variety of instructors to teach its professional education courses. Instructors may teach a single course or across multiple programs and modalities, as well as in other colleges at the University. A current and complete list of CPS instructors is posted on the website at: <https://www1.villanova.edu/university/professional-studies/faculty.html>.

Academic Calendars

CPS On-Campus Offerings and Calendar

Campus classes are offered in multiple durations ranging from one-day to full semester courses.

Table 1: Class Duration Schedule

Duration Discipline	Courses
1 Day Counseling	Drug & Alcohol Education
	Interviewing and Counseling Techniques
	Intake/Assessment/Record Keeping w/ Substance Abusers
	Cultural Competency
	Relapse Prevention
	Countertransference & Boundary of Self
	Counseling & Peer Support
	Group Counseling with Substance Abusers
	Ethical Decision Making
	Substance Abuse Treatment for People with Co-Occurring Disorders
2 Days Project Management	Recovery Skills Planning
	Advocacy for Self and Others
7 Weeks English for Everyday Life	Communication Skills in Recovery
	Introduction to Project Management
	Popular Culture
	Government and Citizenship
12 Weeks Fundraising	Technology and Science
	People and the Environment
	Sports and Outdoor Recreation Current Events
13 Weeks Leadership	Principles of Fundraising
	Women's Leadership Development Certificate
Varied	Supply Chain Management
	Facilities Management
	SHRM Essentials of Human Resources
	SHRM-CP/SHRM-SCP Exam Preparation
	Leadership Symposium
	New Manager Bootcamp
	PMP® Exam Preparation
	Civil Procedure & Litigation
	Business Organizations
	Contract Law
Criminal Law	
Employment Law	
Estates & Trusts Ethics	
Family Law	
Paralegal	Intellectual Property Law
	Introduction to Paralegal Profession & Principles
	Legal Research
	Legal Writing
	Paralegal Office Coordination
	Real Estate Law
	Torts and Personal Injury Law

All campus classes follow the CPS academic calendar which is modeled after the University academic calendar. The CPS calendar is posted on the College website:

https://www1.villanova.edu/villanova/professionalstudies/Course_Schedules.html

For a list of specific start and end dates, see the Professional Education Course Schedule:

https://www1.villanova.edu/villanova/professionalstudies/Course_Schedules/CPS_Upcoming_Courses.html

CPS Online Offerings and Calendar

Online professional education programs are currently offered in varied durations. The tables below indicate each course and its corresponding timeframe.

Courses are generally offered monthly or every other month. Given the online nature of the courses, there is no formal scheduled time-off for holidays. Regularly scheduled live class sessions that fall on University holidays will be rescheduled to an alternate date by the instructor. Students who are unable to attend the alternate date are not penalized. Note, online PayTrain® CMA® and VIISTA classes are exceptions to the above as they follow the CPS On Campus Professional Education Course Schedule

<https://www1.villanova.edu/university/professional-studies/academics/professional-education/cps-professional-education-calendar.html>

Table 2: Class Duration Schedule

The below table reflects the duration of courses that are offered online.

2. Class Duration Schedule:

Duration Discipline	Courses	
4 Weeks	Project Management	Essentials of Project Management PMP® Exam Preparation
	Leadership	Rotating Topics
	Six Sigma	Essentials of Lean Six Sigma
8 Weeks		Mastering Project Management
	Project Management	Advanced Strategic Project Management
		Project Management Capstone
		Lean Six Sigma Six Sigma Green Belt
	Six Sigma	Lean Innovation & Management
		Essentials of Commercial Contract Management
	Contract Management	Essential of Government Contract Management Advanced Contract Management
		Essentials of Business Process Management
	Business Process Management	Mastering Process Methodology & Solutions Advanced Process Strategy & Practices
	Information Systems Security	Essentials of Cybersecurity (IS Security) Mastering Cybersecurity/Security+ (IS Security +)

	Business Analysis	Essentials of Business Analysis Mastering Business Analysis Essentials of Data Visualization
	Business Intelligence	Essentials of Business Intelligence Mastering Data Management & Technology Advanced Data Architecture & Intelligence
	Human Resources	Mastering Organizational Effectiveness
	Agile	Agile Methodology Agile Principles Leading Agile Teams Strategic Organizational Leadership Maximizing Team Effectiveness
	Leadership	Finance & Accounting for the Non-Financial Manager
10 Weeks	Financial Management	PayTrain® Level 1 - Fundamentals PayTrain® Level 2 - Mastery
12 Weeks	Financial Management	CMA® Exam Prep Part 1: Financial Reporting, Planning, Performance & Analytics CMA® Exam Prep Part 2: Strategic Financial Management
	Human Resources	Human Resource Management
	Information Systems Security	Advanced Concepts in Cybersecurity (Information Security)
	Six Sigma	Lean Six Sigma Master Black Belt
14 Weeks	Immigration Studies	Villanova Interdisciplinary Immigration Studies Training for Advocates Modules 1 through 3
16 Weeks	Six Sigma	Lean Six Sigma Black Belt

Admissions, Enrollment & Registration

Admission, Enrollment & Registration

A student is permitted to be registered in only one professional education program at a time.

On-campus courses may be held in any classroom building on campus based on availability, enrollment, and technology needs. Courses may also be offered off-campus at third-party facilities or on-site at corporations or other organizations. Online classes are offered through a learning management system (LMS) for which a student is assigned a unique login and password.

The enrollment process varies based on the type of student:

Courses Offered On-Campus/Off-Campus/On-Site at Organizations

Prospective students interested in taking on-campus/off-campus/on-site non-credit professional programs may enroll online at cps.villanova.edu. Individuals must submit the appropriate and necessary documentation and payment if required, for the intended program. Once processed, students receive electronic confirmation of their enrollment and are billed any remaining tuition as appropriate.

Paralegal Students

Prospective students for the American Bar Association (ABA®) approved Paralegal Professional certificate program may apply online at cps.villanova.edu. Application materials are reviewed to determine qualifications for admission and students are admitted or denied accordingly. Paralegal students are admitted to a cohort and follow a predetermined schedule.

Addiction Studies and Recovery Specialist Students

Prospective students interested in a counseling certificate program or individual courses in Addiction Studies may apply online at cps.villanova.edu. Application materials are reviewed to determine qualifications for admission and students are admitted or denied accordingly.

Online Courses and Programs (not including VIISTA, Fundraising, PayTrain® and CMA®)

Prospective students interested in online courses or programs should visit www.villanovau.com for enrollment options. They may enroll online or through a Student Success Representative. Prospective students will then complete and submit an Acknowledgement of Program Enrollment (AOPE) and/or an Intent to Enroll Form (ITE) (course level) which will be followed by the billing process.

Students retain access to the course through the online LMS for a period of 12 months after the first day of their course. Once the course is complete, this access is “read only”.

PayTrain® and CMA® Students

Prospective students interested in taking an online PayTrain® and/or CMA® course may enroll online at cps.villanova.edu. Individuals may be requested to submit an upfront payment or non-refundable deposit at the time of enrollment. Once processed, students receive electronic confirmation of their enrollment and are billed any remaining tuition as appropriate.

Women's Leadership Development Students

Prospective students interested in enrolling in the Women's Leadership Development program should visit cps.villanova.edu. Application materials are reviewed to determine qualification and students are admitted or denied accordingly.

All programs, except the Paralegal Professional, Addiction Studies and Recovery Specialist certificate, and Women's Leadership Development programs follow an open, non-competitive admissions model where qualifying documentation is not required. However prospective students must complete the registration form by the noted deadline and meet all prerequisite requirements.

The Women's Leadership Development, Paralegal Professional, Addiction Studies and Recovery Specialist certificate programs have specific admission requirements. Please see the CPS website for details. Applications are reviewed by the Admissions & Enrollment team on a rolling basis, as they are received. Applications submitted after the cohort is at capacity or after the posted deadline will be considered for the next session in which the program is offered. All admissions decisions are sent electronically. Individuals accepted in a program are asked to confirm their intent to enroll. Upon doing so, a seat deposit may be required.

After confirming intent to enroll, students who wish to defer their start date to a later semester may apply for a deferment. Requests to defer admission are reviewed on a case by case basis and may be granted for reasons including illness, military service or other extenuating circumstances. Supporting documentation may be requested with the application for deferment. The deadline for the application of deferment is the same date as the add/drop deadline for a student's class for the current semester. Failure to

meet these terms may result in the revocation of admission. In such a case, an applicant will need to reapply.

Professional education courses are generally offered as part of a program. Some courses may be taken as individual courses that are not part of a program. Individuals may be restricted from enrolling in the latter if they are receiving tuition benefits from a third-party. Students are encouraged to check any benefit restrictions from corporations, agencies and/or organizations from which they are receiving tuition assistance.

Payment options and payment due dates vary between single courses and programs; the enrollment system and/or the Student Success Representative will provide all requisite details. Until payment or payment arrangements are made, registration is not guaranteed, particularly for high-demand courses.

Registration opens approximately two months prior to course start. During this time, students are registered for courses by their online Student Success Representative or on-campus Program Coordinator according to the requirements of their program. To ensure balanced class sizes across multiple sections of the same course, CPS reserves the right to re-assign students accordingly up until the start of the course. Due to unforeseen circumstances, CPS may also need to reassign an instructor prior to the start or during the class session.

Students who previously enrolled or applied to a certificate course or program and who would like to enroll or apply to another course or program are required to complete the requisite enrollment/application forms for the new certificate course or program.

For further information about admission, enrollment, and registration, students should contact their Program Coordinator (on-campus/off-campus/on-site programs) or their online Student Success Representative.

New Student Orientation and Additional Support

The College of Professional Studies offers orientation sessions and individualized support to assist students in becoming acquainted with their programs. Information is available to students via

the CPS website at cps.villanova.edu. Information is also available at CPS, on campus in Vasey Hall, by phone at 610-519-4300, or via email cps.info@villanova.edu. Virtual, live orientation sessions and in-person orientation sessions occur on a periodic basis. Video recordings of orientation sessions are available on the CPS Student Support Services website https://www1.villanova.edu/content/university/professional-studies/villanova-cps-experience/advising/academic_support_professional_education.html

Orientation occurs before the start of the academic semester for the Paralegal Professional, Recovery Specialist, VIISTA, and Pre-College Academy certificate programs. Students are notified of the date and time at registration. Students are encouraged to take advantage of CPS events and support services to interact with the College faculty, staff, and their classmates.

Acceptance of Prior Courses (Transferring Courses)

Requests for the approval of previously completed non-credit or credit courses toward the requirements of non-credit certificate programs must be submitted to the CPS Academic Programs team at cpsacademics@villanova.edu. Approval must be received prior to enrollment.

Students are required to provide evidence of a grade of C or better, a grade of Pass, or continuing education units (CEUs)/ professional development units (PDUs) earned for prior credit consideration. Prior course work must have been completed within the past three years. Transcripts, course descriptions, and syllabi from previous course work may be required, at the discretion of the College. Transferred courses are evaluated against the rigor and academic spirit of the desired program. The College of Professional Studies makes no guarantee regarding equivalence or acceptance of prior courses. For select programs, applicable, reputable industry certifications may be recognized in lieu of prior coursework at the discretion of the College. For programs with lengths of three or four courses, a maximum of one course per program may be accepted for transfer. Course transfers are not considered for two-course programs.

The combination of approved prior course work and the successful completion of required and elective courses (as applicable) for the particular certificate program constitutes successful completion of the program requirements.

Dropping a Course

Students who wish to drop a class must do so prior to 12am on the first day of class by contacting their Student Success Representative or Program Coordinator. Students who request a drop will be removed from the course as if they never registered and provided a full refund by the University. Whether or not a refund is immediately paid out or the funds are applied towards future courses will depend upon the circumstances of the student. For example, in the case of a corporate subsidy, it will be up to the discretion and policies of the company. Students should consult with their online Student Success Representative or CPS Program Coordinator regarding their unique situation. If funds are owed to the student, they will be refunded or available for refund within 40 days of the date the class was dropped.

After the first day of class, requests for removal from a course are considered withdrawals. Students remain financially responsible for the full tuition cost of the course unless and until they request and receive approval for a course withdrawal. Withdrawal refunds follow a tuition refund scale (see Withdrawal from a Course section of this document). Students receiving tuition benefits from a third-party agency or corporation are subject to the policies of that entity and are encouraged to check any restrictions/penalties they may incur prior to dropping a class.

Students who drop a course and have been issued hard copy and/or electronic course materials must return all materials in unused condition to the University immediately upon the confirmation of the dropped course. The student will be charged for the cost of all materials that are not returned, and/or for electronic materials that have been accessed.

Non-attendance does not constitute a drop from a course and does not nullify financial responsibility. See Course Progress and Attendance section of this document for more information.

Course Cancellations

The College of Professional Studies reserves the right to cancel courses. Course cancellations can occur no later than four business days before the start of a course. Registered students will be notified by their on-campus Program Coordinator or their online Student Success Representative. Students will have the choice of adding an alternative course prior to the start of the course or receive a 100% refund (see the Dropping a Course section of this document for additional details).

Withdrawal from a Course

After a course begins, students may request to withdraw from a course if there are extenuating circumstances (i.e., military activation, deployment, extreme medical emergencies, natural disasters, etc.) by completing the withdrawal form posted on the CPS website: https://www1.villanova.edu/university/professional-studies/villanova-cps-experience/advising/academic_support_professional_education/forms_handbooks_and_policies_pe.html and providing supporting documentation. Requests to withdraw from a course will not be considered without the required withdrawal form and supporting documentation. All requests will be reviewed by the Academic Programs Team. Withdrawals must be requested while the course is in progress. Requests for a withdrawal after a course ends will not be approved, unless prior approval was precluded by military necessity (See Veteran and Military Students section).

If a withdrawal is granted, a student's last date of attendance will be recorded and reported to any agencies, organizations, etc. from which the student is receiving benefits (if applicable). Tuition refunds for approved withdrawals are subject to the schedule found in the Refunds section of this document. Students receiving tuition benefits from a third-party agency or corporation are subject to the policies of that entity and are encouraged to check any restrictions/penalties they may incur prior to withdrawing from a class.

If a withdrawal is not granted and the student fails to meet the course requirements, they may receive a failing grade at the discretion of the instructor. For general course requirements, see

Course Progress and Attendance section of this document. Also, see the Refunds section for information relating to return of funds.

Students who are granted a withdraw from a course with a corresponding refund and have been issued hard copy and/or electronic course materials must return all materials in unused condition to the University immediately upon the confirmation of the withdrawal. The student will be charged for the cost of all materials that are not returned, and/or for electronic materials that have been accessed.

Please note that non-attendance does not constitute a withdrawal from a course and does not nullify financial responsibility.

Veteran and Military Students

Military Tuition Benefit Verification

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). For more information about VA educational benefits, please visit the official Veteran Affairs website at www.benefits.va.gov/gibill. The VA determines student eligibility to receive educational benefits. Students should apply for their VA educational benefit electronically by utilizing the Vets.gov (<https://www.va.gov/education/how-to-apply/>) or eBenefits (<https://www.ebenefits.va.gov/ebenefits/homepage>) websites. Students will fall into one of two categories: "Initiating VA benefits for the First Time" or "Resuming VA Benefits".

Certification depends upon a student's VA determined eligibility, enrollment status and program of approved study. To verify that a non-college degree (NCD) is approved for VA benefits, students can visit WEAMS <https://inquiry.vba.va.gov/weamspub/buildSearchCountryCriteria.do>. This website has a search filter from which students can look up Villanova University to see a list of approved Non-College Degree (NCD) Programs.

At Villanova, Veteran certifications are processed within the Office of the Registrar by a School Certifying Official (SCO). SCO contact information is provided at <http://www1.villanova.edu/villanova/enroll/>

[registrar/veterans.html](#). Students should notify their CPS Program Coordinator or online Student Success Representative of any enrollment changes.

If a student would like to check on the status of their application, remaining entitlement, or any other general questions, they should contact the Department of Veteran Affairs educational hotline: 1-888-GI-BILL-1 (1-888-442- 4551) or submit a question electronically through Ask VA at <https://ask.va.gov/>. Villanova personnel cannot provide advisement or counseling related to Veteran benefits.

Military members who are eligible for Military Tuition Assistance (TA) can use TA for approved NCD courses. TA can lessen a student's financial concerns considerably, since it now pays up to 100 percent of tuition expenses for semester hours costing \$250 or less. For more information go to <https://www.militaryonesource.mil/education-employment/for-service-members/preparing-for-higher-education/how-to-use-the-military-tuition-assistance-program>.

In addition, the Department of Veterans Affairs (VA) Education and Career Counseling program (Title 38 U.S.C. Chapter 36) offers a great opportunity for transitioning service members and Veterans to get personalized counseling and support to guide their career paths and ensure most effective use of their VA benefits, and achieve their goals.

To determine eligibility and connect with a VA counselor where they will receive this personalized assistance, students should apply here: <http://www.vba.va.gov/pubs/forms/VBA-28-8832-ARE.pdf>. After the VA receives their application, the VA advises students to schedule a time to meet with counselors. For additional questions or help, students can contact the VA at: 1-800-827-1000 (hearing impaired: 1-800-829-4833).

Veterans Benefits Transitions Act Policy

I. **PURPOSE**

Villanova University is committed to compliance with the Veterans Benefits and Transition Act of 2018, Section 3679 of Title 38, United States Code. This policy prohibits

the penalties described below for any Covered Individuals during the period when disbursement of funding from the U.S. Department of Veterans Affairs is pending.

II. **SCOPE**

This policy applies to all Covered Individuals, as defined below.

III. **DEFINITIONS**

As used in this policy, the following definitions apply:

"Covered Individuals" means all students entitled to educational assistance under Chapter 31, (VR&E), or Chapter 33, Post 9/11 GI Bill.

"SCO" means the School Certifying Official.

"VA" means the United States Department of Veterans Affairs.

IV. **POLICY STATEMENT**

In accordance with Title 38 United States Code Section 3679(e), Villanova University will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a Covered Individual borrow additional funds, on any Covered Individual because of the Covered Individual's inability to meet his or her financial obligations to Villanova University due to the delayed disbursement of funding from the VA under Chapter 31 or Chapter 33.

Covered Individuals should provide to the School Certifying Official (SCO) Amy Rockwell, email: veterans@villanova.edu or 610-519-4213, no later than the first day of a course of education, a certification of eligibility for entitlement to education assistance. A certificate of eligibility can also include a statement of benefits obtained from the VA website [ebenefits](#), or a VAF 28-1905 form for Chapter 31 authorization purposes.

This policy applies during the period beginning when a certification of eligibility is provided to the SCO (no later than the first day of a course of education) and ending on the earlier of one of the below dates:

1. The date on which payment from the VA is made to Villanova University.
2. 90 days after the date Villanova University certified tuition and fees following the receipt of the certificate of eligibility.

V. **RELATED INFORMATION/FORMS**

(Additional policies/form/or information pertinent to the policy)

VI. **HISTORY**

Effective October 7, 2020

VII. **RESPONSIBLE UNIVERSITY DIVISION/ DEPARTMENT**

Office of Veterans and Military Service
Members Kennedy Hall 205
Villanova, PA 19085
610-519-4034

VIII. **RESPONSIBLE ADMINISTRATIVE OVERSIGHT**

Office of Enrollment Management Kennedy Hall, 203
Villanova, PA 19085 610-519-4002

Deployment, Activation and Re-Assignment

The College maintains a policy and appropriate procedures to assist students who must withdraw from programs and courses due to military deployment or reassignment. This policy applies to a reserve and active military member, his/her spouse or children pursuant to 51 Pa.C. S .A Section 7313.

Any student who is a member of the Pennsylvania National Guard or another reserve/national guard or active duty component of the United States Armed Forces and who is called/ordered to full-time service or deployed under Federal Title 10 activation orders or State Active Duty activation orders under Title 32 (USC 502, 901, or 902 orders only) can initiate the official withdrawal process.

The College will provide the following options for students who have been deployed or reassigned

for military service to appropriately maintain the student’s academic and financial records and program progress:

- The affected student should notify the course instructor(s) of the deployment. A withdrawal form should be submitted to the College of Professional Studies as a request for military withdrawal, along with copies of all applicable deployment orders. See the Withdrawal from a Course section of this document for detailed instructions. As noted in this section, all attempts should be made to submit the appropriate Withdrawal forms and supporting documentation prior to the end of the course, but exceptions will be made if prior notice is not possible due to military necessity such as classified operations.
- The student or student’s spouse shall receive a grade of “W” for online programs and “WX” for on- campus/off-campus/on-site programs on their Student Course Completion Summary for all courses they are unable to complete due to the official withdrawal. Also, upon release from military duty, the student or student’s spouse will be restored to the enrollment status enjoyed before the duty period, without penalty. The University will refund 100% of the tuition upon completion, submission and approval of the official withdrawal form.
- Without deployment orders, the student or student’s spouse must follow standard College official withdrawal procedures. An official withdrawal may only be approved if deployment orders are submitted. The student may retroactively appeal the grade and tuition charge to the College upon return with the submission of the appropriate deployment orders.

This policy does not apply to Active Duty for Training (ADT).

Financial Information

Tuition and Fees

Tuition rates for specific courses can be found on cps.villanova.edu (all on-campus programs, VIISTA, Women’s Leadership Development, CMA® and PayTrain® programs) and www.villanovau.com (all other online programs) on the specific program page. This

information is also available in Attachment B of this supplement. Tuition and fees are subject to change; for the most up to date information please reference the above noted websites.

Course materials are provided for select professional education courses. See individual course descriptions for more information. International shipping fees for course materials may apply to students residing outside of the United States.

Courses and programs may be offered at discount to specific corporate populations. Students who are active duty personnel, Veterans, their spouses and dependents will receive a 15% tuition reduction on each course upon verification of military and discharge status, if applicable.

Courses and programs delivered on-site at corporations and organizations are individually priced based on content delivered, duration of the class and the number of employees enrolling. Interested individuals should submit the inquiry page on the CPS website for more information. <https://www.villanova.edu/university/professional-studies/academics/corporate-training.html>

Students taking on-campus classes and utilize campus parking will be charged a parking fee. Students taking classes off-campus may also be charged a parking fee depending on the location of the class.

CPS occasionally offers promotional tuition reduction programs. Details of these promotions can be found on the CPS website when applicable.

Students enrolled in non-credit professional courses and programs are not eligible for Title IV funding.

Refunds

If students follow the drop policy noted in the Dropping a Course section of this document, they are eligible for a 100% refund of tuition, provided they do not register in another class in the current or next session*. The term "refund" includes voiding invoices for unpaid balances. Refunds may require up to 40 days to process.

Requests for withdrawals are approved on a case-by-case basis. If a withdrawal is approved, and all tuition dollars were paid by the student to Villanova, a refund will be granted according to the below refund schedule*, see Withdrawal from a Course section in this document for additional details.

College of Professional Studies' Refund Schedule

Courses that run up to 8 weeks in length:

Week	Refund
1st Week	100%
Up to 3rd Week	75%
Beyond 3rd Week	No refund

Courses that run for longer than 8 weeks:

Week	Refund
1st Week	100%
Up to 4th Week	75%
Beyond 4th Week	No refund

*For students receiving tuition benefits from a third-party organization such as the military or a corporation, etc., refunds may be subject to the specific policies of that entity. Prior to dropping/withdrawing from a course, it is recommended that students determine any benefit restrictions that may apply. Students who drop or withdraw from a course with a corresponding refund and have been issued hard copy and/or electronic course materials must return all materials in unused condition to the University immediately upon the confirmation of the drop or withdrawal course. The student will be charged for the cost of all materials that are not returned, and/or for electronic materials that have been accessed.

Academic Information

Course Progress and Attendance

Course instructors are responsible for monitoring student progress and attendance. Students who are not maintaining satisfactory progress will be notified by the College. Satisfactory progress is defined as attending class, completing projects and other assignments, and/or passing exams as defined by the instructor. Failure to do so is grounds for review of overall academic progress possibly followed by Villanova University College

of Professional Studies dismissal. Students should review the course requirements carefully. See sections on Academic Progress and Dismissal for additional information.

Online students must log into the learning management system and engage in academic activity and/or attend and participate in a live session within the first two weeks of a class or they will be removed, assigned a “T” grade or “OT” grade, which is equivalent to an “F” and are not eligible for a refund. Regarding attendance at live, instructor led sessions in online courses, online students must attend and participate in live class sessions as defined in the course syllabus/learning management system. Students are responsible for all material covered in all sessions regardless of attendance.

Attendance records are maintained by the faculty and an attendance grade is provided at the end of the class if and as defined in the course syllabus/learning management system. It is incumbent on the student to ensure that instructors are informed of their presence at the live, virtual class sessions; students should follow the guidance of their instructor for logging into the synchronous application and recording their attendance.

Students must communicate with faculty when there are mitigating circumstances. Any organizations, agencies, etc. providing tuition benefits are informed when a student is removed from a course for non-attendance. Appropriate benefits may be terminated, and other penalties may exist depending on the rules/regulations of the agencies.

Students who are approved for an official withdrawal from courses will not receive academic penalty (see Withdrawal from a Course section for additional information).

Change of Program

It is expected that students complete their current program before enrolling in additional programs.

On an exception-only basis, students may petition the College to change programs under the following conditions:

- When changing an educational, professional, and/or vocational goal

- Upon termination of a program due to unsatisfactory attendance, progress, or conduct
- They are receiving VA education benefits as a veteran and now wish to receive benefits while on active military duty

At a minimum, program change requests must be made 30 days in advance of the desired new program start date. Students must complete courses in which they are currently registered before they will be permitted to change programs. To request a program change, students should complete the appropriate form on the CPS website: <https://www1.villanova.edu/villanova/professionalstudies/students/forms.html>.

Grading

To pass a course, students must:

1. Meet Attendance Requirements: See Course Progress and Attendance section in this document for more information.
2. Complete Assignments & Course Work

Students must achieve an average grade of 70% or better on all assignments and coursework. This average is calculated by totaling the best score from each required exam, assignment, etc.

In online courses that allow for students to take exams multiple times, students are limited to a maximum of three attempts. The highest score will be factored into the average final grade. All exams are available via the learning management system.

Grading scale

- A 90-100%
- B 80-89%
- C 70-79%

**Any grade below 70% or termination from a course is deemed an F

- W Official, approved withdrawal using the online form (online courses, except VIISTA, PayTrain® and CMA®)
- WX Official, approved withdrawal using the online form (on-campus/off-campus/on-site course, VIISTA, PayTrain® and CMA® courses)
- I Incomplete for on-campus/off-campus/on-site and online courses
- T Official termination before course end (online courses, except VIISTA, PayTrain® and CMA®) - equivalent to F

- OT Official termination before course end (on-campus/off-campus/on-site course, VIISTA, PayTrain® and CMA® courses) - equivalent to F
- P Pass: Assigned in Pass/Fail Courses*
- F Fail: Assigned in Pass/Fail Courses*

**P/F grades are currently reserved for specific courses.*

Make-up Work and Extensions

Students who miss a class obligation (exam, presentation, etc.) due to an excused absence will not be penalized - the instructor may offer a make-up test, arrange an alternative time for a presentation, exempt a student from the assignment, or provide another arrangement at his/her discretion. All make-up work for missed assignments must be completed before the end of the course.

Under exceptional circumstances, students may request a course extension from their course instructor. Final approval will be granted by the Associate Director, Professional Education. The Associate Director will provide a deadline for work submission; extensions will not be granted for longer than two weeks following the end of a course. All extension requests must be made before the final course meeting (on-campus/off-campus/on-site) or end of the class (online). In such cases, students will not be permitted to begin a course for which the uncompleted course is a prerequisite until the uncompleted course has been completed. Missing the end date of a final assignment does not constitute an approvable reason for an extension. Students are expected to know and adhere to all course dates and assignment deadlines.

If an extension is granted, an incomplete ("I") grade may be temporarily awarded. An "I" grade must be replaced with a permanent grade (A, B..., F, etc.). If student work is not submitted/completed by the deadline issued, the "I" grade will revert to the grade earned based on the work that the student did complete. Instructors have the discretion to then impose a grade penalty for late/incomplete work. If the student did not pass the class, it may need to be retaken, at the full tuition rate, to complete a program or certification.

Program Completion

Non-credit bearing professional programs are deemed completed when the curriculum prescribed by the University has been satisfied. Detailed program and course information can be found in the attachments to this supplement or at cps.villanova.edu or www.villanovau.com.

Villanova University reserves the right to change programs, program/course details, and program/course requirements. Discontinued programs and courses in a program will be evaluated for substitution of equivalent programs and courses without penalty. In addition, where feasible, students will be grandfathered in the program into which they originally enrolled. Villanova administration works with each student to create an appropriate teach-out plan.

All courses must be completed through Villanova University's College of Professional Studies except any prior course credit approved and transferred in before enrollment. (See Acceptance of Prior Courses section in this document.) Students must complete all courses in a program within 36 months of the start date of the first course of the program. Courses that are older than 36 months will need to be retaken at the student's expense to be counted toward the completion of the program.

Upon successful completion of a course and a program, students are issued an official electronic certificate of completion by the College of Professional Studies. Students registered in the Paralegal Professional, Alcohol & Drug Counselor and Recovery Specialist programs will receive an official certificate only upon successful completion of the respective program. For a summary of completed courses, students may reference their Student Course Completion Summary (SCCS). Final grades will be listed for all courses for which there is not an outstanding balance.

All tuition and fees must be paid before students will receive a certificate.

Certification & Recertification

POLICY

CERTIFICATION

The College of Professional Studies at Villanova University awards certifications in select fields to individuals who demonstrate superior knowledge and skills in these areas. Certifications can be an important differentiator for an individual during the hiring process and for internal career advancement opportunities.

Individuals interested in earning a certification from Villanova must first successfully complete prerequisite online courses and/or programs, which vary by certification. Once the prerequisite requirements are complete, students can request registration in the respective certification exam from their student support representative. Certification is awarded upon passing the certification exam with a score of at least 70%. Certification exams must be taken within twelve months of completing the associated course or final requisite course of the program. Students are awarded a certification certificate and a digital badge upon successful completion of the certification exam. Certifications and digital badges are valid for three years from the certification exam session start date.

Students who do not attempt the certification exam within one year of completing the associated course/program, or do not retake a failed exam attempt within that twelve-month time frame from the course/program completion, will be required to retake the requisite course or final requisite course of the program at the full tuition rate prior to sitting for the exam again.

Students who do not pass the exam on their first attempt are permitted to retake it two times within the twelve-month window at the retake fee. If a student fails the exam in all three attempts, they will be required to retake the requisite course at the full tuition rate prior to retaking the exam at the retake fee.

RECERTIFICATION POLICY

Villanova requires recertification every 3 years to maintain the credential. To recertify, students must first submit a request for recertification within 12 months of the certification expiration by selecting one of three recertification pathways (see below) and providing the respective supporting documentation. The request is submitted via a form available on the College's website.

A 6-month grace period from the date of credential expiration may be granted with approval to earn the continuing education units (CEUs). The 6-month grace period does not apply to the option to retake the certification exam.

If a student is recertifying two certifications within the same calendar year, one Villanova course may be permitted to count toward both certification requirements.

Recertification Pathways

1. Complete two Villanova University courses from the approved list of courses for the associated certification. Courses must be completed within the prior 12 months of expiration of certification.
2. Retaking the certification exam; initial exam fee would apply.
3. Earn 18 CEUs over 3-years from the certification issuance. CEUs can be earned through related professional development activities or combining professional development and approved Villanova coursework taken within the prior 12 months of expiration of certification. Students who select this pathway must submit supporting documents to include but not limited to professional development certificate(s) depicting awarded CEUs, official course completion reports, and course certificates. College approval of related professional development activities is required and is at the College's sole discretion. Pre-approval can be requested.

Once a student has recertified, they will be issued an updated badge and certificate.

Elapsed Certification

Once the recertification period and grace period have elapsed, students are required to retake and pass the certification exam, at the initial exam fee, in addition to earning the required CEUs or completing two Villanova courses for recertification.

Individuals with an elapsed certification are no longer credential holders and cannot represent themselves as such. Any requests for verification received by the University will indicate that the certification is no longer valid.

Certification digital badges expire at the end of the recertification period and can only be renewed and re-issued through the recertification process.

Counting Courses towards Multiple Programs

If approved by the Academic Programs Team, an individual course may fulfill a requirement for two separate programs. Students are limited to double counting one course across all non-credit certificate programs throughout their entire time in the non-credit certificate programs at Villanova University.

Continuing Education Units (CEU)

The Continuing Education Unit or CEU is a nationally recognized unit of measure standardizing participation in non-degree continuing education courses. Per the U.S. Department of Education, a CEU is defined as ten (10) contact hours in an organized program under responsible sponsorship, capable direction, and qualified instruction. Students seeking to use CEUs for tuition reimbursement or other purposes are advised to check with their organization to see if CEU's from Villanova University are accepted.

Academic Standing

The CPS Academic Programs Team evaluates student academic performance and the capability of students to complete courses and programs and return to satisfactory progress, if applicable. Students earning a grade of T, OT or F are handled in the same manner.

Students who fail a required course are permitted one additional course attempt. During the second attempt, the student is not eligible to enroll in other programs or other courses for which the failed course is a prerequisite. If the student does not successfully complete the failed course within eight months from the date of course failure (or one year if the course is only offered annually), they will be academically dismissed from the program in which they are enrolled.

Students who fail an elective course or a course taken outside of a program, are permitted one additional course attempt for the failed elective

or they may attempt another appropriate elective offered for the program in which the student is enrolled. The eight-month (or one year for courses offered annually) time limit applies to students enrolled in a certificate program.

If a certificate student fails a course twice, the Assistant Dean of Academic Programs assesses the student's academic record and may permit any of the following: 1) academic dismissal from professional education courses in the College; 2) further repetition of the required course, elective course or alternate elective course, or 3) an alternate plan of course substitutions.

A student who fails a course is permitted to change programs provided they meet the criteria outlined in the Change of Program section in this document and the failed course is not a requirement of the new program in which the student enrolls.

Paralegal Professional Program students who fail one of the first two program courses are required to meet with the Assistant Dean of Academic Programs to discuss the failed grade. The student will be given an opportunity to have his/her work re-evaluated by the Program Director and the instructor. A determination will then be made regarding the student's ability to remain in the program. Failure of a course other than the first two in the program will require a re-take of the failed course at the full tuition rate.

In the case of academic dismissal, students should consult the Dismissal section of this document.

In assessing continuing progress as it relates to funding or other tuition benefits, the student should contact the corporation, organization or agency from which they are receiving benefits, if applicable.

Retaking a Course

According to the educational plan as instituted by the Academic Programs Team, students are permitted one retake of a course to regain satisfactory academic progress unless an exception has been made by the Assistant Dean of Academic Programs – see Academic Progress section of this document for more information. Normal tuition rates apply.

Students should check with any agencies, corporations or organizations which may be providing tuition benefits regarding eligibility prior to retaking a course.

Student Conduct

“Villanova University is a Catholic Augustinian community of higher education, committed to excellence and distinction in the discovery, dissemination and application of knowledge”¹. The institution presumes that all who voluntarily join its scholarly community do so for this primary purpose. Accordingly, rules and regulation governing conduct among community members are designed with the specific intention of enhancing the academic mission of the University.

Since Villanova University is a particularly unique but voluntary community, it depends on its membership to sacrifice, in some instances, individual preferences for the good of the greater whole. Moreover, it depends on its membership to commit itself to a degree of loyalty, a standard of behavior that not only maintains public order but adheres to the principle that “mutual love and respect should animate every aspect of University life.” Accordingly, Villanova confidently expects that all students will comport themselves in a manner that promotes the continuance and enhancement of the University’s high purpose and its moral and religious traditions.

To motivate good behavior and define those actions which violate presumptions of this membership, the University created the Code of Student Conduct. The Code covers guidelines on a variety of topics, including disciplinary sanctions. Full text of the Code can be accessed on our website: https://studenthandbook.villanova.edu/sites/default/files/pdf/toc_page/code-of-student-conduct.pdf?1566489736%20.

In addition, the following is the University’s policy concerning language used in both written and oral communications:

All written and oral communications of administrators, faculty, staff, and students should be consistent with the University’s belief that all persons are sacred. Language used on campus should respect the dignity and inherent worth of every individual regardless of age, ethnic or racial identification, gender, mental or physical ability,

religious persuasion, sexual orientation, and social class. To be encouraged is language which does not perpetuate stereotypes or unfairly characterize any individuals on the basis of group identification.

If the University has reason to believe that students may have conducted themselves inappropriately, the Dean (or designee) will follow the respective University and/or College policy.

Academic Integrity

Academic integrity, n.: the process of maintaining honesty about ideas and their sources, and avoiding behaviors such as cheating on tests, plagiarizing papers, falsifying data.

Academic integrity is a primary value for any institution of higher education. Cheating on tests, plagiarism, and other forms of academic dishonesty and misconduct are completely unacceptable, especially at Villanova which prides itself on its commitment to the Augustinian values of truth, unity, and love.

Villanova University maintains an Academic Integrity Gateway to provide students with an understanding of the code of academic integrity, procedures and the penalties associated with academic integrity violations. The Academic Integrity Gateway is found on the Falvey Memorial Library’s website: <https://library.villanova.edu/research/subject-guides/academicintegrity>.

Villanova University’s Code of Academic Integrity and detailed procedures for appeals are found on the University’s website: <https://www1.villanova.edu/villanova/provost/resources/student/policies/integrity/code.html>.

Title IX Statement

Title IX of the Education Amendments of 1972 (“Title IX”) prohibits discrimination on the basis of sex in any federally funded education program or activity. Sexual harassment, which includes sexual assault and other sexual misconduct, is a form of sex discrimination. Under the University Sexual Misconduct Policy, the University prohibits all forms of sexual misconduct including, sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, stalking and retaliation, some of which may constitute

prohibited conduct under Title IX. As a recipient of federal funds, Villanova University complies with Title IX and has appointed Ms. Ryan Rost as its Title IX Coordinator. The Title IX Coordinator is responsible for overall Title IX compliance, including oversight of the University's centralized review, investigation, and resolution process for matters arising under the University Sexual Misconduct Policy. Ms. Rost can be reached at 204 Tolentine Hall, (610) 519-8805, ryan.rost@villanova.edu.

Any student, employee or applicant for employment or admission to the University who believes that they have been discriminated against on the basis of sex, in violation of Title IX, or has been a victim of sexual misconduct under the University's Sexual Misconduct Policy, may file a complaint with the Title IX Coordinator or Deputy Title IX Coordinator designated below. The Title IX Coordinator is a University resource who can: discuss with Complainants and Respondents the availability of supportive measures with or without the filing of a formal complaint; consider the Complainant's and Respondent's wishes with respect to available supportive measures; explain to the Complainant the process for filing a formal complaint; and explain to the Respondent the process following the filing of a formal complaint. The Title IX Coordinator or Deputy Title IX Coordinator will assist the Complainant in identifying the appropriate University policy (with its grievance procedure) to resolve the complaint in a prompt and equitable manner. The Title IX Coordinator or Deputy Title IX Coordinator may consult with other Villanova administrators, as needed, to resolve the complaint in the most effective manner.

The Title IX Coordinator is supported by several Deputy Title IX Coordinators, all of whom are knowledgeable and trained in state and federal laws that apply to matters of sexual misconduct, as well as University policy and procedure.

Ms. Ryan Rost | Title IX Coordinator 204 Tolentine Hall | (610) 519-8805 | ryan.rost@villanova.edu

Ms. Kim Kearney | Deputy Title IX Coordinator Title IX Investigator Garey Hall | (484) 343-6926 | kim.kearney@villanova.edu

Ms. Kathleen Byrnes | Deputy Title IX Coordinator Associate Vice President for Student Life 202 Dougherty Hall | (610) 519-4550 | kathleen.byrnes@villanova.edu

Mr. Albert Baladez | Deputy Title IX Coordinator Human Resources Director, Employee Relations and Compliance 789 Lancaster Avenue | (610) 519-4238 | albert.baladez@villanova.edu

Ms. Lynn Tighe | Deputy Title IX Coordinator for Athletics Senior Associate Athletic Director for Administration Field House, Second Floor | (610) 519-4121 | lynn.tighe@villanova.edu

This statement can be found on the University website at: <https://www1.villanova.edu/villanova/president/uco/titleix.html>.

Students with Disabilities

Villanova University strives to provide an environment for personal and intellectual growth of all its students and complies with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. In order to meet these commitments, Villanova offers educational opportunities and reasonable academic accommodations for the needs of qualified students with disabilities. The standards for academic credit should not be modified for students with disabilities. Students with disabilities have fulfilled the same entrance requirements, have the same range of backgrounds and experiences as other students at Villanova, and should be fully capable of meeting Villanova's standards. The University's goal is to provide access and reasonable accommodations in helping the students achieve those expectations.

Students with Physical Disabilities

Services for students with physical disabilities are coordinated through the Office of Disability Services.

https://www1.villanova.edu/villanova/studentlife/be_empowered/disability_services.html.

Students with questions about access issues are encouraged to contact: stephen.mcwilliams@villanova.edu / 610-519-4095 or gregory.hannah@villanova.edu / 610-519-3209.

Students with Learning Disabilities, Neurologically Based Disorders, and Chronic Illnesses

Services for students with learning disabilities, other neurologically based disorders, and those disabled by chronic illnesses that impact learning are provided by Learning Support Services (LSS)

Students who choose to self-identify and ask for academic accommodations must complete a registration process with LSS. Please refer to the LSS policies and procedures regarding accessing accommodations. Students with questions about academic accommodations are encouraged to contact learning.support.services@villanova.edu or call 610-519-5176.

Grade and Faculty Performance Complaints & other Concerns

Complaints about grades, faculty and/or other concerns should be sent to cpsstudentsupportsvs@villanova.edu within a timely manner (within two weeks of the end of the course, if course related). Complaints are reviewed by the Academic Programs Team and a written response will be sent to the student via email.

Grade & Other Appeals

Students may appeal, in writing, a decision regarding their grade and/or other issues within one week of receiving the decision from the College only if there is/was:

1. A material procedural defect in the way in which the decision was made, or
2. New material evidence to present that was not reasonably available at the time of the initial review

Appeals should be addressed to the Dean of the College and sent in writing to cpsstudentsupportsvs@villanova.edu. These appeals/complaints will be reviewed within one month and a written response will be issued to the student and the instructor (if applicable) via email. The decision of the Dean shall be final.

Dismissal

A student who has not met the academic or conduct standards as determined by the College of Professional Studies may be dismissed from the Villanova non-credit professional programs. The student will be informed of the dismissal via electronic communication immediately following the decision. Typically, the student will be allowed to appeal the dismissal in writing to the Dean of the College. There is no additional process of appeal beyond the Dean of the College. In some cases (e.g., when the student has had previous warnings), the student may, at the determination of the College, be dismissed without right of appeal.

Certificates

Addiction Studies

Addiction Studies

This program prepares students with the appropriate knowledge and skills to become addiction counselors. Students will learn how to work one-on-one with clients in therapeutic settings, determine the causes and triggers of addiction, interview and assess a client's addiction and mental health issues, and work with the client to determine the best course of treatment. All Villanova counseling courses are approved education hours by the [Pennsylvania Certification Board \(PCB\)](#). Students can apply course hours needed to various PCB certifications.

Type: Professional Certificate

Requirements

13 required

Item #	Title	Clock Hours
CADD 0001	Addictions Counseling	8
CADD 0002	Drug & Alcohol Education	8
CADD 0003	Relapse Prevention	8
CADD 0004	Cultural Competency	8
CADD 0005	Substance Abuse Treatment for People with Co-Occurring Disorders	8
CADD 0006	Interviewing & Counseling Techniques	8
CADD 0007	Ethical Decision Making	8
CADD 0008	Group Counseling with Substance Abusers	8
CADD 0009	Intake/Assessment/Record-Keeping with Substance Abusers	8
CADD 0010	Countertransference & Boundary of Self	8
CADD 0011	Creativity and Coping	8
CADD 0012	Counselor Wellness	8
CADD 0013	Medication Assisted Therapy	8

Recovery Specialist Certificate

This program is offered to provide students with a comprehensive approach to achieving the education hours needed to become a Recovery Specialist in Pennsylvania. All Villanova counseling courses are approved education hours by the [Pennsylvania Certification Board \(PCB\)](#). Students can apply course hours to the PCB Recovery Specialist certification.

Type: Professional Certificate

Requirements

7 required

Item #	Title	Clock Hours
CADD 0001	Addictions Counseling	8
CADD 0005	Substance Abuse Treatment for People with Co-Occurring Disorders	8
CADD 0007	Ethical Decision Making	8
CADD 0008	Group Counseling with Substance Abusers	8

Agile

Professional Certificate in Agile

Introduction of scrum, sprint, Kanban and all core agile concepts, demonstrates how they fit together to improve projects and processes, and builds relevant skills professionals may immediately apply within their organization

Type: Professional Certificate

Requirements

3 required courses

Item #	Title	Clock Hours
AGL 110	Foundations of Agile Methodology	80
AGL 120	Applications of Agile Principles	80
AGL 130	Leading Agile Teams	80

Business Analysis

Professional Certificate in Business Analysis

This program enables professionals to recognize business requirements that drive IT-related projects. Ideal for professionals involved in analyzing and problem solving, this business analysis certificate helps them identify, analyze and design processes to improve the overall flow of information within their company.

Type: Professional Certificate

Requirements

2 required; 1 elective course

Item #	Title	Clock Hours
BSA 110	Essentials of Business Analysis	80
BSA 120	Mastering Business Analysis	80

Elective Course Options

Item #	Title	Clock Hours
AGL 110	Foundations of Agile Methodology	80
BPM 110	Essentials of Business Process Management	80
BSI 110	Essentials of Business Intelligence	80
DAT 110	Essentials of Data Visualization	80
ISS 110	Essentials of Cybersecurity	80
LDR 120	Maximizing Team Effectiveness	80
PMP 110	Essentials of Project Management	42
SSG 140	Lean Innovation & Management	80

Business Intelligence

Professional Certificate in Business Intelligence

This program provides comprehensive training in key concepts used by business professionals in IT, marketing and other leadership roles to maximize

efficiencies, identify opportunities and make informed strategic decisions that can transform an organization's future. This certificate will help to validate the professional's business intelligence knowledge as competent to, achieve success and advance the goals of any organization.

Type: Professional Certificate

Requirements

3 required courses

Item #	Title	Clock Hours
BSI 110	Essentials of Business Intelligence	80
BSI 120	Mastering Data Management and Technology	80
BSI 130	Advanced Data Architecture and Intelligence	80

Business Process Improvement

Professional Certificate in Business Process Improvement Essentials

This program develops essential skills for business process improvement with strategies and techniques valuable in various industries. Students design their own certificate specific to their interests from the following disciplines: six sigma, project management, business process management, business analysis and agile.

Type: Professional Certificate

Requirements

3 courses that must be chosen from a list of 5 possible courses

Elective Course Options

Item #	Title	Clock Hours
AGL 110	Foundations of Agile Methodology	80
BPM 110	Essentials of Business Process Management	80
BSA 110	Essentials of Business Analysis	80
PMP 110	Essentials of Project Management	42
SSG 100	Essentials of Lean Six Sigma	40

Business Process Management

Professional Certificate in Business Process Management

This program develops expertise with business process management (BPM) strategies and techniques to reduce cost and increase an organization's response time to demand. It is designed for professionals who are implementing process improvements or planning to lead their enterprise's way of doing business. This comprehensive BPM certificate program prepares participants to work with proven process methodologies to align their company's processes and leverage critical technology to simulate and model solutions to drive business improvement efforts quickly.

Type: Professional Certificate

Requirements

3 required courses

Item #	Title	Clock Hours
BPM 110	Essentials of Business Process Management	80
BPM 120	Mastering Process Methodology & Solutions	80
BPM 130	Advanced Process Strategy & Practices	80

Contract Management

Professional Certificate in Contract Management

This program provides information for both buyers and sellers who must manage customer and supplier expectations and relationships, control risk and cost, and contribute to organizational profitability and success. The certificate provides specialized training to develop an understanding of contract management in both commercial and government arenas.

Type: Professional Certificate

Requirements

3 required courses

Item #	Title	Clock Hours
CTM 110	Essentials of Commercial Contract Management	80
CTM 120	Essentials of Government Contract Management	80
CTM 130	Advanced Contract Management	80

Cybersecurity

Professional Certificate in Cybersecurity

This program provides key concepts and skills to lead in the cyberwar against everything from outright threats to the most complex cryptographic attacks. Participants also expand their expertise in both the theoretical and the applied aspects of IS and IT security

Type: Professional Certificate

Requirements

2 required; 1 elective course

Item #	Title	Clock Hours
ISS 110	Essentials of Cybersecurity	80
ISS 120	Mastering Cybersecurity/ Security+	80

Elective Course

Item #	Title	Clock Hours
AGL 110	Foundations of Agile Methodology	80
BPM 110	Essentials of Business Process Management	80
BSA 110	Essentials of Business Analysis	80
BSI 110	Essentials of Business Intelligence	80
LDR 120	Maximizing Team Effectiveness	80
PMP 110	Essentials of Project Management	42

Financial Management

Professional Certificate in Payroll Administration

In cooperation with the American Payroll Association, Villanova offers the PayTrain® College & University program for payroll professionals which is comprised of two professional development courses: PayTrain® Level 1 - Fundamentals and PayTrain® Level 2 - Mastery. This program is designed for all levels of payroll administration to help increase overall payroll knowledge. It can also be helpful for professionals preparing for the Fundamental Payroll Certification (FPC) exam and/or the Certified Payroll Professional (CPP) exam.

Type: Professional Certificate

Requirements

2 required courses

Item #	Title	Clock Hours
CSPA 2501	PayTrain® Fundamentals	100
CSPA 2502	PayTrain®	100

Human Resources

Professional Certificate in Human Resource Management

Managing employees is critical to every organization's success. To be an effective HR leader, participants must understand not only complex concepts such as business management and strategy, workforce planning and employment, and human resource development, but also develop practical skills to implement these concepts. This program is designed to develop the knowledge and skills required to serve as a competent HR leader.

Type: Professional Certificate

Requirements

2 required; 1 elective course

Item #	Title	Clock Hours
HRS 110	Human Resource Management	120
HRS 120	Mastering Organizational Effectiveness	80

Elective Course

Item #	Title	Clock Hours
AGL 110	Foundations of Agile Methodology	80
LDR 110	Strategic Organizational Leadership	80
LDR 120	Maximizing Team Effectiveness	80
LDR 130	Finance & Accounting for the Non-Financial Manager	80
PMP 110	Essentials of Project Management	42
SSG 140	Lean Innovation & Management	80

Immigration Studies

Villanova Interdisciplinary Immigration Studies Training for Advocates

Designed by an interdisciplinary team of leading faculty, lawyers, and NGOs, VIISTA revolutionizes education about the law by educating legal advocates. Graduates will be eligible, under existing regulations, to apply to become Department of Justice “accredited representatives” authorized to provide low-cost legal representation to migrant and refugee families.

Type: Professional Certificate

Requirements

3 required courses

Item #	Title	Clock Hours
VISTA 1000 & 1100	Module 1 – Certificate in Immigrant Accompaniment	140
VISTA 2000 & 2100	Module 2 – Certificate in Immigrant Advocacy	140
VISTA 3000 & 3100	Module 3- Certificate in Immigration Trial Advocacy	140

Irish Language Studies

Irish Language Studies

Offered in partnership with the Center for Irish Studies.

Type: Professional Certificate

Requirements

Item #	Title	Clock Hours
CNIP 1111	Introduction to Irish Language 1	10
CNIP 1112	Introduction to Irish Language 2	10

Leadership

Professional Certificate in Organizational Leadership

This program provides management and organizational skills. It promotes personal confidence, professional integrity and team-building techniques used by the country’s top business leaders to propel their organizations forward. Participants will learn strategies commonly used daily by leaders including strategic planning, , philosophy and ethics, employee communication and individual development.

Type: Professional Certificate

Requirements

2 required; 1 elective course

Item #	Title	Clock Hours
LDR 110	Strategic Organizational Leadership	80
LDR 120	Maximizing Team Effectiveness	80

Elective Course

Item #	Title	Clock Hours
AGL 110	Foundations of Agile Methodology	80
HRS 110	Human Resource Management	120
HRS 120	Mastering Organizational Effectiveness	80
LDR 130	Finance & Accounting for the Non-Financial Manager	80
PMP 110	Essentials of Project Management	42
SSG 140	Lean Innovation & Management	80

Women's Leadership Development Certificate

This program advances students as leaders in personal, professional and community life. Identifies means to increase emotional intelligence, mindfulness, and growth potential development. Students will improve competencies in systems management, innovation, organizational development, communication and interprofessional relationships. This program enables the understanding of how gender and other identities impact leadership development in organizations and society.

Offered in partnership with the Anne Welsh McNulty Institute for Women's Leadership.

Type: Professional Certificate

Requirements

1 required course, including three residencies

Item #	Title	Clock Hours
WLDC 3000	Women's Leadership Development	42

Learning Design & Technology

Learning Design & Technology

The Learning Design & Technology (LDT) program provides students with in-demand knowledge and skills in instructional design to advance within their fields or pursue a career as an Instructional Designer/Learning Experience Designer. It is focused on the online learning environment, and utilizes current and emerging technologies to meet education and training goals in higher education, K-12, business, or government.

Type: Professional Certificate

Requirements

Item #	Title	Clock Hours
CLDT 1100	Learning Design and Online Pedagogy	80
CLDT 1200	Instructional Technology Tools	80
CLDT 1300	Assessment and Evaluation	80

Nursing

Certificate in Healthcare Design & Innovation

The Certificate in Healthcare Design & Innovation provides the knowledge, skills, and competencies needed to manage the increasing complexities of the rapidly changing healthcare landscape. An interdisciplinary approach offers healthcare professionals the opportunity to retool, advance, and expand leadership skills and professional knowledge.

Drawing on the expertise of a diverse group of faculty, including instructors from the Villanova School of Business and the Fitzpatrick College of Nursing, the Certificate in Healthcare Design & Innovation helps leaders achieve their maximum potential and learn innovative solutions that lead to tangible business results. Whether you are patient-facing or on the business side of the industry, you will be encouraged to go beyond your comfort zone in experiential exercises that

encourage you to gain new perspectives and leverage skills that can help you launch the next level of your career. Participants will explore creative yet practical strategies that can be implemented immediately.

Each four-week course includes live evening sessions where participants interact and exchange ideas with others in the industry without taking time away from the workplace.

Offered in partnership with Villanova School of Business and Fitzpatrick College of Nursing

Type: Professional Certificate

Requirements

Item #	Title	Clock Hours
HDI 7010	Healthcare Design and Innovation: Systems and Design Thinking for Healthcare Innovation	16
HDI 7020	Healthcare Design and Innovation: Economic Forces and Policy Shaping Healthcare	16
HDI 7030	Healthcare Design and Innovation: Digital Health and Analytics	16
HDI 7040	Healthcare Design and Innovation: Reimagining the Healthcare Supply Chain	16

Nurse Manager Certificate Program

This program is the first of its kind blending concepts of adaptive learning, the flipped classroom, micro-credentialing and design thinking. This innovative program design offers extensive resources that help participants meet individual learning needs on their own schedule while providing a personalized learning experience that allows leaders to showcase their expertise outside of the traditional classroom.

Type: Professional Certificate

Requirements

Item #	Title	Clock Hours
NUCE 7150	Leadership and Management Theory	8
NUCE 7151	Decision Making/Problem Solving/Critical Thinking Skills	8
NUCE 7152	Team Building: Selecting/Developing/Motivating/Empowering/Coaching Staff	8
NUCE 7153	Performance Management/Succession Planning	8
NUCE 7154	Human Resources Management: Conflict/Negotiating/Time Management	8
NUCE 7155	Financial Management/Staffing and Scheduling	8

Paralegal

Paralegal Professional Certificate

This program educates qualified individuals in the theory and philosophy of the law and the ethics of legal practice. Participants learn the necessary practical skills to enable them to effectively assist lawyers in both the private and public sectors, by the general principles of ethics as defined by the American Bar Association (ABA®), to extend the competent and effective delivery of legal services in our society. This program is offered in a full-time day program (one semester) or a part-time evening setting (9 months).

Type: Professional Certificate

Requirements

15 required

Item #	Title	Clock Hours
PRLG 4003	Legal Writing	18
PRLG 4007	Ethics	9
PRLG 4015	Employment Law	18
PRLG 4016	Estates & Trusts	18
PRLG 4017	Family Law	18
PRLG 4019	Real Estate Law	18
PRLG 4030	Torts and Personal Injury Law	18
PRLG 4031	Intellectual Property Law	18
PRLG 4034	Civil Procedure and Litigation	21
PRLG 4035	Business Organizations	18
PRLG 4039	Contract Law	18
PRLG 4041	Criminal Law	18
PRLG 4049	Legal Research	21
PRLG 4055	Introduction to Paralegal Profession and Principles	21
PRLG 4056	Paralegal Office Coordination	18

Pre-College Academy

Pre-College Academy

Type: Professional Certificate

Requirements

Item #	Title	Clock Hours
PCA 0100	Ignite Change in Your Community	6

Pre-College Summer Academy

Varied course topics offered.

Type: Professional Certificate

Requirements

Item #	Title	Clock Hours
PCA 0101	Become a Socially Responsible Leader	27
PCA 0102	Your Workplace Journey	27

Project Management

Professional Certificate in Applied Project Management

This comprehensive program is designed for project managers. It is also for those who wish to become project managers, as well as IT professionals, Six Sigma and other quality control managers, business leaders and team leaders, and those who wish to obtain critical knowledge and skills to earn a PMP® or CAPM® certification. This program teaches participants to lead improvement initiatives that can result in measurable growth in important metrics like return on investment and sales and increasing levels of customer satisfaction, employee satisfaction and motivation.

Type: Professional Certificate

Requirements

2 required; 1 elective course

Item #	Title	Clock Hours
PMP 110	Essentials of Project Management	42
PMP 120	Mastering Project Management	80

Elective Course

Item #	Title	Clock Hours
AGL 110	Foundations of Agile Methodology	80
BPM 110	Essentials of Business Process Management	80
BSA 110	Essentials of Business Analysis	80
DAT 110	Essentials of Data Visualization	80
ISS 110	Essentials of Cybersecurity	80
LDR 110	Strategic Organizational Leadership	80
LDR 120	Maximizing Team Effectiveness	80
LDR 130	Finance & Accounting for the Non-Financial Manager	80
PMP 140	PMP® Exam Preparation	40
PMP 150	Project Management Capstone	80

Six Sigma

Professional Certificate in Lean Six Sigma

This program enables professionals to build a strategic enterprise toolkit and become fluent in the language of organizational efficiency. It equips them with enhanced expertise in targeted areas and develops valuable skills they can use to analyze, adjust and elevate their organization's performance. Participants will learn a data-driven approach and methodology for eliminating defects, improving processes and enhancing results that can be applied immediately on the job. The program is the perfect fit for business professionals who want to reduce waste and save money.

Type: Professional Certificate

Requirements

2 required; 1 elective course

Item #	Title	Clock Hours
SSG 110	Lean Six Sigma	80
SSG 120	Six Sigma Green Belt	80

Elective Course

Item #	Title	Clock Hours
AGL 110	Foundations of Agile Methodology	80
DAT 110	Essentials of Data Visualization	80
LDR 110	Strategic Organizational Leadership	80
LDR 120	Maximizing Team Effectiveness	80
LDR 130	Finance & Accounting for the Non-Financial Manager	80
PMP 110	Essentials of Project Management	42
SSG 130	Lean Six Sigma Black Belt	160
SSG 140	Lean Innovation & Management	80

Sustainable Enterprise Executive Education & Development

Sustainable Enterprise Executive Education & Development

Learn how to maximize resources while designing robust sustainability and ESG (environmental, social, and governance) programs that fuel productivity, innovation and profits within your organization, especially during the COVID era of shrinking resources and budgets. *Offered in partnership with the College of Engineering.*

Type: Professional Certificate

Requirements

Item #	Title	Clock Hours
SEED 1001	Understanding Sustainability & Making its Business Case	7
SEED 1002	Tackling Sustainability Frameworks with a Systems Mindset	7
SEED 1003	Designing Resilient Value Chains	7
SEED 1004	Developing Sustainability Strategy & Integrating Reporting	7
SEED 1005	Leaders as Drivers for Sustainability Engagement & Enterprise Transformation	7

VUnited Scholars

VUnited Scholars

This program is an Augustinian, Catholic, valued-centered, residential environment provides students a meaningful and unique college experience. The program allows students to explore and realize both their learning potential and maximize their personal growth, while preparing students for future, meaningful employment. The program merges the following four elements: academic knowledge, social and psychological development, independent living skills, and career and vocational skills.

Offered in partnership with Villanova Office of Disability Services.

Type: Professional Certificate

Requirements

Item #	Title	Clock Hours
VUSC 0001	Internship Preparation Bootcamp	
VUSC 0003	Internship Reflection, Part 1	
VUSC 0007	Internship Reflection, Part 2	
VUSC 0008	Fitness and Health	
VUSC 0009	Introduction to Nutrition and Wellnes, Part 1	
VUSC 0010	Cooking and Nutrition, Part 1	
VUSC 0011	Independent Living Skills, Part 1	
VUSC 0012	Entrepreneursip Workshop, Part I	
VUSC 0013	Internship Reflection, Part 3	
VUSC 0014	Introduction to Nurrition and Wellness, Part 2	
VUSC 0015	Internship Reflection, Part 4	
VUSC 0020	Cooking and Nutrition, Part 2	
VUSC 0021	Independent Living Skills, Part 2	
VUSC 0024	Career Prep	
VUSC 0100	Adjusting to College Life and Personal Strengths	
VUSC 0101	Theology Part 1, Relating to God	
VUSC 0102	Foundations of Literacy and Writing, Part 1	
VUSC 0103	Personal Finance	
VUSC 0104	Computers and Computer Safety	
VUSC 0105	Healthy Relationships	
VUSC 0107	Voice, Public Speaking, and Performance	
VUSC 0108	Principles of Art and Drawing, Part 1	
VUSC 0109	Video Production	
VUSC 0200	Self-Leadership	
VUSC 0201	Theology Part 2, Discerning the Good and Forming Conscience	
VUSC 0202	Foundations of Literacy & Writing Part 1	
VUSC 0203	Scientific Thinking: Biological, Physical, and Earth Analytical Sciences	
VUSC 0205	Emotional and Social Engagement	
VUSC 0207	The Art of Listening	
VUSC 0208	Introduction to Theater, Part 1	

VUSC 0209 Principles of Art and Drawing, Part 2
VUSC 0210 Introduction to Theater, Part 2
VUSC 0300 Intro to Leadership
VUSC 0301 Theology Part 3, Connecting Faith and Life in a World of Diversity and Change
VUSC 0302 Integrated Literacy and Writing, Part 1
VUSC 0303 American History
VUSC 0304 Principles of Art and Drawing, Part 3
VUSC 0400 Advanced Leadership
VUSC 0401 Theology Part 4, Christian Sacramental Experience
VUSC 0402 Integrated Literacy and Writing, Part 2
VUSC 0403 Personal Finance, Part 2
VUSC 0404 Early Childhood Education
VUSC 0405 Art of Listening, Part 2: The History of Jazz and Pop Music
VUSC 0406 Nursing and First Aid
VUSC 0407 Introduction to Sports Management

Courses

Addiction Studies

CADD 0001: Addictions Counseling

This seminar explores the skills and abilities necessary for those seeking the credential of Certified Addiction Counselor (CAC) in the state of Pennsylvania. Counseling methodologies will be reviewed as well as agency settings in which substance abuse counseling takes place.

Clock Hours: 8

Clock Hours per Week: 8

CADD 0002: Drug & Alcohol Education

This course provides an introduction to the physiological mechanism underlying the effects of alcohol and other drugs on the brain, the individual and society. Topics covered include basic pharmacology, placebo and an overview of the nervous system.

Clock Hours: 8

Clock Hours per Week: 8

CADD 0003: Relapse Prevention

This class will focus on methods that counselors can use to assist clients in the final stages of treatment and to make post-treatment plans to maintain sobriety. Participants will also learn to recognize the early signs of relapse and address these issues with intervention techniques.

Clock Hours: 8

Clock Hours per Week: 8

CADD 0004: Cultural Competency

This seminar investigates treatment considerations in diverse populations based upon ethnic, cultural and racial differences. The importance of these differences will be explored in terms of substance abuse and substance abuse treatment.

Clock Hours: 8

Clock Hours per Week: 8

CADD 0005: Substance Abuse Treatment for People with Co-Occurring Disorders

This course is designed to introduce the most common mental health disorders. This includes a review of the relevant signs, symptoms and diagnostic criteria. Students will see how substance related problems as well as barriers to maintaining sobriety interplay with the mental health diagnosis. Participants will practice various techniques that apply to both mental health and substance related disorders, seeing how to best address client's complex needs. Responding to suicidality will also be emphasized.

Clock Hours: 8

Clock Hours per Week: 8

CADD 0006: Interviewing & Counseling Techniques

This seminar will walk the counselor from the initial meeting with the client to their involvement in an ongoing counseling relationship. The essential ingredients for counselor skill-building will be explored as well as practiced in this core seminar.

Clock Hours: 8

Clock Hours per Week: 8

CADD 0007: Ethical Decision Making

This course will provide an operational model for identifying, problem solving, and resolving relevant ethical issues confronting the substance abuse treatment staff member.

Clock Hours: 8

Clock Hours per Week: 8

CADD 0008: Group Counseling with Substance Abusers

Being able to work with groups in counseling is a critical skill. Topics covered in this class include observational methods in groups, supportive vs. self-awareness group therapy, an overview of group therapy approaches and how to lead a therapy group. Through this core class, students are able to develop their overall skills in group counseling.

Clock Hours: 8

Clock Hours per Week: 8

CADD 0009: Intake/Assessment/Record-Keeping with Substance Abusers

Documentation skills are a critical component in the field of substance abuse counseling. This seminar reviews the essential elements of record-keeping as it relates to effective treatment and further defines the standards by which agencies are reviewed for compliance in this regard.

Clock Hours: 8

Clock Hours per Week: 8

**CADD 0010:
Countertransference &
Boundary of Self**

The therapeutic relationship is not an ordinary social exchange. Instead, the key differentials are ultimately aligned around issues of power and control. This workshop explores the use of clinical self while establishing and maintaining appropriate boundaries thus assuring that the client benefits maximally in the therapeutic exchange while the counselor maintains a healthy psychic distance as a means of assuring objectivity and avoiding burn out.

Clock Hours: 8

Clock Hours per Week: 8

CADD 0011: Creativity and Coping

This topics course is offered under the Addiction Studies Discipline. Creativity is an important source of connection to our emotions, our experiences and our body. Many people in early recovery have a multitude of experiences they need to process and a need to develop helpful coping strategies for challenging emotions. Through voice, movement, art and symbology these practices are meant to assist the individual in truly centering oneself in the body and mind, and to help process repressed and traumatic material which may make the difference between struggling through or striving in recovery. This will be a highly experiential training so come prepared to sing, dance and play!

Clock Hours: 8

Clock Hours per Week: 8

CADD 0012: Counselor Wellness

Due to the demanding nature of the job of working with substance abusers, burnout is a real & damaging possibility for counselors. This course will explore techniques for maintaining a sense of well-being even amidst the chaos that is often a part of our daily routine. This seminar is a must for those of us who sometimes feel overwhelmed by the ongoing pressures of dealing with dependent personalities.

Clock Hours: 8

Clock Hours per Week: 8

CADD 0013: Medication Assisted Therapy

Medication Assisted Therapy (MAT) is the use of medications, in combination with counseling and behavioral therapies, to provide a whole-patient approach to the treatment of substance use disorders. Research shows that when treating substance-use disorders, a combination of medication and behavioral therapies is most successful. MAT is clinically driven with a focus on individualized patient care.

Clock Hours: 8

Clock Hours per Week: 8

CRS 1001: Certified Recovery Specialist

The curriculum for this in-person course is designed by the PCB to meet the education requirements for certification in this specialty area in the Commonwealth of Pennsylvania only. The Villanova instructors teaching in the program are approved trainers through the PCB.

PCB Course materials are provided in hard copy.

Clock Hours: 66

Price: \$1,200.00

Military Price: \$1,020.00

Agile

AGL 110: Foundations of Agile Methodology

This course allows students to begin learning the tools used in agile methodology, and how to begin implementing them to offer a better-quality product to their client/end-user while fostering team collaboration and relationships. It focuses on the initial learning topics of agile methodology, including specific team roles, such as product owner, while also addressing the framework behind one of the most popular components of agile, which is scrum. The course also discusses the importance of scrum teams, how they should be formed and their roles. This course is the first in a set of three courses designed to help students learn many of the topics covered by several of the agile certifying bodies including Project Management Institute (PMI) and Scrum.org.

Clock Hours: 80

Clock Hours per Week: 10

Price: \$2,095.00

Military Price: \$1,780.75

AGL 120: Applications of Agile Principles

This course allows the student to continue their agile learning path while utilizing knowledge and tools to engage in team planning for achieving the client deliverable. This course focuses on steps and tools to aid in planning strategies with agile. Utilization of concepts such as Lean and Kanban are discussed as well as addressing the pitfalls to avoid in planning. This is the second in a set of three courses designed to help students learn many of the topics that are covered by several of the agile certifying bodies including Project Management Institute (PMI) and Scrum.org.

Clock Hours: 80

Prerequisites:

Foundations of Agile Methodology

Clock Hours per Week: 10

Price: \$2,295.00

Military Price: \$1,950.75

AGL 130: Leading Agile Teams

This course allows students to complete the critical knowledge behind this growing methodology so that they can implement learning to aid in the project planning in any industry. This course addresses the last steps in the incorporation of agile methodology by discussing team scaling and team coaching while re-addressing team roles and how the team is to adapt to change throughout the execution process.

Additionally, to help in the students' credential goals, practice questions are provided for those who are also looking to prepare for industry certification. This is the last in a set of three courses designed to help students learn many of the topics that are covered by several of the agile certifying bodies including Project Management Institute (PMI) and Scrum.org.

Clock Hours: 80

Prerequisites:

Applications of Agile Principles

Clock Hours per Week: 10

Price: \$2,495.00

Military Price: \$2,120.75

Business Analysis

BSA 110: Essentials of Business Analysis

This course leverages interactive learning tools that introduce managers and professionals to the business requirements that drive IT-related projects. It also discusses how to establish the corporate provisions to assist technical developers and ensure an information system is in place that will help deliver products in a cost-effective, timely manner. Specific topics covered include how to effectively implement data-gathering techniques as well as develop the capabilities to identify, analyze, and design processes to enhance information flow.

Clock Hours: 80

Clock Hours per Week: 10

Price: \$2,095.00

Military Price: \$1,780.75

BSA 120: Mastering Business Analysis

This course explores advanced strategies for gathering, documenting and reviewing requirements for more effective business analysis and implementation. Supporting the latest BABOK® edition, this course includes added test-prep questions to help interested students prepare for the CBAP® or the CCBA® certification. Students explore advanced topics in quality management, testing, verification and validation. Other topics covered include advanced techniques for creative problem solving and advanced quality management to ensure project success.

Clock Hours: 80

Prerequisites:

Essentials of Business Analysis

Clock Hours per Week: 10

Price: \$2,495.00

Military Price: \$2,120.75

Business Intelligence

BSI 110: Essentials of Business Intelligence

This course introduces students to the value and structure of the key concepts in enterprise business intelligence. Understanding the core skills of data management, warehousing, BI requirements and data quality is the first step to making effective and efficient business decisions. The course specifically discusses the tools needed to select and evaluate data warehouse technology and platforms.

Clock Hours: 80

Clock Hours per Week: 10

Price: \$2,095.00

Military Price: \$1,780.75

BSI 120: Mastering Data Management and Technology

Building upon the foundational concepts gained in Essentials of Business Intelligence, students will explore more advanced topics including data modeling, MDM, industry data standards, securing BI content, and reporting and performance management. With case studies and exercises, students gain real-world insight into all facets of business intelligence. Throughout the course, students gain the skills needed to create a business case for improving data quality, cost benefit analysis, impact and root causes.

Clock Hours: 80

Prerequisites:

Essentials of Business Intelligence

Clock Hours per Week: 10

Price: \$2,295.00

Military Price: \$1,950.75

BSI 130: Advanced Data Architecture and Intelligence

This course will help students master the skills needed to lead and manage business intelligence initiatives. In this course, students gain advanced data analytics and modeling skills, along with the best ETL and MDX practices to make sophisticated and effective business decisions. Specific topics include the ability to model and analyze data for strategic and effective decision making.

Clock Hours: 80

Prerequisites:

Mastering Data Management and Technology

Clock Hours per Week: 10

Price: \$2,495.00

Military Price: \$2,120.75

Business Process Management

BPM 110: Essentials of Business Process Management

This course focuses on the overall benefits of BPM within an enterprise, and the key business and technology drivers needed for overall alignment with essential business objectives. Students will learn critical BPM practices and change management skills to become a process leader within their organization. The course will also cover the linkage between BPM, project management, and Lean Six Sigma.

Clock Hours: 80

Clock Hours per Week: 10

Price: \$2,095.00

Military Price: \$1,780.75

BPM 120: Mastering Process Methodology & Solutions

This course focuses on the six phases of BPM methodology: assessment, design, modeling, implementation, monitoring and modification. This course teaches critical Lean Six Sigma techniques for effective data analysis and essential project planning concepts for streamlined BPM project management. In addition, it equips individuals with the skills to effectively manage process improvement initiatives.

Clock Hours: 80

Prerequisites:

Essentials of Business Process Management

Clock Hours per Week: 10

Price: \$2,295.00

Military Price: \$1,950.75

BPM 130: Advanced Process Strategy & Practices

This capstone course empowers students with the best practices, strategies, knowledge and change management lessons learned. By completing the BPM track, students will be able to apply skills to real-world process management situations.

Clock Hours: 80

Prerequisites:

Mastering Process
Methodology & Solutions

Clock Hours per Week: 10

Price: \$2,495.00

Military Price: \$2,120.75

Certified Management Accountant

IMA 2301: CMA® Exam Prep Part 1 - Financial Reporting, Planning, Performance and Analytics

This course helps to prepare students to take Part 1 of the CMA® exam. It covers financial planning, performance, budgeting, forecasting performance, cost management, measurement, internal controls and professional ethics.

Hard copy course materials and access code provided.

Clock Hours: 69

Clock Hours per Week: 5.8

Price: \$1,500.00

Military Price: \$1,275.00

IMA 2302: CMA® Exam Prep Part 2 - Financial Decision Making

This course helps to prepare students to take Part 2 of the CMA® exam. It covers financial statement analysis, corporate finance, decision analysis and risk management, investment decisions and professional ethics.

Hard copy course materials and access code provided.

Clock Hours: 69

Clock Hours per Week: 5.8

Price: \$1,500.00

Military Price: \$1,275.00

Contract Management

CTM 110: Essentials of Commercial Contract Management

In this course, students examine the theory and practice of commercial management in a business enterprise. The course reviews the legal framework for commercial acquisition contracts. The course also examines in detail the Uniform Commercial Code as it relates to basic contract law to help students who engage in commercial transactions understand its applicability. This course will also be helpful for those interested in testing for the Certified Commercial Contract Manager (CCCM) certification.

Clock Hours: 80

Clock Hours per Week: 10

Price: \$2,095.00

Military Price: \$1,780.75

CTM 120: Essentials of Government Contract Management

In this course, students examine the theory and practice of the federal acquisition management process. The course reviews the pre and post-award contracting process focusing on complex, noncommercial acquisitions. The course also examines the functional roles of individuals having responsibility in this area. Students will develop the skills and knowledge needed to perform the role of business adviser and to apply ethical principles and sound judgment to resolve contracting issues. Specific topics include knowledge to test for the Certified Federal Contract Manager (CFCM) certification and mastery of federal acquisition regulation (FAR) and government contracting best practices.

Clock Hours: 80

Clock Hours per Week: 10

Price: \$2,095.00

Military Price: \$1,780.75

CTM 130: Advanced Contract Management

In this course, students cover the Contract Management Body of Knowledge (CMBOK) in advanced contracting topics. Students will enhance their skills and understanding of acquisition management. The class emphasizes both theory and practice allowing students to learn the underlying principles and use of the current tools in the field. This course contains specialized knowledge in commercial and government contracting. Students will learn to apply ethical principles and sound judgment to resolve contracting issues. Specific topics include knowledge to test for the Certified Professional Contracts Management (CPCM) certification.

Clock Hours: 80

Prerequisites:

Essentials of Commercial Contract Management and Essentials of Government Contract Management

Clock Hours per Week: 10

Price: \$2,495.00

Military Price: \$2,120.75

Cybersecurity

ISS 110: Essentials of Cybersecurity

IS/IT professionals know that hackers and cyber-terrorists have now pushed corporations to new levels of alertness, creating the need for heightened security to protect both infrastructure and data. This course provides students with the tools to implement and maintain security within their organization. Specific topics include tools to implement and maintain security within an organization and skills to assess and manage risk as well as evaluate crypto tools.

Clock Hours: 80

Clock Hours per Week: 10

Price: \$2,095.00

Military Price: \$1,780.75

ISS 120: Mastering Cybersecurity/Security+

This course expands students' knowledge in the IS and IT security field, including the critical security concepts impacting today's businesses. Specific topics include communication security, infrastructure security, cloud computing, cryptography, access control, authentication, external attacks, and operational and organization security.

Clock Hours: 80

Prerequisites:

Essentials of Cybersecurity

Clock Hours per Week: 10

Price: \$2,495.00

Military Price: \$2,120.75

Data Science

DAT 110: Essentials of Data Visualization

This course is designed to provide students with the ability to tell stories using data. Students will learn best practices about data visualization techniques, tools available for creating effective visualizations, and the most relevant concepts about visual perception. The class will combine two main elements: theory and practice with a focus on real-life applications including how to build at-a-glance dashboards, create data visualizations, and tell stories using industry-standard software.

Clock Hours: 80

Clock Hours per Week: 10

Price: \$2,295.00

Military Price: \$1,950.75

Financial Management

CSPA 2501: PayTrain® Fundamentals

This course teaches the fundamental payroll calculations and applications necessary for individuals who are new to the payroll industry, those who support the payroll industry, and those who are preparing for the FPC or CPP certification examinations. This course will provide students with the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties.

Hard copy course materials and access code to learning system provided.

Clock Hours: 100

Clock Hours per Week: 10

Price: \$1,300.00

Military Price: \$1,020.00

CSPA 2502: PayTrain®

A continuation of PayTrain® Fundamentals, this course provides students with a solid understanding of advanced payroll topics necessary for payroll managers and supervisors. It is ideal for experienced payroll professionals seeking compliance training, professional development, or CPP certification preparation.

Hard copy course materials and access code to learning system provided.

Clock Hours: 100

Prerequisites:

PayTrain® Fundamentals

Clock Hours per Week: 10

Price: \$1,300.00

Military Price: \$1,105.00

Human Resources

HRS 110: Human Resource Management

This course gives students a broad overview of the human resource function. It covers real-life HR issues and critical topics including strategic planning, recruiting, compensation, benefits and employee relations. Students learn practical techniques that can be put to work immediately to effectively handle HR challenges. They also learn how to use and apply the most current industry literature, terminology, and landmark court cases and best practices in aligning human resource development with the organization's strategic goals. The course can help students prepare for the latest SHRM-CP/SHRM SCP exams if they are interested in pursuing certification.

Clock Hours: 120

Clock Hours per Week: 10

Price: \$2,495.00

Military Price: \$2,120.75

HRS 120: Mastering Organizational Effectiveness

In this course, students learn to balance operational and functional duties with the strategic goals of their employer. The course helps professionals leverage the connection between employees and business goals. It begins with the mechanics of organizational change, then focuses on the competencies required to manage both people and processes. Specific topics include how to define team missions, roles, and goals as well as conflict resolution.

Clock Hours: 80

Clock Hours per Week: 10

Price: \$2,095.00

Military Price: \$1,780.75

Immigration Studies

VISTA 1000 & 1100: Module 1 – Certificate in Immigrant Accompaniment

This course focuses on how to successfully work with immigrants and is the foundation for the program. Students will learn to contextualize the global migration phenomenon, demonstrate an understanding of the structure of government, sources of law and the immigration ecosystem, interview an immigrant, appreciate and be sensitive to cultural difference, draft professional documents, practice ethical advocacy for a client, and engage in self and communal care.

Clock Hours: 140

Clock Hours per Week: 10

Price: \$1,330.00

Military Price: \$1,113.50

VISTA 2000 & 2100: Module 2 – Certificate in Immigrant Advocacy

Students in this course will learn to conduct a thorough intake interview with a potential client, including drafting a thorough new client intake form to use to gather facts from clients during interviews; assess a client's case for eligibility for various immigration benefits; analyze new areas of the law to determine the elements that need to be proven; plan an immigration case; conduct legal research; establish eligibility for an immigration benefit including gathering facts and evidence to support the elements of the immigration benefit; prepare an application and supporting evidence for submission to US Citizenship and Immigration Services (USCIS); maintain an office case file for a client (professional development); draft persuasive professional documents (applications, declarations, cover/argument letter); Engage in self- and communal- care; compile an application to become a DOJ partially accredited representative; (professional development); practice ethical service and advocacy for a client.

Clock Hours: 140

Clock Hours per Week: 10

Price: \$1,330.00

Military Price: \$1,113.50

VISTA 3000 & 3100: Module 3- Certificate in Immigration Trial Advocacy

Students in the course will learn to conduct a removal hearing in immigration court; conduct a thorough intake interview with a potential client whose case is in removal proceedings, including drafting a thorough new client intake form to use to gather facts from clients during interviews; assess a client's case for eligibility for various forms of relief from removal/ deportation; analyze new areas of the law to determine the elements that need to be proven; plan an immigration case for proceedings before an immigration court; establish eligibility for relief from removal, including gathering facts and evidence to support the elements of the form of relief; conduct legal research on immigration law; prepare an application and supporting evidence for submission to an immigration court; prepare a client and witnesses to testify in immigration court; draft and present an opening statement, closing argument and direct examination; maintain an office case file for a client; draft persuasive professional documents; compile an application to become a DOJ fully accredited representative; and practice ethical service and advocacy for a client.

Clock Hours: 140

Clock Hours per Week: 10

Price: \$1,330.00

Military Price: \$1,113.50

Irish Language Studies

CNIP 1111: Introduction to Irish Language 1

Groundwork in Irish (Gaelic), including oral proficiency, aural comprehension, and reading knowledge; for students with no prior knowledge of Irish.

Supplementary language laboratory work and oral drills

Clock Hours: 10

Price: \$750.00

Military Price: \$637.50

CNIP 1112: Introduction to Irish Language 2

Groundwork in Irish (Gaelic), including oral proficiency, aural comprehension and reading knowledge; for students with one semester of Irish study completed. Supplementary language laboratory work and oral drills. Students should have completed CNIP 1111

Clock Hours: 10

Prerequisites:

CNIP 1111

Introduction to Irish Language 1

Price: \$750.00

Military Price: \$637.50

Leadership

LDNC 5000: Leadership Symposium

Students will learn from highly successful, inspiring practitioners and academic leaders and gain insights for their own professional development. Readings and structured activities will offer students the opportunity to reflect on their current approach to leadership and explore how they might adapt that strategy in light of the lessons learned.

WLDC 3000: Women's Leadership Development

This course affords the opportunity for participants to gain an in-depth, rigorous professional education experience at a critical moment in their careers. It will develop and expand an individual's skills, an awareness of systemic issues related to gender inequality, and explore approaches to systemic change. In addition, the course offers networking opportunities and enables cross-industry connections and collaboration among women seeking to develop their leadership skills and advance their careers. These networks will support the continued professional development of participants and fuel their ability to contribute to creating a more inclusive environment in their own organizations and communities. *Offered in partnership with the Anne Welsh McNulty Institute for Women's Leadership.*

Clock Hours: 42

Price: \$6,695.00

Military Price: \$5,690.75

Learning Design & Technology

CLDT 1100: Learning Design and Online Pedagogy

This course introduces learners to the conceptual and theoretical foundations of learning design. It explores the history of learning design, learning design models, and foundational theories and principles of adult learning and online learning. This course also introduces the fundamentals of designing high quality online learning experiences by considering course alignment, learning outcomes, engaging online activities and assessment. Students will learn effective online teaching practices and the relationship to the use of technology.

Course materials electronic access code provided.

Clock Hours: 80

Price: \$1,250.00

Military Price: \$1,062.50

CLDT 1200: Instructional Technology Tools

In this course, students will explore the role of technology in education and examine various digital media and technology used in the eLearning environment. Students will learn how to apply technology integration models in selection, design, and development of digital media to achieve learning outcomes and promote learning experience. Further, students will develop skills in utilizing technology to enhance communication and collaboration in consideration of learning equity.

Clock Hours: 80

Price: \$1,250.00

Military Price: \$1,062.50

CLDT 1300: Assessment and Evaluation

Program and course evaluation is one of the key steps in determining the effectiveness of teaching and continuous improvement of learning experience. In this course, students will explore various evaluation models, principles, and practices employed conducting Instructional Design evaluation. Throughout the course, students will also evaluate and measure the entire instructional design process within various contexts to determine the accomplishment of learning outcomes

Clock Hours: 80

Price: \$1,250.00

Military Price: \$1,062.50

Nursing

HDI 7010: Healthcare Design and Innovation: Systems and Design Thinking for Healthcare Innovation

Examine value-driven leadership that is customer-focused with healthcare knowledge. Learn how to assemble teams that can envision the future, navigate complexity and uncertainty during rapid change, assess risk preparedness and tolerance—all while innovating and improving access to care.

Offered in partnership with Villanova School of Business and Fitzpatrick College of Nursing.

Clock Hours: 16
Price: \$2,195.00

HDI 7020: Healthcare Design and Innovation: Economic Forces and Policy Shaping Healthcare

Gain an understanding of basic economic theory, market drivers, healthcare financing and reimbursement, and cost/benefit analysis. Explore relationships among local, state, federal and global structures and processes involved in healthcare policy formation.

Offered in partnership with Villanova School of Business and Fitzpatrick College of Nursing.

Clock Hours: 16
Price: \$2,195.00

HDI 7030: Healthcare Design and Innovation: Digital Health and Analytics

Examine the opportunities, challenges, and ethical implications of digital technology and big data on healthcare. Analyze how data can provide visual insights, predict trends, and enhance overall public health.

Offered in partnership with Villanova School of Business and Fitzpatrick College of Nursing.

Clock Hours: 16
Price: \$2,195.00

HDI 7040: Healthcare Design and Innovation: Reimagining the Healthcare Supply Chain

Understand the fundamentals of supply chain management while identifying the unique aspects of healthcare supply chains, including the changing expectations of the consumer and regulated nature of the industry. Explore how insightful management of supply chains can lead to better healthcare.

Offered in partnership with Villanova School of Business and Fitzpatrick College of Nursing.

Clock Hours: 16
Price: \$2,195.00

NUCE 7000: Medical Surgical Systems Update and Review

This virtual, synchronous course updates, reviews and/or refreshes your knowledge of common adult, medical/surgical conditions. Topics are arranged by system and focus on commonly encountered conditions - cardiovascular, pulmonary, GU/GI, endocrine, musculoskeletal, neurologic, oncologic, immunologic, and integumentary systems. Pathophysiology and diagnostic tests will be included

Clock Hours: 31
Clock Hours per Week: 0
Price: \$387.25

NUCE 7001: Pharmacology Update and Review

Do you remember the specifics of the angiotensin-renin system? How about why grapefruit interacts with so many medications? A review of commonly encountered medications used for each system will be provided in this program. The prudent use of anti-microbial medications will also be discussed

Clock Hours: 14
Clock Hours per Week: 0
Price: \$387.25

NUCE 7002: Mental Health First Aid

Mental Health First Aid USA® is a public education program that introduces participants to risk factors and warning signs of mental health problems, builds understanding of their impact and overviews appropriate supports. This 8-hour course uses role-playing and simulations to demonstrate how to offer initial help in a mental health crisis and connect people to the appropriate professional, peer, social and self-help care. The program also teaches common risk factors and warning signs of specific illnesses like anxiety, depression, substance use, bipolar disorder and schizophrenia.

Clock Hours: 6

Clock Hours per Week: 0

Price: \$387.25

NUCE 7003: Peripheral IV Insertion & Management

This course incorporates the Infusion Nurses Society (INS) 2021 Standards of Practice. Content includes criteria for vein selection, vein location and identification, selection of supplies and equipment, and potential complications of IV therapy. A review of developmental considerations for pediatric patients will be presented. Information on legal aspects, malpractice insurance, and proper documentation will be included

Clock Hours: 3

Clock Hours per Week: 0

Price: \$387.25

NUCE 7004: Skills Immersion Lab

Gain clinical experiences in a state-of-the-art simulation environment - without the anxiety and stress of providing patient care. Obtain hands-on experience with the latest equipment and techniques. Practice IV insertion and management, and expand your physical assessment knowledge and skills by focusing on a holistic assessment of the patient.

Clock Hours: 11

Clock Hours per Week: 0

Price: \$500.00

NUCE 7100: Clinical Instructor/Preceptor Certificate Program

This asynchronous program is designed to expand your competence as a clinical instructor or preceptor. Participants explore how to manage challenges that arise with student/new employee clinical performance, changes in patient status, and the value of teaching inter-professional collaboration. Participants receive information to enhance their effectiveness in the role. All are expected to engage in on-line discussions by raising questions, sharing experiences, and voicing concerns and challenges.

Offered in partnership with the M. Louise Fitzpatrick College of Nursing.

Clock Hours: 16

Price: \$399.00

NUCE 7150 : Leadership and Management Theory

The connection between organizational theory, organizational structure, and the manager's role will be explored. Basic concepts of leadership including myths, traits, types and skills will be discussed as a tool for survival in today's health care environment. Effective ways to enable and facilitate staff will be highlighted. Learn how to enhance the functioning of your unit while improving satisfaction and productivity.

Clock Hours: 8

Price: \$250.00

NUCE 7151: Decision Making/ Problem Solving/Critical Thinking Skills

Here is an opportunity to relate decision-making and creative/critical thinking skills to the role of the nurse manager. Find out how to do a gap analysis; review decision-making models; and acquire new problem-solving strategies that are useful in work related situations. Utilize a "six-thinking hats" strategy to expand your critical analysis abilities.

Clock Hours: 8

Price: \$250.00

NUCE 7152: Team Building: Selecting/Developing/Motivating/Empowering/Coaching Staff

This course is all about making teams work more effectively. It begins with keys to successful recruitment and moves on to a look at the manager's responsibility for the development and socialization of employees. Theories of motivation and their appropriate uses in the work setting will be reviewed. Separate the manager's role as a coach from that of counselor. Find out how to empower others.

Clock Hours: 8

Price: \$250.00

NUCE 7153: Performance Management/Succession Planning

Improve your performance appraisal skills so that your assessments are fair and equitable. Look at key concepts in the appraisal process. Find out what biases and prejudices you bring to that process. Discuss key factors that influence motivation and productivity. Explore the role of the nurse manager in relation to the staffing and scheduling process, including scheduling methods, standards, plans and classification systems.

Clock Hours: 8

Price: \$250.00

NUCE 7154: Human Resources Management: Conflict/Negotiating/Time Management

Discover several ways to enhance your role and fine-tune your skills in the management of staff. Review time management strategies and develop a personal action plan. Discover your own negotiating strengths and identify areas for improvement. Learn six crucial steps in the negotiating process. View conflict as a disruptive and/or a constructive force in today's health care environment.

Clock Hours: 8

Price: \$250.00

NUCE 7155: Financial Management/Staffing and Scheduling

Here is a unique opportunity to expand your budgeting skills. Review basic concepts of financial management and apply selected economic principles to health care finance. Look at a health care budget and review the budget building process. Learn new ways to analyze financial statements.

Clock Hours: 8

Price: \$250.00

Paralegal

PRLG 4003: Legal Writing

This course provides the fundamentals of legal writing. Students will work with state and federal legal materials including cases and statutes as well as different templates to become familiar with and practice developing legal analyses and communicating such analyses in memoranda, letters, contracts and discovery documents. Additional topics include a review of the federal and state court systems and an introduction to basic legal writing techniques.

Clock Hours: 18

PRLG 4007: Ethics

This course provides students with a fundamental understanding of the rules/codes of professional conduct and ethics. Emphasis will be placed on students determining appropriate responses to ethical problems.

Clock Hours: 9

PRLG 4015: Employment Law

This course provides an overview of the basic concepts of employment law and legal issues arising in the modern workplace. It uses a hands-on approach in which students apply principles, theory, research and methods to various exercises and projects meant to simulate the work that a paralegal working on employment or labor law matters might expect.

Clock Hours: 18

PRLG 4016: Estates & Trusts

This course provides a practical understanding of key laws and considerations of estate planning, administration and elder law. Topics covered include various estate planning techniques; trusts; wills; powers of attorney; planning for incapacity; and estate administration.

Clock Hours: 18

PRLG 4017: Family Law

This course will discuss laws covering family relationships and responsibilities. Topics will include procedures covering issues of divorce, annulment, child custody, protection from abuse, child and spousal support, and adoption. Students will learn to prepare the required documents for divorce, custody, support guidelines and abuse.

Clock Hours: 18

PRLG 4019: Real Estate Law

This course provides an introduction to the principles of real property ownership, possession, disposition, and control. Topics covered include the different types of ownership and methods of transfer of interests in property, leasing, agreements, financing, title insurance, and document preparation. Students will learn the concepts and terminology necessary to assist lawyers in a typical real estate practice.

Clock Hours: 18

PRLG 4030: Torts and Personal Injury Law

This course provides students with a practical understanding of the central principles of tort law, including intentional torts, negligence, negligence-based personal injury claims, vicarious liability, strict liability, products liability, malpractice and common defenses.

Additional topics include the role of the attorney, paralegal and investigator within such lawsuits.

Clock Hours: 18

PRLG 4031: Intellectual Property Law

This course offers an overview of legal technologies used in today's law firms. It will discuss both cloud and server-based case management/law office management software and tools to assist with keeping and billing time, managing firm contacts, calendaring events and other related tasks.

Clock Hours: 18

PRLG 4034: Civil Procedure and Litigation

The course provides an overview of the litigation process as shaped by federal court procedural rules. Students will learn the way civil litigation progresses through the judicial system from case inception to finish. Students will also learn how paralegals assist lawyers in case management from beginning to end. The course includes the basics of client interviewing, fact gathering, pleadings, discovery, settlements, arbitration, trial preparation and management, appeals, and alternative dispute resolutions.

Clock Hours: 21

PRLG 4035: Business Organizations

This course provides an overview of the most common structures of business entities (corporations, partnerships, LLPs, LLCs, etc.) and the related legal privileges and obligations attached to each. It also introduces basic business financial principles and skills that can help a paralegal contribute to a corporate law practice.

Clock Hours: 18

PRLG 4039: Contract Law

This course provides an overview of the law governing legally enforceable contracts, including both common law principles and the Uniform Commercial Code. Additional topics covered include contract drafting, review, rules of interpretation, and ethics.

Clock Hours: 18

PRLG 4041: Criminal Law

This course provides an overview of the formal criminal processes from arrest to sentencing. Students will learn the basic principles of criminal law, including the limitations on law enforcement authorities in their investigative duties.

Clock Hours: 18

PRLG 4049: Legal Research

The course provides an introduction to legal and fact research conducted by paralegals. Basic searching and navigation in electronic databases will be explored, including Boolean and Natural Language searching. This course will also teach how to assess and effectively use freely available government, business, and education-sites to retrieve documents and conduct law-related research. Ethical issues related to legal research will also be covered.

Clock Hours: 21

PRLG 4055: Introduction to Paralegal Profession and Principles

This course provides an introduction to the paralegal's role within the legal profession. Topics include paralegals and the American Legal System, the American Court System, substance of the law, an introduction to basic legal analysis and research concepts, and paralegals and the work world, structure and operation of federal and state governmental systems (including the judicial system), sources of law (common law, statutory, constitutional, etc.), the concept of precedent, the adversarial system, professional ethical standards and interviewing techniques.

Clock Hours: 21

PRLG 4056: Paralegal Office Coordination

The course offers an introduction to the basic computer applications used in the law office with a focus on information systems. It explores law office software such as time and billing, calendaring, and case management tools.

Clock Hours: 18

Pre-College Academy

PCA 0100: Ignite Change in Your Community

Identify and articulate your strengths and values as you learn how to become a more self-aware and emotionally intelligent individual. Use these skills to develop a personal and professional vision of yourself as a leader while you develop a leadership plan to positively impact your relationships and your high school community.

Clock Hours: 6

Price: \$1,095.00

Military Price: \$930.75

PCA 0101: Become a Socially Responsible Leader

This course will provide a unique opportunity to develop skills and knowledge from ethics, leadership, and management studies as well as English and communications, including both the analysis of personal essays and professional writing. The goal of the course is to identify and articulate your values into a mission and vision that you will apply in your community as a socially responsible leader.

Clock Hours: 27

Price: \$1,200.00

Military Price: \$1,020.00

PCA 0102: Your Workplace Journey

This course provides a unique opportunity to develop your knowledge about the workplace, motivation, career paths, college academics, and graduate degrees, and it combines skills and knowledge from ethics, leadership, management, English, and communication studies.

Clock Hours: 27

Price: \$1,200.00

Military Price: \$1,020.00

Six Sigma

SSG 100: Essentials of Lean Six Sigma

Students in this course discuss the techniques and tools of Six Sigma and Lean, including process mapping, root cause analysis, process control charts, value stream maps, kanbans, 5S principles, and more. Also, the integration of Six Sigma and Lean tools is discussed along with various roles people may play in process improvement. Key topics include: introduction to Lean Six Sigma, DMAIC, basic principles of Lean, and Lean tools and approaches.

Clock Hours: 40

Clock Hours per Week: 10

Price: \$995.00

Military Price: \$845.75

SSG 110: Lean Six Sigma

In the world of lean thinking, the primary goal is to operate more efficiently by eliminating not only defects in products and services but other forms of waste: inventory, processing, waiting, motion, transportation and overproduction. This course teaches Lean Six Sigma techniques to help professionals in both service and manufacturing industries. Specific topics covered include gaining insight to create shorter cycle time for production and critical skills to improve customer satisfaction.

Clock Hours: 80

Clock Hours per Week: 10

Price: \$2,295.00

Military Price: \$1,950.75

SSG 120: Six Sigma Green Belt

Designed for professionals with little or no prior experience with Six Sigma methodologies, this course helps students develop critical skills required for successful project management. In turn, these students can then aid organizations in understanding, interpreting and using the core concepts of Six Sigma. Specific topics covered include critical skills necessary to successfully lead project teams and how to effectively collect and analyze data.

Clock Hours: 80

Clock Hours per Week: 10

Price: \$2,495.00

Military Price: \$2,120.75

SSG 130: Lean Six Sigma Black Belt

In this course, students learn about one of the most sought-after credentials in business today. The Lean Six Sigma Black Belt course teaches students to ask the right questions and get the right answers to help organizations save money by improving productivity, reducing waste, variation and defects. As a Lean Six Sigma Black Belt, mastery of Six Sigma techniques and strategies will help students lead top-quality projects and mentor Green Belts in their organization.

Clock Hours: 160

Prerequisites:

Six Sigma Green Belt

Clock Hours per Week: 10

Price: \$4,095.00

Military Price: \$3,480.75

SSG 140: Lean Innovation & Management

An advanced Six Sigma course, Lean Innovation & Management addresses the impact lean can have in driving innovation to the next level. The simplicity and quick wins of lean can be a limitation as much as an advantage if it is not led properly. This course is designed for Six Sigma users who want to incorporate lean principles into their innovation strategy.

Clock Hours: 80

Clock Hours per Week: 10

Price: \$2,095.00

Military Price: \$1,780.75

SSG 150: Lean Six Sigma Master Black Belt

This course contains the tools and techniques necessary for efficiently developing Lean Six Sigma within a business. Various experiment design methods and strategies are disassembled and examined. The relationship between the industry, customer and supplier is reviewed and analyzed.

Clock Hours: 120

Prerequisites:

Lean Six Sigma Black Belt

Clock Hours per Week: 10

Price: \$3,495.00

Military Price: \$2,970.75

Sustainable Enterprise Executive Education & Development

SEED 1001: Understanding Sustainability & Making its Business Case

Examine sustainability in light of current megatrends, value drivers and their business impacts. Gain insight into ESG strategy development and learn how to strengthen the business case for implementing sustainable practices to create value for your organization.

Clock Hours: 7

Price: \$799.00

SEED 1002: Tackling Sustainability Frameworks with a Systems Mindset

Gain an understanding of systems thinking tools to tackle key sustainability issues and examine frameworks like circular economy and STEEP analysis. We will examine the interconnections between sustainability and business and how to overcome typical blunders with the proven interventions to create opportunities.

Clock Hours: 7

Price: \$799.00

SEED 1003: Designing Resilient Value Chains

Learn to design supply chain management and sourcing systems that utilize circular value chain principles to reduce footprint, improve resource utilization and accelerate a circular economy. Discover best practices for creating resilient value chains and how to apply them to your business to create sustainable value.

Clock Hours: 7

Price: \$799.00

SEED 1004: Developing Sustainability Strategy & Integrating Reporting

Gain a better understanding of assessing all ESG factors - environmental, social and governance - to map opportunities and risks, and to track performance using various reporting frameworks that are most widely implemented. Learn common approaches to management and communication of key strategic ESG indicators and how the investor community views are formed on company performance.

Clock Hours: 7

Price: \$799.00

SEED 1005: Leaders as Drivers for Sustainability Engagement & Enterprise Transformation

Understand the key drivers for leading engagement with sustainability to transform your enterprise. Discover tangible tools and takeaways to engage your stakeholders, influence sustainable change, and create shared value. Topics include materiality and its integration into strategic change management, persuasive communications and messaging and the importance of employee engagement.

Clock Hours: 7

Price: \$799.00

Various Disciplines

CESL 1000: English for Everyday Life: Popular Culture

In this course, students will explore topics related to North American culture, including food, music, traditions and more. Using a variety of authentic texts, including video excerpts and written texts, this course focuses on broadening students' vocabulary, improving their listening comprehension, and building their conversational fluency.

Clock Hours: 17

Clock Hours per Week: 2.5

Price: \$0.00

CESL 1100: English for Everyday Life: Government and Citizenship

In this course, students will explore topics related to politics, including the different forms of governance, the US government system, and citizens' rights. Using a variety of authentic texts, including video excerpts and written texts, this course focuses on broadening students' vocabulary, improving their listening comprehension, and building their conversational fluency.

Clock Hours: 17

Clock Hours per Week: 2.5

Price: \$0.00

CESL 1200: English for Everyday Life: Technology and Science

In this course, students will explore topics related to technology, including the evolution of people's relationship with technology, and the future of technology. Using a variety of authentic materials, including video excerpts and written texts, this course focuses on broadening students' vocabulary, improving their listening comprehension, and building their conversational fluency.

Clock Hours: 17

Clock Hours per Week: 2.5

Price: \$0.00

CESL 1300: English for Everyday Life: People and the Environment

In this course, students will explore topics related to the environment, including climate change, pollution, and the role that humans have played in impacting the environment. Using a variety of authentic texts, including video excerpts and written texts, this course focuses on broadening students' vocabulary, improving their listening comprehension, and building their conversational fluency.

Clock Hours: 17

Clock Hours per Week: 2.5

Price: \$0.00

CESL 1400: English for Everyday Life: Current Events

In this course, students will explore important local and global issues in the news today. Using a variety of authentic texts, including video excerpts and written texts, this course focuses on broadening students' vocabulary, improving their listening comprehension, and building their conversational fluency.

Clock Hours: 17

Clock Hours per Week: 2.5

Price: \$0.00

CESL 1500: English for Everyday Life: Sports and Outdoor Recreation

In this course, students will explore topics related to North American sports and general outdoor recreational activities. Topics will include famous sports figures, popular sports teams, and growing trends in activities, such as hiking, biking, and skiing. Using a variety of authentic texts, including video excerpts and written texts, this course focuses on broadening students' vocabulary, improving their listening comprehension, and building their conversational fluency.

Clock Hours: 17

Clock Hours per Week: 2.5

Price: \$0.00

CNIP 1000: New Manager Bootcamp

This course is designed for experienced project managers to enhance their knowledge of and skills in the field. Students will gain insight into the structure, grading system, and study strategies required for the Project Management Professional (PMP)[®] Certification Exam. Through this program, students will explore the five process groups and 10 knowledge areas addressed in the latest edition of the Project Management Body of Knowledge (PMBOK[®] Guide).

Clock Hours: 36

Price: \$1,395.00

Military Price: \$1,185.75

CSCM 3000: Supply Chain Management

This is a comprehensive professional development and exam preparation course. It consists of three modules that reflect the entire APICS CSCP Exam Content Manual (ECM) and provides a broad view of global end-to-end supply chain management. Each module further empowers students with an understanding of best practices, techniques and technologies necessary to maximize their organization's efficiency and impact the bottom line.

Hard copy course materials, access code to learning system, and slide deck provided.

Clock Hours: 39

Clock Hours per Week: 3

Price: \$2,100.00

Military Price: \$1,785.00

FR 8201: Principles of Fundraising

This course provides an overview of the techniques needed to succeed. Through this course, you will develop an inventory of skills for meeting the challenges of the fundraising profession. This course is co-sponsored by the Greater Philadelphia Chapter of AFP.

Clock Hours: 30

Clock Hours per Week: 2.5

Price: \$900.00

Military Price: \$765.00

HRM 1000: SHRM Essentials of Human Resources

Developed by the Society for Human Resource Management (SHRM), this introductory-level HR course incorporates components of the SHRM Body of Competency and Knowledge[™] (SHRM BoCK[™]) and provides insight into the standards for knowledge, strategies and competencies required of effective HR professionals around the world. The course increases students' understanding of human resource issues facing organizations today, expands their awareness of HR behavioral competencies and helps them gain practical expertise to increase job skills.

Hard copy course materials and access code provided.

Clock Hours: 15

Price: \$700.00

Military Price: \$595.00

HRM 1001: SHRM-CP/SHRM-SCP Exam Preparation

This course is designed for experienced human resource management professionals seeking to enhance their knowledge of the HR field. Experienced practitioners will provide the tools, techniques and practices required for those preparing to sit for an advanced certification exam.

Hard copy course materials and access code provided.

Clock Hours: 39

IFMA 1000: Facilities Management

This professional development course is designed for facility management practitioners looking to increase their depth-of-knowledge in the foundational facilities management topics deemed critical by employers. Not only will they enhance their FM knowledge and skills, and qualify for the FMP credential, the materials will serve as an ongoing reference of facility management practices.

Hard copy course materials and online access provided.

Clock Hours: 60

Price: \$2,500.00

Military Price: \$2,125.00

LDR 110: Strategic Organizational Leadership

Great leaders can persuade and help employees stay engaged, as well as be more responsive and proactive, given the right set of tools and techniques. This course is designed to help professionals develop a toolkit they can apply as a leader at work, today, to become a highly productive and inspiring leader of tomorrow. It will discuss the tools needed to create an organization that values learning, promotes diversity, equity, inclusion, innovation, and welcomes change.

Clock Hours: 80

Clock Hours per Week: 10

Price: \$2,095.00

Military Price: \$1,780.75

LDR 120: Maximizing Team Effectiveness

Managers consistently report that interpersonal abilities or soft skills are essential when managing projects and people. Traditionally, more emphasis is placed on the core knowledge and skills needed to fulfill a specific role or job responsibility, but it's often more difficult to master the people skills. This course focuses on managing others in one-on-one settings, managing a team, and managing stakeholders. Students will learn to use practical and flexible tools and techniques that will improve people skills and increase effectiveness as a team leader and a team member.

Clock Hours: 80

Clock Hours per Week: 10

Price: \$2,095.00

Military Price: \$1,780.75

LDR 130: Finance & Accounting for the Non-Financial Manager

This course helps students understand the accounting process and methodologies, enhancing their ability to forecast financial performance, spot trends and study their competition with a keener eye. Participants who successfully complete this course learn to develop the financial skills necessary to evaluate proposed business projects, analyze company performance, and apply finance and accounting principles with confidence. Specific topics include forecasting financial performance and analyzing financial strategies through case studies.

Clock Hours: 80

Clock Hours per Week: 10

Price: \$2,095.00

Military Price: \$1,780.75

PMP 110: Essentials of Project Management

Project Management Essentials is geared toward the working professional who is interested in entering the project management field, is part of a project team, or will be overseeing a project. This course gives students the knowledge and tools to successfully execute fundamental project management tasks, provides experience in practical application, and satisfies the Project Management Training requirement for PMI's Certified Associate in Project Management (CAPM)[®] credential.

Clock Hours: 42

Clock Hours per Week: 10.5

Price: \$2,495.00

Military Price: \$2,120.75

PMP 120: Mastering Project Management

For the more experienced student, this course builds upon the fundamentals explored in Essentials of Project Management. It focuses on strengthening skills previously developed and expanding skills to explore more advanced topics like leadership, project performance management and the core competencies of project management. Interpersonal abilities and soft skills are emphasized throughout to ensure project-management success.

Clock Hours: 80

Prerequisites:

Essentials of Project Management

Clock Hours per Week: 10

Price: \$2,295.00

Military Price: \$1,950.75

PMP 140: PMP® Exam Preparation

This course is designed for experienced project managers to enhance their knowledge of and skills in the field. Students will gain insight into the structure, grading system, and study strategies required for the Project Management Professional (PMP)® Certification Exam. Through this course, students will explore content included in the latest edition of the Project Management Body of Knowledge (PMBOK® Guide).

Clock Hours: 40

Clock Hours per Week: 7.5

Price: \$1,895.00

Military Price: \$1,610.95

PMP 150: Project Management Capstone

Students in this course will continue learning from real-world examples and case studies to build on and develop their project management knowledge and skills. They will explore content addressed in the latest edition of the Project Management Body of Knowledge (PMBOK® Guide).

Clock Hours: 80

Prerequisites:

Essentials of Project Management, Mastering Project Management

Clock Hours per Week: 10

Price: \$2,295.00

Military Price: \$1,950.75

PMP 1005: PMP® Exam Preparation (Bootcamp)

This course is designed for experienced project managers to enhance their knowledge of and skills in the field. Students will gain insight into the structure, grading system, and study strategies required for the Project Management Professional (PMP)® Certification Exam. Through this course, students will explore the five process groups and 10 knowledge areas addressed in the latest edition of the Project Management Body of Knowledge (PMBOK® Guide).

Clock Hours: 35

Price: \$1,195.00

Military Price: \$1,015.75

PMP 1006: Introduction to Project Management

This course provides an overview of the basics of project management, including key terminology and skills. It is ideally suited for professionals who are new to project management, and who are interested in more efficiently and effectively planning, overseeing, and executing projects in the workplace.

Clock Hours: 15

Clock Hours per Week: 15

Price: \$995.00

Military Price: \$845.75

VALD 5000: Athletics Leadership Summit

The goal of the Summit is to help a student develop their own personal leadership philosophy for a career in athletics. Students will learn about the five pillars that guide the work of Villanova Athletics – in particular, developing an authentic leadership philosophy, supporting student-athlete development, achieving competitive excellence, fostering compliance and community, and promoting athletic entrepreneurship.

Clock Hours: 12

Price: \$550.00

Military Price: \$467.50

VUnited Scholars

VUSC 0001: Internship Preparation Bootcamp

An experience designed to prepare first year students with professional skills and expectations for their transition into their initial internship placement.

Clock Hours per Week: 8

Military Price: \$24,543.75

VUSC 0002: Employment Readiness Skills Workshop, Part 1**Clock Hours per Week:** 1**Military Price:** \$24,543.75**VUSC 0003: Internship Reflection, Part 1**

Students will engage in weekly evaluation of internship placement in relation to the intersection of their talents and abilities and the needs of the world.

Clock Hours per Week: 1**Military Price:** \$24,543.75**VUSC 0004: Employment Readiness Skills Workshop, Part 2**

Students will continue to develop professional skills and expectations as they continue to into their internship placement

Clock Hours per Week: 1**Military Price:** \$24,543.75**VUSC 0005: Internship**

Students will gain supervised, practical learning experience in a work setting designed to provide opportunities to apply, connect and extend their academic course work and competencies to building professional skills. Students may complete 80 - 180 clock hours in internship.

Clock Hours per Week: 8**Military Price:** \$24,543.75**VUSC 0007: Internship Reflection, Part 2**

Students will engage in weekly evaluation of internship placement in relation to the intersection of their talents and abilities and the needs of the world.

Clock Hours per Week: 1**Military Price:** \$24,543.75**VUSC 0008: Fitness and Health**

Using a hands-on approach, this course provides information necessary for the development of healthy exercise and physical activity programs, and teaches individuals to assess their personal status and activity needs. It also focuses on concepts of effective goal setting, enabling each individual to determine realistic goals for self-improvement and the use of physical activity for health-promotion throughout a lifetime.

Clock Hours per Week: 1**Military Price:** \$24,543.75**VUSC 0009: Introduction to Nutrition and Wellness, Part 1**

This class will help you figure out how to incorporate nutrition and fitness into a hectic college lifestyle and to continue this healthy lifestyle for your entire life. Topics will include, but are not limited to: improving dietary habits, plant-based diets, sports nutrition, dietary intolerances and food allergies, as well as the importance of weight maintenance, health, wellness and fitness

Clock Hours per Week: 1**Military Price:** \$24,543.75**VUSC 0010: Cooking and Nutrition, Part 1**

This class will help you learn how to incorporate nutrition into a hectic college lifestyle. Recipes for nutrition meals and cooking classes will be held each class. By the end of the semester, a cookbook with nutritional meals will be created. The importance of weight maintenance, health, wellness and food selection, as well as dietary habits, plant-based diets, sports nutrition, dietary intolerances and food allergies will be discussed.

Clock Hours per Week: 1**Military Price:** \$24,543.75**VUSC 0011: Independent Living Skills, Part 1**

Independent Living Skills is designed to give students exposure and practice in a variety of skills to assist with becoming more independent adults while living on their own. Within this course, students will focus on a variety of independent living skills such as finding a place to live, budgets, leasing agreements, roommates, safety, and the items/amenities needed for independent living. This course will be taught through the framework and lens of an Occupational Therapist, focusing on the whole person and accommodations or adjustments needed to successfully live on their own.

Clock Hours per Week: 1**Military Price:** \$24,543.75**VUSC 0012: Entrepreneurship Workshop, Part I**

Throughout this course we will discuss the ins and outs of developing a successful entrepreneurial venture. In doing so, students will engage in the process of creating and sustaining an entrepreneurship that solves a larger social issue.

Clock Hours per Week: 1**Military Price:** \$24,543.75

VUSC 0013: Internship Reflection, Part 3

Preparation for interviews and skills building techniques for resumes and job sites. Students will run through practice interviews and resume building exercises to take their internship experience to finding a career upon graduation. Skills building activities will take place to learn invaluable assets for their workplace environment.

Clock Hours per Week: 1
Military Price: \$24,543.75

VUSC 0014: Introduction to Nutrition and Wellness, Part 2

This class will continue to help you figure out how to incorporate nutrition and fitness into a hectic college lifestyle and to continue this healthy lifestyle for your entire life. Topics will include, but are not limited to: improving dietary habits, plant-based diets, sports nutrition, dietary intolerances and food allergies, as well as the importance of weight maintenance, health, wellness and fitness

Clock Hours per Week: 1
Military Price: \$24,543.75

VUSC 0015: Internship Reflection, Part 4

Transition from internship to full-time career placement. Students will research and apply for employment in their chosen field within their hometown as well as prepare for the differences between being an intern and a full-time employee.

Clock Hours per Week: 1
Military Price: \$24,543.75

VUSC 0020: Cooking and Nutrition, Part 2

This class will teach more advanced cooking preparation. Students will be taught how to make complete meals and how to prepare meals for the week. Students will also get to explore other cuisines from around the world. Plant-based cooking and allergy free meals will also be covered during the course. This class will help you figure out how to incorporate nutritious and quick meals in a busy lifestyle and to continue for your entire life. Topics will include, but are not limited to: improving dietary habits, plant-based diets, sports nutrition, dietary intolerances and food allergies, as well as the importance of weight maintenance, health, wellness and fitness.

Clock Hours per Week: 1
Military Price: \$24,543.75

VUSC 0021: Independent Living Skills, Part 2

Independent Living Skills is designed to give students exposure and practice in a variety of skills to assist with becoming more independent adults while living on their own. Within this course, students will focus on a variety of independent living skills such as finding a place to live, budgets, leasing agreements, roommates, safety, and the items/amenities needed for independent living. This course will be taught through the framework and lens of an Occupational Therapist, focusing on the whole person and accommodations or adjustments needed to successfully live on their own.

Clock Hours per Week: 1
Military Price: \$24,543.75

VUSC 0022: Entrepreneurship Workshop, Part 2

In a continuation of Part 1, Entrepreneurship Part 2 will continue the conversation on the ins and outs of developing a successful entrepreneurial venture. Students will create and sustain an entrepreneurship that solves a larger social issue

Clock Hours per Week: 1
Military Price: \$24,543.75

VUSC 0024: Career Prep
Clock Hours per Week: 1
Military Price: \$24,543.75**VUSC 0100: Adjusting to College Life and Personal Strengths**

Students will work with one another to build cohort relationships while learning skills to navigate the newness of college life. Students will uncover their personal strengths and areas of opportunity through leadership assessments and learn how to adapt them to self-leadership. A handful of leadership theories will be introduced.

Clock Hours per Week: 1
Military Price: \$24,543.75

VUSC 0101 : Theology Part 1, Relating to God

By paying attention to how the awareness of God is passed from one generation to the next, this course will use experiences from biblical, historical and actual life to understand what friendship with God and neighbor "says" about the faith of Christians.

Clock Hours per Week: 1
Military Price: \$24,543.75

VUSC 0102: Foundations of Literacy and Writing, Part 1

The course is designed for students to learn the underlying basis of written English to develop literacy abilities. Students will become aware of themselves as learners, readers, writers, and critical thinkers.

Clock Hours per Week: 1
Military Price: \$24,543.75

VUSC 0103: Personal Finance

Students will learn how to plan their personal finances and plan for financial and career success. Course will include personal money management.

Clock Hours per Week: 1

Military Price: \$24,543.75

VUSC 0104: Computers and Computer Safety

This course will be broken into three main units: Word Processing, Spreadsheets, & Presentations

- Word/Word Processing – explore basic and advanced formatting, guidelines for creating effective print materials, and more advanced features of Word

- Excel/Spreadsheets – creating an effective spreadsheet, calculations, & formatting; including a spreadsheet in a word document, automatic formatting.
- Powerpoint – principles of creating clear and concise presentations. Explore the powerful features of PowerPoint and how to use them for guided formatting to enhance your message.

Clock Hours per Week: 1

Military Price: \$24,543.75

VUSC 0105: Healthy Relationships

This course will help you to understand how to build healthy and appropriate relationships, with friends and colleagues in various aspects of your life; friendships, dating, workplace, family, on and off campus.

Clock Hours per Week: 1

Military Price: \$24,543.75

VUSC 0107: Voice, Public Speaking, and Performance

This course will focus on becoming more comfortable speaking in front of others through a medium of singing and performance. We will focus on singing together in a group, enhancing breath support, diction, and presence as a means of becoming more confident speaking in public, presenting, and interviewing. Students will explore traditional singing technique, monologue delivery, as well as giving a presentation on a subject of the student's choice.

Clock Hours per Week: 1

Military Price: \$24,543.75

VUSC 0108: Principles of Art and Drawing, Part 1

This course introduces the basic elements and principles of drawing, such as perspective, modeling light, shade, contour (mass and shape), proportion and composition. Self expression and an individual approach are encouraged.

Clock Hours per Week: 1

Military Price: \$24,543.75

VUSC 0109: Video Production

A survey of basic camera techniques and equipment, story boarding, steps to pre and post film production.

Clock Hours per Week: 1

Military Price: \$24,543.75

VUSC 0200: Self-Leadership

Students will continue to uncover their personal strengths and areas of opportunity through leadership assessments* and learn how to adapt them to self-leadership. Students will celebrate strengths and set goals around their areas of opportunity/weaknesses.

A handful of leadership theories* will also be introduced. Students will begin to understand different approaches to leadership and which style works best for their own self-leadership. Students will work both independently and a team in this class. Each session will include some lecture* followed by a group activity and independent homework.

This is an exciting class because students will be learning more about one another. Throughout the class, everyone will have an opportunity to share about themselves including strengths, weaknesses, goals, hopes and dreams. What are your strengths in leadership? What are areas of leadership that you'd like to work on? What goals do you have? What self-leadership theories work best for you? What did you learn about leaders on campus? What do you want to do in the future?

Clock Hours per Week: 1

Military Price: \$24,543.75

VUSC 0201: Theology Part 2, Discerning the Good and Forming Conscience

By reflecting on the good that is done or named, this course will seek to identify where the grace and presence of God have been or are active in the world. That process of naming the good also applies to the formation of conscience which is always in process of learning to make choices between good and bad and between one good and another good that is better.

Clock Hours per Week: 1

Military Price: \$24,543.75

VUSC 0202: Foundations of Literacy & Writing Part 1

This course will continue to learn the underlying basis of written English to develop literacy abilities. Students will become aware of themselves as learners, readers, writers, and critical thinkers.

Clock Hours per Week: 1

Military Price: \$24,543.75

VUSC 0203: Scientific Thinking: Biological, Physical, and Earth Analytical Sciences

An introduction to physical, biological, and natural sciences in relation to the everyday experience of the students. Students will predict, observe, and explain the science behind their day to day through use of the scientific method.

Clock Hours per Week: 1

Military Price: \$24,543.75

VUSC 0205: Emotional and Social Engagement

This course will center around developing those qualities where everyone feels their voices are heard. Since all of life is relational, the better our relations with each other, the better our lives. Emotions are a fundamental driver of behavior so students will develop those skills that help them engage better with their peers in social settings. Regular channels of communication will be established and the value of each person will be of utmost priority in this course.

Clock Hours per Week: 1

Military Price: \$24,543.75

VUSC 0207: The Art of Listening

This course presents an exploration of music through a historical context. We will study major periods in music history including the Renaissance, Baroque, Classical, Romantic, Modern Eras, as well as a unit in American Jazz.

Through the study of music we will discuss parallel eras of western history, the history of peoples, the human condition, and political and socio-economic drivers of the arts.

Clock Hours per Week: 1

Military Price: \$24,543.75

VUSC 0208: Introduction to Theater, Part 1

An introduction to the arts and crafts that combine to create theatre.

Clock Hours per Week: 1

Military Price: \$24,543.75

VUSC 0209: Principles of Art and Drawing, Part 2

This course will introduce the basic elements and principles of drawing, such as perspective, modeling light, shade, contour (mass and shape), proportion and composition. Self expression and an individual approach are encouraged.

Clock Hours per Week: 1

Military Price: \$24,543.75

VUSC 0210: Introduction to Theater, Part 2

This course will focus on becoming more comfortable speaking in front of others through a medium of singing and performance. We will focus on singing together in a group, enhancing breath support, diction, and presence as a means of becoming more confident speaking in public, presenting, and interviewing. Students will explore traditional singing technique, monologue delivery, as well as giving a presentation on a subject of the student's choice.

Clock Hours per Week: 1

Military Price: \$24,543.75

VUSC 0300: Intro to Leadership

Students will identify strengths and areas of opportunity in others and take turns leading projects and activities.

Students will also be introduced to various leaders on campus and in history.

Clock Hours per Week: 1

Military Price: \$24,543.75

VUSC 0301: Theology Part 3, Connecting Faith and Life in a World of Diversity and Change

Connecting faith and life in a world of diversity and change.

Clock Hours per Week: 1

Military Price: \$24,543.75

VUSC 0302: Integrated Literacy and Writing, Part 1

The second year will focus on integrating reading and writing within each student's career focus. Students will engage in research in their areas of interest.

Clock Hours per Week: 1

Military Price: \$24,543.75

VUSC 0303: American History

Students will engage in a cursory overview of American History from 1700 through 2022. Major events in the United States and demographic and cultural changes will be discussed, analyzed, and explored through basic readings. Major historical markers included will be the First Settlers, the Revolution, Expansion, Civil War, World War I, the Depression, World War II, Korea, Vietnam, Iraq, and present day.

Clock Hours per Week: 1

Military Price: \$24,543.75

VUSC 0304: Principles of Art and Drawing, Part 3

This course will introduce the basic elements and principles of drawing, such as perspective, modeling light, shade, contour (mass and shape), proportion and composition. Self expression and an individual approach are encouraged.

Clock Hours per Week: 1

Military Price: \$24,543.75

VUSC 0400: Advanced Leadership

Students will learn advanced skills in leadership such as negotiations, conflict resolution, and advocacy. Students will take turns leading projects and activities to gain a better understanding of their own style of leadership.

Clock Hours per Week: 1

Military Price: \$24,543.75

VUSC 0401: Theology Part 4, Christian Sacramental Experience

Looking at the meaning and practice of the sacraments.

Clock Hours per Week: 1

Military Price: \$24,543.75

VUSC 0402: Integrated Literacy and Writing, Part 2

Integrated Reading and Writing II is a continuation of Part I. The course includes comprehensive review and writing practice in the fundamentals of English grammar, word choice, punctuation, and paragraph construction. Additionally, it is designed for students who need to improve their ability to understand and retain the materials they read in college. To this end, emphasis will be placed upon reading comprehension, language clues, structural clues, critical thinking, and strategic reading.

Clock Hours per Week: 0.9

Military Price: \$24,543.75

VUSC 0403: Personal Finance, Part 2

Students will build on planning their personal finances after college, independent of their families, and plan for financial and career success.

Clock Hours per Week: 1

Military Price: \$24,543.75

VUSC 0404: Early Childhood Education

An introduction to assisting children from birth through elementary school by developing the knowledge and competence of education fields. Emphasis is placed on observation, curriculum planning, and facilitating interpersonal and communication abilities.

Clock Hours per Week: 1

Military Price: \$24,543.75

VUSC 0405: Art of Listening, Part 2: The History of Jazz and Pop Music

This course will provide students with a vocabulary that will help them describe the musical pieces that they hear. It will offer a broad understanding of historical eras 1450 through today and how these eras informed all genres of art and life. Students will work on listening skills, impulse control, and examine which types of music either calm or agitate their particular concentration and focus.

Clock Hours per Week: 1

Military Price: \$24,543.75

VUSC 0406: Nursing and First Aid

This course is designed to provide students with information about health, healthy behaviors, and strategies to use the health care system based on body systems. During the course, students will be introduced to concepts related to body systems and how the body systems work together to maintain health and well-being and their role in health promotion.

Clock Hours per Week: 1

Military Price: \$24,543.75

VUSC 0407: Introduction to Sports Management

Introduction to Sports Management offers a broad understanding of the major areas of the sports industry for those interested in moving on to challenging and exciting careers in major and minor league sports, high school and college athletics, sport-related nonprofit organizations, field management, and recreation facilities.

Clock Hours per Week: 1

Military Price: \$24,543.75