



COLLEGE *of*
PROFESSIONAL
STUDIES

NON-CREDIT PROFESSIONAL PROGRAMS



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Table of Contents

General Information	3	Addiction Studies	22
Villanova University Mission Statement	3	Agile	22
History and Objectives	4	Artificial Intelligence	23
Professional Education (Non-Credit) Courses & Programs	5	Church Management	23
Faculty	5	Contract Management	23
Academic Calendars	5	Digital Marketing	25
Admissions, Enrollment & Registration	8	Entrepreneurship	26
Admission, Enrollment & Registration	8	Financial Management	27
New Student Orientation and Additional Support	9	Human Resources	27
Acceptance of Prior Courses (Transferring Courses)	10	Immigration Studies	28
Dropping a Course	10	Leadership	28
Course Cancellations	10	Learning Design & Technology	31
Withdrawal from a Course	11	Nursing	32
Veteran and Military Students	11	Paralegal	32
Military Tuition Benefit Verification	11	Project Management	33
Veterans Benefits Transitions Act Policy	12	Six Sigma	34
Deployment, Activation and Re-Assignment	13	Sustainable Enterprise Executive Education & Development	37
Financial Information	13	VUnited Scholars	38
Tuition and Fees	13	Courses	40
Refunds	14	Addiction Studies	40
Textbooks and Course Materials	14	Agile	40
Academic Information	14	Artificial Intelligence	43
Attendance	14	Athletics Leadership	47
Change of Program	15	Business Intelligence	47
Grading	15	Contract Management	47
Extensions	16	Digital Marketing	51
Program Progress	16	Entrepreneurship	53
Certification & Recertification	16	Financial Management	55
Counting Courses towards Multiple Programs	17	Human Resources	56
Continuing Education Units (CEU)	17	Immigration Studies	57
Academic Standing	18	Irish Language Studies	58
Retaking a Course	18	Leadership	58
Student Conduct	18	Learning Design & Technology	67
Academic Integrity	19	Nursing	70
Title IX Statement	19	Paralegal	72
Students with Disabilities	20	Pre-College Academy	76
Grade and Faculty Performance Complaints & Other Concerns	20	Project Management	76
Grade & Other Appeals	20	Six Sigma	79
Dismissal	21	Sustainable Enterprise Executive Education & Development	86
Flexible Course Policy	21	Theology and Religious Studies	87
Complaint Process for Distance Education Students	21	Various Disciplines	88
Certificates	22	VUnited Scholars	89

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needed.

All programs, courses, instructor designations,
locations, tuition and fees described herein are
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General Information

Villanova University Mission Statement

Villanova University is an Augustinian Catholic community of higher education committed to excellence and distinction in the discovery, dissemination, and application of knowledge. Founded and sponsored by the Order of St. Augustine, and inspired by the life and teaching of Jesus Christ, the University seeks to advance a deeper understanding of the relationship between faith and reason—preparing students to think critically, act compassionately, and succeed while serving others. The academic mission is grounded in the wisdom of the Catholic intellectual tradition with particular attention paid to the contribution and influence of St. Augustine. The University provides a comprehensive education rooted in the liberal arts, a commitment to the Augustinian ideals of *Veritas*, *Unitas* and *Caritas*—Truth, Unity and Love, and a community dedicated to serving the common good. Villanova cultivates an academic environment that is marked by genuine curiosity about different perspectives, ardent receptivity to knowledge generated through intercultural connections, and a genuine sensitivity to the variety of human experiences. The University welcomes and respects members of all faiths,

cultures, experiences and abilities who share an enthusiasm for the challenge of responsible and productive citizenship in order to build a just and peaceful world.

ENDURING COMMITMENTS

In pursuit of this mission, we commit ourselves to academic excellence, to our values and traditions, and to our students, alumni and the global community.

To foster academic excellence, we:

- Create a community of scholars with varied backgrounds, talents, experiences and beliefs, united and dedicated to the highest academic standards;
- Emphasize the liberal arts and sciences as our foundation and foster in our students active engagement, critical thinking, life-long learning and moral reflection;
- Concern ourselves with developing and nurturing the whole person, allowing students, faculty and staff to grow intellectually, emotionally, spiritually, culturally, socially, and physically in an environment that supports individual differences and insists that mutual love and respect should animate every aspect of university life;
- Encourage interdisciplinary research, teaching and scholarship;
- Affirm the intrinsic good of learning, contemplation and the search for truth in undergraduate and graduate education;
- Support a curriculum that encourages both a global perspective and an informed respect for the differences among peoples and cultures.

To honor our values and tradition, we:

- Believe that the dialogue between faith and reason drives the pursuit of knowledge and wisdom, and fosters St. Augustine's vision of learning as a community ethos governed by love;
- Seek to understand, enrich and teach the Catholic intellectual tradition through our curricula, scholarship and activities in ways that engage various religious, intellectual and cultural traditions in a vigorous and respectful pursuit of truth and wisdom in every area of humanity;

- Provide opportunities for students, faculty and staff to seek guidance from the Augustinian intellectual tradition and Catholic Social teaching, while always welcoming people from all faiths, cultures and traditions to contribute their gifts and talents to our mission;
- Mirror the Gospel by fostering a community of different backgrounds and varying perspectives where all are welcomed and valued;
- Treat each other with mutual care and respect, which is fundamental to living and learning in the Augustinian tradition that recognizes that we learn best from and with each other;
- Respect and encourage the freedom proposed by St. Augustine, which makes civil discussion and inquiry possible and productive;
- Look to the Order of St. Augustine to preserve our Augustinian character, by showing appropriate preference to Augustinians in faculty and staff appointments, and by welcoming their presence and influence in our university community.

To serve our students, alumni and global community, we:

- Are a community grounded in the Augustinian values of *Veritas*, *Unitas* and *Caritas* that fosters welcome and belonging to ensure all people are treated with respect, rooted in the belief that each person is created in the image and likeness of God, with particular attention paid to the care of the most vulnerable;
- Encourage students, faculty and staff to engage in service experiences and research, both locally and globally, so they learn from others, provide public service to the community and help create a more sustainable world;
- Commit to the common good, and apply the knowledge and skills of our students and faculty to better the human condition;
- Encourage our students and faculty to pursue virtue by integrating love and knowledge, and by committing themselves to research and education for justice, with a special concern for the poor and compassion for the suffering;

- Respect a worldview that recognizes that all creation is sacred and that fosters responsible stewardship of the environment;
- Include our alumni as an integral part of the Villanova community;
- Value highly our relationship with neighboring communities.

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 professional education (non-credit) courses and certificate programs delivered by the College of Professional Studies are offered at Villanova University, an institution that is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (via phone: 267-284-5000). Please note that the Commission accreditation does not imply specialized accreditation of the programs offered.

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

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

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

Professional Education (Non-Credit) Courses & Programs

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

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

Faculty

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

Academic Calendars

Professional Education courses in the College of Professional Studies are offered in varying durations and modalities as noted in the table below.

For online courses, there are no scheduled holidays within the scheduled time frames. Regularly scheduled live class sessions that fall on University holidays may be rescheduled to an

alternate date by the instructor. Students who are unable to attend the alternate date are not penalized.

Enrollment deadlines and start dates for courses and programs are listed on the specific course/program website.

Table 1: Class Duration and Modality

Discipline	Courses	Course Duration	Program Modality
Artificial Intelligence (AI)	All Courses	6 Weeks	Online
Addiction Studies	Recovery Specialist Certificate	12 Weeks	In-Person
Agile	All Courses	6 Weeks	Online
Church Management	Catholic School Management	15 Weeks	Online
Church Management	Church Management	30 Weeks	Online
Contract Management	All Courses	6 Weeks	Online
Digital Marketing	All Courses	6 Weeks	Online
English for Everyday Life	All Courses	6 Weeks	Online
Entrepreneurship	All Courses	6 Weeks	Online
Entrepreneurship	Entrepreneurship Symposium	2 Days	In-Person; Hybrid
Facilities Management	Facilities Management	15 Weeks	Online
Financial Management	PayTrain® Level 1 - Fundamentals	12 Weeks	Online
	PayTrain® Level 2 - Mastery		
	HR Fundamentals: Principles		
	HR Fundamentals: Practice		
	HR Fundamentals: Principles and Practice		
	HR Professional: Principles		
Human Resources	HR Professional: Practice	6 Weeks	Online
	HR Professional: Principles and Practice		
	Advanced Human Resources: Principles		
	Advanced Human Resources: Practice		
	Advanced Human Resources: Principles and Practice		

Human Resources	SHRM-CP/SHRM-SCP Exam Preparation	6 Weeks; Varied	In-Person; Hybrid; Online	Artificial Intelligence Foundations: Principles and Practice
Immigration Studies	Villanova Interdisciplinary Immigration Studies Training for Advocates: All Modules	14 Weeks	Online	The Human-Centered Leader: Inner Wisdom, Outer Impact: Principles
Irish Language Studies	All Courses	6 Weeks	Online	The Human-Centered Leader: Inner Wisdom, Outer Impact: Practice
	Strategic Leadership: Principles			The Human-Centered Leader: Inner Wisdom, Outer Impact: Principles and Practice
	Strategic Leadership: Practice			
	Strategic Leadership Principles & Practice			Executive Presence and Leadership Communication: Principles
	Building & Leading Highly Effective Teams: Principles			Executive Presence and Leadership Communication: Practice
	Building & Leading Highly Effective Teams: Principles & Practice			Executive Presence and Leadership Communication: Principles and Practice
	Finance and Accounting for the Non-Financial Manager: Principles			Critical Thinking and Decision-Making for Strategic Leadership: Principles
	Finance and Accounting for the Non-Financial Manager: Practice			Critical Thinking and Decision-Making for Strategic Leadership: Practice
Leadership	Finance and Accounting for the Non-Financial Manager: Principles & Practice	6 Weeks	Online	Critical Thinking and Decision-Making for Strategic Leadership: Principles and Practice
	Systems and Design Thinking: Principles			Negotiation and Conflict Resolution: Principles
	Systems and Design Thinking: Practice			Negotiation and Conflict Resolution: Practice
	Systems and Design Thinking: Principles and Practice			Negotiation and Conflict Resolution: Principles and Practice
	Change Management: Principles			Coaching and Facilitation for Team Leads: Principles
	Change Management: Practice			Coaching and Facilitation for Team Leads: Practice
	Change Management: Principles and Practice			Coaching and Facilitation for Team Leads: Principles and Practice
	Artificial Intelligence Foundations: Principles			Design Thinking for Social Impact: Principles
	Artificial Intelligence Foundations: Practice			

	Design Thinking for Social Impact: Practice				Applied Project Management: Principles			
	Design Thinking for Social Impact: Principles and Practice				Applied Project Management: Practice			
Leadership	Leadership Symposium	2 Days	In-Person; Hybrid		Applied Project Management: Principles & Practice			
Leadership	CLIMB Training	Varied	In-Person; Hybrid; Online		Project Management Capstone: Principles			
Leadership	Women's Leadership Development	Varied	In-Person; Hybrid		Project Management Capstone: Practice			
Learning Design and Technology	All Courses	6 Weeks	Online		Project Management Capstone: Principles & Practice			
Management	New Manager Bootcamp	Varied	In-Person; Hybrid; Online		Mastering Project Management: Principles			
Nursing	Child Abuse Prevention	6 Weeks	Online		Mastering Project Management: Practice			
Nursing	Nurse Manager	30 Weeks	Online		Mastering Project Management: Principles & Practice			
Nursing	RN Refresher	15 Weeks	Online		Introduction to Agile and Scrum: Principles			
Nursing	Advanced Practice Provider	12 Weeks	Online		Introduction to Agile and Scrum: Practice			
Nursing	Clinical Preceptor	12 Weeks	Online		Introduction to Agile and Scrum: Principles & Practice			
	Civil Procedure & Litigation				PMP® Exam Preparation			
	Business Organizations Ethics				All Courses	6 Weeks	Online	
	Contract Law				Six Sigma			
	Criminal Law				Sustainable Enterprise			
	Employment Law				Executive Education & Development			
	Estates & Trusts Ethics				All Courses	Varied	In-Person; Hybrid; Online	
Paralegal	Family Law	Varied	In-Person; Hybrid; Online		VUnited Scholars	Varied	In-Person	
	Intellectual Property Law							
	Introduction to Paralegal Profession & Principles							
	Legal Research							
	Legal Writing							
	Paralegal Office Coordination							
	Real Estate Law							
	Torts and Personal Injury Law							
Pre-College Summer Academy	All Courses	6 Weeks	In-person; Online					
Project Management	Introduction to Project Management	2 Days	In-Person					
	Project Management Fundamentals: Principles							
Project Management	Project Management Fundamentals: Practice	6 Weeks	Online					
	Project Management Fundamentals: Principles and Practice							

Professional education courses at the College of Professional Studies are offered throughout the year in 6-week, 12-week, 15-week, 30-week, or 52-week terms. The following is a list of the parts of terms offered in the 2025-2026 academic year.

Parts of Term	Start Date	End Date
6-week Parts of Term		
P01	6/23/2025	8/3/2025
P02	7/21/2025	8/31/2025
P03	8/18/2025	9/28/2025
P04	9/15/2025	10/26/2025
P05	10/13/2025	11/23/2025
P06	11/10/2025	12/21/2025
P07	1/12/2026	2/22/2026
P08	2/9/2026	3/22/2026
P09	3/9/2026	4/19/2026
P10	4/13/2026	5/24/2026

Parts of Term	Start Date	End Date
P11	5/11/2026	6/21/2026
12-week Parts of Term		
P12	6/23/2025	9/14/2025
P13	9/15/2025	12/7/2025
P14	1/12/2026	4/5/2026
P15	3/9/2026	5/31/2026
15-week Parts of Term		
P16	8/25/2025	12/7/2025
P17	1/12/2026	4/26/2026
30-week Parts of Term		
P18	9/15/2025	4/12/2026
52-week Parts of Term		
P19	6/1/2025	5/31/2026

Admissions, Enrollment & Registration

Admission, Enrollment & Registration

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

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

The enrollment process varies depending upon course/program:

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

- Prospective students interested in taking on-campus/off-campus/on-site non-credit professional programs may enroll online at <https://www1.villanova.edu/university/professional-studies/academics/professional-education.html>. Courses and/or programs with specific admission requirements are noted on this website and below.

Online Courses and Programs

- Prospective students interested in select online courses or programs should

visit <https://www1.villanova.edu/university/professional-studies/academics/professional-education.html> for enrollment options. Individuals may be requested to submit an upfront payment or non-refundable deposit at the time of enrollment. Once processed, students receive electronic confirmation of their enrollment and are billed any remaining tuition as appropriate. Students retain access to their course through the online LMS for a period of 12 months after the first day of their course. Once the course is complete, this access is "read only".

Paralegal Students

- Prospective students for the American Bar Association (ABA®) approved Paralegal Professional certificate program may apply online at <https://www1.villanova.edu/university/professional-studies/academics/professional-education.html>. Application materials are reviewed to determine qualifications for admission and students are admitted or denied accordingly. Paralegal students are admitted to a cohort and follow a predetermined schedule.

Recovery Specialist Students

- Prospective students interested in the Recovery Specialist Certificate program may apply online at <https://www1.villanova.edu/university/professional-studies/academics/professional-education/recovery-specialist.html>. Application materials are reviewed to determine qualifications for admission and students are admitted or denied accordingly.

Women's Leadership Development Certificate

- Prospective students interested in enrolling in the Women's Leadership Development Certificate program should visit <https://www1.villanova.edu/university/professional-studies/academics/professional-education/womens-leadership.html>.

VUnited Scholars Students

- Prospective students interested in the VUnited Scholars Program should apply here: <https://www1.villanova.edu/university/>

[professional-studies/academics/professional-education/vunited-scholars.html](https://www.villanova.edu/professional-studies/academics/professional-education/vunited-scholars.html).

Admission & Enrollment Process

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

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

After confirming an enrollment, students who wish to defer their start date to a later semester may apply for a deferment. Requests to defer admission are reviewed on a case-by-case basis and may be granted for reasons including illness, military service or other extenuating circumstances. Supporting documentation may be requested with the application for deferment. The deadline for the application of deferment is the same date as the add/drop deadline for a student's class for the current semester. Failure to meet these terms may result in the revocation of admission. In such a case, an applicant will need to reapply.

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

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

Registration opens at varying points prior to course start. During open registration period, students are registered for courses automatically by purchase, by Enrollment Staff. To ensure balanced class sizes across multiple sections of the same course, CPS reserves the right to re-assign students accordingly up until the start of the course. Due to unforeseen circumstances, CPS may also need to reassign an instructor prior to the start or during the class session.

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

For further information about admission, enrollment, and registration, students should contact their Program Coordinator at 610-519-4300, cpsinfo@villanova.edu, profedenrollment@villanova.edu.

New Student Orientation and Additional Support

The College of Professional Studies offers orientation sessions and individualized support to assist students in becoming acquainted with their programs. Virtual, live orientation sessions and in-person orientation sessions are presented before course and program start dates by the Professional Education Academic team. Video recordings of orientation sessions are provided to students after the orientation if they are unable to attend.

VUnited Scholars orientation takes place in August during the Undergraduate Student Orientation, information is found here: <https://www1.villanova.edu/university/student-life/orientation.html>.

Students are encouraged to take advantage of CPS events and support services to interact with the College faculty, staff, and their classmates.

Acceptance of Prior Courses (Transferring Courses)

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

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

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

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Dropping a Course

Students who wish to drop a class must do so prior to 12am on the first day of class (the first day the course opens) by contacting their Program Coordinator. Students who request a drop will be removed from the course as if they never registered and provided a full refund by the University. Whether or not a refund is immediately paid out to the individual or the funds are applied towards future courses will depend upon the circumstances of the student. For example, in the case of a corporate subsidy, it will be up to the discretion and policies of the company. Students should consult with their Program Coordinator regarding their unique situation.

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

Students who drop a course and have been issued electronic course materials will be charged for the cost of all materials that have been accessed.

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

Course Cancellations

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

Withdrawal from a Course

After a course begins and until the last day the course is open, students may request to withdraw from a course if there are extenuating circumstances (i.e., military activation, deployment, extreme medical emergencies, natural disasters, etc.) by completing a [withdrawal form](#) and providing supporting documentation. Requests to withdraw from a course will not be considered without the required withdrawal form and supporting documentation. All requests will be reviewed by the Professional Education Programs Team. Withdrawals must be requested while the course is in progress. Requests for a withdrawal after a course is over will not be approved, unless prior approval was precluded by military necessity (See Veteran and Military Students section).

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

Students who withdraw from a course and have been issued electronic course materials will be charged for the cost of all materials that have been accessed.

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

Veteran and Military Students

Military Tuition Benefit Verification

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). For more

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

Certification depends upon a student's VA determined eligibility, enrollment status and program of approved study. To verify that a non-college degree (NCD) is approved for VA benefits, students can visit WEAMS <https://inquiry.vba.va.gov/weamspub/buildSearchCountryCriteria.do> or use the [GI Bill Comparison Tool](#). These resources have a search filter from which students can look up Villanova University to see a list of approved Non-College Degree (NCD) Programs.

For students that qualify for Veteran's Benefits and assistance, the school maintains written records that indicate that appropriate and program relevant previous education and training has been evaluated and granted, if applicable, with training time shortened and tuition reduced proportionately, and the VA and the veteran so notified.

At Villanova, Veteran certifications are processed within the Office of the Registrar by a School Certifying Official (SCO). SCO contact information is provided at

- <https://www1.villanova.edu/university/veterans-military-service-members/va-education-benefits.html>

Students should notify their CPS Professional Education Program Coordinator of any enrollment changes.

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

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

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

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

Veterans Benefits Transitions Act Policy

I. PURPOSE

Villanova University is committed to compliance with the Veterans Benefits and Transition Act of 2018, Section 3679 of Title 38, United States Code. This policy prohibits the penalties described below for any Covered Individuals during the period when disbursement of funding from the U.S. Department of Veterans Affairs is pending.

II. SCOPE

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

III. DEFINITIONS

As used in this policy, the following definitions apply:
"Covered Individuals" means all students

entitled to educational assistance under Chapter 31, (VR&E), or Chapter 33, Post 9/11 GI Bill.

"SCO" means the School Certifying Official.

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

IV. POLICY STATEMENT

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

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

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

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

V. RELATED INFORMATION/FORMS

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

VI. HISTORY

Effective October 7, 2020

VII. **RESPONSIBLE UNIVERSITY DIVISION/
DEPARTMENT**

Office of Veterans and Military Service
Members Vasey Hall, G-03
Villanova, PA 19085
610-519-4034

VIII. **RESPONSIBLE ADMINISTRATIVE
OVERSIGHT**

Office of Enrollment Management St. Mary
Hall, 109
Villanova, PA 19085 610-519-4002

Deployment, Activation and Re-Assignment

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

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

The College will provide the following options for students who have been deployed or reassigned for military service to appropriately maintain the student's academic and financial records and program progress:

- The affected student should notify the course instructor(s) of the deployment. A withdrawal form should be submitted to the College of Professional Studies as a request for military withdrawal, along with copies of all applicable deployment orders. See the Withdrawal from a Course section of this document for detailed instructions. As noted in this section, all attempts should be made to submit the appropriate Withdrawal forms and supporting documentation prior to the

end of the course, but exceptions will be made if prior notice is not possible due to military necessity such as classified operations.

- The student or student's spouse shall receive a grade of "W" for online programs and "WX" for on- campus/off-campus/on-site programs on their Student Course Completion Summary for all courses they are unable to complete due to the official withdrawal. Also, upon release from military duty, the student or student's spouse will be restored to the enrollment status enjoyed before the duty period, without penalty. The University will refund 100% of the tuition upon completion, submission and approval of the official withdrawal form.
- Without deployment orders, the student or student's spouse must follow standard College official withdrawal procedures. An official withdrawal may only be approved if deployment orders are submitted. The student may retroactively appeal the grade and tuition charge to the College upon return with the submission of the appropriate deployment orders.

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

Financial Information

Tuition and Fees

Tuition rates for specific courses can be found on cps.villanova.edu or on the specific program page. Tuition and fees are subject to change; for the most up to date information please reference the above noted websites.

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

Courses and programs delivered on-site at corporations and organizations are individually priced based on content delivered, duration of

the class and the number of employees enrolling. Interested individuals should submit the inquiry page on the CPS website for more information. <https://www.villanova.edu/university/professional-studies/academics/corporate-training.html>

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

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

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

Refunds

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

A student who withdraws from a course and has paid all tuition costs to Villanova, a refund will be granted according to the below refund schedule*, see Withdrawal from a Course section in this document for additional details.

College of Professional Studies' Refund Schedule

Courses that run up to 6 weeks in length:

Week	Refund
1st Week	100%
Up to 2nd Week	75%
Beyond 2nd Week	No refund

Courses that run for longer than 6 weeks:

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

*For students receiving tuition benefits from a third-party organization such as the military or a

corporation, etc., refunds may be subject to the specific policies of that entity. Prior to dropping/withdrawing from a course, it is recommended that students determine any benefit restrictions that may apply.

Textbooks and Course Materials

Select courses require textbooks and/or course materials that must be purchased at a cost additional to tuition. Students should refer to their course syllabus in the Learning Management System for textbook and material requirements for each course. If required for the course, textbooks and course materials are available for purchase through the University Shop <https://villanova.bncollege.com/>

Villanova's Falvey Library offers options to help students save money on textbooks and materials on their website here: <https://library.villanova.edu/amp/students>

Academic Information

Attendance

Attendance policies are determined by the instructors of the various courses. The attendance policy is found in the syllabus and/or the Learning Management Systems (LMS). Attendance is monitored by the faculty member of record and/or college staff. Students not meeting attendance requirements will be notified by the college via their Villanova University student email account. If the college and/or faculty member note that a student has excessive absences beyond what is permitted within a course as outlined in the syllabus or LMS, they should discuss the student's attendance with the appropriate college staff to determine if a recommendation to withdraw from the course and enroll at another time will be made.

All students are strongly encouraged to attend all live class sessions (if applicable). Students must attend and participate in required live class sessions as defined in the course syllabus and/or LMS. Students are responsible for all material

covered in all required live sessions, regardless of attendance. Faculty may impose grade penalties for missed required live class sessions. These will be outlined in the attendance policy in the syllabus and/or LMS.

For online courses, it is incumbent on the student to ensure that instructors are informed of their presence at the live, virtual class sessions (if applicable); students should follow the guidance of their instructor for logging into the class meeting and recording their attendance.

Students should communicate with faculty when they are unable to attend class. Any organizations, agencies, etc. providing tuition benefits are informed of last date of attendance and/or the effective date of withdrawal as necessary. Appropriate benefits may be impacted, and other penalties may exist depending on the rules/regulations of the agencies. It is the responsibility of the student to explore and understand the required attendance and/or withdrawal policies and regulations as set by any third-party agencies issuing the student educational benefits.

Change of Program

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

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

- When changing an educational, professional, and/or vocational goal
- Upon termination of a program due to unsatisfactory attendance, progress, or conduct
- They are receiving VA education benefits as a veteran and now wish to receive benefits while on active military duty

At a minimum, program change requests must be made 30 days in advance of the desired new program start date. Students must complete courses in which they are currently registered before they will be permitted to change programs. To request a program change, students should contact the professional

education academic team at professionaled@villanova.edu to begin the process.

Grading

To pass a course, students must:

- Meet course attendance requirements: See Attendance Policy in this document for more information.
- Complete required assignments & course work as defined in the course syllabus.
- Achieve an average grade of 70% or better on all assignments and coursework. This average is calculated by totaling the best score from each required exam, assignment, etc.

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

Grading scale

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

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

WX Official withdrawal without academic penalty, using the online form.
N Incomplete: course work not completed
NG No grade
T Transfer grade
IP In Progress
P Pass: Assigned in Pass/Fail Courses*
F Fail: Assigned in Pass/Fail Courses*

All grades are permanent, except "N, NG and IP" which are temporary grades used to indicate that the student's work in a course has not been completed. An N, NG, or IP grade must be removed, and a grade substituted by the instructor. If a change is not reported, the N or NG grade automatically becomes an NF 30 days after the course ends. Without the approval of the instructor, the assistant dean, and the dean, no grade higher than C may replace the NG.

**P/F grades are currently reserved for specific courses. Students should refer to the course syllabus for applicable grade scale.*

Updated 6/2025

Extensions

Under exceptional circumstances, students may request a course extension from their course instructor. Final approval will be granted by the Director, Professional Education. The Director will provide a deadline for work submission; extensions will not be granted for longer than one week following the end of a course. All extension requests must be made before course end date. When a course extension is approved, those students will not be permitted to begin a course for which the uncompleted course is a prerequisite until the uncompleted course has been completed. Missing the end date of a final assignment does not constitute an approvable reason for an extension. Students are expected to know and adhere to all course dates and assignment deadlines.

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

Updated 6/2025

Program Progress

To qualify for program completion a student must successfully complete, with passing grades, all courses prescribed for the credential sought. Professional Education students must complete their programs within 36 months (3 years) of initial enrollment. Any student who has not completed their program within 36 months (3 years) may need to take additional courses in order to meet the credential requirements. If the program pursued by the student is no longer offered by the College of Professional Studies,

the student may be required to choose another program. All tuition and fees must be paid before students will receive a certificate or credential.

Updated 4/2024

Certification & Recertification

CERTIFICATION POLICY

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

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

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

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

RECERTIFICATION POLICY

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

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

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

Recertification Pathways

1. Complete two Villanova University courses from the approved list of courses for the associated certification. Courses must be completed within the prior 12 months of expiration of certification. A combination of four approved micro-courses equivalences may also apply.
2. Retaking the certification exam; initial exam fee would apply.
3. Earn 15 CEUs over 3-years from the certification issuance. CEUs can be earned through related professional development activities or combining professional development and approved Villanova coursework taken within the prior 12 months of expiration of certification. Students who select this pathway must submit supporting documents to include but not limited to professional development certificate(s) depicting awarded CEUs, official course completion reports, and course certificates. College approval of related professional development activities is required and is at the College's sole discretion. Pre-approval can be requested.

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

Elapsed Certification

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

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

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

Detailed information on Villanova Certifications and the request form to Recertification can be found here: <https://www1.villanova.edu/university/professional-studies/academics/professional-education/Recertification.html>

Counting Courses towards Multiple Programs

If approved by the college, an individual course may fulfill a requirement for two separate programs. Students are limited to double counting one course across all professional education certificate programs throughout their entire time in the professional education certificate programs at Villanova University. Students can request approval via professionaled@villanova.edu.

Continuing Education Units (CEU)

The Continuing Education Unit or CEU is a nationally recognized unit of measure standardizing participation in non-degree continuing education courses. Per the U.S. Department of Education, a CEU is defined as ten (10) contact hours in an organized program under responsible sponsorship, capable direction, and qualified instruction. Students seeking to use CEUs for tuition reimbursement or other

purposes are advised to check with their organization to see if CEU's from Villanova University are accepted.

Academic Standing

The CPS Professional Education Team uses two policies to evaluate student academic standing: Attendance and Program Progress. Students who are attending the minimum number of required live class sessions (if applicable), making sufficient progress towards their credential and who are eligible or have been allowed to register to take courses at Villanova for the current term are considered in good academic standing.

Attendance: Students must meet the minimum attendance requirements in each course in which they are registered as defined in the course syllabus and Learning Management System (LMS).

Program Progress: To qualify for a course completion or program certificate, a student, in addition to completing all the studies prescribed for the credential sought, must earn a passing grade or higher in each course.

Students who fail a course required for their program are permitted one additional attempt. Students who fail an elective course or a course taken outside of a program are permitted one additional course attempt for the failed course or, if applicable, they may attempt another appropriate elective. If a certificate student fails a course more than once, the Assistant Dean assesses the student's academic record and may permit any of the following: 1) further repetition of the required course, elective course or alternate elective course, 2) an alternate plan of course substitutions, or 3) dismissal from professional education courses in the College.

A student who fails a course may be permitted to change programs provided they meet the criteria outlined in the Change of Program policy and the failed course is not a requirement of the new program in which the student enrolls. Repeated courses are subject to the full tuition rate.

Paralegal Professional Program students who fail one of the following program courses: Introduction to Paralegal Profession & Principles; Civil Procedure & Litigation; and Legal Research, are required to meet with the Assistant Dean

before progressing to the next course. The student will be given an opportunity to have his/her work re-evaluated by the Program Director and the instructor. A determination will then be made regarding the student's ability to successfully complete the program. Failure of a course other than those listed above will require a re-take of the failed course and may impact the expected program completion date. The full tuition rate will apply.

Updated 4/2024

Retaking a Course

Students are permitted one retake of a course to regain satisfactory academic progress. Normal tuition rates apply.

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

Updated 4/2024

Student Conduct

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

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

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

All written and oral communications of administrators, faculty, staff, and students should be consistent with the University's belief that all persons are sacred. Language used on campus should respect the dignity and inherent worth of every individual regardless of age, ethnic or racial identification, gender, mental or physical ability, religious persuasion, sexual orientation, and social class. To be encouraged is language which does not perpetuate stereotypes or unfairly characterize any individuals on the basis of group identification.

If the University has reason to believe that students may have conducted themselves inappropriately, the Dean (or designee) will follow the respective University and/or College policy and processes. Students in the VUnited Scholars program should review the Program Handbook for processes and expectations specific to that program.

Updated 4/2024

Academic Integrity

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

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

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

Villanova University's Code of Academic Integrity and detailed procedures for appeals are found on

the University's website: <https://www1.villanova.edu/villanova/provost/resources/student/policies/integrity/code.html>.

Title IX Statement

Title IX of the Education Amendments of 1972 ("Title IX") prohibits discrimination on the basis of sex in any federally funded education program or activity. Sexual harassment, which includes sexual assault and other sexual misconduct, is a form of sex discrimination. Under the University Sexual Misconduct Policy, the University prohibits all forms of sexual misconduct including, sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, stalking and retaliation, some of which may constitute prohibited conduct under Title IX. As a recipient of federal funds, Villanova University complies with Title IX and has appointed Ms. Ryan Rost as its Title IX Coordinator. The Title IX Coordinator is responsible for overall Title IX compliance, including oversight of the University's centralized review, investigation, and resolution process for matters arising under the University Sexual Misconduct Policy. Ms. Rost can be reached at 204 Tolentine Hall, (610) 519-8805, ryan.rost@villanova.edu.

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

other Villanova administrators, as needed, to resolve the complaint in the most effective manner.

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

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

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

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

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

This statement can be found on the University website at: <https://www1.villanova.edu/university/sexual-misconduct/titleix.html>.

Students with Disabilities

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

Students with Physical Disabilities

Services for students with physical disabilities are coordinated through the [Office of Disability Services](#).

Students with questions about access issues are encouraged to contact the office: ods@villanova.edu or 610-519-3209.

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

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

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

Grade and Faculty Performance Complaints & Other Concerns

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

Grade & Other Appeals

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

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

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

Dismissal

A student who has not met the program standards as determined by the College of Professional Studies as defined in the Academic Standing and Program Progress policies, may be dismissed from the Villanova non-credit professional programs. The student will be informed of the dismissal via electronic communication to their Villanova University student email account, immediately following the decision.

Typically, the student will be allowed to appeal the dismissal in writing to the Dean of the College. There is no additional process of appeal beyond the Dean of the College. In some cases (e.g., when the student has had previous warnings), the student may, at the determination of the College, be dismissed without the right of appeal.

If the student is already enrolled in future courses when the dismissal notification is sent, the student must withdraw from those courses. Tuition for courses not started will be refunded. Tuition for courses that have begun will be reversed in accordance with the refund schedule found in the Financial Information section of this document.

Students enrolled in the VUnited Scholars Program are subject to the Behavioral Expectations Policy and dismissal procedure found in the VUnited Scholars Handbook.

Updated 4/2024

Flexible Course Policy

To provide flexibility for students to customize their professional education coursework to individual career goals and specific skill needs, students who enroll in a program that contains an elective course may petition to replace one

elective course in the respective program with any course from the current portfolio of offerings that is of the same clock hour length.

Students must provide a rationale accompanying their request to professionaled@villanova.edu, which will be reviewed by the Professional Education Programs team for approval. Students may petition to replace only one elective course within the certificate requirements. This petition must be submitted at the time of enrollment in the program.

Students will be notified of a decision regarding their request within one week of submission.

Complaint Process for Distance Education Students

Villanova University is approved by the Commonwealth of Pennsylvania to participate in the [National Council for State Authorization Reciprocity Agreements](#) (NC-SARA). NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. Participation in NC-SARA enables prospective and current students located in all [SARA member states and territories](#) to enroll in approved distance education offered by all six colleges at the University.

Students enrolled in distance education programs should follow the University's established internal complaint process.

Students residing in [SARA member states and territories](#) who are not satisfied with the outcome of the institutional process can appeal the decision to the Pennsylvania Department of Education, by following the [Student Complaint Procedures](#). Please note that complaints about grades and student conduct are governed entirely by Villanova's institutional policies. For more information on NC-SARA's policies, please visit the [SARA Student complaints](#) webpage. Students can also contact the appropriate agency in their home state or territory. For a complete list of consumer complaint contact information by state or territory, please reference [this list](#).

Certificates

Addiction Studies

Recovery Specialist Certificate

The curriculum for this in-person course is designed by the PCB to meet the education requirements for certification in this specialty area in the Commonwealth of Pennsylvania only. The Villanova instructors teaching in the program are approved trainers through the PCB. To complete the course, students must attend all 10 class meetings in person.

Degree Type Professional Certificate

Requirements

1 required course

Item #	Title	Clock Hours
CRS 1001	Certified Recovery Specialist	66.00
Total Clock Hours		66

Agile

Certificate in Agile

This program provides students with an overview of the Agile methodology, how Agile is applied in practice, and approaches to leading Agile teams.

Degree Type Professional Certificate

Requirements

Select three courses or six micro-course equivalences from the list below to reach required 225 clock hours.

Course equivalencies:

AGL 1100 + AGL 1110 = AGL 1120

AGL 1200 + AGL 1210 = AGL 1220

AGL 1300 + AGL 1310 = AGL 1320

PMP 1100 + PMP 1110 = PMP 1120

PMP 1400 + PMP 1410 = PMP 1420

Item #	Title	Clock Hours
AGL 1100	Foundations of Agile Methodology: Principles	37.50
AGL 1110	Foundations of Agile Methodology: Practice	37.50
AGL 1120	Foundations of Agile Methodology: Principles and Practice	75.00
AGL 1200	Applications of Agile: Principles	37.50
AGL 1210	Applications of Agile: Practice	37.50
AGL 1220	Applications of Agile: Principles and Practice	75.00
AGL 1300	Leading Agile Teams: Principles	37.50
AGL 1310	Leading Agile Teams: Practice	37.50
AGL 1320	Leading Agile Teams: Principles and Practice	75.00
PMP 1100	Project Management Fundamentals: Principles	37.50
PMP 1110	Project Management Fundamentals: Practice	37.50
PMP 1120	Project Management Fundamentals: Principles and Practice	75.00
PMP 1400	Introduction to Agile and Scrum: Principles	37.50
PMP 1410	Introduction to Agile and Scrum: Practice	37.50
PMP 1420	Introduction to Agile and Scrum: Principles and Practice	75.00
Total Clock Hours		225

Artificial Intelligence

Certificate in Generative Artificial Intelligence (AI)

Build a strong foundation in AI concepts, gain hands-on experience with cutting edge AI technologies, and focus on real world applications.

Degree Type Professional Certificate

Requirements

Three courses or six micro-course equivalences can be taken in any order to achieve 225 clock hours.

AIN 1100 + AIN 1110 = AIN 1120

AIN 1200 + AIN 1210 = AIN 1220

AIN 1300 + AIN 1310 = AIN 1320

Item #	Title	Clock Hours
AIN 1100	Applied Artificial Intelligence: Principles	37.50
AIN 1110	Applied Artificial Intelligence: Practice	37.50
AIN 1120	Applied Artificial Intelligence: Principles and Practice	75.00
AIN 1200	Deep Learning and Its Applications: Principles	37.50
AIN 1210	Deep Learning and Its Applications: Practice	37.50
AIN 1220	Deep Learning and Its Applications: Principles and Practice	75.00
AIN 1300	Large Language Models (LLM): Principles	37.50
AIN 1310	Large Language Models (LLM): Practice	37.50
AIN 1320	Large Language Models (LLM): Principles and Practice	75.00
Total Clock Hours		225

Church Management

Certificate in Catholic School Management

This is a 12-module course designed to enhance management skills and deepen the spirit of leadership. It provides principals and administrators with high-quality training in the diverse areas needed to successfully lead Catholic schools, including leadership, organization, planning, and stewardship. This course is created for those currently in or aspiring to administrative positions within Catholic primary and secondary schools.

Degree Type Professional Certificate

Requirements

Total Clock Hours	75
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Certificate in Church Management

This is a 12-module course that provides church leaders with a deeper understanding in the areas of church management, including leadership, organization, planning, and stewardship. This course is created for those currently in or aspiring to leadership positions within Christian faith-based institutions.

Degree Type Professional Certificate

Total Clock Hours	75
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Contract Management

Certificate in Contract Management

Villanova's Contract Management Certificate covers the full contract lifecycle—commercial and government. Students will gain the knowledge and skills to manage complex contracts with

confidence and learn key frameworks while building hands-on expertise in varied topics such as negotiation and risk mitigation.

Degree Type Professional Certificate

Requirements

Two of the three required courses below and one elective or four of the six required micro-course equivalences below and two elective micro-courses equivalences. Required courses can be taken in any order to achieve 150 clock hours.

Note required course equivalencies:

CTM 1000 + CTM 1010 = CTM 1020

CTM 1100 + CTM 1110 = CTM 1120

CTM 1200 + CTM 1210 = CTM 1220

Item #	Title	Clock Hours
CTM 1000	Fundamentals of Contract Management: Principles	37.50
CTM 1010	Fundamentals of Contract Management: Practice	37.50
CTM 1020	Fundamentals of Contract Management: Principles and Practice	75.00
CTM 1100	Commercial Contract Management: Principles	37.50
CTM 1110	Commerical Contract Management: Practice	37.50
CTM 1120	Commercial Contract Management: Principles and Practice	75.00
CTM 1200	Government Contract Management: Principles	37.50
CTM 1210	Government Contract Management: Practice	37.50
CTM 1220	Government Contract Management: Principles and Practice	75.00

Electives

Item #	Title	Clock Hours
CTM 1100	Commercial Contract Management: Principles	37.50
CTM 1110	Commerical Contract Management: Practice	37.50
CTM 1120	Commercial Contract Management: Principles and Practice	75.00
CTM 1200	Government Contract Management: Principles	37.50
CTM 1210	Government Contract Management: Practice	37.50
CTM 1220	Government Contract Management: Principles and Practice	75.00
CTM 1300	Advanced Contract Management: Principles	37.50
CTM 1310	Advanced Contract Management: Practice	37.50
CTM 1320	Advanced Contract Management: Principles and Practice	75.00
CTM 1500	Contracting Excellence: Principles	37.50
CTM 1510	Contracting Excellence: Practice	37.50
CTM 1520	Contracting Excellence: Principles and Practice	75.00
LDNC 1100	Strategic Leadership: Principles	37.50
LDNC 1110	Strategic Leadership: Practice	37.50
LDNC 1120	Strategic Leadership: Principles and Practice	75.00
LDNC 1200	Building & Leading Highly Effective Teams: Principles	37.50
LDNC 1210	Building & Leading Highly Effective Teams: Practice	37.50
LDNC 1220	Building & Leading Highly Effective Teams: Principles & Practice	75.00
LDNC 1300	Finance and Accounting for the Non Financial Manager: Principles	37.50
LDNC 1310	Finance and Accounting for the Non Financial Manager: Practice	37.50
LDNC 1320	Finance and Accounting for the Non Financial Manager: Principles and Practice	75.00

LDNC 1500	Change Management: Principles	37.50
LDNC 1510	Change Management: Practice	37.50
LDNC 1520	Change Management: Principles and Practice	75.00
PMP 1100	Project Management Fundamentals: Principles	37.50
PMP 1110	Project Management Fundamentals: Practice	37.50
PMP 1120	Project Management Fundamentals: Principles and Practice	75.00
Total Clock Hours		225

Digital Marketing

Certificate in Digital Marketing

Villanova University's Digital Marketing Certificate provides hands-on training in digital strategy, campaign management and performance analytics to help you drive real results.

Degree Type Professional Certificate

Requirements

Select 3 courses or 6 micro-course equivalences from the list below to achieve 225 clock hours.

Course equivalencies:

DMK 1100 + DMK 1110 = DMK 1120

DMK 1200 + DMK 1210 = DMK 1220

DMK 1300 + DMK 1310 = DMK 1320

DMK 1400 + DMK 1410 = DMK 1420

LDNC 1300 + LDNC 1310 = LDNC 1320

Item #	Title	Clock Hours
DMK 1100	Strategic Digital Marketing: Principles	37.50
DMK 1110	Strategic Digital Marketing: Practice	37.50
DMK 1120	Strategic Digital Marketing: Principles and Practice	75.00
DMK 1200	Effective Multi-Channel Digital Marketing: Principles	37.50
DMK 1210	Effective Multi-Channel Digital Marketing: Practice	37.50
DMK 1220	Effective Multi-Channel Digital Marketing: Principles and Practice	75.00
DMK 1300	Advanced Digital Marketing and Analytics: Strategy, Ethics and AI Integration: Principles	37.50
DMK 1310	Advanced Digital Marketing and Analytics: Strategy, Ethics and AI Integration: Practice	37.50
DMK 1320	Advanced Digital Marketing and Analytics: Strategy, Ethics and AI Integration: Principles and Practice	75.00
DMK 1400	Digital Content Creation for Social Media: Principles	37.50
DMK 1410	Digital Content Creation for Social Media: Practice	37.50
DMK 1420	Digital Content Creation for Social Media: Principles and Practice	75.00
LDNC 1300	Finance and Accounting for the Non Financial Manager: Principles	37.50

LDNC 1310	Finance and Accounting for the Non Financial Manager: Practice	37.50
LDNC 1320	Finance and Accounting for the Non Financial Manager: Principles and Practice	75.00
Total Clock Hours		225

Entrepreneurship

Certificate in Entrepreneurship

This certificate program focused on how to develop the mindset and skills of an entrepreneur. You will learn how to test ideas, understand your target market, and build viable business models. Discover how to grow and scale businesses, and refine entrepreneurial concepts.

Degree Type Professional Certificate

Requirements

Two required courses and one elective or four required micro-course equivalences and two elective micro-courses equivalences. Required courses can be taken in any order to achieve 150 clock hours.

Note required course equivalencies:

ENT 1100 + ENT 1110 = ENT 1120

ENT 1200 + ENT 1210 = ENT 1220

Item #	Title	Clock Hours
ENT 1100	Foundations of Entrepreneurial Thinking: Principles	37.50
ENT 1110	Foundations of Entrepreneurial Thinking: Practice	37.50
ENT 1120	Foundations of Entrepreneurial Thinking: Principles and Practice	75.00
ENT 1200	Entrepreneurial Toolkit: Markets and Models: Principles	37.50
ENT 1210	Entrepreneurial Toolkit: Markets and Models: Practice	37.50
ENT 1220	Entrepreneurial Toolkit: Markets and Models: Principles and Practice	75.00

Electives

ENT 1300 + ENT 1310 = ENT 1320

ENT 1420 (This course is not offered as micro-courses)

LDNC 1300 + LDNC 1310 = LDNC 1320

LDNC 1700 + LDNC 1710 = LDNC 1720

DMK 1400 + DMK 1410 = DMK 1420

Item #	Title	Clock Hours
DMK 1400	Digital Content Creation for Social Media: Principles	37.50
DMK 1410	Digital Content Creation for Social Media: Practice	37.50
DMK 1420	Digital Content Creation for Social Media: Principles and Practice	75.00
ENT 1300	Smart Growth Strategies for Entrepreneurs: Principles	37.50
ENT 1310	Smart Growth Strategies for Entrepreneurs: Practice	37.50
ENT 1320	Smart Growth Strategies for Entrepreneurs: Principles and Practice	75.00
ENT 1420	Entrepreneurship Workshop	75.00
LDNC 1300	Finance and Accounting for the Non Financial Manager: Principles	37.50
LDNC 1310	Finance and Accounting for the Non Financial Manager: Practice	37.50
LDNC 1320	Finance and Accounting for the Non Financial Manager: Principles and Practice	75.00
LDNC 1700	The Human-Centered Leader: Inner Wisdom, Outer Impact: Principles	37.50
LDNC 1710	The Human-Centered Leader: Inner Wisdom, Outer Impact: Practice	37.50
LDNC 1720	The Human-Centered Leader: Inner Wisdom, Outer Impact: Principles and Practice	75.00
Total Clock Hours		225

Financial Management

Professional Certificate in Payroll Administration

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

Degree Type Professional Certificate

Requirements

2 required courses

Item #	Title	Clock Hours
CSPA 2501	PayTrain® Fundamentals	75.00
CSPA 2502	PayTrain® Mastery	75.00
Total Clock Hours		150

Human Resources

Certificate in Human Resources

Villanova University's Human Resources Certificate equips professionals with the tools, strategies and legal knowledge to shape a thriving workplace culture. Through a comprehensive three-course sequence, you'll explore the full scope of HR—from foundational practices to advanced leadership strategies—all while gaining job-ready skills aligned with today's most in-demand competencies.

Degree Type Professional Certificate

Requirements

Select three courses or six micro-course equivalences to achieve 225 clock hours.

Note course equivalencies:

HRM 1000 + HRM 1010 = HRM 1020

HRM 1100 + HRM 1110 = HRM 1120

HRM 1200 + HRM 1210 = HRM 1220

LDNC 1100 + LDNC 1110 = LDNC 1120

LDNC 1200 + LDNC 1210 = LDNC 1220

Item #	Title	Clock Hours
HRM 1100	HR Fundamentals: Principles	37.50
HRM 1110	HR Fundamentals: Practice	37.50
HRM 1120	HR Fundamentals: Principles and Practice	75.00
HRM 1200	HR Professional: Principles	37.50
HRM 1210	HR Professional: Practice	37.50
HRM 1220	HR Professional: Principles and Practice	75.00
HRM 1300	Advanced Human Resources: Principles	37.50
HRM 1310	Advanced Human Resources: Practice	37.50
HRM 1320	Advanced Human Resources: Principles and Practice	75.00
LDNC 1100	Strategic Leadership: Principles	37.50
LDNC 1110	Strategic Leadership: Practice	37.50
LDNC 1120	Strategic Leadership: Principles and Practice	75.00
LDNC 1200	Building & Leading Highly Effective Teams: Principles	37.50
LDNC 1210	Building & Leading Highly Effective Teams: Practice	37.50
LDNC 1220	Building & Leading Highly Effective Teams: Principles & Practice	75.00
Total Clock Hours		225

Immigration Studies

Villanova Interdisciplinary Immigration Studies Training for Advocates (VIISTA)

Designed by an interdisciplinary team of leading faculty, lawyers, and NGOs, VIISTA educates legal advocates. Additionally, students who complete the certificate will be eligible, under existing regulations, to apply to become Department of Justice “accredited representatives” authorized to provide low-cost legal representation to migrant and refugee families.

Degree Type Professional Certificate

Requirements

3 required courses

Item #	Title	Clock Hours
VISTA 1000 & 1100	Module 1 — Certificate in Immigrant Accompaniment	140.00
VISTA 2000 & 2100	Module 2 — Certificate in Immigrant Advocacy	140.00
VISTA 3000 & 3100	Module 3- Certificate in Immigration Trial Advocacy	140.00
Total Clock Hours		420

Leadership

Certificate in Coaching and Empowering Teams

This certificate program is designed to help individuals unlock the full potential of their teams. Blending modern work practices, inclusive leadership, and coaching mindsets, the program empowers participants to foster trust, psychological safety, and shared ownership.

Learners gain practical tools to design meaningful work, navigate change with agility, and coach others toward growth.

Degree Type Professional Certificate

Requirements

Three courses or six micro-course equivalences can be taken in any order to achieve 225 clock hours.

AGL 1500 + AGL 1510 = AGL 1520

LDNC 1200 + LDNC 1210 = LDNC 1220

LDNC 2100 + LDNC 2110 = LDNC 2120

Item #	Title	Clock Hours
AGL 1500	Agile Foundations for Team Empowerment: Principles	37.50
AGL 1510	Agile Foundations for Team Empowerment: Practice	37.50
AGL 1520	Agile Foundations for Team Empowerment: Principles and Practice	75.00
LDNC 1200	Building & Leading Highly Effective Teams: Principles	37.50
LDNC 1210	Building & Leading Highly Effective Teams: Practice	37.50
LDNC 1220	Building & Leading Highly Effective Teams: Principles & Practice	75.00
LDNC 2100	Coaching and Facilitation for Team Leads: Principles	37.50
LDNC 2110	Coaching and Facilitation for Team Leads: Practice	37.50
LDNC 2120	Coaching and Facilitation for Team Leads: Principles and Practice	75.00
Total Clock Hours		225

Certificate in Leadership

This comprehensive program guides learners through strategic leadership theories, practical team-building techniques, innovative systems and design thinking, and effective change management methodologies. Courses are designed to integrate real-world applications, including strategic planning, conflict resolution, stakeholder engagement, financial decision-making and transformational leadership.

Degree Type Professional Certificate

Requirements

One required course and two electives or two required micro-course equivalences and four elective micro-courses equivalences.

Note required course equivalencies:

LDNC 1100 + LDNC 1110 = LDNC 1120

Item #	Title	Clock Hours
LDNC 1100	Strategic Leadership: Principles	37.50
LDNC 1110	Strategic Leadership: Practice	37.50
LDNC 1120	Strategic Leadership: Principles and Practice	75.00

Electives

Choose two courses or four micro-course equivalences from the following electives.

Additional course equivalencies:

LDNC 1200 + LDNC 1210 = LDNC 1220

LDNC 1300 + LDNC 1310 = LDNC 1320

LDNC 1400 + LDNC 1410 = LDNC 1420

LDNC 1500 + LDNC 1510 = LDNC 1520

LDNC 1600 + LDNC 1610 = LDNC 1620

LDNC 1700 + LDNC 1710 = LDNC 1720

LDNC 1800 + LDNC 1810 = LDNC 1820

LDNC 1900 + LDNC 1910 = LDNC 1920

LDNC 2000 + LDNC 2010 = LDNC 2020

LDNC 2100 + LDNC 2110 = LDNC 2120

AIN 1000 + AIN 1010 = AIN 1020

Item #	Title	Clock Hours
AIN 1000	Artificial Intelligence Foundations: Principles	37.50
AIN 1010	Artificial Intelligence Foundations: Practice	37.50
AIN 1020	Artificial Intelligence Foundations: Principles and Practice	75.00
LDNC 1200	Building & Leading Highly Effective Teams: Principles	37.50
LDNC 1210	Building & Leading Highly Effective Teams: Practice	37.50
LDNC 1220	Building & Leading Highly Effective Teams: Principles & Practice	75.00
LDNC 1300	Finance and Accounting for the Non Financial Manager: Principles	37.50
LDNC 1310	Finance and Accounting for the Non Financial Manager: Practice	37.50

LDNC 1320	Finance and Accounting for the Non Financial Manager: Principles and Practice	75.00
LDNC 1400	Systems and Design Thinking: Principles	37.50
LDNC 1410	Systems and Design Thinking: Practice	37.50
LDNC 1420	Systems and Design Thinking: Principles and Practice	75.00
LDNC 1500	Change Management: Principles	37.50
LDNC 1510	Change Management: Practice	37.50
LDNC 1520	Change Management: Principles and Practice	75.00
LDNC 1600	Design Thinking for Social Impact: Principles	37.50
LDNC 1610	Design Thinking for Social Impact: Practice	37.50
LDNC 1620	Design Thinking for Social Impact: Principles and Practice	75.00
LDNC 1700	The Human-Centered Leader: Inner Wisdom, Outer Impact: Principles	37.50
LDNC 1710	The Human-Centered Leader: Inner Wisdom, Outer Impact: Practice	37.50
LDNC 1720	The Human-Centered Leader: Inner Wisdom, Outer Impact: Principles and Practice	75.00
LDNC 1800	Executive Presence and Leadership Communication: Principles	37.50
LDNC 1810	Executive Presence and Leadership Communication: Practice	37.50
LDNC 1820	Executive Presence and Leadership Communication: Principles and Practice	75.00
LDNC 1900	Critical Thinking and Decision-Making for Strategic Leadership: Principles	37.50
LDNC 1910	Critical Thinking and Decision-Making for Strategic Leadership: Practice	37.50
LDNC 1920	Critical Thinking and Decision-Making for Strategic Leadership: Principles and Practice	75.00

LDNC 2000	Negotiation and Conflict Resolution: Principles	37.50
LDNC 2010	Negotiation and Conflict Resolution: Practice	37.50
LDNC 2020	Negotiation and Conflict Resolution: Principles and Practice	75.00
LDNC 2100	Coaching and Facilitation for Team Leads: Principles	37.50
LDNC 2110	Coaching and Facilitation for Team Leads: Practice	37.50
LDNC 2120	Coaching and Facilitation for Team Leads: Principles and Practice	75.00
Total Clock Hours		225

Women's Leadership Development Certificate

This program advances students as leaders in personal, professional and community life. Identifies means to increase emotional intelligence, mindfulness, and growth potential development. Students will improve competencies in systems management, innovation, organizational development, communication and interprofessional relationships. This program enables the understanding of how gender and other identities impact leadership development in organizations and society. The course is offered in a blend of residential and virtual delivery and includes a Personal Leadership Foundations session.

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

Degree Type Professional Certificate

Requirements

Three in-person residencies and asynchronous and synchronous online work

Item #	Title	Clock Hours
WLDC 3000	Women's Leadership Development	40.50
Total Clock Hours		41

Learning Design & Technology

Certificate in Learning Design & Technology

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

Degree Type Professional Certificate

Requirements

Two courses or four micro-course equivalences and CLDT 1620 to achieve 225 clock hours.

Note course equivalencies:

CLDT 1400 + CLDT 1410 = CLDT 1420

CLDT 1500 + CLDT 1510 = CLDT 1520

Item #	Title	Clock Hours
CLDT 1400	Designing Effective Learning Experiences: Principles	37.50
CLDT 1410	Designing Effective Learning Experiences: Practice	37.50
CLDT 1420	Designing Effective Learning Experiences: Principles and Practice	75.00
CLDT 1500	Technology Tools for Learning: Principles	37.50
CLDT 1510	Technology Tools for Learning: Practice	37.50
CLDT 1520	Technology Tools for Learning: Principles and Practice	75.00
CLDT 1620	Learning Design and Technology Workshop	75.00
Total Clock Hours		225

Nursing

Nurse Manager

This program is designed to provide flexible and extensive resources that help participants meet individual professional development needs. Applying concepts of the flipped classroom, adaptive learning and design thinking, this program provides an innovative learning experience that allows participants to showcase their current leadership experiences and responsibilities outside of the traditional classroom.

Course content has been developed recognizing the variety of life experiences that participants bring to the classroom, fostering an active and engaging learning experience.

Degree Type Professional Certificate

Requirements

Item #	Title	Clock Hours
NUCE 7157	Nurse Manager	112.50
Total Clock Hours		112.5

RN Refresher Certificate

Villanova has developed a program consisting of didactic discussions offered as synchronous VIRTUAL sessions and a two-day optional hands-on immersion experience to ease your reentry into nursing or just recharge your nursing practice. Participants receive a comprehensive Systems Update and Review of all body systems. You will also refresh your knowledge of medications and metabolic pathways with a Pharmacology Review and Update. Unique to this Villanova Review Course is a certification in Mental Health First Aid USA® which will introduce you to risk factors and warning signs of mental health problems and appropriate supports.

Degree Type Professional Certificate

Requirements

This program may be taken with the skills immersion (NUCE 7004 + NUCE 7005), without the skills immersion (NUCE 7005), or just the skills immersion (NUCE 7004)

Item #	Title	Clock Hours
NUCE 7004 Skills Immersion Lab		11.00
NUCE 7005 RN Refresher Certificate		73.50
Total Clock Hours		84

Paralegal

Paralegal Certificate

This program educates qualified individuals in the theory and philosophy of the law and the ethics of legal practice. Participants learn the necessary practical skills to enable them to effectively assist lawyers in both the private and public sectors, by the general principles of ethics as defined by the American Bar Association (ABA®), to extend the competent and effective delivery of legal services in our society. This program is offered in a full-time day program (one semester), a full-time hybrid day program (one semester), or a part-time fully online evening setting (8-10 months).

Degree Type Professional Certificate

Requirements

Item #	Title	Clock Hours
PRLG 1020	Introduction to Paralegal Profession and Principles	18.00
PRLG 1120	Legal Research	18.00
PRLG 1220	Civil Procedure and Litigation	18.00
PRLG 1320	Legal Writing	18.00
PRLG 1420	Business Organizations	18.00
PRLG 1520	Contract Law	18.00
PRLG 1620	Paralegal Office Coordination	18.00
PRLG 1720	Family Law	18.00
PRLG 1820	Estates & Trusts	18.00
PRLG 1920	Torts and Personal Injury Law	18.00
PRLG 2020	Criminal Law	18.00
PRLG 2120	Intellectual Property Law	18.00
PRLG 2220	Real Estate Law	18.00
PRLG 2320	Employment Law	18.00
PRLG 2420	Ethics Capstone	18.00
Total Clock Hours		270

Paralegal Professional Certificate (To be sunset December 31, 2025)

This program educates qualified individuals in the theory and philosophy of the law and the ethics of legal practice. Participants learn the necessary practical skills to enable them to effectively assist lawyers in both the private and public sectors, by the general principles of ethics as defined by the American Bar Association (ABA®), to extend the competent and effective delivery of legal services in our society. This program is offered in a full-time day program (one semester), a full-time hybrid day program (one semester), or a part-time fully online evening setting (8-10 months).

Degree Type Professional Certificate

Requirements

15 required

Item #	Title	Clock Hours
PRLG 4003	Legal Writing	18.00
PRLG 4007	Ethics	9.00
PRLG 4015	Employment Law	18.00
PRLG 4016	Estates & Trusts	18.00
PRLG 4017	Family Law	18.00
PRLG 4019	Real Estate Law	18.00
PRLG 4030	Torts and Personal Injury Law	18.00
PRLG 4031	Intellectual Property Law	18.00
PRLG 4034	Civil Procedure and Litigation	21.00
PRLG 4035	Business Organizations	18.00
PRLG 4039	Contract Law	18.00
PRLG 4041	Criminal Law	18.00
PRLG 4049	Legal Research	21.00
PRLG 4055	Introduction to Paralegal Profession and Principles	21.00
PRLG 4056	Paralegal Office Coordination	18.00
Total Clock Hours		270

Project Management

Certificate in Project Management

Villanova's Certificate in Project Management equips students with the essential skills to plan, execute, and deliver projects on time and within budget. Learn industry best practices, from project initiation to close, while gaining hands-on experience. Led by expert industry practitioners, students will learn to optimize resources, mitigate risks and achieve project deliverables.

Degree Type Professional Certificate

Requirements

Students may select three courses or six micro-course equivalences from the list below.

*Additional Course Equivalencies:

PMP 1100 + PMP 1110 = PMP 1120

PMP 1200 + PMP 1210 = PMP 1220

PMP 1300 + PMP 1310 = PMP 1320

PMP 1400 + PMP 1410 = PMP 1420

PMP 1500 + PMP 1510 = PMP 1520

LDNC 1100 + LDNC 1110 = LDNC 1120

Item #	Title	Clock Hours
LDNC 1100	Strategic Leadership: Principles	37.50
LDNC 1110	Strategic Leadership: Practice	37.50
LDNC 1120	Strategic Leadership: Principles and Practice	75.00
PMP 1100	Project Management Fundamentals: Principles	37.50
PMP 1110	Project Management Fundamentals: Practice	37.50
PMP 1120	Project Management Fundamentals: Principles and Practice	75.00
PMP 1200	Applied Project Management: Principles	37.50
PMP 1210	Applied Project Management: Practice	37.50
PMP 1220	Applied Project Management: Principles and Practice	75.00
PMP 1300	Mastering Project Management: Principles	37.50
PMP 1310	Mastering Project Management: Practice	37.50
PMP 1320	Mastering Project Management: Principles and Practice	75.00
PMP 1400	Introduction to Agile and Scrum: Principles	37.50
PMP 1410	Introduction to Agile and Scrum: Practice	37.50
PMP 1420	Introduction to Agile and Scrum: Principles and Practice	75.00

PMP 1500	Project Management Capstone: Principles	37.50
PMP 1510	Project Management Capstone: Practice	37.50
PMP 1520	Project Management Capstone: Principles and Practice	75.00
Total Clock Hours		225

Six Sigma

Certificate in Advanced Lean Six Sigma

This program provides students with Advanced skills in Lean Six Sigma related to the Design of Experiments and Design for Six Sigma. Students also can earn their Lean Six Sigma Master Black Belt.

Degree Type Professional Certificate

Requirements

Three required courses or six required micro-course equivalences can be taken in any order to achieve 225 clock hours.

Note course equivalencies:

SSIG 1400 + SSIG 1410 = SSIG 1420

SSIG 1500 + SSIG 1510 = SSIG 1520

SSIG 1600 + SSIG 1610 = SSIG 1620

Item #	Title	Clock Hours
SSIG 1400	Design of Experiments: Principles	37.50
SSIG 1410	Design of Experiments: Practice	37.50
SSIG 1420	Design of Experiments: Principles and Practice	75.00
SSIG 1500	Design For Six Sigma: Principles	37.50
SSIG 1510	Design For Six Sigma: Practice	37.50
SSIG 1520	Design for Six Sigma: Principles and Practice	75.00
SSIG 1600	Mastery of Lean Six Sigma Principles	37.50
SSIG 1610	Mastering Lean Six Sigma: Master Black Belt	37.50
SSIG 1620	Lean Six Sigma Master Black Belt	75.00
Total Clock Hours		225

Certificate in Agile Lean Six Sigma Mastery: Continuous Improvement and Design

Drive enterprise-level impact with a powerful fusion of Lean Six Sigma, Agile, and Design for Six Sigma (DFSS). This advanced certificate program is built for experienced professionals who want to elevate their mastery in both continuous improvement and innovative process design.

Degree Type Professional Certificate

Requirements

Three courses or six micro-course equivalences can be taken in any order to achieve 225 clock hours.

AGL 1400 + AGL 1410 = AGL 1420

SSIG 1300 + SSIG 1310 = SSIG 1320

SSIG 1500 + SSIG 1510 = SSIG 1520

Item #	Title	Clock Hours
AGL 1400	Agile for Continuous Improvement: Principles	37.50
AGL 1410	Agile for Continuous Improvement: Practice	37.50
AGL 1420	Agile for Continuous Improvement: Principles and Practice	75.00
SSIG 1300	Advanced Lean Six Sigma Principles	37.50
SSIG 1310	Advanced Lean Six Sigma in Practice: Black Belt	37.50
SSIG 1320	Lean Six Sigma Black Belt	75.00
SSIG 1500	Design For Six Sigma: Principles	37.50
SSIG 1510	Design For Six Sigma: Practice	37.50
SSIG 1520	Design for Six Sigma: Principles and Practice	75.00
Total Clock Hours		225

Certificate in Lean Six Sigma

Villanova's Lean Six Sigma Certificate program is developed by industry experts and taught by world-class faculty. By completing this program, you'll be well-prepared to drive positive change in your organization and contribute to its long-term success.

Degree Type Professional Certificate

Requirements

Two required courses and one elective or four required micro-course equivalences and two elective micro-course equivalences. Required courses can be taken in any order to achieve 150 clock hours.

Note required course equivalencies:

SSIG 1100 + SSIG 1110 = SSIG 1120

SSIG 1200 + SSIG 1210 = SSIG 1220

Item #	Title	Clock Hours
SSIG 1100	Lean Enterprise Principles	37.50
SSIG 1110	Applying Lean Enterprise Principles and Tools	37.50
SSIG 1120	Lean Enterprise	75.00
SSIG 1200	Introduction to Lean Six Sigma Principles	37.50
SSIG 1210	Lean Six Sigma in Practice: Green Belt	37.50
SSIG 1220	Lean Six Sigma Green Belt	75.00

Electives

Choose from the following electives to achieve 75 clock hours.

Note elective course equivalencies:

SSIG 1300 + SSIG 1310 = SSIG 1320

PMP 1100 + PMP 1110 = PMP 1120

PMP 1200 + PMP 1210 = PMP 1220

PMP 1400 + PMP 1410 = PMP 1420

LDNC 1100 + LDNC 1110 = LDNC 1120

LDNC 1200 + LDNC 1210 = LDNC 1220

LDNC 1300 + LDNC 1310 = LDNC 1320

LDNC 1400 + LDNC 1410 = LDNC 1420

Item #	Title	Clock Hours
LDNC 1100	Strategic Leadership: Principles	37.50
LDNC 1110	Strategic Leadership: Practice	37.50
LDNC 1120	Strategic Leadership: Principles and Practice	75.00
LDNC 1200	Building & Leading Highly Effective Teams: Principles	37.50
LDNC 1210	Building & Leading Highly Effective Teams: Practice	37.50
LDNC 1220	Building & Leading Highly Effective Teams: Principles & Practice	75.00
LDNC 1300	Finance and Accounting for the Non Financial Manager: Principles	37.50
LDNC 1310	Finance and Accounting for the Non Financial Manager: Practice	37.50
LDNC 1320	Finance and Accounting for the Non Financial Manager: Principles and Practice	75.00
LDNC 1400	Systems and Design Thinking: Principles	37.50
LDNC 1410	Systems and Design Thinking: Practice	37.50
LDNC 1420	Systems and Design Thinking: Principles and Practice	75.00
PMP 1100	Project Management Fundamentals: Principles	37.50

PMP 1110	Project Management Fundamentals: Practice	37.50
PMP 1120	Project Management Fundamentals: Principles and Practice	75.00
PMP 1200	Applied Project Management: Principles	37.50
PMP 1210	Applied Project Management: Practice	37.50
PMP 1220	Applied Project Management: Principles and Practice	75.00
PMP 1400	Introduction to Agile and Scrum: Principles	37.50
PMP 1410	Introduction to Agile and Scrum: Practice	37.50
PMP 1420	Introduction to Agile and Scrum: Principles and Practice	75.00
SSIG 1300	Advanced Lean Six Sigma Principles	37.50
SSIG 1310	Advanced Lean Six Sigma in Practice: Black Belt	37.50
SSIG 1320	Lean Six Sigma Black Belt	75.00
Total Clock Hours		225

Certificate in Lean Six Sigma: Expert

This program affords the opportunity to earn a Lean Six Sigma Green Belt, a Lean Six Sigma Black Belt, and a Lean Six Sigma Master Black Belt.

Degree Type Professional Certificate

Requirements

Three courses or six micro-course equivalences can be taken in any order to achieve 225 clock hours.

SSIG 1200 + SSIG 1210 = SSIG 1220

SSIG 1300 + SSIG 1310 = SSIG 1320

SSIG 1600 + SSIG 1610 = SSIG 1620

Item #	Title	Clock Hours
SSIG 1200	Introduction to Lean Six Sigma Principles	37.50
SSIG 1210	Lean Six Sigma in Practice: Green Belt	37.50
SSIG 1220	Lean Six Sigma Green Belt	75.00
SSIG 1300	Advanced Lean Six Sigma Principles	37.50
SSIG 1310	Advanced Lean Six Sigma in Practice: Black Belt	37.50
SSIG 1320	Lean Six Sigma Black Belt	75.00
SSIG 1600	Mastery of Lean Six Sigma Principles	37.50
SSIG 1610	Mastering Lean Six Sigma: Master Black Belt	37.50
SSIG 1620	Lean Six Sigma Master Black Belt	75.00
Total Clock Hours		225

Sustainable Enterprise Executive Education & Development

Sustainable Enterprise Executive Education & Development

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

Degree Type Professional Certificate

Requirements

Item #	Title	Clock Hours
SEED 1001	Understanding Sustainability & Making its Business Case	7.50
SEED 1002	Tackling Sustainability Frameworks with a Systems Mindset	7.50
SEED 1003	Designing Resilient Value Chains	7.50
SEED 1004	Developing Sustainability Strategy & Integrating Reporting	7.50
SEED 1005	Leaders as Drivers for Sustainability Engagement & Enterprise Transformation	7.50
Total Clock Hours		37.5

VUnited Scholars

VUnited Scholars

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

Degree Type Professional Certificate

Requirements

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

VUSC 0209	Principles of Art and Drawing, Part 2	
VUSC 0210	Introduction to Theater, Part 2	
VUSC 0300	Intro to Leadership	
VUSC 0301	Theology Part 3, Connecting Faith and Life in a World of Diversity and Change	
VUSC 0302	Integrated Literacy and Writing, Part 1	
VUSC 0303	American History	
VUSC 0304	Principles of Art and Drawing, Part 3	
VUSC 0400	Advanced Leadership	
VUSC 0401	Theology Part 4, Christian Sacramental Experience	
VUSC 0402	Integrated Literacy and Writing, Part 2	
VUSC 0403	Personal Finance, Part 2	
VUSC 0404	Early Childhood Education	
VUSC 0405	Art of Listening, Part 2: The History of Jazz and Pop Music	
VUSC 0406	Nursing and First Aid	
VUSC 0407	Introduction to Sports Management	
	Total Clock Hours	0

Courses

Addiction Studies

CRS 1001: Certified Recovery Specialist

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

PCB Course materials are provided in hard copy.

Clock Hours 66

Price \$1,200

Military Price \$1,020

Agile

AGL 1100: Foundations of Agile Methodology: Principles

Foundations of Agile Methodology: Principles is the first part of a course designed as an overview of 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.

Clock Hours 37.5

Price \$800

Military Price \$680

AGL 1110: Foundations of Agile Methodology: Practice

Foundations of Agile Methodology: Practice is the second part of a course designed as an overview of 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. In this course, students will apply concepts learned in AGL 1100.

Clock Hours 37.5

Prerequisites

AGL 1100

Foundations of Agile Methodology: Principles

Price \$1,295

Military Price \$1,100.75

AGL 1120: Foundations of Agile Methodology: Principles and Practice

Foundations of Agile Methodology: Principles and Practice is a course designed as an overview of 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.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

AGL 1200: Applications of Agile: Principles

Applications of Agile:

Principles is the first part of a course designed to provide students with the knowledge to engage in team planning for achieving the client deliverable; steps and tools to aid in planning strategies with agile. Utilization of concepts such as Lean and Kanban are discussed as well as addressing the pitfalls to avoid in planning.

Clock Hours 37.5

Price \$800

Military Price \$680

AGL 1210: Applications of Agile: Practice

Applications of Agile: Practice is the second part of a course designed to provide students with the knowledge to engage in team planning for achieving the client deliverable; steps and tools to aid in planning strategies with agile. Utilization of concepts such as Lean and Kanban are discussed as well as addressing the pitfalls to avoid in planning. In this course, students will apply concepts learned in AGL 1200.

Clock Hours 37.5

Prerequisites

AGL 1200

Applications of Agile: Principles

Price \$1,295

Military Price \$1,100.75

AGL 1220: Applications of Agile: Principles and Practice

Applications of Agile: Principles and Practice is a course designed to provide students with the knowledge to engage in team planning for achieving the client deliverable; steps and tools to aid in planning strategies with agile. Utilization of concepts such as Lean and Kanban are discussed as well as addressing the pitfalls to avoid in planning.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

AGL 1300: Leading Agile Teams: Principles

Leading Agile Teams: Principles is the first part of a course designed to provide students with the advanced tools and strategy to lead agile teams.

Clock Hours 37.5

Price \$800

Military Price \$680

AGL 1310: Leading Agile Teams: Practice

Leading Agile Teams: Practice is the second part of a course designed to provide students with the advanced tools and strategy to lead agile teams. In this course, students will apply concepts learned in AGL 1300.

Clock Hours 37.5

Prerequisites

AGL 1300

Leading Agile Teams: Principles

Price \$1,295

Military Price \$1,100.75

AGL 1320: Leading Agile Teams: Principles and Practice

Leading Agile Teams: Principles and Practice is a course designed to provide students with the advanced tools and strategy to lead agile teams.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

AGL 1400: Agile for Continuous Improvement: Principles

Agile for Continuous Improvement: Principles is a course which helps team leads develop the mindsets and skills to coach rather than manage, fostering greater autonomy and engagement. Learners will gain practical facilitation techniques for leading inclusive conversations and feedback sessions. Through active listening, reflective questioning, and conflict resolution strategies, participants will be equipped to support team growth and resilience. The course also emphasizes how to guide teams in self-assessing and self-correcting for continuous improvement.

Clock Hours 37.5

Price \$800

Military Price \$680

AGL 1410: Agile for Continuous Improvement: Practice

Agile for Continuous Improvement: Practice is the second part of a course which helps team leads develop the mindsets and skills to coach rather than manage, fostering greater autonomy and engagement. Learners will gain practical facilitation techniques for leading inclusive conversations and feedback sessions. Through active listening, reflective questioning, and conflict resolution strategies, participants will be equipped to support team growth and resilience. The course also emphasizes how to guide teams in self-assessing and self-correcting for continuous improvement. In this course, students will apply concepts learned in AGL 1400.

Clock Hours 37.5

Prerequisites

AGL 1400

Agile for Continuous Improvement: Principles

Price \$1,295

Military Price \$1,100.75

AGL 1420: Agile for Continuous Improvement: Principles and Practice

Agile for Continuous Improvement: Principles and Practice is a course which helps team leads develop the mindsets and skills to coach rather than manage, fostering greater autonomy and engagement. Learners will gain practical facilitation techniques for leading inclusive conversations and feedback sessions. Through active listening, reflective questioning, and conflict resolution strategies, participants will be equipped to support team growth and resilience. The course also emphasizes how to guide teams in self-assessing and self-correcting for continuous improvement.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

AGL 1500: Agile Foundations for Team Empowerment: Principles

Agile Foundations for Team Empowerment: Principles is the first part of a course which introduces the core elements of Agile with a focus on building empowered, self-organizing teams. Learners will explore Scrum roles, sprints, and key ceremonies while practicing techniques to make work visible, limit work in progress, and foster continuous feedback. Through iterative goal setting and progress tracking, participants learn how Agile rituals and roles can drive clarity, accountability, and team cohesion. The course emphasizes creating a culture of continuous improvement that supports adaptive, high-performing teams.

Clock Hours 37.5

Price \$800

Military Price \$680

AGL 1510: Agile Foundations for Team Empowerment: Practice

Agile Foundations for Team Empowerment: Practice is the second part of a course which introduces the core elements of Agile with a focus on building empowered, self-organizing teams. Learners will explore Scrum roles, sprints, and key ceremonies while practicing techniques to make work visible, limit work in progress, and foster continuous feedback. Through iterative goal setting and progress tracking, participants learn how Agile rituals and roles can drive clarity, accountability, and team cohesion. The course emphasizes creating a culture of continuous improvement that supports adaptive, high-performing teams. In this course, students will apply concepts learned in AGL 1500.

Clock Hours 37.5

Prerequisites

AGL 1500

Agile Foundations for Team Empowerment: Principles

Price \$1,295

Military Price \$1,100.75

AGL 1520: Agile Foundations for Team Empowerment: Principles and Practice

Agile Foundations for Team Empowerment: Principles and Practice is a course which introduces the core elements of Agile with a focus on building empowered, self-organizing teams. Learners will explore Scrum roles, sprints, and key ceremonies while practicing techniques to make work visible, limit work in progress, and foster continuous feedback. Through iterative goal setting and progress tracking, participants learn how Agile rituals and roles can drive clarity, accountability, and team cohesion. The course emphasizes creating a culture of continuous improvement that supports adaptive, high-performing teams.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

AGL 1550: Agile Certification Exam

Certification exam for Agile Certificate Program.

Prerequisites

Must have completed Agile Certificate Program.

Price \$300

Artificial Intelligence

AIN 1000: Artificial Intelligence Foundations: Principles

Artificial Intelligence Foundations: Principles is the first part of this course designed as an introduction to artificial intelligence (AI), covering foundational concepts, data handling, and common misconceptions. Learners will explore how AI works through hands-on, no-code experiences in machine learning, generative AI, and automation tools. Real-world applications are highlighted across industries, with case studies and emerging trends shaping the future of AI. Emphasis is also placed on ethical AI practices, including fairness, privacy, and regulatory considerations for responsible use.

Clock Hours 37.5

Price \$800

Military Price \$680

AIN 1010: Artificial Intelligence Foundations: Practice

Artificial Intelligence Foundations: Practice is the second part of this course designed as an introduction to artificial intelligence (AI), covering foundational concepts, data handling, and common misconceptions. Learners will explore how AI works through hands-on, no-code experiences in machine learning, generative AI, and automation tools. Real-world applications are highlighted across industries, with case studies and emerging trends shaping the future of AI. Emphasis is also placed on ethical AI practices, including fairness, privacy, and regulatory considerations for responsible use. In this course, students will apply concepts learned in AIN 1000.

Clock Hours 37.5

Prerequisites

AIN 1000

Artificial Intelligence

Foundations: Principles

Price \$1,295

Military Price \$1,100.75

AIN 1020: Artificial Intelligence Foundations: Principles and Practice

Artificial Intelligence Foundations: Principles and Practice is a course designed as an introduction to artificial intelligence (AI), covering foundational concepts, data handling, and common misconceptions. Learners will explore how AI works through hands-on, no-code experiences in machine learning, generative AI, and automation tools. Real-world applications are highlighted across industries, with case studies and emerging trends shaping the future of AI. Emphasis is also placed on ethical AI practices, including fairness, privacy, and regulatory considerations for responsible use.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

AIN 1100: Applied Artificial Intelligence: Principles

Applied Artificial Intelligence: Principles is the first part of a course designed to introduce the core ideas of AI and its use in solving real-world problems. Learners will understand how AI systems interact with data and make decisions to solve problems. The course builds on learners' curiosity and desire without requiring prior experience with AI. By the end of the course, the learners will be able to understand the basics of AI and develop simple AI-powered applications.

Clock Hours 37.5

Price \$800

Military Price \$680

AIN 1110: Applied Artificial Intelligence: Practice

Applied Artificial Intelligence: Practice is the second part of a course designed to introduce the core ideas of AI and its use in solving real-world problems. Learners will understand how AI systems interact with data and make decisions to solve problems. The course builds on learners' curiosity and desire without requiring prior experience with AI. By the end of the course, the learners will be able to understand the basics of AI and develop simple AI-powered applications. In this course, students will apply concepts learned in AIN 1100.

Clock Hours 37.5

Prerequisites

AIN 1100

Applied Artificial Intelligence: Principles

Price \$1,295

Military Price \$1,100.75

AIN 1120: Applied Artificial Intelligence: Principles and Practice

Applied Artificial Intelligence: Principles and Practice is a course designed to introduce the core ideas of AI and its use in solving real-world problems. Learners will understand how AI systems interact with data and make decisions to solve problems. The course builds on learners' curiosity and desire without requiring prior experience with AI. By the end of the course, the learners will be able to understand the basics of AI and develop simple AI-powered applications.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

AIN 1200: Deep Learning and Its Applications: Principles

Deep Learning and Its Applications: Principles is the first part of a course designed for students to explore how AI driven systems understand image and textual information, and recognize patterns from complex data for image and language tasks. Through hands-on approaches, learners will develop and train AI-driven systems for applications such as image recognition, object detection, and voice assistants. Furthermore, learners will understand the evaluation techniques to decipher the behavior of the AI-based systems and apply optimization techniques for performance enhancement of the AI-based systems.

Clock Hours 37.5

Prerequisites

Must have completed one of the courses from both lists below:

- AIN 1110 Applied Artificial Intelligence: Practice or
- AIN 1120 Applied Artificial Intelligence: Practice: Principles and Practice

Price \$800

Military Price \$680

AIN 1210: Deep Learning and Its Applications: Practice

Deep Learning and Its Applications: Practice is the second part of a course designed for students to explore how AI driven systems understand image and textual information, and recognize patterns from complex data for image and language tasks. Through hands-on approaches, learners will develop and train AI-driven systems for applications such as image recognition, object detection, and voice assistants. Furthermore, learners will understand the evaluation techniques to decipher the behavior of the AI-based systems and apply optimization techniques for performance enhancement of the AI-based systems. In this course, students will apply concepts learned in AIN 1200.

Clock Hours 37.5

Prerequisites

AIN 1200

Deep Learning and Its Applications: Principles

Price \$1,295

Military Price \$1,100.75

AIN 1220: Deep Learning and Its Applications: Principles and Practice

Deep Learning and Its Applications: Principles and Practice is a course designed for students to explore how AI driven systems understand image and textual information, and recognize patterns from complex data for image and language tasks. Through hands-on approaches, learners will develop and train AI-driven systems for applications such as image recognition, object detection, and voice assistants. Furthermore, learners will understand the evaluation techniques to decipher the behavior of the AI-based systems and apply optimization techniques for performance enhancement of the AI-based systems.

Clock Hours 75

Prerequisites

Must have completed one of the courses from both lists below:

- AIN 1110 Applied Artificial Intelligence: Practice or
- AIN 1120 Applied Artificial Intelligence: Principles and Practice

Price \$2,095

Military Price \$1,780.75

AIN 1300: Large Language Models (LLM): Principles

Large Language Models (LLM): Principles is the first part of a course which focuses on the technology behind generative language models (e.g. ChatGPT). Learners will understand how LLMs comprehend and generate human readable language, and apply the knowledge to develop intelligent language-based applications such as chatbots, and writing assistants. Furthermore, learners will be exposed to the challenges of using LLMs in practice and gain an understanding of the ethical implications of LLMs in real-world applications.

Clock Hours 37.5

Prerequisites

Must have completed one of the courses from both lists below:

- AIN 1110 Applied Artificial Intelligence: Practice or
- AIN 1120 Applied Artificial Intelligence: Principles and Practice

AND

- AIN 1210 Deep Learning and Its Applications: Practice or
- AIN 1220 Deep Learning and Its Applications: Principles and Practice

Price \$800

Military Price \$680

AIN 1310: Large Language Models (LLM): Practice

Large Language Models (LLM): Practice is the second part of a course which focuses on the technology behind generative language models (e.g. ChatGPT). Learners will understand how LLMs comprehend and generate human readable language, and apply the knowledge to develop intelligent language-based applications such as chatbots, and writing assistants. Furthermore, learners will be exposed to the challenges of using LLMs in practice and gain an understanding of the ethical implications of LLMs in real-world applications. In this course, students will apply concepts learned in AIN 1300.

Clock Hours 37.5

Prerequisites

AIN 1300

Large Language Models (LLM): Principles

Price \$1,295

Military Price \$1,100.75

AIN 1320: Large Language Models (LLM): Principles and Practice

Large Language Models (LLM): Principles and Practice is a course which focuses on the technology behind generative language models (e.g. ChatGPT). Learners will understand how LLMs comprehend and generate human readable language, and apply the knowledge to develop intelligent language-based applications such as chatbots, and writing assistants. Furthermore, learners will be exposed to the challenges of using LLMs in practice and gain an understanding of the ethical implications of LLMs in real-world applications.

Clock Hours 75

Prerequisites

Must have completed one of the courses from both lists below:

- AIN 1110 Applied Artificial Intelligence: Practice or
- AIN 1120 Applied Artificial Intelligence: Principles and Practice

AND

- AIN 1210 Deep Learning and Its Applications: Practice or
- AIN 1220 Deep Learning and Its Applications: Principles and Practice

Price \$2,095

Military Price \$1,780.75

Athletics Leadership

VALD 5000: Athletics Leadership Summit

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

Clock Hours 12

Price \$550

Military Price \$467.5

Business Intelligence

BSI 1550: Business Intelligence Certification Exam

Certification exam for Business Intelligence Certificate Program

Prerequisites

Must have completed Business Intelligence Certificate Program.

Price \$300

Contract Management

CTM 1000: Fundamentals of Contract Management: Principles

Fundamentals of Contract Management: Principles is the first part of a course designed as an introduction to key concepts and principles for contract management professionals.

Clock Hours 37.5

Price \$800

Military Price \$680

CTM 1010: Fundamentals of Contract Management: Practice

Fundamentals of Contract Management: Practice is the second part of a course designed as an introduction to key concepts and principles for contract management professionals. In this course, students will apply concepts learned in CTM 1000.

Clock Hours 37.5

Prerequisites

CTM 1000

Fundamentals of Contract Management: Principles

Price \$1,295

Military Price \$1,100.75

CTM 1020: Fundamentals of Contract Management: Principles and Practice

Fundamentals of Contract Management: Principles and Practice is a course designed as an introduction to key concepts and principles for contract management professionals.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

CTM 1100: Commercial Contract Management: Principles

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

Clock Hours 37.5

Price \$800

Military Price \$680

CTM 1110: Commercial Contract Management: Practice

Commercial Contract Management: Practice is the second part of this course in which students examine the theory and practice of commercial management in a business enterprise. The course reviews the legal framework for commercial acquisition contracts. The course also examines in detail the Uniform Commercial Code as it relates to basic contract law to help students who engage in commercial transactions understand its applicability. This course will also be helpful for those interested in testing for the Certified Commercial Contract Manager (CCCM) certification. In this course, students will apply the concepts learned in CTM 1100.

Clock Hours 37.5

Prerequisites

CTM 1100

Commercial Contract Management: Principles

Price \$1,295

Military Price \$1,100.75

CTM 1120: Commercial Contract Management: Principles and Practice

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

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

CTM 1200: Government Contract Management: Principles

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

Clock Hours 37.5

Price \$800

Military Price \$680

CTM 1210: Government Contract Management: Practice

Government Contract Management: Practice is the second part of this course in which students examine the theory and practice of the federal acquisition management process. The course reviews the pre- and post-award contracting process focusing on complex, noncommercial acquisitions. The course also examines the functional roles of individuals having responsibility in this area. Students will develop the skills and knowledge needed to perform the role of business adviser and to apply ethical principles and sound judgment to resolve contracting issues. Specific topics include knowledge to test for the Certified Federal Contract Manager (CFCM) certification and mastery of federal acquisition regulation (FAR) and government contracting best practices. In this course, students will apply the concepts learned in CTM 1200.

Clock Hours 37.5

Prerequisites

CTM 1200

Government Contract Management: Principles

Price \$1,295

Military Price \$1,100.75

CTM 1220: Government Contract Management: Principles and Practice

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

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

CTM 1300: Advanced Contract Management: Principles

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

Clock Hours 37.5

Prerequisites

Must have completed one of the courses from both lists below:

- CTM 1110 Commercial Contract Management: Practice or
- CTM 1120 Commercial Contract Management: Principles and Practice

AND

- CTM 1210 Government Contract Management: Practice or
- CTM 1220 Government Contract Management: Principles and Practice

Price \$800

Military Price \$680

CTM 1310: Advanced Contract Management: Practice

Advanced Contract Management: Practice is the second part of this course in which students cover the Contract Management Body of Knowledge (CMBOK) in advanced contracting topics. Students will enhance their skills and understanding of acquisition management. The class emphasizes both theory and practice allowing students to learn the underlying principles and use of the current tools in the field. This course contains specialized knowledge in commercial and government contracting. Students will learn to apply ethical principles and sound judgment to resolve contracting issues. Specific topics include knowledge to test for the Certified Professional Contracts Management (CPCM) certification. In this course, students will apply concepts learned in CTM 1300.

Clock Hours 37.5

Prerequisites

CTM 1300

Advanced Contract Management: Principles

Price \$1,295

Military Price \$1,100.75

CTM 1320: Advanced Contract Management: Principles and Practice

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

Clock Hours 75

Prerequisites

Must have completed one of the courses from both lists below:

- CTM 1110 Commercial Contract Management: Practice or
- CTM 1120 Commercial Contract Management: Principles and Practice

AND

- CTM 1210 Government Contract Management: Practice or
- CTM 1220 Government Contract Management: Principles and Practice

Price \$2,095
Military Price \$1,780.75

CTM 1500: Contracting Excellence: Principles

Contracting Excellence: Principles is the first part of a course designed for students to explore advanced topics for contract management excellence.

Clock Hours 37.5

Price \$800

Military Price \$680

CTM 1510: Contracting Excellence: Practice

Contracting Excellence: Practice is the second part of a course designed for students to explore advanced topics for contract management excellence. In this course, students will apply concepts learned in CTM1500.

Clock Hours 37.5

Prerequisites

CTM 1500

Contracting Excellence:
Practice

Price \$1,295

Military Price \$1,100.75

CTM 1520: Contracting Excellence: Principles and Practice

Contracting Excellence: Principles and Practice is a course designed for students to explore advanced topics for contract management excellence.

Clock Hours 75

Prerequisites

Must have completed one of the courses from both lists below:

- CTM 1110 Commercial Contract Management: Practice or
- CTM 1120 Commercial Contract Management: Principles and Practice

AND

- CTM 1210 Government Contract Management: Practice or
- CTM 1220 Government Contract Management: Principles and Practice

Price \$2,095

Military Price \$1,780.75

Digital Marketing

DMK 1100: Strategic Digital Marketing: Principles

Strategic Digital Marketing: Principles is the first part of a course which introduces students to core digital marketing tools and techniques.

Clock Hours 37.5

Price \$800

Clock Hours per Week 6.2

Military Price \$680

DMK 1110: Strategic Digital Marketing: Practice

Strategic Digital Marketing: Practice is the second part of a course which introduces students to core digital marketing tools and techniques. In this course, students will apply concepts learned in DMK 1100.

Clock Hours 37.5

Prerequisites

DMK 1100

Strategic Digital Marketing:
Principles

Price \$1,295

Clock Hours per Week 0

Military Price \$1,100.75

DMK 1120: Strategic Digital Marketing: Principles and Practice

Strategic Digital Marketing: Principles and Practice is an introduction course to core digital marketing tools and techniques.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

DMK 1200: Effective Multi-Channel Digital Marketing: Principles

Effective Multi-Channel Digital Marketing: Principles is the first part of a course in which students will learn advanced skills and competencies in digital marketing.

Clock Hours 37.5

Price \$800

Military Price \$680

DMK 1210: Effective Multi-Channel Digital Marketing: Practice

Effective Multi-Channel Digital Marketing: Practice is the second part of a course in which students will learn advanced skills and competencies in digital marketing. In this course, students will apply concepts learned in DMK 1200.

Clock Hours 37.5

Prerequisites

DMK 1200

Digital Marketing Tactics: Principles

Price \$1,295

Military Price \$1,100.75

DMK 1220: Effective Multi-Channel Digital Marketing: Principles and Practice

Effective Multi-Channel Digital Marketing: Principles and Practice is a course in which students will learn advanced skills and competencies in digital marketing.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

DMK 1300: Advanced Digital Marketing and Analytics: Strategy, Ethics and AI Integration: Principles

Advanced Digital Marketing and Analytics: Strategy, Ethics and AI Integration: Principles is the first part of a course in which students will learn about building and evaluating digital marketing strategies.

Clock Hours 37.5

Price \$800

Military Price \$680

DMK 1310: Advanced Digital Marketing and Analytics: Strategy, Ethics and AI Integration: Practice

Advanced Digital Marketing and Analytics: Strategy, Ethics and AI Integration: Practice is the second part of a course in which students will learn about building and evaluating digital marketing strategies. In this course, students will apply concepts learned in DMK 1300.

Clock Hours 37.5

Prerequisites

DMK 1300

Advanced Digital Marketing and Analytics: Strategy, Ethics and AI Integration: Principles

Price \$1,295

Military Price \$1,100.75

DMK 1320: Advanced Digital Marketing and Analytics: Strategy, Ethics and AI Integration: Principles and Practice

Advanced Digital Marketing and Analytics: Strategy, Ethics and AI Integration: Principles and Practice is a course in which students will learn about building and evaluating digital marketing strategies.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

DMK 1400: Digital Content Creation for Social Media: Principles

Digital Content Creation for Social Media: Principles is the first part of a course designed to equip students with the strategic and technical skills needed to develop engaging content across multiple social platforms. Through hands-on projects and real-world case studies, students will learn to craft compelling narratives, optimize content for different platforms, and leverage metrics to refine their social media strategies for maximum impact.

Clock Hours 37.5

Price \$800

Military Price \$680

DMK 1410: Digital Content Creation for Social Media: Practice

Digital Content Creation for Social Media: Practice is the second part of a course designed to equip students with the strategic and technical skills needed to develop engaging content across multiple social platforms. Through hands-on projects and real-world case studies, students will learn to craft compelling narratives, optimize content for different platforms, and leverage metrics to refine their social media strategies for maximum impact. In this course, students will apply concepts learned in DMK 1400.

Clock Hours 37.5

Prerequisites

DMK 1400

Digital Content Creation for Social Media: Principles

Price \$1,295

Military Price \$1,100.75

DMK 1420: Digital Content Creation for Social Media: Principles and Practice

Digital Content Creation for Social Media: Principles and Practice is a course designed to equip students with the strategic and technical skills needed to develop engaging content across multiple social platforms. Through hands-on projects and real-world case studies, students will learn to craft compelling narratives, optimize content for different platforms, and leverage metrics to refine their social media strategies for maximum impact.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

Entrepreneurship

ENT 1100: Foundations of Entrepreneurial Thinking: Principles

Foundations of Entrepreneurial Thinking: Principles is the first part of a course designed to develop the mindset and skills to identify opportunities, take initiative, and navigate uncertainty like an entrepreneur.

Clock Hours 37.5

Price \$800

Military Price \$680

ENT 1110: Foundations of Entrepreneurial Thinking: Practice

Foundations of Entrepreneurial Thinking: Practice is the second part of a course designed to develop the mindset and skills to identify opportunities, take initiative, and navigate uncertainty like an entrepreneur. In this course, students will apply concepts learned in ENT 1100.

Clock Hours 37.5

Prerequisites

ENT 1100

Foundations of Entrepreneurial Thinking: Principles

Price \$1,295

Military Price \$1,100.75

ENT 1120: Foundations of Entrepreneurial Thinking: Principles and Practice

Foundations of Entrepreneurial Thinking: Principles and Practice is a course designed to develop the mindset and skills to identify opportunities, take initiative, and navigate uncertainty like an entrepreneur.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

ENT 1200: Entrepreneurial Toolkit: Markets and Models: Principles

Entrepreneurial Toolkit: Markets and Models: Principles is the first part of a course designed on how to test ideas, understand your target market, and build viable business models.

Clock Hours 37.5

Price \$800

Military Price \$680

ENT 1210: Entrepreneurial Toolkit: Markets and Models: Practice

Entrepreneurial Toolkit: Markets and Models: Practice is the second part of a course designed on how to test ideas, understand your target market, and build viable business models. In this course, students will apply concepts learned in ENT 1200.

Clock Hours 37.5

Prerequisites

ENT 1200

Entrepreneurial Toolkit: Markets and Models: Principles

Price \$1,295

Military Price \$1,100.75

ENT 1220: Entrepreneurial Toolkit: Markets and Models: Principles and Practice

Entrepreneurial Toolkit: Markets and Models: Principles and Practice is a course designed on how to test ideas, understand your target market, and build viable business models.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

ENT 1300: Smart Growth Strategies for Entrepreneurs: Principles

Smart Growth Strategies for Entrepreneurs: Principles is the first part of a course designed for students to discover how to grow their business sustainably with simple strategies that scale.

Clock Hours 37.5

Price \$800

Military Price \$680

ENT 1310: Smart Growth Strategies for Entrepreneurs: Practice

Smart Growth Strategies for Entrepreneurs: Practice is the second part of a course designed for students to discover how to grow their business sustainably with simple strategies that scale. In this course, students will apply concepts learned in ENT 1300.

Clock Hours 37.5

Prerequisites

ENT 1300

Smart Growth Strategies for Entrepreneurs: Principles

Price \$1,295

Military Price \$1,100.75

ENT 1320: Smart Growth Strategies for Entrepreneurs: Principles and Practice

Smart Growth Strategies for Entrepreneurs: Principles and Practice is a course designed for students to discover how to grow their business sustainably with simple strategies that scale.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

ENT 1420: Entrepreneurship Workshop

In this course, students will learn to put their ideas into motion by working closely with a faculty mentor to test and refine entrepreneurial concepts using tools and insights from the program.

Clock Hours 75

Prerequisites

Students must have completed the following courses:

ENT 1110 *Foundations of Entrepreneurial Thinking: Practice*

or

ENT 1120 *Foundations of Entrepreneurial Thinking: Principles and Practice*

AND

ENT 1210 *Entrepreneurial Toolkit: Markets and Models: Practice*

or

ENT 1220 *Entrepreneurial Toolkit: Markets and Models: Principles and Practice*

Price \$2,095

Military Price \$1,780.75

Financial Management

CSPA 2501: PayTrain® Fundamentals

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

Clock Hours 75

Price \$1,350

Military Price \$1,147.5

CSPA 2502: PayTrain® Mastery

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

Clock Hours 75

Prerequisites

CSPA 2501

PayTrain® Fundamentals

Price \$1,350

Clock Hours per Week 0

Military Price \$1,147

Human Resources

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

SHRM-CP/SHRM-SCP Exam Preparation is a course designed to provide students with the tools, techniques and practices required for those preparing to sit for an advanced certification exam.

Clock Hours and Tuition vary by modality, see [website](#) for details.

Price \$1,695

HRM 1100: HR Fundamentals: Principles

HR Fundamentals: Principles is the first part of a course designed to provide a broad overview of the human resource function. Students will learn to use and apply industry literature, terminology, and best practices.

Clock Hours 37.5

Price \$800

Military Price \$680

HRM 1110: HR Fundamentals: Practice

HR Fundamentals: Practice is the second part of a course designed to provide a broad overview of the human resource function. Students will learn to use and apply industry literature, terminology, and best practices. In this course, students will apply concepts learned in HRM 1100.

Clock Hours 37.5

Prerequisites

HRM 1100

HR Professional: Principles

Price \$1,295

Military Price \$1,100.75

HRM 1120: HR Fundamentals: Principles and Practice

HR Fundamentals: Principles and Practice is a course designed to provide a broad overview of the human resource function. Students will learn to use and apply industry literature, terminology, and best practices.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

HRM 1200: HR Professional: Principles

HR Professional: Principles is the first part of a course designed to provide students with the knowledge, skills, and application for Human Resources professionals.

Clock Hours 37.5

Price \$800

Military Price \$680

HRM 1210: HR Professional: Practice

HR Professional: Practice is the second part of a course designed to provide students with the knowledge, skills, and application for Human Resources professionals. In this course, students will apply concepts learned in HRM 1200.

Clock Hours 37.5

Prerequisites

HRM 1200

HR Professional: Principles

Price \$1,295

Military Price \$1,100.75

HRM 1220: HR Professional: Principles and Practice

HR Professional: Principles and Practice is a course designed to provide students with the knowledge, skills, and application for Human Resources professionals.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

HRM 1300: Advanced Human Resources: Principles

Advanced Human Resources: Principles is the first part of a course designed around the advanced topics for Human Resource professionals.

Clock Hours 37.5

Price \$800

Military Price \$680

HRM 1310: Advanced Human Resources: Practice

Advanced Human Resources: Practice is the second part of a course designed around the advanced topics for Human Resource professionals. In this course, students will apply the concepts learned in HRM 1300.

Clock Hours 37.5

Prerequisites

HRM 1300

Advanced Human Resources:
Principles

Price \$1,295

Military Price \$1,100.75

HRM 1320: Advanced Human Resources: Principles and Practice

Advanced Human Resources: Principles and Practice is a course designed around the advanced topics for Human Resource professionals.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

Immigration Studies

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

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

Clock Hours 140

Price \$1,330

Clock Hours per Week 10

Military Price \$1,113.5

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

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

Clock Hours 140

Price \$1,330

Clock Hours per Week 10

Military Price \$1,113.5

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

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

Clock Hours 140

Price \$1,330

Clock Hours per Week 10

Military Price \$1,113.5

Irish Language Studies

CNIP 1111: Introduction to Irish Language 1

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

Clock Hours 10

Price \$750

Military Price \$637.5

CNIP 1112: Introduction to Irish Language 2

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

Clock Hours 10

Prerequisites

CNIP 1111

Introduction to Irish Language 1

Price \$750

Military Price \$637.5

Leadership

LDNC 0500: CLIMB Leadership Training

Helps participants take their leadership to new heights and to develop the following skills: Communicate with Clarity; Lead with Ethics; Include by Design; Motivate on Purpose; Build a Collaborative Structure.

Clock Hours 12

Price \$0

Military Price \$0

LDNC 1100: Strategic Leadership: Principles

Strategic Leadership: Principles is the first part of a course 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. This course discusses the tools needed to create an organization that values learning, promotes diversity, equity, inclusion, innovation, and welcomes changes.

Clock Hours 37.5

Price \$800

Military Price \$680

LDNC 1110: Strategic Leadership: Practice

Strategic Leadership: Practice is the second part of a course 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. This course discusses the tools needed to create an organization that values learning, promotes diversity, equity, inclusion, innovation, and welcomes changes. In this course, students will apply concepts learned in LDNC 1100.

Clock Hours 37.5

Prerequisites

LDNC 1100

Strategic Leadership: Principles

Price \$1,295

Military Price \$1,100.75

LDNC 1120: Strategic Leadership: Principles and Practice

Strategic Leadership: Principles and Practice is a course 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. This course discusses the tools needed to create an organization that values learning, promotes diversity, equity, inclusion, innovation, and welcomes changes.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

LDNC 1200: Building & Leading Highly Effective Teams: Principles

Building & Leading Highly Effective Teams: Principles is the first part of this course which focuses on tools and techniques to build and lead highly effective teams.

Clock Hours 37.5

Price \$800

Military Price \$680

LDNC 1210: Building & Leading Highly Effective Teams: Practice

Building & Leading Highly Effective Teams: Practice is the second part of this course which focuses on tools and techniques to build and lead highly effective teams. In this course, students will apply concepts learned in LDNC 1200.

Clock Hours 37.5

Prerequisites

LDNC 1200

Building & Leading Highly Effective Teams: Principles

Price \$1,295

Military Price \$1,100.75

LDNC 1220: Building & Leading Highly Effective Teams: Principles & Practice

Building & Leading Highly Effective Teams: Principles & Practice is a course which focuses on tools and techniques to build and lead highly effective teams.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

LDNC 1300: Finance and Accounting for the Non Financial Manager: Principles

Finance and Accounting for the Non Financial Manager: Principles is the first part of a course designed to help students understand the accounting process and methodologies, enhancing their ability to forecast financial performance, spot trends and study their competition with a keener eye. Students 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.

Clock Hours 37.5

Price \$800

Military Price \$680

LDNC 1310: Finance and Accounting for the Non Financial Manager: Practice

Finance and Accounting for the Non Financial Manager: Practice is the second part of a course designed to help students understand the accounting process and methodologies, enhancing their ability to forecast financial performance, spot trends and study their competition with a keener eye. Students 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. In this course, students will apply concepts learned in LDNC 1300.

Clock Hours 37.5

Prerequisites

LDNC 1300

Finance and Accounting for the Non Financial Manager: Principles

Price \$1,295

Military Price \$1,100.75

LDNC 1320: Finance and Accounting for the Non Financial Manager: Principles and Practice

Finance and Accounting for the Non Financial Manager: Principles and Practice is a course designed to help students understand the accounting process and methodologies, enhancing their ability to forecast financial performance, spot trends and study their competition with a keener eye. Students 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.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

LDNC 1400: Systems and Design Thinking: Principles

Systems and Design Thinking: Principles is the first part of a course designed to provide learners with differential insight to better understand complex adaptive (organizational, business, and social) systems, the interdependent situations that emerge, and ways to influence the systems using interactive design methods.

Clock Hours 37.5

Price \$800

Military Price \$680

LDNC 1410: Systems and Design Thinking: Practice

Systems and Design Thinking: Practice is the second part of a course designed to provide learners with differential insight to better understand complex adaptive (organizational, business, and social) systems, the interdependent situations that emerge, and ways to influence the systems using interactive design methods. In this course, students will apply concepts learned in LDNC 1400.

Clock Hours 37.5

Prerequisites

LDNC 1400

Systems and Design Thinking: Principles

Price \$1,295

Military Price \$1,100.75

LDNC 1420: Systems and Design Thinking: Principles and Practice

Systems and Design Thinking: Principles and Practice is a course designed to provide learners with differential insight to better understand complex adaptive (organizational, business, and social) systems, the interdependent situations that emerge, and ways to influence the systems using interactive design methods.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

LDNC 1500: Change Management: Principles

Change Management: Principles is the first part of a course in which students will learn about the tools and techniques to lead and manage successful change management.

Clock Hours 37.5

Price \$800

Military Price \$680

LDNC 1510: Change Management: Practice

Change Management: Practice is the second part of a course in which students will learn about the tools and techniques to lead and manage successful change management. In this course, students will apply concepts learned in LDNC 1500.

Clock Hours 37.5

Prerequisites

LDNC 1500

Change Management: Principles

Price \$1,295

Military Price \$1,100.75

LDNC 1520: Change Management: Principles and Practice

Change Management: Principles and Practice is a course in which students will learn about the tools and techniques to lead and manage successful change management.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

LDNC 1600: Design Thinking for Social Impact: Principles

Design Thinking for Social Impact: Principles is the first part of a course which combines contemplative practices and design thinking to help mission-driven leaders understand and respond to their organizational challenges with presence and precision. Students will gain an understanding of the challenges faced by mission-driven organizations and the cost of failure which often goes beyond the organization and its employees. This course examines the effects on the communities and causes mission-driven organizations serve and how to better respond beyond the “business-as-usual” solutions.

Clock Hours 37.5

Price \$800

Military Price \$600

LDNC 1610: Design Thinking for Social Impact: Practice

Design Thinking for Social Impact: Practice is the second part of a course which combines contemplative practices and design thinking to help mission-driven leaders understand and respond to their organizational challenges with presence and precision. Students will gain an understanding of the challenges faced by mission-driven organizations and the cost of failure which often goes beyond the organization and its employees. This course examines the effects on the communities and causes mission-driven organizations serve and how to better respond beyond the “business-as-usual” solutions. In this course, students will apply concepts learned in LDNC 1600.

Clock Hours 37.5

Prerequisites

LDNC 1600

Contemplative Design Thinking for Mission-Driven

Organizations: Principles

Price \$1,295

Military Price \$1,100.75

LDNC 1620: Design Thinking for Social Impact: Principles and Practice

Design Thinking for Social Impact: Principles and Practice is a course which combines contemplative practices and design thinking to help mission-driven leaders understand and respond to their organizational challenges with presence and precision. Students will gain an understanding of the challenges faced by mission-driven organizations and the cost of failure which often goes beyond the organization and its employees. This course examines the effects on the communities and causes mission-driven organizations serve and how to better respond beyond the “business-as-usual” solutions.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

LDNC 1700: The Human-Centered Leader: Inner Wisdom, Outer Impact: Principles

The Human-Centered Leader: Inner Wisdom, Outer Impact: Principles is the first part of a course for people who lead with heart and backbone. Grounded in human-centered design and contemplative practice, this course sharpens your focus, deepens your presence, and builds the resilience to lead with clarity, courage, and care—in a world that rarely slows down.

Clock Hours 37.5

Price \$800

Military Price \$680

LDNC 1710: The Human-Centered Leader: Inner Wisdom, Outer Impact: Practice

The Human-Centered Leader: Inner Wisdom, Outer Impact: Practice is the second part of a course for people who lead with heart and backbone. Grounded in human-centered design and contemplative practice, this course sharpens your focus, deepens your presence, and builds the resilience to lead with clarity, courage, and care—in a world that rarely slows down. In this course, students will apply concepts learned in LDNC 1700.

Clock Hours 37.5

Prerequisites

LDNC 1700

The Human-Centered Leader: Inner Wisdom, Outer Impact: Principles

Price \$1,295

Military Price \$1,100.75

LDNC 1720: The Human-Centered Leader: Inner Wisdom, Outer Impact: Principles and Practice

The Human-Centered Leader: Inner Wisdom, Outer Impact: Principles and Practice is a course for people who lead with heart and backbone. Grounded in human-centered design and contemplative practice, this course sharpens your focus, deepens your presence, and builds the resilience to lead with clarity, courage, and care—in a world that rarely slows down.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

LDNC 1800: Executive Presence and Leadership Communication: Principles

Executive Presence and Leadership Communication: Principles is the first part of a course which develops the essential verbal and non-verbal communication skills that distinguish influential leaders, focusing on authentic presence, strategic messaging, and compelling delivery techniques for diverse business settings. Participants will master the art of communicating with clarity, confidence, and credibility while cultivating a personal leadership brand that inspires trust and drives organizational success.

Clock Hours 37.5

Price \$800

Military Price \$680

LDNC 1810: Executive Presence and Leadership Communication: Practice

Executive Presence and Leadership Communication: Practice is the second part of a course which develops the essential verbal and non-verbal communication skills that distinguish influential leaders, focusing on authentic presence, strategic messaging, and compelling delivery techniques for diverse business settings. Participants will master the art of communicating with clarity, confidence, and credibility while cultivating a personal leadership brand that inspires trust and drives organizational success. In this course, students will apply concepts learned in LDNC 1800.

Clock Hours 37.5

Prerequisites

LDNC 1800

Executive Presence and Leadership Communication: Principles

Price \$1,295

Military Price \$1,100.75

LDNC 1820: Executive Presence and Leadership Communication: Principles and Practice

Executive Presence and Leadership Communication: Principles and Practice is a course which develops the essential verbal and non-verbal communication skills that distinguish influential leaders, focusing on authentic presence, strategic messaging, and compelling delivery techniques for diverse business settings. Participants will master the art of communicating with clarity, confidence, and credibility while cultivating a personal leadership brand that inspires trust and drives organizational success.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

LDNC 1900: Critical Thinking and Decision-Making for Strategic Leadership: Principles

Critical Thinking and Decision-Making for Strategic Leadership: Principles is the first part of a course designed to equip professionals with advanced analytical frameworks and cognitive tools to evaluate complex business challenges, recognize cognitive biases, and make high-stakes decisions under uncertainty. Participants will develop a disciplined approach to strategic problem-solving that balances analytical rigor with practical judgment, enabling them to navigate ambiguity and lead their organizations through increasingly complex competitive landscapes.

Clock Hours 37.5

Price \$800

Military Price \$680

LDNC 1910: Critical Thinking and Decision-Making for Strategic Leadership: Practice

Critical Thinking and Decision-Making for Strategic Leadership: Practice is the second part of a course designed to equip professionals with advanced analytical frameworks and cognitive tools to evaluate complex business challenges, recognize cognitive biases, and make high-stakes decisions under uncertainty. Participants will develop a disciplined approach to strategic problem-solving that balances analytical rigor with practical judgment, enabling them to navigate ambiguity and lead their organizations through increasingly complex competitive landscapes. In this course, students will apply concepts learned in LDNC 1900.

Clock Hours 37.5

Prerequisites

LDNC 1900

Critical Thinking and Decision-Making for Strategic Leadership: Principles

Price \$1,295

Military Price \$1,100.75

LDNC 1920: Critical Thinking and Decision-Making for Strategic Leadership: Principles and Practice

Critical Thinking and Decision-Making for Strategic Leadership: Principles and Practice is a course designed to equip professionals with advanced analytical frameworks and cognitive tools to evaluate complex business challenges, recognize cognitive biases, and make high-stakes decisions under uncertainty. Participants will develop a disciplined approach to strategic problem-solving that balances analytical rigor with practical judgment, enabling them to navigate ambiguity and lead their organizations through increasingly complex competitive landscapes.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

LDNC 2000: Negotiation and Conflict Resolution: Principles

Negotiation and Conflict Resolution: Principles is the first part of a course designed to equip professionals with proven strategies and practical techniques to navigate complex negotiations, manage difficult conversations, and transform conflicts into opportunities for mutual gain. Through interactive simulations and real-world case analyses, participants will develop the emotional intelligence, strategic thinking, and communication skills needed to build lasting agreements and preserve valuable relationships in high-stakes business environments.

Clock Hours 37.5

Price \$800

Military Price \$680

LDNC 2010: Negotiation and Conflict Resolution: Practice

Negotiation and Conflict Resolution: Practice is the second part of a course designed to equip professionals with proven strategies and practical techniques to navigate complex negotiations, manage difficult conversations, and transform conflicts into opportunities for mutual gain. Through interactive simulations and real-world case analyses, participants will develop the emotional intelligence, strategic thinking, and communication skills needed to build lasting agreements and preserve valuable relationships in high-stakes business environments. In this course, students will apply concepts learned in LDNC 2000.

Clock Hours 37.5

Prerequisites

LDNC 2000

Negotiation and Conflict Resolution: Principles

Price \$1,295

Military Price \$1,100.75

LDNC 2020: Negotiation and Conflict Resolution: Principles and Practice

Negotiation and Conflict Resolution: Principles and Practice is a course designed to equip professionals with proven strategies and practical techniques to navigate complex negotiations, manage difficult conversations, and transform conflicts into opportunities for mutual gain. Through interactive simulations and real-world case analyses, participants will develop the emotional intelligence, strategic thinking, and communication skills needed to build lasting agreements and preserve valuable relationships in high-stakes business environments.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

LDNC 2100: Coaching and Facilitation for Team Leads: Principles

Coaching and Facilitation for Team Leads: Principles is the first part of a course which helps team leads develop the mindsets and skills to coach rather than manage, fostering greater autonomy and engagement. Learners will gain practical facilitation techniques for leading inclusive conversations and feedback sessions. Through active listening, reflective questioning, and conflict resolution strategies, participants will be equipped to support team growth and resilience. The course also emphasizes how to guide teams in self-assessing and self-correcting for continuous improvement.

Clock Hours 37.5

Price \$800

Military Price \$680

LDNC 2110: Coaching and Facilitation for Team Leads: Practice

Coaching and Facilitation for Team Leads: Practice is the second part of a course which helps team leads develop the mindsets and skills to coach rather than manage, fostering greater autonomy and engagement. Learners will gain practical facilitation techniques for leading inclusive conversations and feedback sessions. Through active listening, reflective questioning, and conflict resolution strategies, participants will be equipped to support team growth and resilience. The course also emphasizes how to guide teams in self-assessing and self-correcting for continuous improvement. In this course, students will apply concepts learned in LDNC 2100.

Clock Hours 37.5

Prerequisites

LDNC 2100

Coaching and Facilitation for Team Leads: Principles

Price \$1,295

Military Price \$1,100.75

LDNC 2120: Coaching and Facilitation for Team Leads: Principles and Practice

Coaching and Facilitation for Team Leads: Principles and Practice is a course which helps team leads develop the mindsets and skills to coach rather than manage, fostering greater autonomy and engagement. Learners will gain practical facilitation techniques for leading inclusive conversations and feedback sessions. Through active listening, reflective questioning, and conflict resolution strategies, participants will be equipped to support team growth and resilience. The course also emphasizes how to guide teams in self-assessing and self-correcting for continuous improvement.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

LDNC 5000: Leadership Symposium

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

WLDC 3000: Women's Leadership Development

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

Clock Hours 40.5

Price \$6,695

Clock Hours per Week 0

Military Price \$5,690.75

Learning Design & Technology

CLDT 1400: Designing Effective Learning Experiences: Principles

Designing Effective Learning Experiences: Principles is the first part of the course which provides an in-depth exploration of the conceptual and theoretical foundations of learning design, emphasizing the latest terminology and practices in learning science. It delves into the history and evolution of learning design, various models, and core theories and principles of adult and online learning. The course also covers the essentials of creating high-quality online learning experiences, focusing on course alignment, learning outcomes, engaging activities, and effective assessment strategies. Students will gain insights into best practices for online teaching and the creation of universal learning designs.

Clock Hours 37.5

Price \$800

Military Price \$680

CLDT 1410: Designing Effective Learning Experiences: Practice

Designing Effective Learning Experiences: Practice is the second part of the course which provides an in-depth exploration of the conceptual and theoretical foundations of learning design, emphasizing the latest terminology and practices in learning science. It delves into the history and evolution of learning design, various models, and core theories and principles of adult and online learning. The course also covers the essentials of creating high-quality online learning experiences, focusing on course alignment, learning outcomes, engaging activities, and effective assessment strategies. Students will gain insights into best practices for online teaching and the creation of universal learning designs. In this course, students will apply concepts learned in CLDT 1400.

Clock Hours 37.5

Prerequisites

CLDT 1400

Designing Effective Learning Experiences: Principles

Price \$1,295

Military Price \$1,100.75

CLDT 1420: Designing Effective Learning Experiences: Principles and Practice

Designing Effective Learning Experiences: Principles and Practice is a course designed to provide an in-depth exploration of the conceptual and theoretical foundations of learning design, emphasizing the latest terminology and practices in learning science. It delves into the history and evolution of learning design, various models, and core theories and principles of adult and online learning. The course also covers the essentials of creating high-quality online learning experiences, focusing on course alignment, learning outcomes, engaging activities, and effective assessment strategies. Students will gain insights into best practices for online teaching and the creation of universal learning designs.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

CLDT 1500: Technology Tools for Learning: Principles

Technology Tools for Learning: Principles is the first part of the course in which students will explore the role of technology in online learning and examine both the latest and essential technologies used in online learning environments.

Students will learn how to apply technology integration models in selection, design, and development of learning technologies to achieve learning outcomes and promote learning experiences. Further, students will develop skills in utilizing technology to enhance communication and collaboration to create engaging learning environments.

Clock Hours 37.5

Price \$800

Military Price \$680

CLDT 1510: Technology Tools for Learning: Practice

Technology Tools for Learning: Practice is the second part of the course in which students will explore the role of technology in online learning and examine both the latest and essential technologies used in online learning environments. Students will learn how to apply technology integration models in selection, design, and development of learning technologies to achieve learning outcomes and promote learning experiences. Further, students will develop skills in utilizing technology to enhance communication and collaboration to create engaging learning environments. In this course, students will apply concepts learned in CLDT 1500.

Clock Hours 37.5

Prerequisites

CLDT 1500

Technology Tools for Learning: Principles

Price \$1,295

Military Price \$1,100.75

CLDT 1520: Technology Tools for Learning: Principles and Practice

Technology Tools for Learning is a course in which students will explore the role of technology in online learning and examine both the latest and essential technologies used in online learning environments. Students will learn how to apply technology integration models in selection, design, and development of learning technologies to achieve learning outcomes and promote learning experiences. Further, students will develop skills in utilizing technology to enhance communication and collaboration to create engaging learning environments.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

CLDT 1620: Learning Design and Technology Workshop

Learning Design and Technology Workshop applies the theoretical foundations and technological knowledge gained in previous courses to the practical development of online learning experiences. Through hands-on activities and a course-long project, students will create engaging and effective online learning experiences in their respective professional areas of interest. Participants will move from conceptual understanding to practical implementation. The workshop emphasizes iterative design processes, peer feedback, and evidence-based refinement techniques. It provides a supportive environment for students to demonstrate their ability to create cohesive, technology-enhanced learning experiences grounded in sound pedagogical principles and responsive to the needs of today's diverse online learners. By the end of this course, students will have a robust portfolio of work demonstrating their ability to design, develop, and evaluate innovative online learning experiences.

Clock Hours 75

Prerequisites

CLDT 1400+1410 and CLDT 1500+1510

OR

CLDT 1420 and CLDT 1520

Price \$2,095

Military Price \$1,780.75

Nursing

NUCE 7000: Medical Surgical Systems Update and Review

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

Clock Hours 31

Price \$387.25

Clock Hours per Week 0

NUCE 7001: Pharmacology Update and Review

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

Clock Hours 14

Price \$387.25

Clock Hours per Week 0

NUCE 7002: Mental Health First Aid

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

Clock Hours 6

Price \$387.25

Clock Hours per Week 0

NUCE 7003: Peripheral IV Insertion & Management

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

Clock Hours 3

Price \$387.25

Clock Hours per Week 0

NUCE 7004: Skills Immersion Lab

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

Clock Hours 11

Price \$500

Clock Hours per Week 0

NUCE 7005: RN Refresher Certificate

Villanova has developed a program consisting of didactic discussions offered as synchronous VIRTUAL sessions and a two-day optional hands-on immersion experience to ease your reentry into nursing or just recharge your nursing practice. Participants receive a comprehensive Systems Update and Review of all body systems. You will also refresh your knowledge of medications and metabolic pathways with a Pharmacology Review and Update. Unique to this Villanova Review Course is a certification in Mental Health First Aid USA® which will introduce you to risk factors and warning signs of mental health problems and appropriate supports.

Clock Hours 73.5

Price \$1,549

NUCE 7100: Clinical Instructor/Preceptor Certificate Program

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

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

Clock Hours 16

Price \$399

NUCE 7150 : Leadership and Management Theory

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

Clock Hours 8

Price \$250

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

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

Clock Hours 8

Price \$250

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

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

Clock Hours 8

Price \$250

NUCE 7153: Performance Management/Succession Planning

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

Clock Hours 8

Price \$250

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

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

Clock Hours 8

Price \$250

NUCE 7155: Financial Management/Staffing and Scheduling

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

Clock Hours 8

Price \$250

NUCE 7157: Nurse Manager

This program is designed to provide flexible and extensive resources that help participants meet individual professional development needs. Applying concepts of the flipped classroom, adaptive learning and design thinking, this program provides an innovative learning experience that allows participants to showcase their current leadership experiences and responsibilities outside of the traditional classroom.

Course content has been developed recognizing the variety of life experiences that participants bring to the classroom fostering an active and engaging learning experience

Clock Hours 112.5

Price \$1,549

Paralegal

PRLG 1020: Introduction to Paralegal Profession and Principles

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

Clock Hours 18

PRLG 1120: Legal Research

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

Clock Hours 18

PRLG 1220: Civil Procedure and Litigation

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

Clock Hours 18

PRLG 1320: Legal Writing

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

Clock Hours 18

PRLG 1420: Business Organizations

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

Clock Hours 18

PRLG 1520: Contract Law

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

Clock Hours 18

PRLG 1620: Paralegal Office Coordination

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

Clock Hours 18

PRLG 1720: Family Law

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

Clock Hours 18

PRLG 1820: Estates & Trusts

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

Clock Hours 18

PRLG 1920: Torts and Personal Injury Law

This course provides students with a practical understanding of the central principles of tort law, including intentional torts, negligence, negligence-based personal injury claims, vicarious liability, strict liability, products liability, malpractice and common defenses. Additional topics include the role of the attorney, paralegal and investigator within such lawsuits.

Clock Hours 18

PRLG 2020: Criminal Law

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

Clock Hours 18

PRLG 2120: Intellectual Property Law

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

Clock Hours 18

PRLG 2220: Real Estate Law

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

Clock Hours 18

PRLG 2320: Employment Law

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

Clock Hours 18

PRLG 4003: Legal Writing

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

Clock Hours 18

PRLG 4007: Ethics

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

Clock Hours 9

PRLG 4015: Employment Law

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

Clock Hours 18

PRLG 4016: Estates & Trusts

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

Clock Hours 18

PRLG 4017: Family Law

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

Clock Hours 18

PRLG 4019: Real Estate Law

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

Clock Hours 18

PRLG 4030: Torts and Personal Injury Law

This course provides students with a practical understanding of the central principles of tort law, including intentional torts, negligence, negligence-based personal injury claims, vicarious liability, strict liability, products liability, malpractice and common defenses. Additional topics include the role of the attorney, paralegal and investigator within such lawsuits.

Clock Hours 18

PRLG 4031: Intellectual Property Law

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

Clock Hours 18

PRLG 4034: Civil Procedure and Litigation

The course provides an overview of the litigation process as shaped by federal court procedural rules. Students will learn the way civil litigation progresses through the judicial system from case inception to finish. Students will also learn how paralegals assist lawyers in case management from beginning to end. The course includes the basics of client interviewing, fact gathering, pleadings, discovery, settlements, arbitration, trial preparation and management, appeals, and alternative dispute resolutions.
Clock Hours 21

PRLG 4035: Business Organizations

This course provides an overview of the most common structures of business entities (corporations, partnerships, LLPs, LLCs, etc.) and the related legal privileges and obligations attached to each. It also introduces basic business financial principles and skills that can help a paralegal contribute to a corporate law practice.
Clock Hours 18

PRLG 4039: Contract Law

This course provides an overview of the law governing legally enforceable contracts, including both common law principles and the Uniform Commercial Code. Additional topics covered include contract drafting, review, rules of interpretation, and ethics.
Clock Hours 18

PRLG 4041: Criminal Law

This course provides an overview of the formal criminal processes from arrest to sentencing. Students will learn the basic principles of criminal law, including the limitations on law enforcement authorities in their investigative duties.
Clock Hours 18

PRLG 4049: Legal Research

The course provides an introduction to legal and fact research conducted by paralegals. Basic searching and navigation in electronic databases will be explored, including Boolean and Natural Language searching. This course will also teach how to assess and effectively use freely available government, business, and education-sites to retrieve documents and conduct law-related research. Ethical issues related to legal research will also be covered.
Clock Hours 21

PRLG 4055: Introduction to Paralegal Profession and Principles

This course provides an introduction to the paralegal's role within the legal profession. Topics include paralegals and the American Legal System, the American Court System, substance of the law, an introduction to basic legal analysis and research concepts, and paralegals and the work world, structure and operation of federal and state governmental systems (including the judicial system), sources of law (common law, statutory, constitutional, etc.), the concept of precedent, the adversarial system, professional ethical standards and interviewing techniques.
Clock Hours 21

PRLG 4056: Paralegal Office Coordination

The course offers an introduction to the basic computer applications used in the law office with a focus on information systems. It explores law office software such as time and billing, calendaring, and case management tools.
Clock Hours 18

Pre-College Academy

PCA 0100: Ignite Change in Your Community

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

Clock Hours 6

Price \$1,095

Military Price \$930.75

PCA 0101: Become a Socially Responsible Leader

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

Clock Hours 27

Price \$1,200

Military Price \$1,020

PCA 0102: Your Workplace Journey

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

Clock Hours 27

Price \$1,200

Military Price \$1,020

Project Management

PMP 1005: PMP® Exam Preparation

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

Clock Hours 37.5

Price \$1,400

Military Price \$1,190

PMP 1006: Introduction to Project Management

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

Clock Hours 15

Price \$995

Clock Hours per Week 15

Military Price \$845.75

PMP 1100: Project Management Fundamentals: Principles

Project Management Fundamentals: Principles is the first part of the introductory course to core project management tools and techniques.

Clock Hours 37.5

Price \$800

Military Price \$680

PMP 1110: Project Management Fundamentals: Practice

Project Management Fundamentals: Practice is the second part of the introductory course to core project management tools and techniques where students will apply concepts learned in PMP1100.

Clock Hours 37.5

Prerequisites

PMP 1100

Project Management Fundamentals: Principles

Price \$1,295

Military Price \$1,100.75

PMP 1120: Project Management Fundamentals: Principles and Practice

Project Management Fundamentals: Principles and Practice is an introduction to core project management tools and techniques.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

PMP 1200: Applied Project Management: Principles

Applied Project Management: Principles is the first part of the course which explores how leadership, team dynamics, and soft skills enhance project management core competencies and overall project performance.

Clock Hours 37.5

Price \$800

Military Price \$680

PMP 1210: Applied Project Management: Practice

Applied Project Management: Practice is the second part of the course which explores how leadership, team dynamics, soft skills enhance project management core competencies and overall project performance, and where students will apply concepts learned in PMP1200.

Clock Hours 37.5

Prerequisites

PMP 1200

Applied Project Management: Principles

Price \$1,295

Military Price \$1,100.75

PMP 1220: Applied Project Management: Principles and Practice

Applied Project Management: Principles and Practice explores how leadership, team dynamics, and soft skills enhance project management core competencies and overall project performance.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

PMP 1300: Mastering Project Management: Principles

Mastering Project Management: Principles is the first part of a course which offers advanced skills and competencies related to leading successful teams and projects.

Clock Hours 37.5

Price \$800

Military Price \$680

PMP 1310: Mastering Project Management: Practice

Mastering Project Management: Practice is the second part of a course which offers advanced skills and competencies related to leading successful teams and projects where students will apply the concepts learned in PMP 1300.

Clock Hours 37.5

Prerequisites

PMP 1300

Mastering Project Management: Principles

Price \$1,295

Military Price \$1,100.75

PMP 1320: Mastering Project Management: Principles and Practice

Mastering Project Management: Principles & Practice is a course which offers advanced skills and competencies related to leading successful teams and projects.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

PMP 1400: Introduction to Agile and Scrum: Principles

Introduction to Agile and Scrum: Principles is the first part of a course designed to provide an overview of agile and scrum techniques for project management.

Clock Hours 37.5

Price \$800

Military Price \$680

PMP 1410: Introduction to Agile and Scrum: Practice

Introduction to Agile and Scrum: Practice is the second part of a course designed to provide an overview of agile and scrum techniques for project management where students will apply concepts learned in PMP 1400.

Clock Hours 37.5

Prerequisites

PMP 1400

Introduction to Agile and Scrum: Principles

Price \$1,295

Military Price \$1,100.75

PMP 1420: Introduction to Agile and Scrum: Principles and Practice

Introduction to Agile and Scrum: Principles and Practice is a course designed to provide an overview of agile and scrum techniques for project management.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

PMP 1500: Project Management Capstone: Principles

Project Management Capstone: Principles is the first part of the course in which students will continue learning from real-world examples and case studies to build on and develop their project management knowledge and skills. They will engage in the content of the latest edition of the Project Management Body of Knowledge (PMBOK® Guide).

Clock Hours 37.5

Price \$800

Military Price \$680

PMP 1510: Project Management Capstone: Practice

Project Management Capstone: Practice is the second part of the course in which students will continue learning from real-world examples and case studies to build on and develop their project management knowledge and skills. They will engage in the content of the latest edition of the Project Management Body of Knowledge (PMBOK® Guide) and apply the concepts learned in PMP 1500.

Clock Hours 37.5

Prerequisites

PMP 1500

Project Management Capstone: Principles

Price \$1,295

Military Price \$1,100.75

PMP 1520: Project Management Capstone: Principles and Practice

Project Management Capstone: Principles and Practice is a course in which students will continue learning from real-world examples and case studies to build on and develop their project management knowledge and skills. They will engage in the content of the latest edition of the Project Management Body of Knowledge (PMBOK® Guide).

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

Six Sigma

SSG 150: Lean Six Sigma Master Black Belt

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

Course to be sunset by May 30, 2025. The sunset of a course or program does not have any impact on the validity of the earned credential. Students who are not able to complete a program prior to the sunset date will be able to do so with approved replacement courses in accordance with other academic policies.

Clock Hours 120

Prerequisites

Lean Six Sigma Black Belt

Price \$3,495

Clock Hours per Week 10

Military Price \$2,970.75

SSIG 0004: Lean Enterprise Bootcamp

Lean Enterprise bootcamp provides a process improvement methodology and tools for improving processes by reducing organizational waste. These methodologies and tools can successfully be applied to any type of business environment, including production, service, transactional, and administrative in any industry.

Clock Hours 21

Price \$1,250

Clock Hours per Week 21

Military Price \$1,062.5

SSIG 1001: Introduction to Lean Six Sigma: Yellow Belt

Introduction to Lean Six Sigma: Yellow Belt introduces students to the process improvement methodologies of Lean and Six Sigma. Topics include DMAIC, the principles of Lean, value and waste, the voice of the customer, Kaizen, and root cause analysis. Tools explored in the course include process mapping, value stream mapping, run charts, mistake proofing, and cause and effect diagrams. Additionally, the integration of Lean and Six Sigma is discussed including Lean Six Sigma roles and why quality initiatives fail.

Clock Hours 37.5

Price \$0

SSIG 1100: Lean Enterprise Principles

Lean Enterprise Principles is the first part of a course focused on the efficiency of the entire business. In this course students will cover the high-level Lean objectives to create value for the customer, decrease defects and other forms of waste, and create streamlined flow of products, services, and information. Further, students will learn about the result of improved quality, less waste, reduced production cycle-time, faster response to customer needs and requirements, and increased customer satisfaction. This increased productivity results in reduced costs and increased profits. Students will examine the five principles of Lean including value, value stream mapping, flow, pull and perfection associated tools for each principle.

Clock Hours 37.5
Price \$800
Military Price \$680

SSIG 1110: Applying Lean Enterprise Principles and Tools

Applying Lean Enterprise Principles and Tools is the second part of a course focused on the efficiency of the entire business. In this course students will cover the high-level Lean objectives to create value for the customer, decrease defects and other forms of waste, and create streamlined flow of products, services, and information. Further, students will learn about the result of improved quality, less waste, reduced production cycle-time, faster response to customer needs and requirements, and increased customer satisfaction. This increased productivity results in reduced costs and increased profits. Students will examine the five principles of Lean including value, value stream mapping, flow, pull and perfection associated tools for each principle. In this course students will apply concepts learned in SSIG 1100.

Clock Hours 37.5
Prerequisites
SSIG 1100
Lean Enterprise Principles
Price \$1,295
Military Price \$1,100.75

SSIG 1120: Lean Enterprise

Lean Enterprise is a course focused on the efficiency of the entire business. In this course students will cover the high-level Lean objectives to create value for the customer, decrease defects and other forms of waste, and create streamlined flow of products, services, and information. Further, students will learn about the result of improved quality, less waste, reduced production cycle-time, faster response to customer needs and requirements, and increased customer satisfaction. This increased productivity results in reduced costs and increased profits. Students will examine the five principles of Lean including value, value stream mapping, flow, pull and perfection associated tools for each principle.

Clock Hours 75
Price \$2,095
Military Price \$1,780.75

SSIG 1150: Lean Sensei Certification

Certification exam for Lean Sensei Certification.

This program will not be offered before February 1, 2025.

Prerequisites
SSIG 1110 Applying Lean Enterprise Principles and Tools

or

SSIG 1120 Lean Enterprise
Price \$300
Military Price \$255

SSIG 1200: Introduction to Lean Six Sigma Principles

Introduction to Lean Six Sigma Principles is the first part of a course focused on how organizations can achieve success through maximizing quality and efficiency by producing products and services better, faster, and at lower costs than the competition. This course is designed for professionals with little or no prior experience with Lean Six Sigma methodologies and blends theoretical concepts and practical ideas from a proven process improvement methodology that is effective in all businesses and industries. Specific topics covered include the five phase Six Sigma methodology, critical skills necessary to successfully lead project teams, how to understand customer needs, how to effectively collect and analyze data, root cause analysis, data-driven decision making, and sustaining lasting improvements.

Clock Hours 37.5

Price \$1,120

Military Price \$952

SSIG 1210: Lean Six Sigma in Practice: Green Belt

Lean Six Sigma in Practice: Green Belt is the second part of a course focused on how organizations can achieve success through maximizing quality and efficiency by producing products and services better, faster, and at lower costs than the competition. This course is designed for professionals with little or no prior experience with Lean Six Sigma methodologies and blends theoretical concepts and practical ideas from a proven process improvement methodology that is effective in all businesses and industries. Specific topics covered include the five phase Six Sigma methodology, critical skills necessary to successfully lead project teams, how to understand customer needs, how to effectively collect and analyze data, root cause analysis, data-driven decision making, and sustaining lasting improvements. In this course, students will apply concepts learned in SSIG 1200.

Clock Hours 37.5

Prerequisites

SSIG 1200

Introduction to Lean Six Sigma Principles

Price \$1,375

Military Price \$1,168.75

SSIG 1220: Lean Six Sigma Green Belt

Lean Six Sigma Green Belt is a course focused on how organizations can achieve success through maximizing quality and efficiency by producing products and services better, faster, and at lower costs than the competition. This course is designed for professionals with little or no prior experience with Lean Six Sigma methodologies and blends theoretical concepts and practical ideas from a proven process improvement methodology that is effective in all businesses and industries. Specific topics covered include the five phase Six Sigma methodology, critical skills necessary to successfully lead project teams, how to understand customer needs, how to effectively collect and analyze data, root cause analysis, data-driven decision making, and sustaining lasting improvements.

Clock Hours 75

Price \$2,495

Military Price \$2,120.75

SSIG 1250: Lean Six Sigma Green Belt Certification

Certification Exam for Lean Six Sigma Green Belt.

This program will not be offered before February 1, 2025.

Prerequisites

SSIG 1210 Lean Six Sigma in Practice

or

SSIG 1220 Lean Six Sigma Green Belt

Price \$300

Military Price \$255

SSIG 1300: Advanced Lean Six Sigma Principles

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

Clock Hours 37.5

Prerequisites

SSIG 1110 *Applying Lean Enterprise Principles and Tools*

or

SSIG 1120 *Lean Enterprise*

AND

SSIG 1210 *Lean Six Sigma in Practice: Green Belt*

or

SSIG 1220 *Lean Six Sigma Green Belt*

Price \$1,895

Military Price \$1,610.75

SSIG 1310: Advanced Lean Six Sigma in Practice: Black Belt

Advanced Lean Six Sigma in Practice: Black Belt is the second part of a course in which students will learn about one of the most sought-after credentials in business today, the Lean Six Sigma Black. In this course students will learn to ask the right questions and get the right answers to help organizations save money by improving productivity, reducing waste, variation and defects. As a Lean Six Sigma Black Belt, mastery of Lean Six Sigma techniques and strategies will help students lead top-quality projects and mentor Green Belts in their organization. In this course, students will apply concepts learned in SSIG 1300.

Clock Hours 37.5

Prerequisites

SSIG 1300

Advanced Lean Six Sigma Principles

Price \$2,295

Military Price \$1,950.75

SSIG 1320: Lean Six Sigma Black Belt

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

Clock Hours 75

Prerequisites

Student must have completed Green Belt:

SSIG 1210 *Lean Six Sigma in Practice: Green Belt*

or

SSIG 1220 *Lean Six Sigma Green Belt*

Price \$4,190

Military Price \$3,561.5

SSIG 1350: Lean Six Sigma Black Belt Certification

Certification exam for Lean Six Sigma Black Belt.

This program will not be offered before February 1, 2025.

Prerequisites

SSIG 1310 Advanced Lean Six Sigma in Practice: Black Belt

OR

SSIG 1320 Lean Six Sigma Black Belt

Price \$400

Military Price \$340

SSIG 1400: Design of Experiments: Principles

Design of Experiments: Principles is the first part of a course focused on Design of Experiments (DOE), an advanced course within the Six Sigma body of knowledge and a way of identifying key elements that can improve your processes and optimize your solutions. DOE is a powerful tool that addresses issues using proven scientific principles to get you to the best solutions quickly. With a long history of being used in manufacturing, Design of Experiments can be applied to process improvement sectors across all industries

Clock Hours 37.5

Price \$800

Military Price \$680

SSIG 1410: Design of Experiments: Practice

Design of Experiments:

Practice is the second part of a course focused on Design of Experiments (DOE), an advanced course within the Six Sigma body of knowledge and a way of identifying key elements that can improve your processes and optimize your solutions. DOE is a powerful tool that addresses issues using proven scientific principles to get you to the best solutions quickly. With a long history of being used in manufacturing, Design of Experiments can be applied to process improvement sectors across all industries. In this course, students will apply concepts learned in SSIG 1400.

Clock Hours 37.5

Prerequisites

SSIG 1400

Design of Experiments: Principles

Price \$1,295

Military Price \$1,100.75

SSIG 1420: Design of Experiments: Principles and Practice

Design of Experiments: Principles and Practice is a course focused on Design of Experiments (DOE), an advanced course within the Six Sigma body of knowledge and a way of identifying key elements that can improve your processes and optimize your solutions. DOE is a powerful tool that addresses issues using proven scientific principles to get you to the best solutions quickly. With a long history of being used in manufacturing, Design of Experiments can be applied to process improvement sectors across all industries.

Clock Hours 75

Price \$2,095

Military Price \$1,780.75

SSIG 1500: Design For Six Sigma: Principles

Design for Six Sigma: Principles is the first part of a course focused on DFSS (Design for Six Sigma), a structured methodology used to design new products, processes, or services with high quality. This course begins with a discussion on the challenges faced during product and process design. Students will learn how to categorize the Six Sigma concepts as they apply to DFSS. Further students will learn about methodologies used in DFSS, including DMADV (Define, Measure, Analyze, Design, and Verify) and IDDOV (Identify, Design, Develop, Optimize, and Verify). This course teaches skills to become a strong project manager, with a special emphasis on defining scope, scheduling, key project management tools, and closing out a project.

Clock Hours 37.5

Price \$800

Military Price \$680

SSIG 1510: Design For Six Sigma: Practice

Design for Six Sigma: Practice is the second part of a course focused on DFSS (Design for Six Sigma), a structured methodology used to design new products, processes, or services with high quality. This course begins with a discussion on the challenges faced during product and process design. Students will learn how to categorize the Six Sigma concepts as they apply to DFSS. Further students will learn about methodologies used in DFSS, including DMADV (Define, Measure, Analyze, Design, and Verify) and IDDOV (Identify, Design, Develop, Optimize, and Verify). This course teaches skills to become a strong project manager, with a special emphasis on defining scope, scheduling, key project management tools, and closing out a project. In this course, students will apply the concepts learned in SSIG 1500.

Clock Hours 37.5

Prerequisites

SSIG 1500

Design for Six Sigma: Principles

AND

- SSIG 1310 Advanced Lean Six Sigma in Practice: Black Belt or
- SSIG 1320 Lean Six Sigma Black Belt

OR

- SSIG 1610 Mastering Lean Six Sigma: Master Black Belt or
- SSIG 1620 Lean Six Sigma Master Black Belt

Price \$1,295

Military Price \$1,100.75

SSIG 1520: Design for Six Sigma: Principles and Practice

Design for Six Sigma: Principles and Practice is a course focused on DFSS (Design for Six Sigma), a structured methodology used to design new products, processes, or services with high quality. This course begins with a discussion on the challenges faced during product and process design. Students will learn how to categorize the Six Sigma concepts as they apply to DFSS. Further students will learn about methodologies used in DFSS, including DMADV (Define, Measure, Analyze, Design, and Verify) and IDDOV (Identify, Design, Develop, Optimize, and Verify). This course teaches skills to become a strong project manager, with a special emphasis on defining scope, scheduling, key project management tools, and closing out a project.

Clock Hours 75

Prerequisites

Must have completed one of the courses from both lists below:

- SSIG 1310 Advanced Lean Six Sigma in Practice: Black Belt or
- SSIG 1320 Lean Six Sigma Black Belt

OR

- SSIG 1610 Mastering Lean Six Sigma: Master Black Belt or
- SSIG 1620 Lean Six Sigma Master Black Belt

Price \$2,095

Military Price \$1,780.75

SSIG 1600: Mastery of Lean Six Sigma Principles

Mastery of Lean Six Sigma Principles is the first part of this course which contains the tools and techniques necessary for efficiently implementing Lean Six Sigma on an organizational basis. In this course, various experimental design methods and strategies are disassembled and examined. Students will review and analyze the relationship between the industry, customer and supplier. The LSS Master Black Belt will learn to mentor LSS Black Belts and Green Belts.

Clock Hours 37.5

Prerequisites

SSIG 1310 *Advanced Lean Six Sigma in Practice: Black Belt*

or

SSIG 1320 *Lean Six Sigma Black Belt*

Price \$2,025

Military Price \$1,721.25

SSIG 1610: Mastering Lean Six Sigma: Master Black Belt

Mastering Lean Six Sigma: Master Black Belt is the second part of this course which contains the tools and techniques necessary for efficiently implementing Lean Six Sigma on an organizational basis. In this course, various experimental design methods and strategies are disassembled and examined. Students will review and analyze the relationship between the industry, customer and supplier. The LSS Master Black Belt will learn to mentor LSS Black Belts and Green Belts. In this course, students will apply the concepts learned in SSIG 1600.

Clock Hours 37.5

Prerequisites

SSIG 1600

Mastery of Lean Six Sigma Principles

Price \$2,475

Military Price \$2,103.75

SSIG 1620: Lean Six Sigma Master Black Belt

Lean Six Sigma Master Black Belt is a course which contains the tools and techniques necessary for efficiently implementing Lean Six Sigma on an organizational basis. In this course, various experimental design methods and strategies are disassembled and examined. Students will review and analyze the relationship between the industry, customer and supplier. The LSS Master Black Belt will learn to mentor LSS Black Belts and Green Belts.

Clock Hours 75

Prerequisites

SSIG 1310 Advanced Lean Six Sigma in Practice: Black Belt

or

SSIG 1320 Lean Six Sigma Black Belt

Price \$4,500

Military Price \$3,825

SSIG 1650: Lean Six Sigma Master Black Belt Certification

Exam for Lean Six Sigma Master Black Belt Certification.

This exam will not be available before February 1, 2025.

Prerequisites

SSIG 1620 Lean Six Sigma Master Black Belt

or

SSIG 1610 Mastering Lean Six Sigma: Master Black Belt

Price \$400

Sustainable Enterprise Executive Education & Development

SEED 1001: Understanding Sustainability & Making its Business Case

Examine sustainability in light of current megatrends, value drivers and their business impacts. Gain insight into ESG strategy development and learn how to strengthen the business case for implementing sustainable practices to create value for your organization. In Spring 2026, this course will be offered in a different format. Please visit www.villanova.edu/SEED for more details.

Clock Hours 7.5

Price \$1,049

SEED 1002: Tackling Sustainability Frameworks with a Systems Mindset

Gain an understanding of systems thinking tools to tackle key sustainability issues and examine frameworks around sustainable development and the circular economy. Examine the interconnections between sustainability, leadership and business and how to overcome typical blunders with the proven interventions to create opportunities. In Spring 2026, this course will be offered in a different format. Please visit www.villanova.edu/SEED for more details.

Clock Hours 7.5

Price \$1,049

SEED 1003: Designing Resilient Value Chains

Learn to design supply chain management and sourcing systems that utilize circular value chain principles to reduce footprint, improve resource utilization and accelerate a circular economy. Discover best practices for creating resilient value chains and how to apply them to your business to create sustainable value. In Spring 2026, this course will be offered in a different format. Please visit www.villanova.edu/SEED for more details.

Clock Hours 7.5

Price \$1,049

SEED 1004: Developing Sustainability Strategy & Integrating Reporting

Gain a better understanding of assessing all ESG factors - environmental, social and governance - to map opportunities and risks, and to track performance using various reporting frameworks that are most widely implemented. Learn common approaches to management and communication of key strategic ESG indicators and how the investor community views are formed on company performance. In Spring 2026, this course will be offered in a different format. Please visit www.villanova.edu/SEED for more details.

Clock Hours 7.5

Price \$1,049

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

Connect your values and personal leadership style with how to effectively drive engagement with sustainability across your enterprise. Discover tangible tools and takeaways to influence sustainable change, integrate with all functional areas in your organization and create shared value. Understand how to persuasively communicate your sustainability story to all stakeholders, including your employees. In Spring 2026, this course will be offered in a different format. Please visit www.villanova.edu/SEED for more details.

Clock Hours 7.5

Price \$1,049

Theology and Religious Studies

TRS 1000: Children Liturgy Ecology Pt 1

This invitation-only course, funded with a grant from the Lilly Endowment, introduces participants to theologies of childhood, ecological theology, and theologies of worship. The objective is to help participants design and implement in their churches and schools' liturgical services that are inclusive of children and which foster a sense of appreciation and care for creation.

Clock Hours 16.5

TRS 1001: Children Liturgy Ecology Pt 2

This is the second part of an invitation-only course, funded with a grant from the Lilly Endowment, which introduces participants to theologies of childhood, ecological theology, and theologies of worship. The objective is to help participants design and implement in their churches and schools' liturgical services that are inclusive of children and which foster a sense of appreciation and care for creation.

Clock Hours 12

Various Disciplines

CESL 1000: English for Everyday Life: Popular Culture

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

Clock Hours 15

Price \$0

Clock Hours per Week 2.5

CESL 1100: English for Everyday Life: Government and Citizenship

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

Clock Hours 15

Price \$0

Clock Hours per Week 2.5

CESL 1200: English for Everyday Life: Technology and Science

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

Clock Hours 15

Price \$0

Clock Hours per Week 2.5

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

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

Clock Hours 15

Price \$0

Clock Hours per Week 2.5

CESL 1400: English for Everyday Life: Current Events

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

Clock Hours 15

Price \$0

Clock Hours per Week 2.5

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

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

Clock Hours 15

Price \$0

Clock Hours per Week 2.5

CNIP 1000: New Manager Bootcamp

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

Clock Hours 36

Price \$1,395

Military Price \$1,185.75

ENTS 5000: Entrepreneurship Symposium

This professional education course taught by leading faculty and industry professionals. Through immersive workshops and interactive sessions, you'll learn how to apply the latest design thinking principles and entrepreneurial mindset to foster innovation in your projects and ventures. Don't miss this opportunity to connect with experts, network with fellow innovators, and kickstart your journey towards entrepreneurial success.

Price \$995

IFMA 1000: Facilities Management

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

Hard copy course materials and online access provided.

Clock Hours 60

Price \$2,600

Military Price \$2,210

VUnited Scholars

VUSC 0001: Internship Preparation Bootcamp

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

Clock Hours per Week 8

Military Price \$24,543.75

VUSC 0002: Employment Readiness Skills Workshop, Part 1

Clock Hours per Week 1

Military Price \$24,543.75

VUSC 0003: Internship Reflection, Part 1

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

Clock Hours per Week 1

Military Price \$24,543.75

VUSC 0004: Employment Readiness Skills Workshop, Part 2

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

Clock Hours per Week 1

Military Price \$24,543.75

VUSC 0005: Internship

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

Clock Hours per Week 8

Military Price \$24,543.75

VUSC 0007: Internship Reflection, Part 2

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

Clock Hours per Week 1

Military Price \$24,543.75

VUSC 0008: Fitness and Health

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

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

VUSC 0009: Introduction to Nutrition and Wellness, Part 1

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

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

VUSC 0010: Cooking and Nutrition, Part 1

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

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

VUSC 0011: Independent Living Skills, Part 1

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

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

VUSC 0012: Entrepreneurship Workshop, Part I

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

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

VUSC 0013: Internship Reflection, Part 3

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

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

VUSC 0014: Introduction to Nutrition and Wellness, Part 2

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

Clock Hours per Week 1

Military Price \$24,543.75

VUSC 0015: Internship Reflection, Part 4

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

Clock Hours per Week 1

Military Price \$24,543.75

VUSC 0020: Cooking and Nutrition, Part 2

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

Clock Hours per Week 1

Military Price \$24,543.75

VUSC 0021: Independent Living Skills, Part 2

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

Clock Hours per Week 1

Military Price \$24,543.75

VUSC 0022: Entrepreneurship Workshop, Part 2

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

Clock Hours per Week 1

Military Price \$24,543.75

VUSC 0024: Career Prep

Clock Hours per Week 1

Military Price \$24,543.75

VUSC 0100: Adjusting to College Life and Personal Strengths

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

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

VUSC 0101 : Theology Part 1, Relating to God

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

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

VUSC 0102: Foundations of Literacy and Writing, Part 1

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

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

VUSC 0103: Personal Finance

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

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

VUSC 0104: Computers and Computer Safety

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

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

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

VUSC 0105: Healthy Relationships

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

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

VUSC 0107: Voice, Public Speaking, and Performance

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

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

VUSC 0108: Principles of Art and Drawing, Part 1

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

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

VUSC 0109: Video Production

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

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

VUSC 0200: Self- Leadership

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

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

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

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

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

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

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

VUSC 0202: Foundations of Literacy & Writing Part 1

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

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

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

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

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

VUSC 0205: Emotional and Social Engagement

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

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

VUSC 0207: The Art of Listening

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

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

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

VUSC 0208: Introduction to Theater, Part 1

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

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

VUSC 0209: Principles of Art and Drawing, Part 2

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

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

VUSC 0210: Introduction to Theater, Part 2

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

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

VUSC 0300: Intro to Leadership

Students will identify strengths and areas of opportunity in others and take turns leading projects and activities. Students will also be introduced to various leaders on campus and in history.

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

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

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

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

VUSC 0302: Integrated Literacy and Writing, Part 1

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

Clock Hours per Week 1

Military Price \$24,543.75

VUSC 0303: American History

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

Clock Hours per Week 1

Military Price \$24,543.75

VUSC 0304: Principles of Art and Drawing, Part 3

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

Clock Hours per Week 1

Military Price \$24,543.75

VUSC 0400: Advanced Leadership

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

Clock Hours per Week 1

Military Price \$24,543.75

VUSC 0401: Theology Part 4, Christian Sacramental Experience

Looking at the meaning and practice of the sacraments.

Clock Hours per Week 1

Military Price \$24,543.75

VUSC 0402: Integrated Literacy and Writing, Part 2

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

Clock Hours per Week 0.9

Military Price \$24,543.75

VUSC 0403: Personal Finance, Part 2

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

Clock Hours per Week 1

Military Price \$24,543.75

VUSC 0404: Early Childhood Education

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

Clock Hours per Week 1

Military Price \$24,543.75

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

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

Clock Hours per Week 1

Military Price \$24,543.75

VUSC 0406: Nursing and First Aid

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

Clock Hours per Week 1

Military Price \$24,543.75

VUSC 0407: Introduction to Sports Management

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

Clock Hours per Week 1

Military Price \$24,543.75