

**VILLANOVA UNIVERSITY  
COLLEGE OF PROFESSIONAL STUDIES  
NON-CREDIT PROFESSIONAL PROGRAMS  
SUPPLEMENT**

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Villanova University  
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All courses, instructor designations, locations, and fees described herein are subject to change or deletion without notice.

Villanova University, College of Professional Studies reserves the right to cancel, reschedule, or combine courses; to alter and discontinue curricula; and to change instructors.

Courses may be canceled before the scheduled class if fewer than the required minimum number of students enroll. If a course is canceled or rescheduled, students may request a transfer to another available course or a refund. Students who elect to transfer and who had qualified for special pricing of the canceled course will receive special pricing for the new course.

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## **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 Provost of the University, 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](http://www1.villanova.edu/villanova/president/about_university/leadership.html). On this site, there is also a list of the Board of Trustees: [http://www1.villanova.edu/villanova/president/about\\_university/trustees.html](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 and at various corporate, governmental and non-profit sites throughout the tristate area.

CPS continues Villanova's century-old tradition of service to adult learners and compliments 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.

## **NON-CREDIT PROFESSIONAL PROGRAMS (NCP)**

CPS non-credit offerings include professional development and certificate programs that are offered to approximately twelve thousand (12,000) students each year. The College offers various programs and courses in multiple subject areas and modalities. These courses are listed on the website and in the attachments of this supplement. Examples of certificate programs include Human Resources Professional, 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. The American Bar Association (ABA®) has approved the CPS Paralegal Professional certificate.

The attachments of this supplement contain 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 [www.cps.villanova.edu](http://www.cps.villanova.edu).

## **INSTRUCTORS**

The College of Professional Studies employs a variety of instructors to teach its credit and non-credit courses. Instructors may teach a single course or across multiple programs and modalities, as well as in other colleges at the University. A complete list of CPS instructors is continually updated and posted on the website at: <http://www1.villanova.edu/villanova/professionalstudies/about/facultylisting.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 Recovery Skills Planning Advocacy for Self and Others Communication Skills in Recovery
	Human Resources	SHRM Exam Prep HRCI Exam Prep
	Project Management	CAPM Exam Prep PMP Exam Prep
6 Weeks	Project Management	Project Management Tools and Topics
	Human Resources	Hot Topics in Human Resources
7 Weeks	Human Resources	Essentials of Human Resources
	Project Management	Project Management Essentials Applied Project Management Program Management
	Six Sigma	Essentials of Six Sigma Lean Enterprise
	Courses Not in a Program	Business of Drones Introduction to Automation
10 Weeks	Financial Management	Payroll Level 1 - Fundamentals
	Facilities Management	Facilities Management Sustainability for Facilities Professionals
	Courses Not in a Program	English as a Second Language: Understanding Grammar

Duration	Discipline	Courses
12 Weeks	Financial Management	Financial Planning Financial Decision Making Payroll Level 2 - Mastery
	Courses Not in a Program	English as a Second Language: Advanced Pronunciation Principles of Fundraising
13 Weeks	Human Resources	Applied Human Resources
	Courses Not in a Program	Supply Chain Management
14 Weeks	Six Sigma	Six Sigma Green Belt
	Courses Not in a Program	Lean Six Sigma Green Belt Lean Six Sigma Black Belt
Varies (Offered in Full-Time and Part-Time Formats)	Paralegal	Civil Procedure & Litigation Business Organizations Contract Law Criminal Law Employment Law Estates & Trusts Ethics Family Law Intellectual Property Law Introduction to Paralegal Profession & Principles Legal Research Legal Writing Paralegal Office Coordination Real Estate Law Torts and Personal Injury Law Independent Study

All campus classes follow the CPS academic calendar which is modeled after the University academic calendar.

**Semester Start Dates:**

*Spring 2018:* January 16

*Fall 2018:* August 27

Classes end at the appropriate number of weeks following the scheduled start date (see Table 1).

**Semester End Dates:**

*Spring 2018:* May 3

*Fall 2018:* December 13

**Campus courses, where applicable, follow the University holiday schedule:**

*Semester Recess:* March 5 – March 9, 2018

*Easter Recess:* March 29 – April 2, 2018

*Fall Recess:* October 15 – October 19, 2018  
*Thanksgiving Recess:* November 21 – November 23, 2018

The CPS calendar is posted on the College website.

**CPS Online Offerings and Calendar**

Online non-credit programs are currently offered in three durations – 8, 12 and 16 weeks. The table below indicates which courses are offered in each timeframe.

All courses start on the first of the month and end on the 28<sup>th</sup> even if these days fall on a weekend. Courses are offered on a monthly or bi-monthly basis. However, they may be canceled for low enrollment – see Course Cancellations section of this document for more information.

Given the online nature of the courses, there is no scheduled time-off for holidays. If a class has a scheduled live session on a holiday, the individual instructor will make alternative arrangements with the students.

**Table 2: Class Duration Schedule**

<b>Duration</b>	<b>Discipline</b>	<b>Courses</b>
<b>8 Weeks</b>	Project Management	Essentials of Project Management Mastering Project Management Advanced Strategic Project Management PMP Prep Project Management Capstone Project Management for IS/IT Professionals <sup>3</sup>
	Lean Six Sigma	Lean Six Sigma Six Sigma Green Belt Lean Innovation & Management Design for Six Sigma <sup>3</sup> Design of Experiments <sup>3</sup>
	Contract Management	Essentials of Commercial Contract Management Essential of Government Contract Management Effective Contracting Skills
	Business Process Management	Essentials of Business Process Management Mastering Process Methodology & Solutions
	Information Systems Security	Essentials of Information Systems Security
	Business Analysis	Essentials of Business Analysis
	Business Intelligence	Essentials of Business Intelligence Mastering Data Management & Technology
	Human Resources	Mastering Organizational Effectiveness Finance & Accounting for the Non-Financial Manager

Duration	Discipline	Courses
	Agile Management	Essentials Principles of Agile Management Mastering Agile Applications in Planning
	Leadership	Strategic Organizational Leadership Maximizing Team Effectiveness
	Software Testing	ISTQB Software Testing Capstone <sup>1</sup>
	IT Service Management	ITIL Foundation <sup>3</sup>
<b>12 Weeks</b>	Contract Management	Advanced Contract Management
	Business Process Management	Advanced Process Strategy & Practices
	Lean Six Sigma	Lean Six Sigma Master Black Belt <sup>3</sup>
	Information Systems Security	Mastering Information Systems Security + Advanced Cyber Security <sup>3</sup> Advanced Information Assurance and Security <sup>4</sup>
	Business Analysis	Mastering Business Analysis
	Business Intelligence	Advanced Data Architecture & Intelligence
	Human Resources	Human Resource Management
	Agile Management	Advanced Agile Business Solutions
<b>16 Weeks</b>	Lean Six Sigma	Lean Six Sigma Black Belt Lean Six Sigma Black Belt – Healthcare <sup>2</sup>

<sup>1</sup> Last date to be offered: November 2017; <sup>2</sup> Last date to be offered: December 2017; <sup>3</sup> Last date to be offered: January 2018; <sup>4</sup> Last date to be offered: February 2018

The drop/add period for the online and on-campus programs is 48 hours before the start of the class – see Dropping and Adding Courses section of this document. There is not a withdrawal period; these requests are entertained only in exceptional circumstances – see the Withdrawal section of this document.

## NEW STUDENT ORIENTATION AND ADDITIONAL SUPPORT

The College of Professional Studies offers assistance to help students become acquainted with their programs. Information is available to students via the CPS website at [www.cps.villanova.edu](http://www.cps.villanova.edu) or



[www.villanovau.com](http://www.villanovau.com) (online programs only). Information is also available at CPS on campus in Vasey Hall, by phone at 610-519-4300 or via email [cps.info@villanova.edu](mailto:cps.info@villanova.edu).

Virtual, live orientation for online students and in-person information sessions for on-campus students occur on a quarterly basis. The video recording is always available on the CPS website and at [www.villanovau.com](http://www.villanovau.com). On campus, orientation occurs before the start of the academic semester for the Paralegal Professional certificate program. Visit the CPS website for current orientation dates and times.

Students are advised to take advantage of CPS events and support services to interact with the College staff and network with their classmates.

## **ADMISSION, ENROLLMENT & REGISTRATION**

The enrollment process varies based on the type of student:

### On-Campus/On-Site

Prospective students interested in taking on-campus/on-site non-credit professional programs may enroll online at [www.cps.villanova.edu](http://www.cps.villanova.edu). Individuals must submit the appropriate and necessary documentation if required for the intended program. Once processed, students receive electronic confirmation of their enrollment and are billed appropriately.

### Online

Prospective students interested in online certificates should visit [www.villanovau.com](http://www.villanovau.com) for enrollment options. They may enroll online or through an enrollment representative. Prospective students will then complete and submit an *Acknowledgement of Program Enrollment (AOPE)* and an *Intent to Enroll Form (IEF)* (course level) which will be followed by the billing process.

### Paralegal Students

For the American Bar Association (ABA<sup>®</sup>) approved Paralegal Professional certificate program, the prospective students' application materials will be reviewed to determine qualifications for admission, and they will be admitted or denied accordingly. Paralegal students are admitted to a cohort and follow a predetermined schedule.

All programs, except the Paralegal Professional certificate program, follow an open admissions model as long as the student submits all required documents and has all required prerequisites.

There are two types of non-credit courses that are offered – courses that are part of a program and courses that are not part of a program. Individuals may be restricted from taking 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.

CPS also allows individuals to enroll in courses that are part of a program without enrolling in the entire program; however, select students may be restricted from doing so if they are receiving tuition benefits from a third-party. These students should also check any benefit restrictions with the corporations, agencies and/or organizations from which they are receiving tuition assistance.

Once enrolled, students are responsible for selecting courses in which to register according to the requirements of their program. Registration opens one month before course start. Within this time frame, students are encouraged to register for classes as early as possible. Course registration must be completed no later than 48 hours before the start of the course.

Registration may be self-initiated by students or in consultation with their on-campus enrollment advisor or online enrollment representative. The certificate programs provide some flexibility in course choices via electives where

depicted and available. Some required courses and select elective courses have prerequisites – see attachment B for additional information.

Payment or payment arrangements must be made before the first day of class. Prior to this, registration is not guaranteed, particularly for high-demand courses.

To ensure balanced class sizes across multiple sections of the same course, CPS reserves the right to re-assign students accordingly.

A student can only be registered in one program at a time.

CPS is housed in Vasey Hall on Villanova University's campus in Villanova, Pennsylvania. On-campus courses may be held in any classroom building on campus based on availability, enrollment and technology needs. Online classes are offered through a learning management system for which a student is given a unique login and password.

For further information about admission, enrollment and registration, students should contact their enrollment advisor (on-campus/on-site programs) or their online enrollment representative.

## **ACCEPTANCE OF PRIOR COURSES**

Requests and decisions related to the approval of previously completed non-credit or credit courses toward the requirements of non-credit certificate programs must be submitted to and made by the CPS Office of Curriculum and Instruction before enrollment.

Students must provide evidence of a grade of C or better, a grade of Pass, or continuing education units (CEUs)/professional development units (PDUs) to be granted prior credit. Transcripts, course descriptions, and syllabi from previous course work may be required, at the discretion of Villanova University. Credit for prior learning (CPL) or prior work experience is not accepted. Students may transfer a maximum of one approved course per program.

Transferred courses must meet the rigor and academic spirit of the desired program. Normally courses must have been completed within the past five years. The College of Professional Studies makes no guarantee regarding equivalence or acceptance of prior courses.

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

## **DROPPING AND ADDING COURSES**

The Drop/Add Period begins 48 hours before the start of a course. The time frame beginning one month prior to the start of the course up until the beginning of the Drop/Add Period is called the Registration Period. During this time, course changes can happen at will (for information on initial registration see Admission, Enrollment and Registration section of this document).

Students may drop/add a course by completing the respective form posted on the CPS website at: <http://www1.villanova.edu/villanova/professionalstudies/students/forms.html> and submitting it to [admincerts@bisk.com](mailto:admincerts@bisk.com) (online programs) or their CPS advisor within 48 hours of the start of classes. Students who drop will be removed from the course as if they never registered and provided a full refund.

Students who drop a class can also add a course in the next session through this form. Whether or not a refund is immediately paid out or the funds are applied forward will depend on 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 enrollment representative or CPS advisor regarding their unique situation. If funds are owed to the student, they will be refunded within 40 days.

Please note that non-attendance does not constitute a drop from a course. A student must complete a drop form before the start of the course to be officially removed from the class. See Course Progress and Attendance section of this document for more information.

## **COURSE CANCELLATIONS**

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 advisor or their online enrollment representative. Students will have the choice of adding an alternative course in the upcoming session up to 48 hours before the start of the course or receive a 100% refund (see the Dropping and Adding Courses section of this document for additional details).

## **WITHDRAWAL FROM A COURSE**

Students must petition the College for a withdrawal 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 at <http://www1.villanova.edu/villanova/professionalstudies/students/forms.html>, providing supporting documentation and sending it to [cpstudentsupportsvs@villanova.edu](mailto:cpstudentsupportsvs@villanova.edu). All requests will be reviewed by the Student Experience Team and will either be approved or denied.

If a withdrawal is not granted, and students fail to meet the course requirements, they may receive a failing grade at the discretion of their 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.

Please note that non-attendance does not constitute a withdrawal from a course. A student must request a formal withdrawal by submitting the withdrawal form, approval of which is not guaranteed.

## **TUITION AND FEES**

Tuition rates for specific courses can be found on [www.cps.villanova.edu](http://www.cps.villanova.edu) (on-campus programs) and [www.villanovau.com](http://www.villanovau.com) (online programs) under the specific program desired. This information is also available in Attachment B of this supplement. A shipping fee will be assessed to online students if they request for the course materials to be shipped to their home address. There are no additional charges or fees.

Online programs may be offered at a select discount to specific corporate populations. Online students who are active duty personnel, veterans, spouses and dependents will receive a 15% tuition reduction on each course upon verification of military status. A bundled discount is also available when registering in an online program, if all courses are purchased at the same time.

Courses and programs delivered on-site at corporations and organizations are individually priced based on content delivered and the number of employees registered. Interested individuals should submit the inquiry page on the CPS website for more information.

Students enrolled in non-credit professional programs are not eligible for federal, state or institutional funding.

## **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](http://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.vets.gov/>) 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 <http://www1.villanova.edu/villanova/enroll/registrar/veterans.html>. Students should notify their CPS advisor or enrollment 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 a Question](#). Villanova SCOs, advisors or enrollment representatives 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. Military TA pays up to 100% of tuition expenses for eligible Air Force, Army, Navy, Marine and Coast Guard service members. For more information go to <https://www.villanovau.com/resources/military/military-ta/#.WejrIeov1J>.

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, 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).

### **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.
- The student or student’s spouse shall receive a grade of “W” for online programs and “WX” for on-campus programs on their Student Course Completion Summary for all courses they are unable to complete due to the official withdraw. 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, providing the student officially withdraws from the program. The student will be refunded 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 will 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.

## **REFUNDS**

If the student completes the appropriate form to drop a course during the Drop/Add Period (the 48 hours before the start of the course), they will be granted a 100% refund if they chose not to add a class in the next month. The term "refund" includes voiding invoices for unpaid balances. Refunds may require up to 40 days to process.

Withdrawals are approved on a case-by-case basis. If approved, full refunds will be granted, see Withdrawal from a Course section in this document for additional details.

## **COURSE PROGRESS AND ATTENDANCE**

Course instructors are responsible for monitoring student progress and attendance. On campus, they are assisted by their CPS advisor. In online programs, the enrollment representatives, in conjunction with the CPS advisor, help review student progress. Students who do not maintain satisfactory progress will be notified. Satisfactory progress is defined as attending class, completing projects and/or passing exams as defined by the instructor. Failure to do so is grounds for academic probation and dismissal. Students should review the course syllabus carefully as to become familiar with all course requirements. See section on Academic Probation for additional information.

Online students must log into the learning management system and engage in the academic activity and/or attend a live session within the first two weeks of a class or they will be removed, assigned a "T" grade (equivalent to an "F") and will not receive a refund. With regard to attendance at weekly live, instructor-led sessions, online students must attend 50% of the live lectures and watch the course recordings for the classes missed. 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.

On-campus students must attend the first night of class to be considered active participants. They are expected to attend all class sessions, and attendance at each will be taken by the faculty member. Although schedules vary, normally there are weekly class sessions. Once classes begin, students will be notified of a potential failure after two weeks of absence and automatically removed from courses after four weeks of absence if they fail to communicate or coordinate with their faculty/instructor.

All students must communicate with faculty when there are mitigating circumstances. All supporting units and agencies are informed when a student is removed from a course for non-attendance. Appropriate benefits may be terminated depending on the rules/regulations of the agencies. Non-attendance is considered a failure and will be graded accordingly.

Students who are officially withdrawn 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 a program before registering for additional programs.

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

- When changing an educational, professional, vocational goal
- Upon termination of a program due to unsatisfactory attendance, progress, or conduct
- A student is receiving VA education benefits as a veteran and now wishes 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 are not allowed to change programs in the middle of a course.

## GRADING

To pass the course, students must complete the following:

1. Meet Attendance Requirements: See Course Progress and Attendance section in this document for more information.
2. 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 exam, assignment, etc.

Online students may take each exam no more than three times. After the third try, the exam will be locked and the highest score will be factored into the average final grade. All exams are available via the learning management system web portal.

Select programs on-campus and online include project deliverables for which students must attain a final grade of 100%. For such projects, students work with instructors to repeat assignments until a score of 100% is attained. This must be achieved one week (seven days) before the class end date. Projects are deemed "passed" when the instructor completes the project grading in the learning management system and confirms that all deliverables are approved.

On-campus students will be provided class time for exams (if applicable). Online students must take their exams within a prescribed time frame.

### 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 withdrawal using the online form (online course)

WX Official withdrawal using the online form (on-campus course)

T Official termination before course end (online and on-campus courses) – equivalent to F

## **MAKE-UP WORK AND EXTENSIONS**

Students who miss an in-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.

Students may request a course extension from their course instructor. All requests must be made before the final course meeting (on-campus or online). Extensions will not be granted for longer than two weeks following the end of a course. In such cases, students will not be permitted to enter a course for which the uncompleted course is a prerequisite until the uncompleted course has been completed.

Instructors have the discretion to impose a grade penalty for late work.

## **PROGRAM COMPLETION**

Non-credit 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 [www.cps.villanova.edu](http://www.cps.villanova.edu) or [www.villanovau.com](http://www.villanovau.com) (online programs only). Villanova University reserves the right to change programs and program requirements. Discontinued programs and courses in a program will be evaluated for substitution for equivalent programs and courses without penalty. In addition, students will be grandfathered where feasible 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 prior courses accepted before enrollment. It is recommended that students complete all courses in a program within 36 months of the end date of the first course of the program. CPS reserves the right to evaluate courses that are older than 36 months to ensure the content remains relevant to the program. Courses that are determined to be no longer relevant will need to be retaken at the students' expense.

Upon successful completion of a program, students will receive an official certificate of completion issued by the College of Professional Studies. For a summary of completed required and elective courses in a program or taken outside of a program, students may request a Student Course Completion Summary (SCCS) form.

All tuition must be paid before students can receive a certificate or an SCCS form.

Prior to January 1, 2018, students taking online and on-campus courses and programs will still receive a non-credit transcript as the system is transitioned to an electronic format that produces an SCCS form. Prior to this date, students can request a copy of their non-credit transcript at: <http://www1.villanova.edu/villanova/enroll/registrar/transcript/ContinuingStudies.html>. Post this date, students should request the SCCS form from CPS.

## **COUNTING COURSES TOWARDS MULTIPLE PROGRAMS**

If approved by Student Support Services, an individual course may fulfill the requirement for two programs. Students are limited to one double count opportunity across all non-credit certificate programs throughout their entire time in the non-credit certificate programs at Villanova University.

## **CONTINUING EDUCATION UNITS & PROFESSIONAL DEVELOPMENT UNITS**

Continuing education units (CEUs) are based upon professional development unit (PDUs) assignments for each course. One PDU is earned for each contact hour spent in structured learning. For conversion purposes, one CEU is equal to ten PDUs. Students are advised to check with their organization to see if CEUs from Villanova are accepted.

## **ACADEMIC PROBATION**

The CPS Student Progress Committee evaluates the ability for students to complete programs and return to satisfactory progress.

The College of Professional Studies provides counseling and educational planning services to assist students who are on probation. A CPS advisor is assigned to students who require assistance with academic difficulties. Students are encouraged to meet with their advisor and reach out with any questions or concerns.

Probation is granted for one additional course attempt. While on probationary status, students are not eligible to register for other programs or other courses for which the failed course is a prerequisite. If students do not successfully complete the failed course within eight months from the date of course failure, they will be academically dismissed.

If a certificate student fails a required course twice, the Director of Academic Operations assesses the unique situation and decides among the following: 1) determines that a student's performance disqualifies him/her from being a certificate candidate; 2) allows for further repetition of the required course, or 3) develops an alternate plan of course substitutions for the student to complete the program.

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

In assessing continuing progress concerning funding or other tuition benefits, the student should contact the corporation, organization or agency from which they are receiving benefits.

Students may contact CPS at any time for assistance.

## **RETAKE A COURSE**

According to their educational plan as instituted by their advisor, students are permitted to retake a course one time to regain satisfactory academic standing unless an exception has been made by the Director of Academic Operations – see Academic Probation section of this document for more information.

They should check with their governmental or corporate sponsor regarding whether or not they are eligible for benefits when retaking a course.

## **STUDENT CONDUCT**

Underlying the Villanova educational mission are basic values that bind students and instructors alike into a community of learners. These values include an expectation of intellectual honesty; mutual trust; the expression of respect to earn its reciprocation; regard for another's right to freedom of thought and belief; freedom of inquiry; joy in learning; freedom from discrimination; and a rejection of all forms of intimidation, harassment, disruption or violence aimed at or resulting in limiting these freedoms, or interfering with a student's, instructor's or staff member's performance of his or her University responsibilities.



Students are subject to disciplinary action for several types of misconduct or attempted misconduct, including but not limited to:

- All forms of academic misconduct including but not limited to cheating, multiple submission, fabrication, plagiarism, or facilitating academic dishonesty;
- Knowingly furnishing false information to the University;
- Theft or misuse of the intellectual property of others, or violation of others' copyrights;
- Coercion regarding grading or evaluation of coursework. Threatening personal or professional repercussions or discipline against an instructor to coerce the instructor to change a grade or otherwise evaluate the student's work by criteria not directly reflective of coursework;
- Forgery, alteration, or misuse of University documents, records, keys, or identifications;
- Theft of, damage to, or destruction of any property of the University or property of others while on University premises;
- Unauthorized entry to or use of University properties, equipment, or resources;
- Willful disruption of teaching, research, administration, or other University activities;
- Sexual harassment, sexual violence, domestic or dating violence; or retaliation against those who report these and other forms of misconduct wherever it might occur;
- Harassment, defined as conduct that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person's access to University programs or activities that the person is effectively denied equal access to the University's resources and opportunities;
- Physical abuse including but not limited to assault, sex offenses, other forms of violence; threats of violence; or other conduct that threatens the health or safety of any person wherever it might occur;
- Stalking, which is conduct repeatedly directed at another person with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; and where the behavior is reasonably determined by the University to seriously alarm, torment, or terrorize the person, wherever it may occur;
- Disorderly conduct, disturbing the peace, or failure to comply with directions of a University official or instructor acting in the performance of his/her official capacity;
- Selling, preparing, or distributing for any commercial purpose lecture notes or video or audio recordings of any course unless authorized by the University in advance and explicitly permitted by the course;

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, the 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.

## 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 Assault, Sexual Harassment and Sexual Misconduct Policy, the University prohibits sexual harassment, sexual assault, sexual exploitation, stalking and retaliation. Title IX and the University’s Policy also applies to acts of domestic or dating violence, also known as intimate partner violence. As a recipient of federal funds, Villanova University complies with Title IX and has appointed Ryan Rost as the Title IX Coordinator with overall responsibility for Title IX compliance. She can be reached at 204 Tolentine Hall, (610) 519-8805, [ryan.rost@villanova.edu](mailto:ryan.rost@villanova.edu).

Any student, employee or applicant for employment or admission to the University who believes that he or she has been discriminated against on the basis of sex, in violation of Title IX, or has been a victim of sexual assault, sexual harassment or other sexual misconduct, may file a complaint with the Title IX Coordinator or Deputy Coordinator designated below. The Title IX Coordinator or Deputy 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 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 assault, sexual harassment or other sexual misconduct, as well as University policy and procedure.

### **Ryan Rost | Title IX Coordinator**

Title IX Coordinator  
204 Tolentine Hall | (610) 519-8805 | [ryan.rost@villanova.edu](mailto:ryan.rost@villanova.edu)

### **Kim Carter | Deputy Title IX Coordinator**

Title IX Investigator, Public Safety  
Garey Hall | (484) 343-6926 | [kim.carter@villanova.edu](mailto:kim.carter@villanova.edu)

### **Kathleen Byrnes | Deputy Title IX Coordinator**

Associate Vice President for Student Life and Sexual Harassment Complaint Officer  
Room 202 Dougherty Hall | (610) 519-4550 | [kathleen.byrnes@villanova.edu](mailto:kathleen.byrnes@villanova.edu)

### **Albert Baladez | Deputy Title IX Coordinator**

Director, Employee Relations & Compliance  
St. Mary's 163K | (610) 519-4238 | [albert.baladez@villanova.edu](mailto:albert.baladez@villanova.edu)

### **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](mailto:lynn.tighe@villanova.edu)

This statement can be found on the University website at:

<https://www1.villanova.edu/villanova/studentlife/health/promotion/sexualassault/titleIX/titleixnotice.html>.

## GRADE AND FACULTY PERFORMANCE COMPLAINTS

Any complaints about grades or faculty should be sent to [cpsstudentsupportsvs@villanova.edu](mailto:cpsstudentsupportsvs@villanova.edu) within two weeks of the end of the course. These complaints will be reviewed by the Student Progress Committee within one month and a written response will be sent to the student via email.

## GRADE & FACULTY PERFORMANCE APPEALS

Students may appeal, in writing, a decision regarding their grade and/or faculty complaints within one week of receiving the decision from the Student Progress Committee only if there is/was a:

1. Material procedural defect in the Committee, or
2. New material evidence to present that was not reasonably available at the time of the committee review

Appeals should be addressed to the Dean of the College and sent in writing to [cpsstudentsupportsys@villanova.edu](mailto:cpsstudentsupportsys@villanova.edu). These appeals/complaints will be reviewed within one month and a written response will be issued to the student and the instructor. 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 (NCPD). 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 or has been on probation), the student may, at the determination of the College, be dismissed without right of appeal.

## PROGRAM INFORMATION

### ONLINE PROGRAMS

(FOR SPECIFIC PROGRAM AND COURSE DETAILS SEE ATTACHMENTS A AND B)

#### Certificates

##### *Discipline: Project Management*

*Program Title: Applied Project Management*

*Requirements: 2 required; 1 elective*

*Clock Hours: 300.0-356.0*

This program teaches participants to lead improvement initiatives that result in measurable growth in return on investment, sales, customer satisfaction and retention, market share, speed-to-market, employee satisfaction and employee motivation. 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, mid-level and senior managers, and those who wish to obtain critical knowledge and skills to earn PMP® or CAPM® certification.

*Program Title: IS/IT Project Management*

*Requirements: 1 required; 2 electives*

*Clock Hours: 226.4-378.4*

*(Program closed to new students; currently enrolled students will complete program no later than May 28, 2018)*

Participants will learn to lead improvement initiatives that result in measurable growth in return on investment, sales, customer satisfaction and retention, market share, speed-to-market, employee satisfaction and employee motivation. They will gain the skills required to successfully lead IS/IT projects with a value-driven approach. Through proven

project management methods and agile techniques, participants can learn to reduce the complexity of projects to smaller, manageable segments.

***Discipline: Lean Six Sigma***

*Program Title: Lean Six Sigma*

*Requirements: 2 required; 1 elective*

*Clock Hours: 338.4 – 451.2*

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.

*Program Title: Lean Enterprise Solutions*

*Requirements: 2 required; 1 elective*

*Clock Hours: 338.4 – 360.8*

*(Program closed to new students; currently enrolled students will complete program no later than May 28, 2018)*

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. This program is the perfect fit for managers and professionals in any type of industry who are looking for a less intense, customized Six Sigma training solution tailored to their unique skill set.

*Program Title: Lean Enterprise Solutions-Healthcare*

*Requirements: 2 required; 1 elective*

*Clock Hours: 338.4 – 360.8*

*(Program closed to new students; currently enrolled students will complete program no later than May 28, 2018)*

This program is perfect for healthcare leaders looking to master Six Sigma techniques through less intense, customized Six Sigma education tailored to their unique skill set. The program helps professionals build a strategic enterprise toolkit and become fluent in the language of organizational efficiency – which can lead to more efficient processes, better patient care, reduced errors and a better bottom line. Students will gain the skills to analyze, adjust and elevate their organization's performance in a healthcare setting.

*Program Title: Lean Enterprise Solutions-Information Technology*

*Requirements: 2 required; 1 elective*

*Clock Hours: 338.4 – 360.8*

*(Program closed to new students; currently enrolled students will complete program no later than May 28, 2018)*

This program is designed for technology professionals looking for a less intense, customized Six Sigma training solution tailored to their unique skill set. The program enables them to build a strategic enterprise toolkit and become fluent in the language of organizational efficiency. The courses will provide enhanced expertise in an information technology setting.

*Program Title: Lean Enterprise Solutions-Financial Services*

*Requirements: 2 required; 1 elective*

*Clock Hours: 338.4 – 360.8*

*(Program closed to new students; currently enrolled students will complete program no later than May 28, 2018)*

This program is designed for professionals at all levels who work in financial institutions and want a less intense, customized Six Sigma training solution tailored to their unique skill set. The program enables them to build a strategic

enterprise toolkit and become fluent in the language of organizational efficiency. It equips them with enhanced expertise in a financial services setting.

***Discipline: Contract Management***

*Program Title: Agile Contract Management*

*Requirements: 4 required*

*Clock Hours: 485.6*

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.

*Program Title: Commercial Agile Contract Management*

*Requirements: 3 required*

*Clock Hours: 372.8*

*(Program closed to new students; currently enrolled students will complete program no later than May 28, 2018)*

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 understanding of contract management in both commercial and government arenas.

*Program Title: Government Agile Contract Management*

*Requirements: 3 required*

*Clock Hours: 372.8*

*(Program closed to new students; currently enrolled students will complete program no later than May 28, 2018)*

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 in the government regulatory environment enabling professionals to become capable of executing its tenets.

***Discipline: Business Process Management***

*Program Title: Business Process Management*

*Requirements: 3 required*

*Clock Hours: 383.6*

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.

***Discipline: Information Systems Security***

*Program Title: Information Security Management*

*Requirements: 2 required; 1 elective*

*Clock Hours: 355.2-377.6*

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.

*Program Title: Information Systems Security*

*Requirements: 2 required; 1 elective*

*Clock Hours: 355.2-377.6*

*(Program closed to new students; currently enrolled students will complete program no later than May 28, 2018)*

This program prepares professionals for the management demands of IT security leaders. Participants will learn proven techniques for assessing risks and safeguarding corporate data that can be applied immediately at work.

***Discipline: Business Analysis***

*Program Title: Business Analysis*

*Requirements: 2 required; 1 elective*

*Clock Hours: 355.2-377.6*

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.

***Discipline: Business Intelligence***

*Program Title: Business Intelligence*

*Requirements: 3 required*

*Clock Hours: 383.6*

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 validate the professional's business intelligence knowledge: validating them as competent to avert disaster, achieve success and advance the goals of any organization.

***Discipline: Human Resources***

*Program Title: HR Management*

*Requirements: 2 required; 1 elective*

*Clock Hours: 338.4 – 360.8*

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.

***Discipline: Agile Management***

*Program Title: Agile Management*

*Requirements: 3 required*

*Clock Hours: 361.2*

This program introduces 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.

***Discipline: Leadership***

*Program Title: Organizational Leadership*

*Requirements: 2 required; 1 elective*

*Clock Hours: 338.4.-360.8*

This program provides tactical management and organizational skills. It promotes personal confidence, professional integrity and management techniques used by the country's top business leaders. Participants will learn strategies commonly used daily in the corporate environment including fiscal planning, philosophy and ethics, employee communication and individual development.

***Discipline: IT Service Management***

*Program Title: IT Service Management*

*Requirements: 2 required; 1 elective*

*Clock Hours: 360.8 – 383.2*

*(Program closed to new students; currently enrolled students will complete program no later than May 28, 2018)*

This program prepares students for EXIN's ITIL® Foundation exam. This certification verifies that the professional understands the core ITIL® terminology, framework and theories, and has gained the principles of ITIL® practices for service management.

***Discipline: Lean Six Sigma***

*Program Title: Six Sigma – Healthcare*

*Requirements: 3 required*

*Clock Hours: 451.2*

*(Program closed to new students; currently enrolled students will complete program no later than May 28, 2018)*

This program provides a data-driven approach and methodology for eradicating defects, reducing waste, increasing cost savings, improving company efficiency and increasing patient satisfaction. This program is ideal for all healthcare leaders including everyone from directors of nursing to risk managers to CEOs.

***Discipline: Software Testing***

*Program Title: Software Testing*

*Requirements: 2 required; 1 elective*

*Clock Hours: 309.6-332.0*

*(Program closed to new students; currently enrolled students will complete program no later than May 28, 2018)*

This program focuses on how to apply sound software testing and quality assurance techniques and principles to reduce defects, improve quality and enhance business success. The program is ideal for test analysts, test engineers, test consultants, test managers, user acceptance testers, software developers or other IT professionals who may be expected to obtain software testing certification.

## **Advanced Master Certificates\***

### ***Discipline: Lean Six Sigma***

*Program Title: Lean Six Sigma*

*Requirements: 1 required; 2 electives*

*Clock Hours: 436.0*

*(Program closed to new students; currently enrolled students will complete program no later than May 28, 2018)*

This program is designed for individuals with Black Belt training seeking to further develop their leadership and Lean Six Sigma skills, and who wish to create a positive impact on their organization and their careers.

### ***Discipline: Information Systems Security***

*Program Title: Cyber Security*

*Requirements: 1 required; 2 electives*

*Clock Hours: 355.2 – 377.6*

*(Program closed to new students; currently enrolled students will complete program no later than May 28, 2018)*

This program is ideal for professionals who already possess a Security+™ certification, and provides government employees and contractors, managers and other professionals with the advanced skills necessary to achieve additional important industry certifications. The program validates their mastery of vital technical topics including cryptography, certificate management, enterprise storage and many other integral topics.

*\*Advanced Master Certificates require the respective Master Certificate to be taken as a prerequisite.*

## **ON-CAMPUS AND ON-SITE PROGRAMS**

### **Certificates**

#### ***Discipline: Counseling***

*Program Title: Alcohol and Drug Counselor*

*Requirements: 13 required*

*Clock Hours: 104.0*

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.

*Program Title: Recovery Specialist*

*Requirements: 7 required*

*Clock Hours: 56.0*

The program is offered in collaboration with the Pennsylvania Certification Board (PCB) to provide students with a comprehensive approach to achieving the education hours needed to become a Recovery Specialist.



***Discipline: Financial Management***

*Program Title: Certified Management Accountant*

*Requirements: 2 required; 1 elective*

*Clock Hours: 102.0*

The IMA's Certified Management Accountant (CMA) Certification Program addresses the needs of managerial finance and accounting professionals as they meet the challenges of the new corporate accounting environment. The IMA has recently updated the CMA Program's "body of knowledge" to reflect the variety of relevant business skills and abilities—including analyzing, managing, and evaluating business solutions—that professionals must possess to effectively contribute to the strategic success of an organization.

*Program Title: Payroll*

*Requirements: 2 required*

*Clock Hours: 66.0*

In cooperation with the American Payroll Association, Villanova offers the PayTrain® College & University program for payroll professionals. Comprised of two professional development courses: Payroll Level 1 - Fundamentals and Payroll Level 2 - Mastery. This program is designed for all levels of payroll administration. Enrollees in the course receive an online assessment of current knowledge, classroom instruction, textbooks and access to interactive online games and applications to reinforce topics learned.

***Discipline: Human Resources***

*Program Title: Human Resources Professional*

*Requirements: 3 required; 1 optional*

*Clock Hours: 99.0-122.0*

Managing employees is critical to every organization's success. Effective HR professionals need to understand complex concepts such as business management and strategy, workforce planning and employment, and human resource development, and also to develop practical skills to implement these concepts. Participants will learn the essentials of on the job application.

***Discipline: Paralegal***

*Program Title: Paralegal Professional*

*Requirements: 15 required*

*Clock Hours: 270.0*

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 (15 weeks or one semester) or a part time evening setting (9 months).

***Discipline: Project Management***

*Program Title: Project Management Professional*

*Requirements: 3 required; 1 elective; 2 optional*

*Clock Hours: 144.0-152.0*

This program enables professionals to lead improvement initiatives that result in measurable growth in return on investment, sales, customer satisfaction and retention, market share, speed-to-market, employee satisfaction and

employee motivation. This comprehensive program is perfect for those who wish to obtain critical knowledge and skills to earn PMP® or CAPM® certification

***Discipline: Six Sigma***

*Program Title: Six Sigma Professional*

*Requirements: 3 required*

*Clock Hours: 84.0*

The Six Sigma Professional program is designed to provide working professionals with a general working knowledge of the improvement methodology, Six Sigma. Through this three-course program students will receive the knowledge, skills and tools needed to implement Six Sigma in their organization, regardless of industry. No prior experience in Six Sigma is required.

***Discipline: Facilities Management***

*Program Title: Facilities Management Professional*

*Requirements: 2 required*

*Clock Hours: 105.0*

This program provides participants with the essential knowledge, skills and application for facilities management and sustainability management. Facilities managers will learn about operations and maintenance, project management, budgeting, and strategic leadership. Participants will learn how to integrate sustainability efforts with the organization’s values and strategies, and then present a business case for a sustainability initiative, evaluate initiatives from a financial point of view, and track and report accomplishments.

**ATTACHMENT A - REQUIRED AND ELECTIVE OPTIONS FOR NON-CREDIT PROFESSIONAL PROGRAMS**

**ONLINE PROGRAM AND COURSE INFORMATION**

<b>DISCIP-LINE</b>	<b>PROGRAM</b>	<b>REQUIRED COURSES</b>	<b>ELECTIVE COURSE OPTIONS</b>	<b>CREDEN-TIAL</b>
<b>PROJECT MANAGEMENT</b>	<b>Applied Project Management</b>  <b>3 courses:</b> <b>2 required, 1 elective</b>	Essentials of Project Management  Mastering Project Management	Advanced Strategic Project Management  Maximizing Team Effectiveness  Project Management Capstone  Essentials of Business Process Management  Essential Principles of Agile Management  Finance & Accounting for the Non-Financial Manager  PMP Exam Prep	CERTIFICATE

DISCIPLINE	PROGRAM	REQUIRED COURSES	ELECTIVE COURSE OPTIONS	CREDENTIAL
	<b>IS/IT Project Management</b>  <b>3 courses:</b> <b>1 required, 2 electives</b>	Project Management for IS/IT Professionals	Mastering Project Management Advanced Strategic Project Management PMP Exam Prep Project Management Capstone Essentials of Business Process Management Essentials of Information Systems Security Essentials of Business Analysis ITIL Foundation Essentials of Business Intelligence Finance & Accounting for the Non-Financial Manager	<b>MASTER CERTIFICATE</b>  <i>(Program closed to new students; currently enrolled students will complete program no later than May 28, 2018)</i>
<b>LEAN SIX SIGMA</b>	<b>Lean Six Sigma</b>  <b>3 courses:</b> <b>2 required, 1 elective</b>	Lean Six Sigma Six Sigma Green Belt	Essentials of Project Management Lean Innovation & Management Lean Six Sigma Black Belt Essentials of Business Process Management Finance & Accounting for the Non-Financial Manager Maximizing Team Effectiveness	<b>CERTIFICATE</b>
	<b>Lean Six Sigma</b>  <b>3 courses:</b> <b>1 required, 2 electives</b>	Lean Six Sigma Master Black Belt	Design for Six Sigma Design of Experiments Lean Innovation & Management	<b>ADVANCED MASTER CERTIFICATE</b>  <i>(Program closed to new students; currently enrolled students will complete program no later than May 28, 2018)</i>
	<b>Six Sigma Healthcare</b>  <b>3 required courses</b>	Six Sigma Green Belt – Healthcare Lean Six Sigma – Healthcare Lean Six Sigma Black Belt - Healthcare		<b>MASTER CERTIFICATE</b>  <i>(Program closed to new students; currently enrolled students will complete program no later than May 28, 2018)</i>

DISCIPLINE	PROGRAM	REQUIRED COURSES	ELECTIVE COURSE OPTIONS	CREDENTIAL
	<b>Lean Enterprise Solutions</b>  3 courses: 2 required, 1 elective	Six Sigma Green Belt  Lean Six Sigma	Lean Innovation & Management  Essentials of Business Process Management  Maximizing Team Effectiveness  Essentials of Project Management  Finance & Accounting for the Non-Financial Manager	MASTER CERTIFICATE  <i>(Program closed to new students; currently enrolled students will complete program no later than May 28, 2018)</i>
	<b>Lean Enterprise Solutions-Healthcare</b>  3 courses: 2 required, 1 elective	Six Sigma Green Belt - Healthcare  Lean Six Sigma - Healthcare	Essentials of Project Management  Maximizing Team Effectiveness  Lean Innovation & Management  Mastering Process Methodology & Solutions  Finance & Accounting for the Non-Financial Manager	MASTER CERTIFICATE  <i>(Program closed to new students; currently enrolled students will complete program no later than May 28, 2018)</i>
	<b>Lean Enterprise Solutions-Information Technology</b>  3 courses: 2 required, 1 elective	Six Sigma Green Belt – Information Technology  Lean Six Sigma	Essentials of Project Management  Project Management for IS/IT Professionals  Lean Innovation & Management  Essentials of Business Process Management  Essentials of Information Systems Security  Essentials of Business Analysis  ITIL Foundation  Essentials of Business Intelligence  Finance & Accounting for the Non-Financial Manager	MASTER CERTIFICATE  <i>(Program closed to new students; currently enrolled students will complete program no later than May 28, 2018)</i>
	<b>Lean Enterprise Solutions-Financial Services</b>  3 courses: 2 required, 1 elective	Six Sigma Green Belt – Financial Services  Lean Six Sigma	Essentials of Project Management  Maximizing Team Effectiveness  Lean Innovation & Management  Essentials of Business Process Management  Finance & Accounting for the Non-Financial Manager	MASTER CERTIFICATE  <i>(Program closed to new students; currently enrolled students will complete program no later than May 28, 2018)</i>
<b>CONTRACT MANAGEMENT</b>	<b>Agile Contract Management</b>  4 required courses	Essentials of Commercial Contract Management  Essentials of Government Contract Management  Advanced Contract Management  Effective Contracting Skills		CERTIFICATE

DISCIPLINE	PROGRAM	REQUIRED COURSES	ELECTIVE COURSE OPTIONS	CREDENTIAL
	<b>Commercial Agile Contract Management</b>  3 required courses	Essentials of Commercial Contract Management  Advanced Contract Management  Effective Contracting Skills		MASTER CERTIFICATE  <i>(Program closed to new students; currently enrolled students will complete program no later than May 28, 2018)</i>
	<b>Government Agile Contract Management</b>  3 required courses	Essentials of Government Contract Management  Advanced Contract Management  Effective Contracting Skills		MASTER CERTIFICATE  <i>(Program closed to new students; currently enrolled students will complete program no later than May 28, 2018)</i>
<b>BUSINESS PROCESS MANAGEMENT</b>	<b>Business Process Management</b>  3 required courses	Essentials of Business Process Management  Mastering Process Methodology & Solutions  Advanced Process Strategy & Practices		CERTIFICATE
<b>IS SECURITY</b>	<b>Information Systems Security</b>  3 courses: 2 required, 1 elective	Essentials of Information Systems Security  Mastering Information Systems Security+	Lean Innovation & Management  Essentials of Business Process Management  Essentials of Business Analysis  Essentials of Business Intelligence  Project Management for IS/IT Professionals  ITIL Foundation	MASTER CERTIFICATE  <i>(Program closed to new students; currently enrolled students will complete program no later than May 28, 2018)</i>
	<b>Information Security Management</b>  3 courses: 2 required, 1 elective	Essentials of Information Systems Security  Mastering Information Systems Security+	Essentials of Business Process Management  Essentials of Business Analysis  Essentials of Business Intelligence  Lean Innovation & Management	CERTIFICATE
	<b>Cyber Security</b>  3 courses: 1 required, 2 electives	Advanced Cyber Security	Project Management for IS/IT Professionals  Essentials of Business Process Management  Essentials of Business Analysis  ITIL Foundation  Essentials of Business Intelligence	ADVANCED MASTER CERTIFICATE  <i>(Program closed to new students; currently enrolled students will complete program no later than May 28, 2018)</i>

<b>DISCIPLINE</b>	<b>PROGRAM</b>	<b>REQUIRED COURSES</b>	<b>ELECTIVE COURSE OPTIONS</b>	<b>CREDENTIAL</b>
<b>BUSINESS ANALYSIS</b>	<b>Business Analysis</b> <b>3 courses:</b> <b>2 required, 1 elective</b>	Essentials of Business Analysis Mastering Business Analysis	Lean Innovation & Management Essentials of Business Process Management Essentials of Business Intelligence	CERTIFICATE
<b>BUSINESS INTELLIGENCE</b>	<b>Business Intelligence</b> <b>3 required courses</b>	Essentials of Business Intelligence Mastering Data Mgt. & Technology Advanced Data Architecture and Intelligence		CERTIFICATE
<b>HUMAN RESOURCES</b>	<b>HR Management</b> <b>3 courses:</b> <b>2 required, 1 elective</b>	Human Resource Management Mastering Organizational Effectiveness	Lean Innovation & Management Essentials of Business Analysis Finance & Accounting for the Non-Financial Manager Essential Principles of Agile Management Strategic Organizational Leadership Maximizing Team Effectiveness	CERTIFICATE
<b>AGILE MANAGEMENT</b>	<b>Agile Management</b> <b>3 required courses</b>	Essential Principles of Agile Management Mastering Agile Applications in Planning Advanced Agile Business Solutions		CERTIFICATE
<b>LEADERSHIP</b>	<b>Organizational Leadership</b> <b>3 courses:</b> <b>2 required, 1 elective</b>	Strategic Organizational Leadership Maximizing Team Effectiveness	Essentials of Project Management Lean Innovation & Management Essentials of Business Analysis Finance & Accounting for the Non-Financial Manager Essential Principles of Agile Management	CERTIFICATE

DISCIPLINE	PROGRAM	REQUIRED COURSES	ELECTIVE COURSE OPTIONS	CREDENTIAL
IT SERVICE MANAGEMENT	<b>IT Service Management</b>  <b>3 courses:</b> <b>2 required, 1 elective</b>	Project Management for IS/IT Professionals  ITIL Foundation	Lean Innovation & Management  Essentials of Business Analysis  Essentials of Information Systems Security  Essentials of Business Process Management  Essentials of Business Intelligence	MASTER CERTIFICATE  <i>(Program closed to new students; currently enrolled students will complete program no later than May 28, 2018)</i>
SOFTWARE TESTING	<b>Software Testing</b>  <b>3 courses:</b> <b>2 required, 1 elective</b>	Essentials of Software Testing  ISTQB Software Testing Capstone	Project Management for IS/IT Professionals  Lean Innovation & Management  Essentials of Business Analysis  Essentials of Business Process Management  ITIL Foundation  Essentials of Business Intelligence  Essentials of Information Systems Security	MASTER CERTIFICATE  <i>(Program closed to new students; currently enrolled students will complete program no later than May 28, 2018)</i>

**\*\*FOR REFERENCE ONLY – SEE OFFICIAL TITLES, PREREQUISITES AND DESCRIPTIONS IN ATTACHMENT B\*\***

**ON-CAMPUS / ON-SITE PROGRAM AND COURSE INFORMATION**

DISCIP-LINE	PROGRAM	REQUIRED COURSES	ELECTIVE COURSE OPTIONS	CREDEN-TIAL
<b>COUNSELING</b>	<p><b>Alcohol &amp; Drug Counselor</b></p> <p><b>13 required courses</b></p>	<p>Drug &amp; Alcohol Education</p> <p>Interviewing and Counseling Techniques</p> <p>Intake/Assessment/Record Keeping with Substance Abusers</p> <p>Cultural Competency</p> <p>Relapse Prevention</p> <p>Countertransference &amp; Boundary of Self</p> <p>Counseling &amp; Peer Support</p> <p>Group Counseling with Substance Abusers</p> <p>Ethical Decision Making</p> <p>Substance Abuse Treatment for People with Co-Occurring Disorders</p> <p>Recovery Skills Planning</p> <p>Advocacy for Self and Others</p> <p>Communications Skills in Recovery</p>		<p>CERTIFICATE</p>
	<p><b>Recovery Specialist</b></p> <p><b>7 required courses</b></p>	<p>Counseling &amp; Peer Support</p> <p>Group Counseling with Substance Abusers</p> <p>Ethical Decision Making</p> <p>Substance Abuse Treatment for People with Co-Occurring Disorders</p> <p>Recovery Skills Planning</p> <p>Advocacy for Self and Others</p> <p>Communications Skills in Recovery</p>		<p>CERTIFICATE</p>



DISCIPLINE	PROGRAM	REQUIRED COURSES	ELECTIVE COURSE OPTIONS	CREDENTIAL
FINANCIAL MANAGEMENT	<b>Certified Management Accountant</b>  3 courses: 2 required, 1 elective	Financial Planning Financial Decision Making	Payroll Fundamentals	CERTIFICATE
	<b>Payroll</b>  2 required courses	Payroll Level 1 - Fundamentals  Payroll Level 2 – Mastery		CERTIFICATE
HUMAN RESOURCES	<b>Human Resources Professional</b>  3 required courses  1 optional course	Essentials of Human Resources  Applied Human Resources  Hot Topics in Human Resources	Mastering Certification – <i>Free with program registration</i>	CERTIFICATE
PARALEGAL	<b>Paralegal Professional</b>  15 required courses	Civil Procedure & Litigation  Business Organizations  Contract Law  Criminal Law  Employment Law  Estates & Trusts  Ethics  Family Law  Intellectual Property Law  Introduction to Paralegal Profession & Principles  Legal Research  Legal Writing  Paralegal Office Coordination  Real Estate Law  Torts and Personal Injury Law	Independent Study <i>(If needed)</i>	CERTIFICATE

DISCIPLINE	PROGRAM	REQUIRED COURSES	ELECTIVE COURSE OPTIONS	CREDENTIAL
PROJECT MANAGEMENT	<b>Project Management Professional</b>  <b>4 courses:</b> <b>3 required, 1 elective</b>  <b>2 optional courses</b>	Project Management Essentials  Applied Project Management  Project Management Tools & Topics	Program Management  Mastering Certification - CAPM – Free with program registration  Mastering Certification – PMP – Free with program registration	CERTIFICATE
SIX SIGMA	<b>Six Sigma Professional</b>  <b>3 required courses</b>	Essentials of Six Sigma  Six Sigma Green Belt  Lean Enterprise		CERTIFICATE
FACILITIES MANAGEMENT	<b>Facilities Management Professional</b>  <b>2 required courses</b>	Facilities Management  Sustainability for Facilities Professionals		CERTIFICATE
COURSES NOT IN A PROGRAM (CNIP)			English as a Second Language: Advanced Pronunciation  English as a Second Language: Understanding Grammar  Principles of Fundraising  Supply Chain Management  Lean Six Sigma Green Belt  Lean Six Sigma Black Belt  Business of Drones  Introduction to Automation	N/A

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## ATTACHMENT B - SPECIFIC COURSE INFORMATION

### ONLINE COURSE INFORMATION

DISCIPLINE	COURSE INFORMATION
PROJECT MANAGEMENT	<b>VIL 37 Essentials of Project Management</b> Price: \$2,295.00 Military Price <sup>2</sup> : \$1,950.75 Clock Hours: 112.8 Clock Hours per Week: 14.1

<b>DISCIPLINE</b>	<b>COURSE INFORMATION</b>
	<p>This eight-week course is geared toward the working professional. <i>Essentials of Project Management</i> supports the new PMBOK® Guide-Sixth Edition. This comprehensive online project management course offers a critical introduction to the practice of project management, blending theory with practical examples and case studies. This course serves as a stepping-stone to industry-recognized, tested professional certification as a Project Management Professional (PMP®) or Certified Associate in Project Management (CAPM®). Specific topics include:</p> <ul style="list-style-type: none"> <li>• Understanding the five processes of the PM lifecycle</li> <li>• Knowledge of how to excel in a project manager role</li> </ul> <p><b>VIL 41 Mastering Project Management</b>  <i>Prerequisite: Essentials of Project Management</i>  Price: \$2,295.00  Military Price<sup>2</sup>: \$1,950.75  Clock Hours: 130.4  Clock Hours per Week: 16.3</p> <p>For the more experienced student, this eight-week course builds upon the fundamentals explored in <i>Essentials of Project Management</i>. 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.</p> <p>The advanced study includes plan development and performance management to aid in project planning, scheduling and measuring results. Interpersonal abilities or soft skills are emphasized throughout to ensure project-management success. Specific topics include:</p> <ul style="list-style-type: none"> <li>• Understanding of PM measurement techniques using Earned-Value Management.</li> <li>• Ability to deal with difficult people, handle stress, and resolve conflict.</li> </ul> <p><b>VIL 48 Advanced Strategic Project Management</b>  <i>Prerequisite: Mastering Project Management</i>  Price: \$2,095.00  Military Price<sup>2</sup>: \$1,780.25  Clock Hours: 112.8  Clock Hours per Week: 14.1</p> <p>This eight-week course is for PMP® certified professionals or those who want advanced training in project management advanced tools and techniques. <i>Advanced Strategic Project Management</i> teaches the latest high-level techniques to lead and manage people as well as projects with critical strategies.</p> <p>This course includes topics such as: strategically aligning the project management function, project management maturity models, and enterprise project management, advanced risk management techniques, advanced cost management, and cultural considerations in project management.</p> <p><b>VIL 39 PMP Exam Prep</b>  <i>Prerequisites: Essentials of Project Management &amp; Mastering Project Management</i>  Price: \$1,895.00  Military Price<sup>2, 3</sup>: \$1,610.75  Clock Hours: 56.8  Clock Hours per Week: 7.1</p> <p>Project Management Professional (PMP)® Exam Prep thoroughly prepares students for the CAPM® or PMP® certification exam offered by the Project Management Institute (PMI)®. Before enrolling in this training course, students should take <i>Essentials of Project Management</i> and <i>Mastering Project Management</i>.</p>

<b>DISCIPLINE</b>	<b>COURSE INFORMATION</b>
	<p><b>VIL 42 Project Management Capstone</b>  <i>Prerequisites: Essentials of Project Management &amp; Mastering Project Management</i>            Price: \$1,895.00            Military Price<sup>2</sup>: \$1,610.75            Clock Hours: 56.8            Clock Hours per Week: 7.1</p> <p>Prior to enrolling in this eight-week course, <i>Essentials of Project Management</i> and <i>Mastering Project Management</i> should be completed. You'll learn from real-world examples and case studies to build on and develop the skills acquired in previous Villanova online project management courses. This key preparatory course is designed to help students pass the exam.</p> <hr/> <p><b>VIL 38 Project Management for IS/IT Professionals</b>            Price: \$2,295.00            Military Price<sup>2</sup>: \$1,950.75            Clock Hours: 112.8            Clock Hours per Week: 14.1  <i>(LAST DATE TO BE OFFERED: JANUARY 2018)</i></p> <p>This eight-week course draws from the most current methods and leading experts to enable IS/IT professionals to advance in responsibility, recognition and rewards. Students desiring PMP® or CAPM® certification will gain a thorough understanding of knowledge areas as presented in the Project Management Body of Knowledge (PMBOK®).</p> <p>The first four modules of the course follow the unique, trademarked S.C.O.R.E. model: Systems, Competencies, Organization, Resources and Essential Elements. The fifth module, S.C.O.R.E.+ is a core component of PMBOK® principles. Specific topics include:</p> <ul style="list-style-type: none"> <li>• Skills to clarify mission, stakeholders, problems, timelines, and budgets</li> <li>• Knowledge of how a PMO functions</li> </ul>
<b>LEAN SIX SIGMA</b>	<p><b>VIL 60 Lean Six Sigma</b>            Price: \$2,495.00            Military Price<sup>2</sup>: \$2,120.75            Clock Hours: 112.8            Clock Hours per Week: 14.1</p> <p>In the world of lean thinking, your 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 eight-week course teaches Lean Six Sigma techniques to help professionals in both service and manufacturing industries. Specific topics covered include:</p> <ul style="list-style-type: none"> <li>• Insight to create shorter cycle time for production</li> <li>• Critical skills to improve customer satisfaction</li> </ul> <hr/> <p><b>VIL 73 Six Sigma Green Belt</b>            Price: \$2,295.00            Military Price<sup>2</sup>: \$1,950.75            Clock Hours: 112.8            Clock Hours per Week: 14.1</p> <p>Designed for professionals with little or no prior experience with Six Sigma methodologies, this eight-week course helps develop critical skills required for successful project management. The Six Sigma Green Belt certificate helps strengthen organizations by understanding, interpreting and using the core concepts of Six Sigma. Specific topics covered include:</p> <ul style="list-style-type: none"> <li>• Critical skills necessary to successfully lead project teams.</li> <li>• Knowledge of how to effectively collect and analyze data.</li> </ul>

<b>DISCIPLINE</b>	<b>COURSE INFORMATION</b>
	<p><b>VIL 61 Lean Six Sigma Black Belt</b>  <i>Prerequisites: Lean Six Sigma and Six Sigma Green Belt</i>            Price: \$4,095.00            Military Price<sup>2</sup>: \$3,480.75            Clock Hours: 225.6            Clock Hours per Week: 14.1</p> <p>In this sixteen-week course, students learn about one of the most sought-after credentials in business today. The Lean Six Sigma Black Belt certificate helps you 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, your mastery of Six Sigma techniques and strategies will help you lead top-quality projects and mentor Green Belts in your organization.</p>
	<p><b>VIL 195 Lean Innovation &amp; Management</b>            Price: \$2,495.00            Military Price<sup>2</sup>: \$2,120.75            Clock Hours: 135.2            Clock Hours per Week: 16.9</p> <p>An advanced eight-week Six Sigma course, Lean Innovation &amp; 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</p>
	<p><b>VIL 149 Lean Six Sigma Black Belt - Healthcare</b>            Price: \$4,095.00            Military Price<sup>2</sup>: \$3,480.75            Clock Hours: 225.6            Clock Hours per Week: 14.1  <i>(LAST DATE TO BE OFFERED: DECEMBER 2017)</i></p> <p>This sixteen-week course helps you ask the right questions and get the right answers all aimed at providing better, more efficient healthcare services. As a Lean Six Sigma Black Belt-Healthcare, your mastery of proven Six Sigma techniques and strategies will help you lead top-quality projects and mentor Green Belts in your healthcare organization.</p>
	<p><b>VIL 77 Lean Six Sigma Master Black Belt</b>  <i>Prerequisite: Lean Six Sigma Black Belt</i>            Price: \$3,495.00            Military Price<sup>2</sup>: \$2,970.75            Clock Hours: 165.6            Clock Hours per Week: 13.8  <i>(LAST DATE TO BE OFFERED: JANUARY 2018)</i></p> <p>In this twelve week course, students learn to master the skills needed to mentor Black Belt leaders through the advanced study of leadership, design for six sigma, and design of experiments, mini tab application, analysis, training, coaching and more.</p>

<b>DISCIPLINE</b>	<b>COURSE INFORMATION</b>
	<p><b>VIL 193 Design for Six Sigma</b>  Price: \$2,495.00  Military Price<sup>2</sup>: \$2,210.75  Clock Hours: 135.2  Clock Hours per Week: 16.9  <i>(LAST DATE TO BE OFFERED: JANUARY 2018)</i></p> <p>This eight-week course is an advanced version of Six Sigma that takes a new approach to process improvement problems. Often processes are limited in their ability to be improved by mere problem-solving – they need changes in their fundamental design. Design for Six Sigma shows you how to use variations of the DMAIC methodology to design new processes that can achieve Six Sigma levels of performance in your organization.</p> <hr/> <p><b>VIL 191 Design of Experiments</b>  Price: \$2,495.00  Military Price<sup>2</sup>: \$2,120.75  Clock Hours: 135.2  Clock Hours per Week: 16.9  <i>(LAST DATE TO BE OFFERED: JANUARY 2018)</i></p> <p>This advanced eight-week course is a powerful tool that addresses issues using proven scientific principles to get you to the best solutions quickly. Long used in manufacturing, Design of Experiments can be applied to process improvement sectors in all industries.</p>
<b>CONTRACT MANAGEMENT</b>	<p><b>VIL 49 Essentials of Commercial Contract Management</b>  Price: \$2,095.00  Military Price<sup>2</sup>: \$1,780.75  Clock Hours: 112.8  Clock Hours per Week: 14.1</p> <p>Now more than ever, contract management plays a critical role in keeping any organization competitive, fast-paced and globally focused. As technology impacts the exchange of products and services in the marketplace, companies are continuously challenged by these changes in the associated contracts and contracting practices. This eight-week course will prepare you to accommodate these technological changes by guiding you through the entire commercial contract management process, from both the buyers' and sellers' perspectives. Specific topics covered include:</p> <ul style="list-style-type: none"> <li>• Knowledge to test for CCCM certification for contract managers</li> <li>• Capability to keep current with technology and associated contracts</li> </ul> <hr/> <p><b>VIL 50 Essentials of Government Contract Management</b>  Price: \$2,095.00  Military Price<sup>2</sup>: \$1,780.75  Clock Hours: 112.8  Clock Hours per Week: 14.1</p> <p>The role of today's contract manager is constantly expanding to accommodate technological advances impacting the exchange of products and services in the marketplace. This eight-week course is for the practicing governmental professional or those aspiring to work in the government sector. This course will give you a solid foundation in the procurement process, including everything from requisitioning to enforcement of a contract to copyrights and patents. Specific topics include:</p> <ul style="list-style-type: none"> <li>• Knowledge to test for the CFCM certification for contract managers</li> <li>• Mastery of FAR and government contracting best practices</li> </ul> <hr/> <p><b>VIL 52 Advanced Contract Management</b>  <i>Prerequisites: Essentials of Commercial Contract Management and Essentials of Government Contract Management</i>  Price: \$2,495.00</p>

<b>DISCIPLINE</b>	<b>COURSE INFORMATION</b>
	<p>Military Price<sup>2</sup>: \$2,120.75  Clock Hours: 129.6  Clock Hours per Week: 10.8</p> <p>In this twelve-week course, you will gain the knowledge and skills necessary to acquire new business and learn how to write benefit-driven proposals that will get attention and win contracts. You'll also gain an understanding of the legal issues that may arise during the contracting process, and learn to protect both yourself and your company. Specific topics include:</p> <ul style="list-style-type: none"> <li>• An understanding of how to navigate modern contract laws – both federal and commercial</li> <li>• Real-world knowledge and decision-making tools</li> </ul> <hr/> <p><b>VIL 72 Effective Contracting Skills</b>  <i>Prerequisite: Advanced Contract Management</i>  Price: \$2,295.00  Military Price<sup>2</sup>: \$1,950.75  Clock Hours: 130.4  Clock Hours per Week: 16.3</p> <p>This eight-week course includes important topics such as addressing disputes and appeals, critical components seen in contract management, the use of agile within this industry, and legislation that requires it, as well as budgeting, accounting, and economic principles. Students will not only learn about integral business skills, but other business components that are integral to the contract process, such as communication and conflict management and contract interpretation.</p>
<b>BUSINESS PROCESS MANAGEMENT</b>	<p><b>VIL 102 Essentials of Business Process Management</b>  Price: \$2,095.00  Military Price<sup>2</sup>: \$1,780.75  Clock Hours: 112.8  Clock Hours per Week: 14.1</p> <p>This eight-week 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. You'll learn critical BPM practices and change management skills to become a process leader within your organization. Specific topics include:</p> <ul style="list-style-type: none"> <li>• Understanding of the linkage between BPM, Project Management, and Lean Six Sigma.</li> </ul> <hr/> <p><b>VIL 103 Mastering Process Methodology &amp; Solutions</b>  <i>Prerequisite: Essentials of Business Process Management</i>  Price: \$2,295.00  Military Price<sup>2</sup>: \$1,950.75  Clock Hours: 135.2  Clock Hours per Week: 16.9</p> <p>The second course in the Business Process Management 3-course track, <i>Mastering Process Methodology &amp; Solutions</i>, focuses on the six phases of BPM methodology: assessment, design, modeling, implementation, monitoring and modification. This eight-week course teaches critical Lean Six Sigma techniques for effective data analysis and essential project planning concepts for streamlined BPM project management. Specific topics include:</p> <ul style="list-style-type: none"> <li>• Skills to effectively manage process improvement initiatives.</li> </ul>

<b>DISCIPLINE</b>	<b>COURSE INFORMATION</b>
	<p><b>VIL 104 Advanced Process Strategy &amp; Practices</b>  <i>Prerequisite: Mastering Process Methodology &amp; Solutions</i>            Price: \$2,495.00            Military Price<sup>2</sup>: \$2,120.75            Clock Hours: 135.6            Clock Hours per Week: 11.3</p> <p>Empower yourself with the best practices, strategies, knowledge and credentials by completing the twelve-week capstone course in Business Process Management (BPM). By completing the BPM track, which includes a project and final exam, you'll be in a position to apply your skills to real-world process management situations. Specific topics include:</p> <ul style="list-style-type: none"> <li>• Change management lessons learned.</li> </ul>
<b>IS SECURITY</b>	<p><b>VIL 25 Essentials of Information Systems Security</b>            Price: \$2,095.00            Military Price<sup>2</sup>: \$1,780.75            Clock Hours: 112.8            Clock Hours per Week: 14.1</p> <p>As an IS/IT professional, you 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 eight-week course will provide you with the tools to implement and maintain security within your organization. Specific topics include:</p> <ul style="list-style-type: none"> <li>• Tools to implement and maintain security within your organization.</li> <li>• Skills to assess and manage risk, plus evaluate crypto tools.</li> </ul>
	<p><b>VIL 54 Mastering Information Systems Security +</b>  <i>Prerequisite: Essentials of Information Systems Security</i>            Price: \$2,495.00            Military Price<sup>2</sup>: \$2,120.75            Clock Hours: 129.6            Clock Hours per Week: 10.8</p> <p>This in-depth twelve-week course builds on <i>Essentials of Information Systems Security</i> to expand your knowledge in the IS and IT security field. Topics include communication security, infrastructure security, cloud computing, cryptography, access control, authentication, external attacks, operational and organization security. This course fully supports the latest CompTIA Security+™ body of knowledge, and includes hundreds of test-prep questions aimed at making you ready for the latest security certification exam. Specific topics include:</p> <ul style="list-style-type: none"> <li>• Understanding of internet communication issues facing today's security professionals.</li> <li>• Mastery of critical security concepts impacting today's businesses.</li> </ul>
	<p><b>VIL 105 Advanced Cyber Security</b>            Price: \$2,995.00            Military Price<sup>2</sup>: \$2,545.75            Clock Hours: 129.6            Clock Hours per Week: 10.8  <i>(LAST DATE TO BE OFFERED: JANUARY 2018)</i></p> <p>Students can stay ahead of the growing cyber security threats while boosting their career potential with an <i>Advanced Cyber Security</i> certificate. They can build the technical knowledge and skills required to intellectualize, project and devise secure solutions across complex environments as they prepare for CompTIA® Advanced Security Practitioner (CASP)™ – a respected credential developed with and approved by the Department of Defense.</p>



<b>DISCIPLINE</b>	<b>COURSE INFORMATION</b>
	<p><b>VIL 80 Advanced Information Assurance &amp; Security</b>  <i>Prerequisite: Mastering Information Systems Security +</i>            Price: \$3,095.00            Military Price<sup>2</sup>: \$2,630.75            Clock Hours: 169.2            Clock Hours per Week: 14.1  <i>(LAST DATE TO BE OFFERED: FEBRUARY 2018)</i></p> <p>This twelve-week course analyzes advanced facets of security management and practices to help you combat cryptographic attacks and other computer crimes that threaten your organization's security. The course also includes 500 sample questions that will help you prepare for the Certified Information Systems Security Professional (CISSP®) or Systems Security Certified Practitioner (SSCP®) certification. Specific topics include:</p> <ul style="list-style-type: none"> <li>• Techniques to strengthen security leadership performance.</li> <li>• Ability to apply best practices for business continuity planning in the event of a major disaster or change in the business.</li> </ul>
<b>BUSINESS ANALYSIS</b>	<p><b>VIL 28 Essentials of Business Analysis</b>            Price: \$2,095.00            Military Price<sup>2</sup>: \$1,780.75            Clock Hours: 112.8            Clock Hours per Week: 14.1</p> <p>This eight-week course leverages interactive learning tools that introduce managers and professionals to the business requirements that drive IT-related projects, as well as 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 include:</p> <ul style="list-style-type: none"> <li>• Ability to implement effective data-gathering techniques.</li> <li>• Capability to identify, analyze, and design processes to enhance information flow.</li> </ul>
	<p><b>VIL 29 Mastering Business Analysis</b>  <i>Prerequisite: Essentials of Business Analysis</i>            Price: \$2,495.00            Military Price<sup>2</sup>: \$2,120.75            Clock Hours: 129.6            Clock Hours per Week: 10.8</p> <p>This twelve-week course builds on the critical concepts and skills in <i>Essentials of Business Analysis</i>, exploring advanced strategies for gathering, documenting and reviewing requirements for more effective business requirement analysis and implementation. Supporting the BABOK® 3<sup>rd</sup> edition, this course includes hundreds of added test-prep questions to prepare you for CBAP® or the CCBA® certification. You'll explore advanced topics in quality management, testing, verification and validation. Specific topics include:</p> <ul style="list-style-type: none"> <li>• Advanced techniques for creative problem solving.</li> <li>• Mastery of advanced quality management techniques to ensure projects success.</li> </ul>
<b>BUSINESS INTELLIGENCE</b>	<p><b>VIL 84 Essentials of Business Intelligence</b>            Price: \$2,095.00            Military Price<sup>2</sup>: \$1,780.75            Clock Hours: 112.8            Clock Hours per Week: 14.1</p> <p>This eight-week course introduces you 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. Specific topics include:</p> <ul style="list-style-type: none"> <li>• Tools to select and evaluate data warehouse technology and platforms.</li> </ul>

<b>DISCIPLINE</b>	<b>COURSE INFORMATION</b>
	<p><b>VIL 85 Mastering Data Management and Technology</b>  <i>Prerequisite: Essentials of Business Intelligence</i>            Price: \$2,295.00            Military Price<sup>2</sup>: \$1,950.75            Clock Hours: 135.2            Clock Hours per Week: 16.9</p> <p>Building upon the foundation concepts gained in <i>Essentials of Business Intelligence</i>, you'll explore more advanced topics including data modeling, MDM, industry data standards, securing BI content, and reporting and performance management. With case studies and exercises, you'll gain real-world insight into all facets of business intelligence. Specific topics include:</p> <ul style="list-style-type: none"> <li>• Skills to create a business case for improving data quality, cost benefit analysis, impact and root causes.</li> </ul> <hr/> <p><b>VIL 86 Advanced Data Architecture and Intelligence</b>  <i>Prerequisite: Mastering Data Management and Technology</i>            Price: \$2,495.00            Military Price<sup>2</sup>: \$2,120.75            Clock Hours: 135.6            Clock Hours per Week: 11.3</p> <p>This course will help you master the skills you need to lead and manage business intelligence initiatives. In this twelve-week course, you can gain advanced data analytics and modeling skills, along with the best ETL and MDX practices to make sophisticated and effective business decisions. You'll also complete a comprehensive project to apply your knowledge to real-world situations. Specific topics include:</p> <ul style="list-style-type: none"> <li>• Ability to model and analyze data for strategic and effective decision making.</li> </ul>
<b>HUMAN RESOURCES</b>	<p><b>VIL 46 Human Resource Management</b>            Price: \$2,495.00            Military Price<sup>2</sup>: \$2,120.75            Clock Hours: 112.8            Clock Hours per Week: 9.4</p> <p>This twelve-week course will give you 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. It also includes 12 months of access to the HR learning management system. You'll learn practical techniques that you can put to work immediately to effectively handle HR challenges while you prepare for the latest SHRM-CP/SHRM SCP certification exams. Specific topics include:</p> <ul style="list-style-type: none"> <li>• Knowledge to use and apply the most current industry literature, terminology, and landmark court cases.</li> <li>• Mastery of best practices in aligning human resource development with the organization's strategic goals.</li> </ul> <hr/> <p><b>VIL 27 Mastering Organizational Effectiveness</b>            Price: \$2,095.00            Military Price<sup>2</sup>: \$1,780.75            Clock Hours: 112.8            Clock Hours per Week: 14.1</p> <p>In this comprehensive course, you'll learn to balance operational and functional duties with the strategic goals of your employer. <i>Mastering Organizational Effectiveness</i> helps professionals leverage the connection between employees and business goals. This eight-week course begins with the mechanics of organizational change, then focuses on the competencies required to manage both people and processes. Specific topics include:</p> <ul style="list-style-type: none"> <li>• Understanding of how to define team missions, roles, and goals.</li> <li>• Ability to implement three critical ways to handle conflict.</li> </ul>

<b>DISCIPLINE</b>	<b>COURSE INFORMATION</b>
	<p><b>VIL 53 Finance &amp; Accounting for the Non-Financial Manager</b>  Price: \$2,095.00  Military Price<sup>2</sup>: \$1,780.75  Clock Hours: 112.8  Clock Hours per Week: 14.1</p> <p>This eight-week course will help you understand the accounting process and methodologies, enhancing your ability to forecast financial performance, spot trends and study your 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:</p> <ul style="list-style-type: none"> <li>• Understanding how to forecast financial performance.</li> <li>• Insight into landmark financial strategies by analyzing case studies.</li> </ul>
<b>AGILE MANAGEMENT</b>	<p><b>VIL 182 Essential Principles of Agile Management</b>  Price: \$2,095.00  Military Price<sup>2</sup>: \$1,780.75  Clock Hours: 112.8  Clock Hours per Week: 14.1</p> <p>Allows the student 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.</p> <p>This eight-week course focuses 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 and how they should be formed as well as what their roles are. This course is the first in a set of three courses to master many of the topics that are covered by several of the agile certifying bodies including Project Management Institute (PMI) and Scrum.org.</p>
	<p><b>VIL 184 Mastering Agile Applications in Planning</b>  <i>Prerequisite: Essential Principles of Agile Management</i>  Price: \$2,295.00  Military Price<sup>2</sup>: \$1,950.75  Clock Hours: 112.8  Clock Hours per Week: 14.1</p> <p>This eight-week course allows the student to continue on 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 your planning strategies with agile. Utilization of concepts such as Lean and Kanban are discussed as well as addressing the pitfalls in planning you will want to avoid. While discussing various tactics involved, the collaboration aspect of agile insists on transparency throughout the project, so as to allow all team members, including stakeholders, to buy into the direction as the team moves forward.</p> <p>This course is the second in a set of three courses to master many of the topics that are covered by several of the agile certifying bodies including Project Management Institute (PMI) and Scrum.org.</p>
	<p><b>VIL 186 Advanced Agile Business Solutions</b>  <i>Prerequisite: Mastering Agile Applications in Planning</i>  List Price: \$2,495.00  Military Price<sup>2</sup>: \$2,120.75  Clock Hours: 135.6  Clock Hours per Week: 11.3</p>

<b>DISCIPLINE</b>	<b>COURSE INFORMATION</b>
	<p>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.</p> <p>This twelve-week 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, as uncovering new learnings and client input require teams to address to changing needs. Additionally, to help in the students' credential goals, practice questions are also provided for those who are also looking to prepare for industry certification.</p> <p>This course is the last in a set of three courses to master many of the topics that are covered by several of the agile certifying bodies including Project Management Institute (PMI) and Scrum.org.</p>
<b>LEADERSHIP</b>	<p><b>VIL 47 Strategic Organizational Leadership</b>  Price: \$2,095.00  Military Price<sup>2</sup>: \$1,780.75  Clock Hours: 112.8  Clock Hours per Week: 14.1</p> <p>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 eight-week interactive 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. Specific topics include:</p> <ul style="list-style-type: none"> <li>• Tools to create an organization that values learning and welcomes change.</li> </ul> <hr/> <p><b>VIL 30 Maximizing Team Effectiveness</b>  Price: \$2,095.00  Military Price<sup>2</sup>: \$1,780.75  Clock Hours: 112.8  Clock Hours per Week: 14.1</p> <p>Experienced project managers consistently report that interpersonal abilities or soft skills are essential when managing projects and people. Traditionally, more emphasis is placed on the skills associated with the business or technical side of project management, but it's often more difficult to master the people skills. This eight-week course teaches you how to assess and manage yourself first. In subsequent modules, you'll learn about managing others in one-on-one settings, managing your team, and managing your stakeholders. You'll also learn to use practical and flexible tools and techniques that will improve your people skills and make you a more effective project manager or team member.</p>
<b>SOFTWARE TESTING</b>	<p><b>VIL 56 ISTQB Software Testing Capstone</b>  Price: \$1,695.00  Military Price<sup>2</sup>: \$1,440.75  Clock Hours: 84.0  Clock Hours per Week: 10.5  <i>(LAST DATE TO BE OFFERED: NOVEMBER 2017)</i></p> <p>This capstone course will help you build upon the concepts and skills you learned in <i>Essentials of Software Testing</i>. Designed for students who are preparing to sit for the ISTQB® examination, this eight week course includes a series of practice tests modeled after the actual ISTQB® Certified Tester Foundation Level (CTFL) exam. These practice exams with hundreds of questions can be repeated as many times as you like during the course, giving you many opportunities to improve your knowledge, build your confidence and refine your test-taking skills.</p>
<b>IT SERVICE MANAGEMENT</b>	<p><b>VIL 82 ITIL Foundation</b>  Price: \$2,295.00  Military Price<sup>2</sup>: \$1,950.75  Clock Hours: 135.2</p>

<b>DISCIPLINE</b>	<b>COURSE INFORMATION</b>
	<p>Clock Hours per Week: 16.9  <i>(LAST DATE TO BE OFFERED: JANUARY 2018)</i></p> <p>This eight week course is designed for the IT professionals in both public and private sectors who are interested in developing their knowledge regarding process and service improvements. Learn the five core publications within ITIL®: Service Strategy, Design, Transition, Operation and Continual Service Improvement. This course includes 250 exam-prep questions for the ITIL® Foundation Level certification.</p>

<sup>2</sup> Online students who are active duty personnel, veterans, spouses and dependents will receive a 15% tuition reduction on each course upon verification of military status.

<sup>3</sup> Course not eligible for VA/ TA benefits.

### **ON-CAMPUS/ON-SITE COURSE DESCRIPTIONS**

<b>DISCIPLINE</b>	<b>COURSE INFORMATION</b>
<b>COUNSELING</b>	<p><b>CADC 0002 Drug &amp; Alcohol Education</b>            Price<sup>4</sup>: \$200.00            Clock Hours: 8.0            Clock Hours per Week: 8.0</p> <p>An introduction to the physiological mechanism underlying the effects of alcohol and other drugs on the brain, the individual and society. Topics include basic pharmacology, placebo and an overview of the nervous system.</p>
	<p><b>CADC 0005 Interviewing &amp; Counseling Techniques</b>            Price<sup>4</sup>: \$200.00            Clock Hours: 8.0            Clock Hours per Week: 8.0</p> <p>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.</p>
	<p><b>CADC 0006 Intake/Assessment/Record-Keeping with Substance Abusers</b>            Price<sup>4</sup>: \$200.00            Clock Hours: 8.0            Clock Hours per Week: 8.0</p> <p>Documentation skills are an essential 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.</p>
	<p><b>CADC 0027 Cultural Competency</b>            Price<sup>4</sup>: \$200.00            Clock Hours: 8.0            Clock Hours per Week: 8.0</p> <p>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. (Formerly "Substance Abuser in Ethnic/Racial Groups")</p>

<b>DISCIPLINE</b>	<b>COURSE INFORMATION</b>
	<p><b>CADC 0032 Relapse Prevention</b>  Price<sup>4</sup>: \$200.00  Clock Hours: 8.0  Clock Hours per Week: 8.0</p> <p>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.</p>
	<p><b>CADC 0062 Countertransference &amp; Boundary of Self</b>  Price<sup>4</sup>: \$200.00  Clock Hours: 8.0  Clock Hours per Week: 8.0</p> <p>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.</p>
	<p><b>CADC 0001 Counseling &amp; Peer Support</b>  Price<sup>4</sup>: \$200.00  Clock Hours: 8.0  Clock Hours per Week: 8.0</p> <p>This seminar explores the skills and abilities necessary for those seeking the credential of Certified Addiction Counselor (CAC). Counseling methodologies will be reviewed as well as agency settings in which substance abuse counseling takes place.</p>
	<p><b>CADC 0011 Group Counseling with Substance Abusers</b>  Price<sup>4</sup>: \$200.00  Clock Hours: 8.0  Clock Hours per Week: 8.0</p> <p>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. Develop your skills in group counseling through this core class.</p>
	<p><b>CADC 0021 Ethical Decision Making</b>  Price<sup>4</sup>: \$200.00  Clock Hours: 8.0  Clock Hours per Week: 8.0</p> <p>This course will provide an operational model for identifying, problem solving, and resolving relevant ethical issues confronting the substance abuse treatment staff member.</p>
	<p><b>CADC 0066 Substance Abuse Treatment for People with Co-Occurring Disorders</b>  Price<sup>4</sup>: \$200.00  Clock Hours: 8.0  Clock Hours per Week: 8.0</p> <p>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</p>

<b>DISCIPLINE</b>	<b>COURSE INFORMATION</b>
	<p>disorders, seeing how to best address client's complex needs. Responding to suicidality will also be emphasized.</p> <hr/> <p><b>CRS 0001 Recovery Skills Planning</b>  Price<sup>4</sup>: \$200.00  Clock Hours: 8.0  Clock Hours per Week: 8.0</p> <p>Students will develop and improve their communication skills, learn new approaches, and be involved in experiential exercises using these skills. Learning to assist clients in transferring these skills and their role from the client to the "educator and helper" as they move back into their communities and new world of recovery educating and working with others to understand their needs and their world.</p> <hr/> <p><b>CRS 0002 Advocacy for Self and Others</b>  Price<sup>4</sup>: \$200.00  Clock Hours: 8.0  Clock Hours per Week: 8.0</p> <p>The student will understand the differences between therapy and recovery and how their clients will need to transfer skills, abilities, fears, and accomplishments into the real world. Learning the potential "pitfalls" and helping their clients to avoid and/or plan for dealing with those issues.</p> <hr/> <p><b>CRS 0003 Communication Skills in Recovery</b>  Price<sup>4</sup>: \$200.00  Clock Hours: 8.0  Clock Hours per Week: 8.0</p> <p>Students will gain an understanding of counseling skills to be used in working with clients as they move into and through recovery. The course will focus on specific communication skills essential to effective work with those clients and those in their "connective worlds".</p>
<b>FINANCIAL MANAGEMENT</b>	<p><b>IMA 2301 Financial Planning</b>  Price<sup>4</sup>: \$1,399.00  Clock Hours: 36.0  Clock Hours per Week: 3.0</p> <p>This course covers financial planning, performance, budgeting, forecasting performance, cost management, measurement, internal controls and professional ethics. Students are awarded 3.0 CEUs (Continuing Education Units) upon successful completion.</p> <hr/> <p><b>IMA 2302 Financial Decision Making</b>  <i>Prerequisite: Financial Planning</i>  Price<sup>4</sup>: \$1,399.00  Clock Hours: 36.0  Clock Hours per Week: 3.0</p> <p>This course covers financial statement analysis, corporate finance, decision analysis and risk management, investment decisions and professional ethics. Students are awarded 3.6 CEUs (Continuing Education Units) upon successful completion.</p> <hr/> <p><b>CSPA 2501 Payroll Level 1 - Fundamentals</b>  Price<sup>4</sup>: \$1,199.00  Clock Hours: 30.0  Clock Hours per Week: 3.0</p> <p>Payroll Level 1 - Fundamentals 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 you with the basic</p>

<b>DISCIPLINE</b>	<b>COURSE INFORMATION</b>
	<p>knowledge and skills required to maintain payroll compliance and prevent costly penalties. These calculations are critical to successfully passing the FPC and CPP exams and are not covered in Payroll Level 2 - Mastery.</p> <p><b>CSPA 2502 Payroll Level 2 - Mastery</b>  <i>Prerequisite: Payroll Level 1 - Fundamentals</i>            Price<sup>4</sup>: \$1,299.00            Clock Hours: 36.0            Clock Hours per Week: 3.0</p> <p>A continuation of Payroll Level 1 - Fundamentals, Payroll Level 2 - Mastery is a comprehensive course providing students with a solid understanding of advanced payroll topics necessary for payroll managers and supervisors. This course is ideal for experienced payroll professionals seeking compliance training, professional development, or CPP certification preparation. For success on the CPP exam, this course should be taken after completing Payroll Level 1 - Fundamentals.</p>
<b>HUMAN RESOURCES</b>	<p><b>HRM 1000 Essentials of Human Resources</b>            Price<sup>4</sup>: \$1,495.00            Clock Hours: 42.0            Clock Hours per Week: 6.0</p> <p>This course is an introduction to the field of human resource management. Course topics are designed for professionals new to the field or seeking a career in HR. Participants will receive a broad overview of the field and competencies required for success and promotion. This course will familiarize students with an array of credential options recommended for HR professionals: aPHR, PHR, SPHR, SHRM-CP and SHRM-SCP. Participants will be prepared to sit for the aPHR exam after completing this course.</p>
	<p><b>HRM 1001 Applied Human Resources</b>  <i>Prerequisite: Essentials of Human Resources</i>            Price<sup>4</sup>: \$1,595.00            Clock Hours: 39.0            Clock Hours per Week: 3.0</p> <p>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.</p>
	<p><b>HRM 1002 Hot Topics in Human Resources</b>            Price<sup>4</sup>: \$1,150.00            Clock Hours: 18.0            Clock Hours per Week: 3.0</p> <p>This workshop series is designed for human resource professionals seeking to explore emerging issues in the HR field. Topics are recommended by HR peers and taught by expert practitioners. This course offers HRCI and SHRM recertification hours.</p>
	<p><b>HRM 1004 Mastering Certification</b>            Price<sup>3,4</sup>: \$350.00            Clock Hours: 3.0            Clock Hours per Week: 3.0</p> <p>This course is offered in addition to the three required courses in preparation for the certification exam. This seminar is offered free of charge to all students who have been, or are currently enrolled in the Human Resources Management Program.</p>



<b>DISCIPLINE</b>	<b>COURSE INFORMATION</b>
<b>PARALEGAL</b>	<p><b>PRLG 4034 Civil Procedure and Litigation</b>            Price<sup>4</sup>: \$480.00            Clock Hours: 21.0            Clock Hours per Week: Varies by Program (Full-Time or Part-Time)</p> <p>The course provides an overview of the litigation process as shaped by federal court procedural rules. Students will learn the manner in which civil litigation progresses through the judicial system from case inception to finish. Students will 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.</p>
	<p><b>PLRG 4035 Business Organizations</b>            Price<sup>4</sup>: \$480.00            Clock Hours: 18.0            Clock Hours per Week: Varies by Program (Full-Time or Part-Time)</p> <p>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 provides an introduction to basic business financial principles and skills that can help a paralegal contribute to a corporate law practice.</p>
	<p><b>PRLG 4039 Contract Law</b>            Price<sup>4</sup>: \$480.00            Clock Hours: 18.0            Clock Hours per Week: Varies by Program (Full-Time or Part-Time)</p> <p>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.</p>
	<p><b>PRLG 4041 Criminal Law</b>            Price<sup>4</sup>: \$480.00            Clock Hours: 18.0            Clock Hours per Week: Varies by Program (Full-Time or Part-Time)</p> <p>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.</p>
	<p><b>PRLG 4015 Employment Law</b>            Price<sup>4</sup>: \$480.00            Clock Hours: 18.0            Clock Hours per Week: Varies by Program (Full-Time or Part-Time)</p> <p>This course provides an overview of the basic concepts of employment law and legal issues arising in the modern workplace. The course provides a hands-on approach to employment law in which you will 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.</p>
	<p><b>PRLG 4016 Estates &amp; Trusts</b>            Price<sup>4</sup>: \$480.00            Clock Hours: 18.0            Clock Hours per Week: Varies by Program (Full-Time or Part-Time)</p> <p>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.</p>

<b>DISCIPLINE</b>	<b>COURSE INFORMATION</b>
	<p><b>PRLG 4007 Ethics</b>  Price<sup>4</sup>: \$480.00  Clock Hours: 9.0  Clock Hours per Week: Varies by Program (Full-Time or Part-Time)</p> <p>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.</p> <p><b>PRLG 4017 Family Law</b>  Price<sup>4</sup>: \$480.00  Clock Hours: 18.0  Clock Hours per Week: Varies by Program (Full-Time or Part-Time)</p> <p>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.</p> <p><b>PRLG 4031 Intellectual Property Law</b>  Price<sup>4</sup>: \$480.00  Clock Hours: 18.0  Clock Hours per Week: Varies by Program (Full-Time or Part-Time)</p> <p>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.</p> <p><b>PRLG 4055 Introduction to Paralegal Profession and Principles</b>  Price<sup>4</sup>: \$480.00  Clock Hours: 21.0  Clock Hours per Week: Varies by Program (Full-Time or Part-Time)</p> <p>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</p> <p><b>PRLG 4049 Legal Research</b>  Price<sup>4</sup>: \$480.00  Clock Hours: 21.0  Clock Hours per Week: Varies by Program (Full-Time or Part-Time)</p> <p>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.</p> <p><b>PRLG 4003 Legal Writing</b>  Price<sup>4</sup>: \$480.00  Clock Hours: 18.0  Clock Hours per Week: Varies by Program (Full-Time or Part-Time)</p> <p>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 practiced in developing legal analyses; communicating such analyses in memoranda, letters, contracts and discovery</p>

<b>DISCIPLINE</b>	<b>COURSE INFORMATION</b>
	<p>documents. Additional topics include a review of the federal and state court systems and an introduction to basic legal writing techniques.</p> <hr/> <p><b>PRLG 4056 Paralegal Office Coordination</b>  Price<sup>4</sup>: \$480.00  Clock Hours: 18.0  Clock Hours per Week: Varies by Program (Full-Time or Part-Time)</p> <p>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.</p> <hr/> <p><b>PRLG 4019 Real Estate Law</b>  Price<sup>4</sup>: \$480.00  Clock Hours: 18.0  Clock Hours per Week: Varies by Program (Full-Time or Part-Time)</p> <p>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.</p> <hr/> <p><b>PRLG 4030 Torts and Personal Injury Law</b>  Price<sup>4</sup>: \$480.00  Clock Hours: 18.0  Clock Hours per Week: Varies by Program (Full-Time or Part-Time)</p> <p>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.</p> <hr/> <p><b>PRLG 5993 Independent Study</b>  Price<sup>3,4</sup>: \$480.00  Clock Hours: 18.0  Clock Hours per Week: Varies by Program (Full-Time or Part-Time)</p> <p>Students should arrange the independent study with the instructor and with the approval of the Dean.</p>
<b>PROJECT MANAGE- MENT</b>	<p><b>PMP 1000 Project Management Essentials</b>  Price<sup>4</sup>: \$1,600.00  Clock Hours: 42.0  Clock Hours per Week: 6.0</p> <p>A true introduction, Project Management Essentials is geared toward the working professional who wants to enter the project management field. This course offers a critical and comprehensive initiation to the practice of project management, and blends theory with practical examples. Project Management Essentials prepares students to become certified through PMI with industry-recognized credentials such as Certified Associate in Project Management (CAPM®).</p>

<b>DISCIPLINE</b>	<b>COURSE INFORMATION</b>
	<p><b>PMP 1002 Applied Project Management</b>  <i>Prerequisite: Project Management Essentials</i>            Price<sup>4</sup>: \$2,100.00            Clock Hours: 42.0            Clock Hours per Week: 6.0</p> <p>Applied Project Management 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 Professional Project Manager 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 (<i>PMBOK</i><sup>®</sup> Guide). Students are able to utilize a hybrid learning system that includes in-class instruction along with interactive online material. Students will be provided with a printed curriculum for each class along with one year access to an online system that includes tools such as:</p> <ul style="list-style-type: none"> <li>• Pre-Test: Evaluate initial knowledge to identify areas of strength and weakness.</li> <li>• Smart-Study<sup>™</sup>: Build a customized study plan to optimize study time.</li> <li>• Chapter Quizzes: Test comprehension, retention, and application of concepts.</li> <li>• Flashcards: Review important key terms and features.</li> <li>• Progress Reports: Track your activities and scores.</li> <li>• PMP Practice Exam: Build confidence with a test that emulates the software used at the PMP exam test center</li> </ul>
	<p><b>PMP 1001 Project Management Tools and Topics</b>            Price<sup>4</sup>: \$1,500.00            Clock Hours: 18.0            Clock Hours per Week: 3.0</p> <p>This course provides project managers the foundations of project management tools, applications and processes. The courses may vary based on topics of relevance to a specific industry or new project management requirements. Students will use tools such as Microsoft Project in a use case environment. Students will practice project management utilizing the <i>Project Management Body of Knowledge</i> (<i>PMBOK</i><sup>®</sup>).</p>
	<p><b>PMP 1003 Program Management</b>            Price<sup>4</sup>: \$2,100.00            Clock Hours: 42.0            Clock Hours per Week: 6.0</p> <p>Program Management provides an in-depth introduction to the foundations of program management alongside a concentration of the exam structure, grading system, and study strategies. Through this course students will explore the leadership, knowledge and implementation skills required to manage multiple projects under a program structure.</p>
	<p><b>PMP 1004 Mastering Certification- CAPM</b>            Price<sup>3,4</sup>: \$350.00            Clock Hours: 4.0            Clock Hours per Week: 4.0</p> <p>This course is offered in addition to the three required courses in preparation for the certification exam. This seminar is offered free of charge to all students who have been or are currently enrolled in the Project Management Program.</p>
	<p><b>PMP 1005 Mastering Certification- PMP</b>            Price<sup>3,4</sup>: \$350.00</p>

<b>DISCIPLINE</b>	<b>COURSE INFORMATION</b>
	<p>Clock Hours: 4.0  Clock Hours per Week: 4.0</p> <p>This course is offered in addition to the three required courses in preparation for the certification exam. This seminar is offered free of charge to all students who have been or are currently enrolled in the Project Management Program.</p>
<b>SIX SIGMA</b>	<p><b>SSIG 0001 Essentials of Six Sigma</b>  Price<sup>4</sup>: \$1,000.00  Clock Hours: 21.0  Clock Hours per Week: 3.0</p> <p>This introductory course, similar to the industry Yellow Belt Certificate, focuses on a basic understanding of the Six Sigma DMAIC (define, measure, analyze, improve, control) improvement process and the non-statistical improvement tools involved. Successful completion will result in a Six Sigma Yellow Belt Certificate. This course prepares students to participate in the Six Sigma Green Belt course and the Lean Enterprise course and enables them to utilize basic process improvement tools in any industry.</p>
	<p><b>SSIG 0003 Six Sigma Green Belt</b>  <i>Prerequisite: Essentials of Six Sigma</i>  Price<sup>4</sup>: \$2,000.00  Clock Hours: 42.0  Clock Hours per Week: 3.0</p> <p>The Six Sigma Green Belt certificate course, fosters an in-depth understanding of Six Sigma DMAIC (define, measure, analyze, improve, control) improvement process and the associated improvement tools, statistical and non-statistical. Students will be required to complete a Six Sigma Green Belt level improvement project during the course. Successful completion will result in a Six Sigma Green Belt certificate and will enable students to lead Six Sigma Green Belt level improvement projects in any industry.</p>
	<p><b>SSIG 0004 Lean Enterprise</b>  Price<sup>4</sup>: \$1,000.00  Clock Hours: 21.0  Clock Hours per Week: 3.0</p> <p>This course focuses on an in-depth understanding of the concept of lean which means creating more value for customers with fewer resources. A lean organization understands customer value and focuses its key processes to continuously increase it. The ultimate goal is to provide perfect value to the customer through a perfect value creation process that has zero waste. Students will be required to complete a Lean Enterprise improvement project during the training. Successful completion of this course will enable students to lead Lean Enterprise improvement projects in any industry.</p>
<b>FACILITIES MANAGEMENT</b>	<p><b>IFMA 1000 Facilities Management</b>  Price<sup>4</sup>: \$2,500.00  Clock Hours: 60.0  Clock Hours per Week: 6.0</p> <p>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.</p>
	<p><b>CSFP 1020 Sustainability for Facilities Professionals</b>  <i>Prerequisite: Facilities Management</i>  Price<sup>4</sup>: \$2,500.00  Clock Hours: 45.0</p>

<b>DISCIPLINE</b>	<b>COURSE INFORMATION</b>
	<p>Clock Hours per Week: 4.5</p> <p>This professional development course is made up of three focus areas designed to equip professionals to integrate sustainability efforts with the organization’s values and strategies, present a business case for a sustainability initiative, evaluate initiatives from a financial point of view, and track and report accomplishments. These three focus areas include: IFMA’s Sustainability Facility Professional® (SFP), the leading credential for the development of sustainable FM strategies. This globally-recognized credential delivers innovative ideas and training to help you advance your career.</p>
<b>COURSES NOT IN A PROGRAM</b>	<p><b>CESL 6002 English as a Second Language: Advanced Pronunciation</b>  Price<sup>3,4</sup>: \$450.00  Clock Hours: 24.0  Clock Hours per Week: 2.0</p> <p>This program was established to assist persons for whom English is a second language. The goals of the program are to increase English language fluency and individual confidence in listening, speaking and writing. We seek to provide the highest quality and broadest range of English instruction as well as counseling and cultural information pertinent to the students' understanding of and adjustment to life in the U.S. We provide an atmosphere conducive to learning; we also facilitate the progress of students towards achievement of their individual goals and development of their latent potential. Focusing on the consonant and vowel sounds as well as the intonations, rhythm and stress patterns of the English language.</p>
	<p><b>CESL 6003 English as Second Language: Understanding Grammar</b>  Price<sup>3,4</sup>: \$450.00  Clock Hours: 20.0  Clock Hours per Week: 2.0</p> <p>Understanding and using English grammar in a more advanced setting.</p>
	<p><b>FR 8201 Principles of Fundraising</b>  Price<sup>3,4</sup>: \$800.00  Clock Hours: 30.0  Clock Hours per Week: 2.5</p> <p>This course provides an overview of the techniques needed to succeed. Through this course, you will develop an inventory of skill for meeting the challenges of the fundraising profession. This course is co-sponsored by the Greater Philadelphia Chapter of AFP and Villanova University. Villanova will award 3.0 CEU's (Continuing Education Units) and a Certificate of Achievement for successful completion of the program.</p> <p>CEUs apply toward the eligibility requirements of the Certified Fundraising Executive (CFRE) designation. The CFRE certification is awarded to individuals who have met the standards of professional practice and ethics set by the CFRE Professional Certification Board, a partnership program of AFP, Association for Healthcare Philanthropy, Association of Lutheran Development Executives, National Catholic Development Conference and national Council for Resource Development.</p>
	<p><b>HFT 8810 Supply Chain Management</b>  Price<sup>3,4</sup>: \$2,100.00  Clock Hours: 39.0  Clock Hours per Week: 3.0</p> <p>This course is a comprehensive professional development and exam preparation program. 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 will further empower you with an understanding of best practices, techniques and technologies necessary to maximize your organization’s efficiency and impact the bottom line.</p>

<b>DISCIPLINE</b>	<b>COURSE INFORMATION</b>
	<p><b>SSIG 1000 Lean Six Sigma Green Belt</b>            Price<sup>3,4</sup>: \$2,000.00            Clock Hours: 79.8            Clock Hours per Week: 5.7</p> <p>The Lean Six Sigma Green Belt course is an introduction to the Lean Six Sigma process improvement methodology. The students will receive introductory education and training in the five phases of the Lean Six Sigma process, Define, Measure, Analyze, Improve and Control while completing a Green Belt level project approved by their organization. Successful completion will be based on the instructor's grading of the completed project.</p>
	<p><b>SSIG 1001 Lean Six Sigma Black Belt</b>  <i>Prerequisite: Lean Six Sigma Green Belt</i>            Price<sup>3,4</sup>: \$3,000.00            Clock Hours: 79.8            Clock Hours per Week: 5.7</p> <p>The Lean Six Sigma Black Belt course is a continuation of the Lean Six Sigma process improvement methodology. The students will receive high-level education and training in the five phases of the Lean Six Sigma process, Define, Measure, Analyze, Improve and Control while completing a Black Belt level project. Successful completion will be based on the instructor's grading of the completed project.</p>
	<p><b>DRN 1000 Business of Drones</b>            Price<sup>3,4</sup>: \$1,250.00            Clock Hours: 14.0            Clock Hours per Week: 2.0</p> <p>In the Business of Drones students will learn about the value of drone use in commercial drone operations. Three areas of focus include:</p> <ul style="list-style-type: none"> <li>• Why drones are being utilized</li> <li>• Business use in commercial applications and research</li> <li>• The differences between hobbyist, commercial and military applications.</li> </ul> <p>Students will create a pseudo drone business for the course.</p>
	<p><b>AUT 1000 Introduction to Automation</b>            Price<sup>3,4</sup>: \$1,250.00            Clock Hours: 14.0            Clock Hours per Week: 2.0</p> <p>Introduction to Automation provides a comprehensive overview of the technical areas of automation from both a systems and security perspective. It includes examples of best practices in automation design and aids in developing a student's comfort using the vocabulary of automation systems and security.</p>

<sup>3</sup> Course not eligible for VA / TA benefits.

<sup>4</sup>Tuition for on-campus courses is not discounted for active duty personnel, veterans, spouses and dependents.