

# 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
<b>1 Day</b>	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
<b>2 Days</b>	Project Management	Introduction to Project Management
		Popular Culture
		Government and Citizenship
<b>7 Weeks</b>	English for Everyday Life	Technology and Science
		People and the Environment
		Sports and Outdoor
		Recreation Current Events
		Principles of Fundraising
<b>12 Weeks</b>	Fundraising	Women's Leadership Development Certificate
		Supply Chain Management
<b>13 Weeks</b>	Supply Chain	Supply Chain Management
<b>Varied</b>	Facilities Management	Facilities Management
	Human Resources	SHRM Essentials of Human Resources
		SHRM-CP/SHRM-SCP Exam Preparation
	Leadership	Leadership Symposium
	Management	New Manager Bootcamp
	Project Management	PMP® Exam Preparation
		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

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

[https://www1.villanova.edu/villanova/professionalstudies/Course\\_Schedules.html](https://www1.villanova.edu/villanova/professionalstudies/Course_Schedules.html)

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

[https://www1.villanova.edu/villanova/professionalstudies/Course\\_Schedules/CPS\\_Upcoming\\_Courses.html](https://www1.villanova.edu/villanova/professionalstudies/Course_Schedules/CPS_Upcoming_Courses.html)

## CPS Online Offerings and Calendar

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

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

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

**Table 2: Class Duration Schedule**

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

### 2. Class Duration Schedule:

<b>Duration Discipline</b>	<b>Courses</b>
<b>4 Weeks</b> Project Management	Essentials of Project Management PMP® Exam Preparation
Leadership	Rotating Topics
Six Sigma	Essentials of Lean Six Sigma
	Mastering Project Management Advanced Strategic Project Management
<b>8 Weeks</b> Project Management	Project Management Capstone
	Lean Six Sigma Six Sigma Green Belt
Six Sigma	Lean Innovation & Management
Contract Management	Essentials of Commercial Contract Management Essential of Government Contract Management Advanced Contract Management
Business Process Management	Essentials of Business Process Management Mastering Process Methodology & Solutions Advanced Process Strategy & Practices
Information Systems Security	Essentials of Cybersecurity (IS Security) Mastering Cybersecurity/Security+ (IS Security +)
Business Analysis	Essentials of Business Analysis Mastering Business Analysis Essentials of Data Visualization
Business Intelligence	Essentials of Business Intelligence Mastering Data Management & Technology Advanced Data Architecture & Intelligence
Human Resources	Mastering Organizational Effectiveness
Agile	Agile Methodology Agile Principles Leading Agile Teams
Leadership	Strategic Organizational Leadership Maximizing Team Effectiveness
	Finance & Accounting for the Non-Financial Manager
<b>10 Weeks</b> Financial Management	PayTrain® Level 1 – Fundamentals PayTrain® Level 2 – Mastery
<b>12 Weeks</b> Financial Management	CMA® Exam Prep Part 1: Financial Reporting, Planning, Performance & Analytics
	CMA® Exam Prep Part 2: Strategic Financial Management
Human Resources	Human Resource Management
Information Systems Security	Advanced Concepts in Cybersecurity (Information Security)
Six Sigma	Lean Six Sigma Master Black Belt
<b>14 Weeks</b> Immigration Studies	Villanova Interdisciplinary Immigration Studies Training for Advocates Modules 1 through 3
<b>16 Weeks</b> Six Sigma	Lean Six Sigma Black Belt