

# All Program Listings

## Program

Administrative Medical Assisting Certificate – 600 clock hours

Criminal Justice Certificate – 600 clock hours

Entrepreneurship Certificate– 600 clock hours

General Education Preparation (G.E.D) – 1000 clock hours

Grant Writer Certificate- 600 Clock Hours

Mediation Certificate – 600 clock hours

Medical Billing Certificate – 600 clock hours

Medical Coding Certificate– 600 clock hours

Motivational Speaker Certificate– 600 clock hours

Online & Personal Trainer Certificate - 600 clock hours

Paralegal/Legal Assistant Diploma – 900 clock hours

Minster Certificate- 600 clock hours

Pharmacy Technician Diploma – 600 clock hours

Professional Coaching Certificate - 600 clock hours

Real Estate Management Certificate– 600 clock hours

Virtual Assistant Certificate - 600 clock hours

Medical Coding and Administrative Medical Assistant Combination Program - 1200 clock hours

Medical Billing and Administrative Medical Assistant Combination Program - 1200 clock hours

Medical Billing and Medical Coding Combination Program - 1200 clock hours

Pharmacy Technician and Medical Billing Combination Program - 1200 clock hours

Pharmacy Technician and Medical Coding Combination Program - 1200 clock hours

Pharmacy Technician and Administrative Medical Assistant Combination Program - 1200 clock hours

Criminal Justice and Mediation Combination Program - 1200 clock hours

Criminal Justice and Paralegal Combination Program - 1200 clock hours

Mediation and Paralegal Combination Program -1200 clock hours

## Program Details

### [Degree Program Listing](#)

## Degree Programs

### Program

Associate Degree of Applied Business in Business Management

Associate Degree of Applied Business in Paralegal Studies

Associate of Science in Healthcare Administration

Associate of Science in Information Technology

Bachelor of Science in Healthcare Administration

Bachelor of Science in Information Technology

Bachelor of Science in Business Management

Bachelor of Science in Paralegal Studies

Master of Business Administration

## Associate of Applied Business in Business Management

Length of Program: 2 years, 60 Credit Hours

## Program Description

The Associate of Applied Business in Business Management will prepare students for entry-level positions in business, industry and non-profit organizations. The program is designed for students who seek to acquire a complete framework in basic business concepts and skills in order to contribute and create solutions for contemporary business problems. Students will acquire the knowledge and skills to apply management, marketing and accounting concepts to improve operational performance and aid in decision making skills. The emphasis in this program is placed on marketable skills.

## Program Outcomes

- *Recognize the skills required in planning, organizing, controlling resources and leading in a global business environment.*
- *Describe the core disciplines of business and their role in the organization.*
- *Recognize the key elements of a successful, diverse team and the relation between motivation and performance.*
- *Communicate effectively via multiple channels of exchange including oral and written.*
- *Identify one's social and ethical responsibility to stakeholders, the community, and the environment.*
- *Describe how managers use information to make wise decisions on behalf of the organization.*
- *Utilize decision support tools in the way of math formulas, computer software, and information systems to analyze or solve problems.*
- *Demonstrate an ability to find and use reference tools/resources.*

Course Code	Course subject and Title	Prerequisite	Credit Hours
Semester One			
	Lakewood University Orientation		0
BUS100	Introduction to Business		3
COMM100	Interpersonal Communication*		3
COMP100	Introduction to Computers*		3
GOVT100	American Government*		3
Semester Two			
ENG101	Introduction to English*		3
PNMG200	Principles of Management		3
ORGB200	Organizational Behavior		3
ALG100	College Algebra*		3
Semester Three			
PSY100	Introduction to Psychology*		3
BSLW100	Business Law		3
OPMG200	Operations Management		3
HRSM100	Human Resources Management		3
Semester Four			
ACCT100	Principles of Accounting I*		3
SPCH100	Introduction to Speech*		3
BUSE200	Business Ethics		3
MKTP200	Marketing Principles		3
Semester Five			
PRFN100	Personal Finance*		3
MCRE200	Microeconomics*		3
ACCTII200	Principles of Accounting II*	Principles of Accounting I	3
ENTP200	Entrepreneurship		3

## Associate of Applied Business in Paralegal Studies

Length of Program: 2 years, 63 Credit Hours

## Program Description

The Associate of Applied Business in Paralegal Studies will prepare students to support attorneys in transactional and litigations fields through legal research, document drafting, case management, evidence gathering and the litigation procedure. Paralegals are often involved in trial assistance and other dispute resolution processes, as well as with preparation of real estate documents, wills, trusts, contracts, corporate matters and law office investigations. Emphasis is placed on the development of legal office skills such as case management, legal research, discovery, docketing, drafting, and analyzing legal documents, and alternative dispute resolution.

Further, concentration on critical thinking and decision making, human relations, and communications coupled with general education classes is designed to produce well-qualified legal assistants. The emphasis in this program is placed on marketable skills.

**IMPORTANT:** Paralegals may not provide legal services directly to the public except as permitted by law.

Students enrolled in this program will be required to attend 3 live sessions with their instructor in the following course: Introduction to Paralegal Studies (PGL100).

## Program Outcomes

- Discuss the American legal system, identifying its strengths and challenges
- Examine the role of the paralegal in the legal community and practice the skills required of a well-qualified paralegal
- Examine the core areas of law and appreciate the scope of the field, specifically: torts, wills & trusts, civil procedure, litigation, family law, business organization & contracts, real estate, and criminal law
- Practice the skills often asked of a paralegal: case management, legal research, discovery, docketing, drafting & analyzing documents and alternative dispute resolution
- Demonstrate effective communication via multiple channels of exchange including oral and written
- Utilize decision support tools in the way of math formulas, computer software, and information systems to analyze or solve problems
- Reflect on and relate the ethical responsibility of paralegals in the legal community and appraise best practices in the field
- Utilize reference tools/resources to prepare legal documents

Course Code	Course subject and Title	Prerequisite	Credit Hours
Semester One			
	Lakewood University Orientation		0
BUS100	Introduction to Business*		3
PGL100	Introduction to Paralegal Studies		3
GOVT100	American Government*		3
LWMG200	Law Office Management		3
Semester Two			
BSLW100	Business Law		3
ENG101	Introduction to English*		3
ALG200	College Algebra*		3
LGR200	Legal Research		3
Semester Three			
CRLW100	Criminal Law & Procedure		3
COMM100	Interpersonal Communication*		3
PHL101	Introduction to Philosophy*		3
ADR200	Alternative Dispute Resolution		3
Semester Four			
PSY100	Introduction to Psychology*		3
RELW100	Real Estate Law		3
SOC100	Introduction to Sociology*		3
LGAW100	Legal Analysis & Writing I		3
Semester Five			
WTE200	Wills, Trust, & Estates		3
CALC100	Calculus I *		3

BUSE200	Business Ethics	3
DOMR200	Domestic Relations	3
LGAW200	Legal Analysis & Writing II	3

## Associate of Science in Healthcare Administration

Length of Program: 2 years, 60 Credit Hours

### Program Description

To prepare students for challenging, fast-paced environments in Healthcare settings by offering and giving them an in-depth background in the functional areas of a healthcare settings in this modern world, such as vitalizing human resources, hospital finance/accounting, healthcare administration, leadership and operations. Students will obtain key skills they can apply promptly in the Hospitals, doctors' offices, nursing homes, surgical facilities, rehabilitation centers, emergency clinics. Besides, students will be benefitted by receiving general education required for lifelong personal growth in today's global economy along with the foundation of further studies.

### Program Outcomes

- Describe healthcare delivery systems along with their associated operational and financial considerations
- Explain the legal, regulatory and ethical environment of healthcare and how it informs service delivery
- Describe the dynamic nature of healthcare administration and the strategic and operational issues inherent in managing healthcare
- Explain basic accounting and budgeting processes of healthcare organizations, interpret common financial statements
- Demonstrate an ability to find and use reference tools/resources
- Discuss the human resource challenges inherent in team and talent management and the supervision of individual and organizational performance
- Identify the oral and written communication skills required by healthcare professionals
- Describe how technology is utilized in healthcare, specifically the importance of electronic information systems and health records
- Recognize how leaders use information for critical thinking, problem solving and organizational effectiveness

Course Code	Course subject and Title	Prerequisite	Credit Hours
Semester One			
	Lakewood University Orientation		0
HCA100	Introduction to Healthcare Administration		3
MEDTERM101	Medical Terminology		3
ALG100	College Algebra*		3
ENG101	Introduction to English*		3
Semester Two			
PHL101	Introduction to Philosophy*		3
GOVT100	American Government*		3
ELHLTH100	Fundamentals of Electronic Health Records		3
ENVS100	Environmental Science*		3
Semester Three			
ACCT100	Principles of Accounting I*		3
BIO100	Principles of Biology*		3
PSY100	Introduction to Psychology*		3
HCM200	Introduction to Healthcare Management		3
Semester Four			
COMM100	Interpersonal Communication*		3
HMKTP200	Healthcare Marketing Principles		3
MCRE200	Microeconomics*		3

HRSM100	Human Resources Management	3
Semester Five		
AMLIT100	American Literature*	3
MIS200	Management Information System	3
STAT200	Statistics*	3
ELCHC200	Ethical and Legal Considerations of Healthcare	3

## Associate of Science in Information Technology

Length of Program: 2 years, 60 Credit Hours

### Program Description

To help students gain the technical abilities and practical skills so that they can help any organization innovate practices, products and processes. The Bachelor in IT is designed in a way to empower individuals to become passionate, solution-minded Information Technology professionals by fostering innovation, research, leadership development, solving real-life problems. The Bachelor in IT is different from computer engineering, computer science, and MIS and it focuses on meeting the needs of users within organizational and societal contexts through innovation, creation, application, integration, and administration of computing technologies. The program is designed to be completed following a prescribed order provided below in the credit hour breakdown.

### Program Objectives

- Recognize how IT is integral to the effective management of a modern-day, competitive organization and the role an IT professional plays in organizational leadership
- Describe the installation and maintenance process for client and server operating systems, their associated network services, users, and file systems
- Configure secure network and computing applications while identifying the privacy concerns inherent in the IT profession
- Identify the responsibilities of a project manager and the skills required to plan, design, and execute projects to provide effective business solutions.
- Identify the process of critical thinking and decision support tools in the way of math formulas, computer software, and information systems to analyze or solve problems
- Communicate effectively via multiple channels of exchange including oral and written
- Demonstrate an ability to find and use reference tools/resources
- Identify one's social, ethical and legal responsibilities to stakeholders, the community and the environment

Course Code	Course subject and Title	Prerequisite	Credit Hours
Semester One			
	Lakewood University Orientation		0
NETF100	Networking Fundamentals		3
COMM100	Interpersonal Communication*		3
ITPJM100	I.T. Project Management		3
ALG100	College Algebra*		3
Semester Two			
ENG101	Introduction to English *		3
GOVT100	American Government*		3
CSA100	Computer Systems Architecture		3
DATA200	Fundamentals of Database		3
Semester Three			
PSY100	Introduction to Psychology *		3
BIO100	Principles of Biology*		3
CLDF200	Cloud Fundamentals		3

ACCT100	Principles of Accounting	3
Semester Four		
ENVS100	Environmental Science	3
STAT100	Statistics I*	3
PHL101	Introduction to Philosophy*	3
	Major Elective	3
Semester Five		
CSF200	Computer Security Fundamentals	3
SOCI100	Introduction to Sociology*	3
CALC200	Calculus I*	3
	Major Elective	3

## Bachelors Degree in Business Management

Length of Program: 4 years, 120 Credit Hours

### Program Description

The bachelor's degree in business management will prepare students for entry-level positions in business, industry and non-profit organizations. The program is designed for students who seek to acquire a complete framework in basic business concepts and skills in order to contribute and create solutions for contemporary business problems. Students will acquire the knowledge and skills to apply management, marketing and accounting concepts to improve operational performance and aid in decision making skills. The emphasis in this program is placed on marketable skills.

### Program Objectives

- Demonstrate the skills required in planning, organizing, controlling resources and leading in a business environment
- Examine the core disciplines of business and their integrated role in the organization
- Examine the key elements of a successful team and the relationship between motivation and performance
- Practice effective communication via multiple channels of exchange including oral and written
- Reflect on and relate one's social and ethical responsibility to stakeholders, the community and the environment
- Practice using the information to make wise decisions on behalf of an organization
- Utilize decision support tools in the way of math formulas, computer software, and information systems to analyze or solve problems
- Utilize basic research skills in business problem solving

### Credit Hour Breakdown

Course Code	Course subject and Title	Prerequisite	Credit Hours
Semester One			
	Lakewood University Orientation		0
BUS100	Introduction to Business		3
COMM100	Interpersonal Communication*		3
COMP100	Introduction to Computers*		3
GOVT100	American Government*		3
Semester Two			
ENG101	Introduction to English*		3
PNMG200	Principles of Management		3

ORGB200	Organizational Behavior		3
ALG100	College Algebra*		3
Semester Three			
PSY100	Introduction to Psychology*		3
BSLW100	Business Law		3
OPMG200	Operations Management		3
HRSM100	Human Resources Management		3
Semester Four			
ACCT100	Principles of Accounting I		3
SPCH100	Introduction to Speech*		3
BUSE200	Business Ethics		3
MKTP200	Marketing Principles		3
Semester Five			
PRFN100	Personal Finance*		3
MCRE200	Microeconomics		3
ACCTII200	Principles of Accounting II	Principles of Accounting I	3
ENTP200	Entrepreneurship		3
Semester Six			
FSA400	Financial Statement Analysis	Principles of Accounting II	3
ENVS100	Environmental Science*		3
AMLIT100	American Literature*		3
MKTM300	Marketing Management	Marketing Principles	3
Semester Seven			
BIO100	Principles of Biology*		3
ORGL400	Organizational Leadership		3
STAT200	Statistics *		3
FMGT300	Financial Management	Personal Finance	3
Semester Eight			
PHL100	Introduction to Philosophy*		3
MACE200	Macroeconomics		3
IBUS400	International Business		3
STBM400	Strategic Brand Management		3
Semester Nine			
STMG300	Strategic Management		3
WPPM400	Workplace Policy and Performance Management		3
MGDM400	Managerial Decision Making		3
RSKM400	Risk Management		3
Semester Ten			
OPRS300	Operation Research		3
	Capstone		3
	Core Elective		3
	General Elective		3

\*Core Electives: Digital Marketing- DMKT 400, Workplace Policy and Performance Management- WPPM 400, Taxation and Auditing- TAXA 300, Financial Statement Analysis- FSA 400

\*\*General Electives: Risk Management- RSKM 400, Money & Banking- MONB 400, Financial Market and Institutions- FMKT 400, Project Management: Principles and Strategies- PJMGPS 400

## Bachelors Degree in Paralegal Studies

Length of Program: 4 years, 120 Credit Hours

### Program Description

The Bachelor of Paralegal Studies will provide students with the professional opportunities to acquire skills needed to serve the legal community efficiently and ethically as a legal assistant. The Bachelor in paralegal studies degree

combines both a complete academic curriculum and practical education to understand the role of the paralegal in a legal environment. The degree program curriculum will also enable students to understand legal theory and apply legal theories ethically to paralegal professional practice.

**IMPORTANT:** Paralegals may not provide legal services directly to the public except as permitted by law.

Students enrolled in this program will be required to attend 3 live sessions with their instructor in the following course: Introduction to Paralegal Studies (PGL100).

## Program Objectives

- Develop knowledge base of law for paralegals more specifically on torts, contracts, wills and trusts, civil procedure, litigation, family law, business organizations, real estate, and criminal law.
- Teach different types of courses which enable students to gain legal knowledge, develop analytical skills, and apply the knowledge they had taught to accomplish tasks routinely performed by legal assistants or paralegals;
- Provide students with a wide-range of education in both liberal arts and paralegal studies;
- Be responsive in course offerings to the needs of paralegals and attorneys;
- Make students familiar with different types of computerized tools so that they can work efficiently and deal with law-related office issues.
- Develop the ability to plan, organize, direct, and control within a legal environment.
- Provide students with practical skills necessary to assist with the administration of a law office, including the handling of accounting and billing procedures.
- Provide students with ethical guidelines for paralegals.
- Familiarize students with the paralegal profession and the opportunities that are available to them upon completion of the program.
- Provide students with skills to utilize legal sources to conduct effective research.

Course Code	Course subject and Title	Prerequisite	Credit Hours
<b>Semester One</b>			
	Lakewood University Orientation		0
BUS100	Introduction to Business		3
PGL100	Introduction to Paralegal Studies		3
GOVT100	American Government*		3
LWMG200	Law Office Management		3
<b>Semester Two</b>			
BSLW100	Business Law		3
ENG100	Introduction to English*		3
ALG100	College Algebra*		3
LGR200	Legal Research		3
<b>Semester Three</b>			
SOCI100	Introduction to Sociology*		3
COMM100	Interpersonal Communication*		3
PHL101	Introduction to Philosophy*		3
ADR200	Alternative Dispute Resolution		3
<b>Semester Four</b>			
CRLW100	Criminal Law & Procedure		3
RELW100	Real Estate Law		3
PSY100	Introduction to Psychology*		3
LGAW200	Legal Analysis & Writing I		3
<b>Semester Five</b>			
WTE200	Wills, Trust, & Estates		3
COMP100	Introduction to Computers*		3
BUSE200	Business Ethics		3
DOMR200	Domestic Relations		3
LGAWII200	Legal Analysis & Writing II	Legal Analysis & Writing I 3	
<b>Semester Six</b>			
EHLW300	Environment and Health Law		3
MCRE200	Microeconomics*		3
PPLT300	Principles and Practice of Litigation		3
AMLIT100	American Literature*		3



Semester Seven		
CLTL300	Copyright Law and Trademark	3
ENVS100	Environmental Science*	3
CNLW300	Constitutional Law	3
PLDC400	Pleadings and The Courts	3
Semester Eight		
STPGL400	Special Topics in Paralegal Studies	3
BIO100	Principles of Biology*	3
TRT100	Torts	3
CREG300	Corporate Regulation	3
Semester Nine		
	Elective	3
CILW400	Comparative International Law	3
	Elective	3
	Elective	3
Semester Ten		
NEGM400	Negotiation & Mediation	3
IPGL400	Internship in Paralegal Studies	3
	Elective	3
	Elective	3

#### Core Electives:

Advanced Practices in Criminal Law – APCL400, Civil Litigation – CVLL400, Remedies & Dispute Resolution – REMDR300, The Art of Negotiation – ARTN400

#### General Electives:

Bankruptcy Law – BKLW300, Immigration Law – IMLW400, Objective Writing and Persuasive Writing – WPWC400, Juvenile Justice System – JUVJS400

## Bachelors Degree in Healthcare Administration

Length of Program: 4 years, 120 Credit Hours

### Program Description

To prepare students for challenging, fast-paced environments in Healthcare settings by offering and giving them an in-depth background in the functional areas of a healthcare settings in this modern world, such as vitalizing human resources, hospital finance/accounting, healthcare administration, leadership and operations. Student will obtain key skills they can apply promptly in the Hospitals, doctors' offices, nursing homes, surgical facilities, rehabilitation centers, and emergency clinics. Besides, students will be benefitted by receiving general education required for lifelong personal growth in today's global economy along with the foundation of further studies.

### Program Outcomes

- Examine healthcare delivery systems along with their associated operational and financial considerations.
- Explain the legal, regulatory, and ethical environment of healthcare and how it informs service delivery
- Examine the dynamic nature of healthcare administration and the strategic and operational issues inherent in managing healthcare systems
- Integrate basic accounting and budgeting processes of healthcare organizations, interpret common financial statements
- Utilize basic research skills to examine issues/problems in healthcare
- Examine the human resource challenges inherent in team and talent management and the supervision of individual and organizational performance
- Demonstrate the oral and written communication skills required by healthcare professionals
- Appraise how technology is utilized in healthcare, specifically electronic information systems and health records
- Demonstrate how leaders use information for critical thinking, problem-solving and organizational effectiveness

Course Code	Course subject and Title	Prerequisite	Credit Hours
<b>Semester One</b>			
	Lakewood University Orientation		0
HCA100	Introduction to Healthcare Administration- HCA100		3
MEDTERM101	Medical Terminology		3
ALG100	College Algebra*		3
ENG100	Introduction to English*		3
<b>Semester Two</b>			
PHL101	Introduction to Philosophy*		3
GOVT100	American Government*		3
ELHLTH100	Fundamentals of Electronic Health Records		3
ENVS100	Environmental Science*		3
<b>Semester Three</b>			
ACCT100	Principles of Accounting *		3
BIO100	Principles of Biology*		3
PSY100	Introduction to Psychology*		3
HCM200	Introduction to Healthcare Management		3
<b>Semester Four</b>			
COMM100	Interpersonal Communication*		3
HMKTP200	Healthcare Marketing Principles		3
MCRE200	Microeconomics*		3
HRSM100	Human Resource Management		3
<b>Semester Five</b>			
AMLIT100	American Literature*		3
MIS200	Management Information System		3
STAT200	Statistics I*		3
ELCHC200	Ethical and Legal Considerations of Healthcare		3
<b>Semester Six</b>			
OPMG200	Operations Management		3
HACCT300	Healthcare Accounting	Principles of Accounting I	3
PNFN300	Principles of Finance		3
PCM300	Introduction to Patient Care Management		3
<b>Semester Seven</b>			
ORGBM300	Organizational Behavior and Medical Office Management		3
ATMP300	Anatomy and Physiology		3
BUSE200	Business Ethics		3
PRFN100	Personal Finance*		3
<b>Semester Eight</b>			
STHM300	Strategic Healthcare Management		3
OPRS300	Operation Research		3
ATMPII400	Anatomy and Physiology II		3
IHDL400	International Healthcare Delivery		3
<b>Semester Nine</b>			
MGDM400	Managerial Decision Making		3
HSP400	Healthcare Systems and Policy		3
	Elective		3
	Elective		3
<b>Semester Ten</b>			
ORGL400	Organizational Leadership		3
	Elective		3
	Elective		3
	Elective		3

#### Electives:

1. Risk Management- RSKM400
2. Healthcare Project Management: Principles and Strategies- HPMPS400
3. Strategic Brand Management- STBM400
4. Business Research Methodology- BRM400
5. Workplace Policy and Performance Management- WPPM400
6. Taxation and Auditing in Healthcare- TAXAH300
7. Financial Statement Analysis- FSA400
8. Healthcare Science Management- HSCM400

# Bachelors Degree in Information Technology

Length of Program: 4 years, 120 Credit Hours

## Program Description

The Bachelor of Science in Information Technology will help students gain the technical abilities and practical skills so that they can help any organization innovate practices, products and processes. The Bachelor in IT is designed in a way to empower individuals to become passionate, solution-minded Information Technology professionals by fostering innovation, research, leadership development, solving real-life problems. The Bachelor in IT is different from computer engineering, computer science, and MIS and it focuses on meeting the needs of users within organizational and societal contexts through innovation, creation, application, integration, and administration of computing technologies. The program is designed to be completed following a prescribed order provided below in the credit hour breakdown.

## Program Objectives

- Examine how IT is integral to the effective management of a modern-day, competitive organization and the role an IT professional plays in organizational leadership
- Demonstrate an understanding of the installation and maintenance of client and server operating systems, their associated network services, users, and file systems
- Configure secure network and computing applications while identifying the privacy concerns inherent in the IT profession
- Demonstrate the responsibilities of a project manager and the skills required to plan, design, and execute projects to provide effective business solutions.
- Use critical thinking and decision support tools in the way of math formulas, computer software, and information systems to analyze or solve problems
- Communicate effectively via multiple channels of exchange including oral, written, and multi-media.
- Utilize basic research skills to examine IT practices and solutions
- Reflect on and relate one's social, ethical and legal responsibilities to stakeholders, the community and the environment

Course Code	Course subject and Title	Prerequisite	Credit Hours
Semester One			
	Lakewood University Orientation		0
NETF100	Networking Fundamentals		3
COMM100	Interpersonal Communication*		3
ITPJM100	I.T. Project Management		3
ALG100	College Algebra		3
Semester Two			
ENG100	Introduction to English *		3
GOVT100	American Government*		3
CSA100	Computer Systems Architecture		3
DATA200	Fundamentals of Database		3
Semester Three			
PSY100	Introduction to Psychology *		3
BIO100	Principles of Biology*		3
CLDF100	Cloud Fundamentals		3
MANA300	Managerial Accounting		3
Semester Four			
ENVS100	Environmental Science*		3
STAT200	Statistics I		3
PHL100	Introduction to Philosophy*		3
	Major Elective		3
Semester Five			
CSF200	Computer Security Fundamentals		3
SOCI100	Introduction to Sociology*		3

CALC100	Calculus I*	3
	Major Elective	3
Semester Six		
BSLWIS300	Business Law- Legal Issues in IT	3
OPMG200	Operations Management	3
DCDN300	Data Communication and Distributed Networks	3
PROG300	Introduction to Programming	3
Semester Seven		
	Major Elective	3
MCRE200	Microeconomics	3
OSAS300	Operating Systems and Application Software	3
SYSAD300	Introduction to System Analysis and Design	3
Semester Eight		
BUSE200	Business Ethics	3
	Major Elective	3
ENTP200	Entrepreneurship	3
DDA400	Database Design and Administrative	3
Semester Nine		
SARC400	System Architecture and Integration	3
SWDV300	Software Development	3
	Major Elective	3
ORGB200	Organizational Behavior	3
Semester Ten		
DINT400	Database Integrations	3
	General Elective	3
	Major Elective	3
	Major Elective	3

#### Major Electives:

1. Network Administration
  1. Routing and Switching- RTSW400
  2. Wireless and Mobile Communication- WLMC300
  3. Network Security Management- NETM200v
  4. Enterprise Networking- ENTN400
  5. Specialized Network Administration- SPAD400
  6. Directory Services and Infrastructure- DSI300
2. Software Analysis and Development
  1. Software Quality Control and Testing- SWQCT300
  2. E-commerce Development- ECOMD200
  3. Object-Oriented Application Development I- APPD300
  4. Object-Oriented Application Development II- APPDII400
  5. System Analysis and Design- SYAD400
  6. Software Development for Mobile Devices- SWDVMB400
3. Business and Project Management
  1. Advanced Database Management- ADM300
  2. Information Systems Project Management- ISPM400
  3. Enterprise Resource Management- ENTRM400
  4. Advanced Internet Security and Threats- AIST400
  5. E-Business Infrastructure Management- EBUSM300
  6. IT Management Strategy- ITMS300

#### General Elective:

1. Web Development- WDVP300
2. Advanced Java Programming- AJP400
3. Management Information System- MIS200

# Master's Degree in Business Administration

Length of Program: 2 years, 36 Credit Hours

## Program Description

The Lakewood University Master of Business Administration Program prepares students for professional opportunities in business administration by providing them a robust knowledgebase requisite to effectively and efficiently operating a business in today's global business environment. Using a blend of real-world projects, applications, and their unique learning styles, students will develop business, management, and leadership skills that foster innovation. Through Lakewood University's MBA Program's structure, core courses, and distance learning model, students will be able to develop and strengthen business, management, and leadership skills they need to excel and to distinguish themselves in a competitive marketplace.

The program is designed to be completed following a prescribed order provided below in the credit hour breakdown.

All courses must be completed with a passing grade prior to registering for CAPS500, with the exception of ETDM500, which is taken concurrently with CAPS500.

## Program Outcomes

- Lead with a global perspective and an awareness of how cultural differences impact businesses
- Integrate concepts from various disciplines to identify and develop business strategies
- Work and lead effectively in team-based environments
- Demonstrate professionalism, self-awareness, leadership and effective communication skills
- Explore ethical issues and dilemmas that businesses often face
- Apply knowledge and skills to solve business problems
- Utilize advanced research skills and information technology (IT) to solve problems and improve organizational performance

### Semester 1

Course	Course #	Credit Hours	Prerequisite	Core/Major	General Education	Elective
Strategic Management	STMG 500	3	None	3		None
Marketing Management	MKTM 500	3	None	3		None
International Business	IBUS500	3	None	3		None
Entrepreneurship	ENTP 500	3	None	3		None

### Semester 2

Course	Course #	Credit Hours	Prerequisite	Core/Major	General Education	Elective
Leadership and Motivation	LDRM 500	3	None	3		None
Managerial Accounting	MANA 500	3	None	3		None
Business Law	BSLW 500	3	None	3		None
Survey of Human Resource Management	SHRM 500	3	None	3		None

### Semester 3

Course	Course #	Credit Hours	Prerequisite	Core/Major	General Education	Elective
Financial Statement Development and Analysis	FSDA500	3	Managerial Accounting	3		None
Project Management	PJMG 500	3	Strategic Management	3		None
Ethical Decision Making- Business and Culture	ETDM 500	3	None	3		None
Capstone: Case and Industry Analysis	CAPS 500	3	None	3		None

## Degree Course Descriptions

Course Name	Course Code	Course Description	Credit Hours
Advanced Database Management	ADM300	This course will provide students with an advanced understanding of what they learned about SQL in the fundamental course and introduce different advanced topics, including query optimization, concurrency, data warehouses, object-oriented extensions, and XML.	3

Advanced Internet Security & Threats	AIST400	The course will cover the advanced topics in Internet and Network security to help students understand complex attack paths and countermeasures specific systems with different hardware/software components and architecture.	3
Advanced Java Programming	AJP400	The advanced course in Java programming will focus on advanced features. Topics will include Object-Oriented Analysis and Design, automatic documentation generation using JAVADOC, Graphical User Interface development, database programming using Java Database Connectivity, network programming using sockets and Remote Method Invocation, N-tier programming using Common Request Broker Architecture, object serialization and remote objects, and collections.	3
Business Law	BSLW300	A course in legal and regulatory requirements that impact information technology with an emphasis on compliance and prevention of liabilities.	3
Cloud Fundamentals	CLDF200	Upon completion of this course, students will be able to understand the cloud, enable Microsoft Cloud Services, administer Office 365 and Microsoft Intune, and use and configure Microsoft cloud service, configure Exchange Online, SharePoint Online, including OneDrive, Skype for Business Online.	3
Computer Security Fundamentals	CSF200	This course provides students with a core foundation of technical knowledge necessary to design and build secure computing systems, to detect unauthorized use, and to protect those systems, their resources, and the data that they store or access.	3
Computer Systems Architecture	CSA100	This course will help students discover the concepts and essential skills necessary to administer operating systems, networks, software, file systems, file servers, web systems, database systems, system documentation, policies, and procedures.	3
Data Communication & Distributed Networks	DCDN300	This course will provide students with a clear understanding of how networks, from LANs to the massive and global Internet, are built and how we can use computers to share information and communicate with one another. Topics included communication codes, transmission methods, interfacing, error detection, communication protocols, communications architectures, switching methods, and network types.	3
Database Design & Administration	DDA400	Upon completion of this course, students will be able to improve business performance and bring efficiency through the development of credible databases. Students will learn to strategically develop appropriate architecture and design while performing data modeling, data warehousing using the updated tools and technologies.	3
Database Integrations	DINT400	This course will help students understand issues arising in data integration, focusing on the theoretical foundations of the area, and algorithms and software systems facilitating integration.	3
Directory Services & Infrastructure	DSI300	This course will prepare students to install, configure, secure, and maintain services in the Windows Active Directory environment. Topics included but not limited to group policies, directory configuration, security strategies, and certificate services.	3
E-Commerce Development	ECOMD200	This course will provide students a basic understanding of the activities, issues, and concerns related to launching a new online business.	3
Enterprise Networking	ENTN400	Students will be given the basic (design, implementation, and management) concepts related to data communications and networking. Topics included but not limited to network topology, protocols, transmission media, switching techniques, access control, and addressing for wired and wireless networks, network security, and network management principles.	3
Enterprise Resource Management	ENTRM400	This course provides an overview of Enterprise Resource Planning, which will cover planning, manufacturing, sales, finance, and accounting. Students will be provided a basic understanding of the methodology and practice of ERP using industry-leading software packages to explore the interaction among the different business processes.	3
Fundamentals of Database	DATA200	This course will help students learn to validate fundamental technology knowledge. Database Administration Fundamentals by covering introductory knowledge and skills including relational databases; core database concepts; relational database concepts; security requirements for databases and the data stored in them.	3
Information Systems Project Management	ISPM400	The course provides students having current information technology skills with an advanced understanding of project management through an integrated view of the concepts, skills, digital tools, and techniques.	3
Introduction to Programming	PROG300	This course is designed for students with no prior programming experience introducing the fundamental concepts of procedural programming by introducing topics like data types, control structures, functions, arrays, files, and the mechanics of running, testing, and debugging.	3
Introduction to System Analysis & Design	SYAD300	This course will enable students to describe principles, concepts, and practice of system analysis and design process explaining the processes of constructing the different types of information systems apply object-oriented concepts to capture a business requirement.	3
IT Management Strategy	ITMS300	This course focus on organizational issues related to information technology solves the issues strategically using different types of tools. Topics included but not limited to IT strategy formulation and business alignment; IT organization, structure, and governance, implementation and change management, organizational learning and knowledge management, and evaluation of IT impact on the organization.	3
Management Information Systems	MIS200	This course will provide fundamentals of how information and communication technology can be used and utilized in the context of Management and business problem solutions.	3
Managerial Accounting	MANA300	To prepare students for professional opportunities in business administration by offering and giving them a background in the functional areas of a business in this modern world. Students will develop business and leadership skills through a unique learning style and get the ability to lead innovation through real-world projects. Besides, students will be able to strengthen leadership skills through the MBA cores and gain unique capabilities through different types of electives, tracks, and concentrations.	3
Network Security Management	NETM200	This course focuses on security and risk management. Topics covered but not limited to Contemporary security issues, Security management processes, Architecture and models, Risk analysis and management, Security planning, and Analysis and safeguards.	3

E-Business Infrastructure Management	EBSUM300	This course will help students explore the process of running a business on the internet and common course topics included but not limited to internet marketing, database management, and web design. This course will help students manage the strategic development of e-business based organizations and appropriate e-business technologies.	3
Network Fundamentals	NETF100	This course will help the student discover the fundamentals of networking technology. Topics included but not limited to data communications, telecommunications, infrastructure security, inter/internetworking, and the application of networking to multimedia, information storage, and distribution.	3
Object-Oriented Application Development I	APPD300	This course provides students with knowledge of object-oriented programming concepts and application programming interfaces. Topic included but not limited to multi-threading, data structure collections, stream I/O, and client interfaces.	3
Operating System and Application Software	APPDI400	This course covers the object-oriented paradigm associated with programming in a network environment. Topics included but not limited to developing object-oriented applications for the Internet, Intranets, and the World Wide Web. The Java programming language will be used to do software development for network environments.	3
Project Management	PJMG100	Project Management explores the fundamental knowledge, terminology, and processes of effective project management. Topics include project integration management, project scope, time and cost management, human resource management, communication, ethics, and risks involved in managing a project.	3
Routing & Switching	RTSW400	This major course will prepare students with knowledge of foundational technologies. This course will also provide students with the ability to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.	3
Software Development for Mobile Devices	SWDVME400	This course covers generic principles in design and development for mobile devices which will include practical work doing design and development for one or more contemporary platforms.	3
Software Development	SWDV300	This course is the fundamentals of developing software using Java. Upon completion of this course, students will be able to software or update any software.	3
Software Quality Control & Testing	SWQT300	In this course, students will be given a basic understanding of a variety of programming techniques and technologies for software quality assurance, such as Quality Tools in Software Development, Software Testing Metrics and Models, and Software Test Document.	3
Specialized Network Administration	SPAD400	This course will provide students with knowledge of global Internet technology. This course is designed in a way to provide students with an understanding of architectural network designs, network topology requirements, configuration management, fault management, performance management, monitoring resources, Quality of Service (QoS), and security policies.	3
System Analysis & Design	SYAD400	This course deals with planning the development of information systems by explaining and specifying in detail what a system should do and how the components of the system should be implemented.	3
System Architecture & Integration	SARC400	This course will provide students with the knowledge to analyze the system integration requirements and apply appropriate frameworks, methodologies, techniques so that they can manage, administer, acquire, develop, implement, and integrate enterprise systems.	3
Web Development	WDVP300	This elective course will provide the student with the knowledge of Web development tools and several types of development language. This course will particularly focus on PHP enabling students to create diverse types of web applications or to do system automation.	3
Wireless & Mobile Communication	WLMC300	This course will help students develop an understanding of the basic and advanced principles of Wireless Communications and Mobile Networks. The issues of wireless communications and mobile networks in physical, link, and network layers, the wireless channels, Multi-user communication systems, Mobile networks modeling, design, and optimization will be covered in this course.	3
Business Ethics	BUSE200	This course focuses on the importance of sound business ethics in today's workplace and the overarching concept of social responsibility. The course provides students with a conceptual framework with which to analyze ethical decision making from the standpoint of the organizations as well as the perspective of the employee.	3
Digital Marketing	DMKT400	This one-of-a-kind course will help students build a fundamental understanding of the tactics behind online media use including learning the rules imposed by institutions, government, and society.	3
Entrepreneurship	ENTP200	The course focuses on the early development of independent ventures as well as those within established organizations. Individual and organizational level issues will be addressed. Entrepreneurial thinking will explore the thought processes that challenge existing norms and pave the way for novel solutions to problems in any field.	3
Financial Management	FMGT300	This course will help students learn the efficient and effective management of money (funds) in a manner to accomplish the objectives of the organization. It is the specialized function directly associated with the top management.	3
Financial Marketing	FMGT200		3
Financial Marketing Institutions	FMKTA400		3
Financial Statement Analysis	FSA400	In this course students will learn financial analysis and be a complete analyst by analyzing the income statement, vertical and horizontal analysis, benchmarking performance, the balance sheet, efficiency ratios, asset turnover, working capital, cash flow, trend analysis, the pyramid of ratios, etc.	3
Human Resource Management	HRSM100	An introduction to the human resources function and related elements and activities. The course outlines the roles and functions of members of the human resources department, as well as educating others outside human resources, in how their roles include human resources-related activities. The student will learn about the evolution of human resources management as we know it today. Emphasis is placed on the modern-day importance of HRM and the new "corporate view" of the function.	3

International Business	IBUS400	This course will introduce students to a fundamental understanding of the socioeconomic political, cultural, and linguistic environment in which Multinational companies operate. This course utilizes an inquiry-based approach to understanding country level relationships in the Global Business Environment.	3
Macroeconomics	MACE200	In this economics course, you will learn some of the major concepts of macroeconomics, such as gross domestic product, price level, inflation, unemployment, economic growth, and the balance of payments. You will get the fundamentals of how a country's trade policies work as a whole.	3
Managerial Decision Making	MGDM400	This course is designed as a business decision simulation that offers students the opportunity to apply the knowledge efficiently they have acquired in previous courses (i.e. accounting, finance, marketing, human resource management) to face and solve real business problems in a competitive industry environment.	3
Marketing Management	MKTM300	This course will introduce students will the management process of marketing. They will be introduced to the development of strategies and planning for products or services, advertising, promotions, sales to reach the desired customer segment and create a brand positioning.	3
Marketing Principles	MKTP200	This course is designed to introduce you to the basic principles of Marketing including, but not limited to, fundamental business, management, and entrepreneurial concepts that affect business decision making; economic principles and concepts fundamental to marketing; marketing career exploration, development, and growth; and the basic functions of marketing (e.g. distribution, financing, marketing information systems, pricing, product/service management, promotions, and selling).	3
Money & Banking	MONB400	This course will help students understand the role played by banks in modern monetary economies and financial markets, including issues arising from bank regulation, the role of banks in financial intermediation, and the significance of bank behavior in monetary policy which also includes analysis of monetary innovations through crypto-currencies such as "bitcoin".	3
Operations Management	OPMG200	Operations Management (OM) is the science and art of ensuring that goods and services are created and delivered successfully to customers. This course focuses on what OM managers do, their functions, and their challenges. The course will also highlight concepts, trends, and issues related to the field such as operations strategy, managing the design process, leveraging the use of technology to deliver product or service, quality assurance, and project management.	3
Organizational Leadership	ORGL400	This course will equip students to successfully lead organizations through clarity of purpose and effective collaboration by different types of leadership activities such as the creation of effective teams and motivating them; designing and delivering powerful stories; development of strategies to properly influence the team; understanding underlying customer analytics and applying innovative approaches to deliver impact.	3
Principles of Management	PNMG200	To prepare students for professional opportunities in business administration by offering and giving them a background in the functional areas of a business in this modern world. Students will develop business and leadership skills through a unique learning style and get the ability to lead innovation through real-world projects. Besides, students will be able to strengthen leadership skills through the MBA cores and gain unique capabilities through different types of electives, tracks, and concentrations.	3
Project Management: Principles of Strategies	PJMGPS400	Brand building is a very difficult task and hence it requires a strategic plan in advance. This is where Strategic brand management steps in. In this course, students will learn to take the brand equity of the company to new heights through sequential steps that add value to the brand and ultimately.	3
Strategic Brand Management	STBM400	Brand building is a very difficult task and hence it requires a strategic plan in advance. This is where Strategic brand management steps in. In this course, students will learn to take the brand equity of the company to new heights through sequential steps that add value to the brand and ultimately.	3
Strategic Management	STMG300	In this course, students will be given the knowledge to formulate and implement the major goals and initiatives taken by a company's top management on behalf of owners, based on consideration of available resources and an assessment of the company's internal and external environments in which the institute or company competes	3
Taxation & Auditing	TAXA300	Auditing and taxation are both essential elements of accounting. In this course, students will learn the fundamentals of Auditing, financial reporting, and corporate governance. Also, students will get the very basic idea of taxation implications in a country which is important in decision-making processes.	3
Workplace Policy and Performance Management	WPPM400	The purpose of this program is to provide students with the fundamental knowledge to plan the workplace policy and provide a resource to help them implement a performance management plan.	3
Business Research Methodology	BRMM400	This course equips students with the skills to develop and undertake a research dissertation which provides theoretical and practical preparation for the business research process. The course covers the necessary skills and requirements for a literature review, qualitative and quantitative methods, and a research methodology process.	3
Ethical & Legal Considerations of Healthcare	ELCHC200	This course will help students examine the role of health care policy and legal, regulatory, and quality control in ethical decision making in healthcare. The topics include but are not limited to concepts and principles of health care policy, legal control, ethical conduct, and regulatory environments and their application to the health care environment.	3
Fundamentals of Electronic Health Records	ELHLTH100	This course is the fundamentals of electronic health records entirely designed in a way to introduce students to the modern healthcare environment. Students will get an overview of healthcare information systems, healthcare transactions, and billing using different software so that they can work with electronic health records.	3
Healthcare Accounting	HACCT300	This course provides an understanding of the general principles of accounting applied in the health care environment. It includes an overview of sources of revenue for various health care entities. The fundamentals of financial planning, cost concepts, capital budgeting, and management analysis are applied in the health care environment. Issues surrounding the development and management of the budget are also examined.	3
Healthcare Marketing Principles	HMKTP200	This course is designed to introduce you to the basic principles of Marketing including, but not limited to, fundamental business, management, and entrepreneurial concepts that affect business decision making;	3



		economic principles and concepts fundamental to marketing; marketing career exploration, development, and growth; and the basic functions of marketing (e.g. distribution, financing, marketing information systems, pricing, product/service management, promotions, and selling).	
Healthcare Project Management: Principles & Strategies	HPMPS400	This course explores project management skills and the ability to meet project goals on time and within budget while maintaining quality standards that are increasingly important in today's competitive healthcare environment. Learn the theories, tools, and techniques for successful project management. This course also covers task organization and sequencing; schedule development; critical path method implementation as a management tool; the use of milestone and Gantt charts; the reverse planning method; and cost, performance, and client considerations.	3
Healthcare Science Management	HSCM400	This course provides the fundamentals of the organizational principles, practices, and pertinent management of health service organizations. The topics include quality improvement, risk management, strategic planning, financial planning and control, and medical ethics.	3
Healthcare Systems & Policy	HSPC400	This course provides students with an in-depth understanding of organizational policies and financing of the U.S. health care system. The course will also include the social and economic factors underlying population health.	3
International Healthcare Delivery	IHDL400	The course is designed particularly for health care professionals who are interested in learning the fundamentals of global health and deepening their knowledge.	3
Introduction to Healthcare Administration	HCA100	Present the fundamentals of management and leadership as the foundations for the administration of health care products and service delivery to acquaint you with management principles, fundamental healthcare terminology, types of healthcare organizations, and their control.	3
Introduction to Healthcare Management	HCM200	Participants will learn key principles, practices, and personalities of health care management. The content is broadly applicable to healthcare enterprises of every kind: public health organizations, physician practices and clinics, hospitals and health systems, agencies and service organizations, for-profit firms, not-for-profit enterprises.	3
Introduction to Patient Care Management	PCM300	This course provides the fundamentals of nursing skills and patient care so that a healthcare administrator can understand the medical procedures to effectively manage patient care.	3
Medical Terminology	MEDTERM101	This course introduces an in-depth study of medical terms and abbreviations specially designed for healthcare administrators. By working through several different organ systems, students will learn the parts of medical terms, how they relate to healthcare, and how they are used in a medical environment.	3
Organizational Behavior and Medical Office Management	ORBGM300	This course analyzes the elements of organizational behavior in a healthcare setting. Topics include improving communications, managing conflict, understanding management, motivation, morale, dynamics of change, leadership, stress, ethics, and etiquette all within the environment of healthcare practice, management, and administration.	3
Strategic Healthcare Management	STHM300	In this course, students will be given the knowledge to formulate and implement the major goals and initiatives taken by a company's top management on behalf of owners, based on consideration of available resources and an assessment of the company's internal and external environments in which the institute or company competes. Auditing and taxation are both essential elements of accounting. In this course, students will learn the fundamentals of Auditing, financial reporting, and corporate governance in a healthcare setting. Also, students will get the very basic idea of taxation implications in a country which is important in decision-making processes.	3
Taxation & Auditing in Healthcare	TAXAH300		3
Advanced Practices in Criminal Law	APCL400	This course is designed to provide students with knowledge of advanced Criminal Law. The course will evaluate the historical criminal cases and Constitutional background of the USA to protect the rights and procedures when charging a person with a crime. Students will involve in interpreting and justifying legal issues from both the prosecution and defense perspectives.	3
Alternative Dispute Resolution	ADR200	This course provides a survey of alternative dispute resolution (ADR), which includes an overview of the history of ADR, types of ADR, communication techniques, how to work with outside experts, the mediation process, and developing communication and skills. The objective of the course is to lay the foundation for how ADR works and how a paralegal might be involved in ADR issues.	3
Bankruptcy Law	BLKW300	This course will teach students about the legal considerations that are part of the bankruptcy process and alternative remedies, as well as the intricate processes and legal processes that guide contemporary bankruptcy law.	3
Civil Litigation	CVLL400	This course provides students with an introductory-level education regarding the process and procedures of filing a lawsuit against a person or organization.	3
Comparative Internal Law	CILW400	In this course, students will learn the relations between nations and states also known as the law of nations, and the syllabus is split into public international law, private international law, and supranational law.	3
Constitutional Law	CNLW300		3
Contracts	CONT200	Develop your leadership potential. Discover the qualities, talents, and vision that leaders need to survive and grow in a changing world. You'll examine how today's theories of leadership and motivation have evolved, and how leadership concepts and motivational techniques are applied in a wide variety of business environments. Case studies reveal how executives and other decision-makers lead, motivate, and succeed.	3
Copyright Law & Trademark	CLTL300	The creation and protection of trademarks and copyrights is a fascinating area of law. Paralegals must know trademark and copyright law to lead to many opportunities with law firms and with companies that own intellectual property. Paralegals are responsible for maintaining trademarks and copyrights, handling correspondence, reviewing and drafting licensing agreements, and coordinating document-intensive processes for attorneys.	3
Corporate Regulations	CREG300		3

Criminal Law & Procedure	CRW100	A great need for specialists in criminal law and procedures has been created by the rapidly expanding criminal justice system. Police departments, attorney generals, district attorneys, and lawyers hire criminal law legal assistants. This course is designed to give an understanding of both the law and procedural aspects of criminal justice and to prepare you for an exciting career in criminal justice.	3
Domestic Relations	DOMR200	This course is designed for the student who is interested in working in the area of family law. The student will learn the legal principles and processes involved in the law of marriage, divorce, separation, support, custody and visitation, annulment, and adoption. Common agreements, pleadings, and other documents applicable to these topics are set forth. Also covered are the tax consequences of separation and divorce.	3
Environment & Health Law	EHLW300	This course is a comprehensive overview of the major U.S. environmental laws and approaches, strategies, standards, and enforcement techniques. Students will be taught the American law that protects our environment and our health. The course is specially designed for a paralegal on general concepts that go a long way to demystify the American legal system.	3
Immigration Law	IMLW400	This course provides students with fundamental knowledge of policies and the basics of immigration and nationality law. Upon completion of this course, students will be able to apply legal principles to practical situations by working on hypothetical immigration client files, including preparation of forms to be created with the US Citizenship and Immigration Services.	3
Internship in Paralegal Studies	IPGL100	The topics will include administrative law; alternative dispute resolution; employment law; health law; immigration law; insurance law.	3
Introduction into Paralegal Studies	PGL100	The course is the core of the paralegal program. Students will learn the past, present, and future of the paralegal profession, including the paralegal defined, educational options, techniques for marketing skills, and career opportunities. Instruction on ethics and professional responsibility, the organizational structure of the legal workplace and office culture, and politics will prepare students for the challenges of today's paralegal. Students receive a formal introduction to law by examining sources of American law, the court system, and alternative dispute resolution, the substantive law in its various forms, as well as administrative law and government regulation. Legal procedures and advanced skills involving civil litigation and trial procedures, criminal law, conducting interviews and investigations, using primary and secondary sources to legal research, the emerging technology of computer-assisted legal research, in addition to legal analysis and writing provide valuable insight and a solid foundation for the future legal assistant.	3
Juvenile Justice System	JUVJS400	The juvenile justice course examines the juvenile court system and laws concerning juvenile offenses. This includes such topics as detention, constitutional rights, diversion programs, trial, and disposition.	3
Law Office Management	LWMC200	This course will cover the theories, procedures, and systems of law office management as well as an overview of the legal team and judicial system. Includes law practice technology as applied to paralegals.	3
Legal Analysis & Writing I	LGAW200	This is an advanced course that will enable students to write in a formal, legal manner. Also, students will be trained to draft legal memoranda and briefs and investigate different types of legal memoranda and documents. The entire course lectures focus on forming legal writing and training students to learn the art of preparing documents in different types of situations. The advanced course also focuses on improving the ability to do legal research.	3
Legal Research	LGR200	This course is designed to teach the fundamentals of Legal Research. The student will learn research tools and techniques necessary to find the actual law, but also how to use the various secondary materials, which assist in the research process. Some of the topics covered are Case Reporters, Digests, Codes, Annotated Codes, Annotated Reporters, Citators, Loose-leaf Services, Legal Encyclopedias, Treatises, and Computerized Research Services.	3
Negotiation & Mediation	NEGM400		3
Objective Writing and Persuasive Writing Capstone	WPWC400	This course will allow students the opportunity to conduct in-depth legal research using both print and online resources. Besides the course explains the essence of writing marketing messages that engage readers and inspire actions in terms of legal writing.	3
Pleading and The Courts	PLDC400	This course will help future paralegals to examine the structure of both state and federal judicial system and jurisdiction which will include but not be limited to basic judicial process and procedure including State and Federal Rules of Courts.	3
Principles of Practice Litigation	PPLT300	This course gives students a complete understanding of the principles of civil procedure as exemplified in the rules and regulations of the courts and related case law. Students will study the major procedural steps that are taken if common law and commercial disputes become the subject of civil litigation.	3
Real Estate Law	RELW100	Real Estate law is one of the most exciting and lucrative aspects of the legal profession. There is a great demand for real estate specialists not only in law firms, but also in banks, title companies, real estate brokerages, and many other aspects of the business. This area of law has unlimited opportunities for paralegals who are interested in becoming involved in the dynamic and important aspect of life. Nearly everyone owns real estate, yet very few people understand the nature of real estate transactions.	3
Remedies & Dispute Resolution	REMDR300	Examines the substantive and procedural aspects of remedies and enforcement of judgments. The course comprises a study of legal and equitable remedies, including damage, restitution, coercive, and declaratory remedies, prejudgment (provisional) remedies, and procedures for the enforcement of judgments. The course also discusses various methods of resolving disputes, including negotiation, mediation, and arbitration.	3
Risk Management	RSKM400	This course will help students to deal with anticipating, evaluating, and addressing possible consequences of strategic actions within an organization. Students will give the necessary knowledge, skills, and experience to identify and evaluate risk factors and to implement the strategy.	3
Special Topics in Paralegal Studies	STPGL400	The topic covered in this Special Topics course will focus on and around practical law related to media.	3

The Art of Negotiation	ARTN400	The course explores the personal and behavioral characteristics of an effective negotiator while exploring how current approaches to negotiation strategy and tactics are used, what negotiation entails, types of negotiation relationships that exist from hard bargain to win-win, to fully partnered relationships and personal ones.	3
Torts	TRT100	This fascinating specialty will expose the student to the duties and responsibilities owed by the individuals to their fellow citizens. Torts deal with civil wrongs, and your studies will illustrate and explain the many different types of tort recoveries that are allowed by law. You will learn the elements required to prove each tort, and defenses that may be posed, and a step-by-step strategy for the preparation and settlement for each type of action. Whether your tort theory is based upon negligence, product liability, libel, slander, or malpractice, you will be guided through the entire process of personal injury litigation.	3
Wills, Trusts, & Estates	WTE200	This area of specialty is ideal for legal assistants working with attorneys whose practice consists of some or all probate. This unit of study introduces the legal assistant to the essential requirements of wills, trusts, types of estates, and estate taxes. It takes the student on a step-by-step process through all procedures involved in both formal and informal probate. Special emphasis is placed on the roles of various participants in the administration of a probate matter-the lawyer, the personal representative of the estate, the court, and the legal assistant. A review of the responsibility that can be delegated to the legal assistant is included. Attention is given to training legal assistants in how to execute many of the probate forms necessary from the commencement through completion of the probate procedure.	3
Insert Program Name			3
American Government	GOVT100	The course provides a survey of the organization of American government, which includes an overview of the historical significance and provisions of the Constitution; the Bill of Rights; Congress; the Supreme Court; the Presidency; political parties, and interest groups. The objective of the course is to lay the proper foundation for informed citizenship and more specialized study in political science.	3
American Literature	AMILT100	This course studies the national literature of the United States since the early 19th century. It considers a range of texts – including, novels, essays, and poetry – and their efforts to define the notion of American identity.	3
Anatomy & Physiology I	ATMP300	Anatomy and Physiology I is the first of a two-course sequence. This course is will provide knowledge of the structure and function of the human body the topics include but not limited to cells, tissues, and organs of the following systems: integumentary, skeletal, muscular, nervous, and special senses.	3
Anatomy & Physiology II	ATMPII400	Anatomy and Physiology II is the second in a two-course sequence. The topic includes a study of circulatory, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems.	3
Business Law	BSLW100	The “bread and butter” of many law firms comes from organizing small business entities and advising them of their duties and rights. When is a partnership better than a corporation? What procedure is followed in setting up a corporation? What must be included in the articles of incorporation? How are corporate minutes drafted? These questions are important to most businesses in your community and your knowledge in this specialty will help you assist a lawyer in answering them for their clients.	3
Calculus I	CALC100	This primary course on Calculus is designed for students intending to continue to advanced courses in calculus, and mathematics in general. Topics include a detailed study of differential calculus and its applications and are introduced to anti-derivatives.	3
Calculus II	CALCII200	This advanced course is designed in a way intended for students who have already completed a Calculus I course and want to extend their skills in this subject.	3
College Algebra	ALG100	This course is designed to familiarize learners with fundamental mathematical concepts such as inequalities, polynomials, linear and quadratic equations, and logarithmic and exponential functions.	3
College Mathematics I	MATH100	This course is a basic review of mathematical skills, including terminology, checking accounts, taxes, payroll, step-by-step approaches. This course will help you develop math skills used in personal and business applications.	3
College Mathematics II	MATHII100	This course is an advanced review of mathematical skills, including linear programming, fundamentals of calculus, and basic financial math. This course will help you develop math skills used in business applications and the decision-making process.	3
English 101	ENG100	This course explores the usage problems associated with both speech and written grammar. It details out for students how to organize thoughts into a coherent and logical order to form meaningful language.	3
English Composition	ENGCOMP100	This course is designed to develop your ability to write clearly. Emphasis is on effective writing and revising techniques including purpose, organization, and mechanics. Various modes and strategies of descriptive, narrative, and illustrative essays are covered. The culminating assignment is a research paper.	3
Environmental Science	ENVS100	This course will survey some of the many environmental science topics at an introductory level, ultimately considering the sustainability of human activities on the planet.	3
Interpersonal Communication	COMM100	This course teaches the basics of communication principles and concepts. Topics include Intercultural issues, conflict management, and communicating in groups and public.	3
Introduction to Business	BUS100	Present the fundamentals of business organization and procedures to acquaint you with management principles, business terminology, types of business organizations, and their control.	3
Introduction to Computers	COMP100	Lakewood College’s Introduction to Computers course outlines the computer skills necessary for a variety of business applications and frameworks. Introduction to Computers will guide the students through comprehensive computer usage including technical and practical information that is presented in an easy-to-understand format for today’s computer users.	3
Introduction to Philosophy	PHL100	This course will introduce you to topics found in classical and contemporary philosophical writings, such as the nature of truth and knowledge, freedom and determinism, and major debates surrounding the nature of right and wrong.	3
Introduction to Psychology	PSY100	Presents the theories and principles of modern psychology. You will learn about the different branches of psychology and the practical application of psychological tenets to functional behavior.	3
Introduction to Sociology	SOCI100		3

Microeconomics	MCRE200	This is a survey course in the theory and application of microeconomics. The course topics focus on microeconomics issues and problems, such as competition and monopoly, pricing, consumer demand, and producer supply. The course develops a theoretical framework for microeconomic analysis and applies this theory to practical domestic and international economic policy problems.	3
Operation Research	OPRS300	This course will help the learners understand how strategically important the role of an Operational Manager is and how they function by giving them an understanding of how to accomplish a task efficiently. The main task of the operation manager the planning, directing operations, and making improvements in productivity and efficiency.	3
Organizational Behavior	ORGB200	This course brings insights into human behavior in organizations brought forth by psychology and sociology and centers them on their implications for business organizations. Issues pursued in this course include group dynamics, communications, motivation, leadership, and decision making as well as organizational design, culture, development, and change. The discipline of Organizational Behavior is unique in its combined goals of seeking organizational success while advocating employee empowerment.	3
Personal Finance	PRFN100	This course is designed to introduce students to the basic terminology, concepts, and practices of personal finance. It will introduce the concepts of managing personal finances; inflation and recession; tax problems; insurance; annuities; credit; budgeting; financial planning; homeownership; bank accounts; investments; and social insurance programs. Further, it will provide the foundation needed to understand and discuss the "language" of routine financial activities and provide a solid foundation for future studies.	3
Principles of Accounting I	ACCT200	An introduction to the preparation and analysis of financial statements. Specific topics include the accounting model, general-purpose financial statements, and accounting for assets, liabilities, and equity.	3
Principles of Accounting II	ACCTII200	A continuation of Principles of Accounting I and an introduction to the use of accounting information for management decision making. Specific topics include determining cash flows, international accounting, product costing, budgeting, and other concepts of management accounting.	3
Principles of Biology	BIO100	This course is designed to introduce biology at an entry-level by examining the hierarchy that ranges from the fundamentals of cell biology to the physiology of organisms, and the interactions among those organisms in their environment.	3
Speech 101	SPCH100	Speech is a fundamental tool that you can have in the working world and your daily life. This course is designed to introduce students to selected facets of the study of human communication and to enhance students' ability to orally communicate in a thoughtful, clear, coherent, and persuasive manner in various settings. Specifically, this course acquaints students with the subjects of communication theory, nonverbal communication, intrapersonal communication, interpersonal communication, small group communication, and public address. It teaches oral interactions and reporting skills useful to students in other classroom settings and other communication concepts and skills of wide applicability in their educational, personal, and professional life.	3
Statistics	STAT200	This course will introduce you to business statistics, or the application of statistics in the workplace. Statistics is a course in the methods for gathering, analyzing, and interpreting data for decision making and predicting a future outcome. You will get the basic understanding of descriptive and inferential statistics including the base of Mean and probability distribution.	3
Business Law	BSLW500	To prepare students for professional opportunities in business administration by offering and giving them a background in the functional areas of a business in this modern world. Students will develop business and leadership skills through a unique learning style and get the ability to lead innovation through real-world projects. Besides, students will be able to strengthen leadership skills through the MBA cores and gain unique capabilities through different types of electives, tracks, and concentrations.	3
Capstone: Case and Industry Analysis	CAPS500	To prepare students for professional opportunities in business administration by offering and giving them a background in the functional areas of a business in this modern world. Students will develop business and leadership skills through a unique learning style and get the ability to lead innovation through real-world projects. Besides, students will be able to strengthen leadership skills through the MBA cores and gain unique capabilities through different types of electives, tracks, and concentrations.	3
Entrepreneurship	ENTP500	The course focuses on the early development of independent ventures as well as those within established organizations. Individual and organizational level issues will be addressed. Entrepreneurial thinking will explore the thought processes that challenge existing norms and pave the way for novel solutions to problems in any field.	3
Ethical Decision Making	ETDM500	To prepare students for professional opportunities in business administration by offering and giving them a background in the functional areas of a business in this modern world. Students will develop business and leadership skills through a unique learning style and get the ability to lead innovation through real-world projects. Besides, students will be able to strengthen leadership skills through the MBA cores and gain unique capabilities through different types of electives, tracks, and concentrations.	3
Financial Statement Development & Analysis	FSDA500	To prepare students for professional opportunities in business administration by offering and giving them a background in the functional areas of a business in this modern world. Students will develop business and leadership skills through a unique learning style and get the ability to lead innovation through real-world projects. Besides, students will be able to strengthen leadership skills through the MBA cores and gain unique capabilities through different types of electives, tracks, and concentrations.	3
International Business	IBUS500	This course will introduce students to a fundamental understanding of the socioeconomic political, cultural, and linguistic environment in which Multinational companies operate. This course utilizes an inquiry-based approach to understanding country level relationships in the Global Business Environment.	3
Leadership & Motivation	LDRM500	To prepare students for professional opportunities in business administration by offering and giving them a background in the functional areas of a business in this modern world. Students will develop business and leadership skills through a unique learning style and get the ability to lead innovation through real-world projects. Besides, students will be able to strengthen leadership skills through the MBA cores and gain unique capabilities through different types of electives, tracks, and concentrations.	3
Managerial Accounting	MANA500	This course will teach you the fundamentals of managerial accounting including how to navigate the financial and related information managers need to help them make decisions.	3

Marketing Management	MKTM500	This course will introduce students will the management process of marketing. They will be introduced to the development of strategies and planning for products or services, advertising, promotions, sales to reach the desired customer segment and create a brand positioning.	3
Project Management	PJMG500	Project Management explores the fundamental knowledge, terminology, and processes of effective project management. Topics include project integration management, project scope, time and cost management, human resource management, communication, ethics, and risks involved in managing a project.	3
Strategic Management	STMG500	In this course, students will be given the knowledge to formulate and implement the major goals and initiatives taken by a company's top management on behalf of owners, based on consideration of available resources and an assessment of the company's internal and external environments in which the institute or company competes.	3
Survey of Human Resource Management	SHRM500	To prepare students for professional opportunities in business administration by offering and giving them a background in the functional areas of a business in this modern world. Students will develop business and leadership skills through a unique learning style and get the ability to lead innovation through real-world projects. Besides, students will be able to strengthen leadership skills through the MBA cores and gain unique capabilities through different types of electives, tracks, and concentrations.	3

### Vocational Program Lesson Descriptions

## Administrative Medical Assisting

### **Becoming a Successful Student / The Healthcare Industry**

This two-part lesson will discuss how the students must maintain a high level of professionalism and good communication skills. It will emphasize the high level of confidentiality needed to work in the healthcare field as well as understand how the healthcare field has evolved.

### **The Medical Assisting Profession / Professional Behavior in the Workplace**

This lesson will prepare students for the real-life healthcare field. They will learn the importance of personal appearance, education, and continuing affiliations with professional organizations. They will also understand the consequences of unprofessional behavior.

### **Interpersonal Skills and Human Behavior / Medicine and Ethics**

This lesson will teach students about Maslow's hierarchy of needs and how this affects both them and their patients. They will learn about the grief process, how to manage their own defense mechanisms, and how to develop listening skills and handle conflict. Finally, the students will be able to differentiate between ethical and legal issues as well as ethical topics such as HIV and genetic research.

### **Medicine and Law / Computer Concepts**

Students will understand the difference between civil and criminal law in this lesson. They will fully understand OSHA, CLIA, and HIPAA as well as the main responsibilities, roles and authorities of each. They will also understand legal vocabulary as it relates to the healthcare field. For the computer aspect of this lesson, students will understand the history of the computer and how it has helped streamline the medical office.

### **Telephone Techniques / Scheduling Appointments**

This lesson will educate the students on proper telephone techniques, appointment scheduling methods (both manual and computer-generated), and other telephone techniques. They will learn how to deal with patients that are concerned, anxious, or frustrated in a pleasant and efficient manner. Finally, they will learn just how important it is to be fully willing to help callers in any way they need.

### **Patient Reception and Processing / Office Environment and Daily Operations**

With this lesson, students will learn to make the patients feel at ease when they enter the office and during all medical examinations. They will learn about the day-to-day duties of the medical assistant including: opening and closing procedures, inventory of equipment, and maintaining the waiting area. Finally, they will learn how to remain efficient and keep their cool under unexpected challenges.

### **Written Communications and Mail Processing / The Paper Medical Record**

During this lesson, students will learn how to properly compose, edit, and proofread office correspondence. They will learn how to use email and fax machines efficiently as well as how to manage all incoming and outgoing correspondence. Finally, they will learn about the medical record and how to maintain and file it as well as the file maintenance (color coding files, creating new folders, and consent forms).

#### **The Electronic Medical Record / Health Information Management**

This lesson will teach students about the EMR (Electronic Medical Record) and how to maintain it. They will also learn about the agencies that govern the medical community and their respective rules and regulations.

#### **Privacy in the Physician's Office / Basics of Diagnostic Coding**

In this chapter, students will learn about the HIPAA Privacy Rule and how it relates to those in the healthcare field as well as the patients. They will learn about the contents of the Notice of Privacy Practices form. Finally, they will learn the basics and history of coding.

#### **Basics of Procedural Coding / Basics of Health Insurance**

During this chapter, students will understand about the completion of insurance claim forms, precertification, and obtaining managed care referrals. They will be skilled at explaining benefits to patients. Finally, they will learn about procedural coding and its history and the importance that accuracy plays in coding.

#### **The Health Insurance Claim Form / Professional Fees, Billing, and Collecting**

For this lesson, students will understand the financial areas of the office including how to manage the fees, billing, and collections as well as how to prepare the monthly statements. They will be able to explain financial responsibilities to the patient. They will also understand how to accurately complete a claim form.

#### **Banking Services and Procedures / Financial and Practice Management**

This lesson will outline additional financial needs of the office such as ordering and tracking needed supplies, making bank deposits, paying office bills, petty cash, and how to read bank statements. They will also understand about different bank accounts, dealing with returned/bounced checks, accepting checks for payment, as well as all other acceptable forms of payment.

#### **Medical Practice Management and Human Resources / Medical Practice Marketing and Customer Service**

During this lesson, students will learn the duties and qualities of an office manager. They will learn how to avoid burnout and encourage positive leadership qualities while portraying themselves in a professional manner. Finally, they will learn the basics on how to market a medical practice.

#### **Emergency Preparedness and Assisting with Medical Emergencies / Career Development and Life Skills**

Students will understand CPR and how to completely handle emergency situations in this lesson. They will learn how to prepare the office for an emergency. At the end of the lesson, students will be accustomed to preparing for the interview process including a development a portfolio, cover letter, and resume. They will be familiar with many sources to pursue for a job.

## **Criminal Justice**

### **Criminal Justice Today & Causes of Crime**

This lesson will give the students the groundwork to move through the remainder of the course by giving them the most basic criminal justice skills such as explaining the major issues in criminal justice today, identifying and listing different types of crime, outlining the 3 levels in law enforcement, and the basic elements of the corrections system. It will also give them in-depth information on the various criminal justice models including: the conflict and consensus model, the "wedding cake" model, the due process and crime control models, and the medical model of addiction

and the criminal model of addiction. Lesson 1 will discuss the very important connection between offenders and victims. This lesson will also explain several theories including why classical criminology is based on choice theory, the three major theories of social structure with their respective explanations of crime, contrast positivism with classical criminology, the chronic offender theory, and finally how life course criminology differs from all the other theories.

### Defining and Measuring Crime

Lesson 2 deals with crime trends and data including: the way that the FBI reports crime data and the two ways they are reported, learning about the Uniform Crime Report (UCR) and the differences between Part I and Part II offenses, the shortcomings of the UCR for crime measurement, why issues of race and ethnicity tend to be overstated, the factors criminologists use to explain trends in the crime rate, and the differences between National Crime Victimization Survey and self-reported surveys. This lesson also deals with the differences between mala in se and mala prohibita along with the main goals of criminal and civil law. Finally, the lesson will discuss why there is a peak in the number of incarcerated women.

### Inside Criminal Law

Lesson 3 teaches students the four written sources of American criminal law as well as the two basic functions of criminal law and how the doctrine of strict liability applies. Students will also be able to differentiate between substantive and procedural law and explain the most important excuses for criminal defenses. It will teach the importance of due process and stare decisis as well as the elements needed to establish mens rea.

### Law Enforcement Today

Lesson 4 will identify the basic duties of the police, FBI, private security, and additional law enforcement agencies under the US Department of Homeland Security. Student will learn how the modern policing system was affected by patronage and intelligence-led policing as well as the results of the Wickersham Commission. They will be able to differentiate between the police academy and field training as recruit learning tools and the challenges facing women hoping to make a career in the law enforcement field.

### Challenges to Effective Policing

Lesson 5 discusses the purposes of police patrol, why police officers are allowed discretionary power and ethical dilemmas they deal with, when they are justified in utilizing deadly force, as well as learning about police corruption. They will be able to identify why some investigation strategies are considered aggressive as well as the use of DNA fingerprinting. Students will learn about community policing and problem-oriented policing as well as how police respond more effectively to 911 calls using differential response strategies.

### Police & the Constitution / The Rules of Law Enforcement

Lesson 6 outlines for the students the four sources of probable cause, four elements needed prior to arrest, probable cause, exclusionary rule and its exceptions and the three basic types of police identification. It will teach students four categories of items that can be seized during a search, the plain view doctrine, and why searches can be made without a warrant. Students will also learn to recite the Miranda warning, learn when the Miranda warning is unnecessary, and the differences between a stop and a frisk (using the importance of Terry v. Ohio).

### Courts & the Quest for Justice

Lesson 7 will teach students about the courts system including the four functions of the courts, the differences between trial and appellate courts, the federal court system, levels of the state court system, and how a case is brought to the Supreme Court. They will also learn about the courtroom including the actions of a judge prior to the trial, the different members of the courtroom work group, and the differences between judges at the state and federal levels. Finally, they will be able to define jurisdiction and the difference between geographic and subject-matter jurisdiction.

### Pre-trial Procedures & the Criminal Trial

Lesson 8 discusses all of the pre-trial persons and procedures including: the names and powers of public prosecutors (including screening cases) as well as their contrast between elected official and crime fighters; the responsibilities of defense attorneys; and three types of defense allocation programs. The students will learn how judge's decide on setting bail, the requirements of potential jurors, possible defenses, and the protections allotted to criminal defendants. They will be able to list the steps of a criminal jury trial, what "taking the Fifth" means, differences between testimony and evidence, differences between lay witnesses and expert witnesses, and the differences between direct and circumstantial evidence. They will also learn about the steps to an appeal, how both the defense and prosecutors can plea bargain, and how a criminal defendant may be tried for a second time for the same crime.

### **Punishment & Sentencing**

Lesson 9 will discuss the six forms of punishment, the reasoning and for sentencing criminals, indeterminate and determinate sentencing, and why sentencing reform has occurred. The students will learn why there is a difference between the sentence imposed and time served, and who has input in sentencing (as well as pros and cons of victim impact statements). Finally, the students will learn about death penalty sentencing as well as the main issues in the death penalty debate.

### **Probation & Community Corrections**

Lesson 10 will educate the students on alternative arrangements that combine probation with incarceration as well as the need for community-based correction programs. They will learn the conditions of probation, why probation may be revoked, why probation may be denied and why the job of a probation officer has become more dangerous. Finally, they will learn the different sentencing options besides imprisonments and probation, intensive supervision probation, and the different levels of home monitoring.

### **Prisons & Jails**

During Lesson 11, students will learn about the models and types of prisons and prison systems and what may have causes the prison population to grow dramatically over the decades (and the consequences of high incarceration rates). Student will be able to explain about prison governance and the formal prison management system as well as why private prisons can be run more cheaply than public ones. Finally, they will learn the differences between jails and prisons and how jails are administered.

### **Life Behind Bars for Inmates**

In Lesson 12, the students will learn possible patterns of inmate behavior, the concept of prisons as a "total institution", violent behavior in prisons, and about prisoner rights. They will be able to explain the six job categories of correctional officers and how to determine if a prisoner's rights have been violated. They will be able to contrast the following terms: probation, parole, mandatory release, pardon, furlough. Finally, they will understand the goal of prisoner reentry programs, parole conditions and special conditions of a paroled child molester.

### **Juvenile Justice**

Lesson 13 will teach students the four major differences between the juvenile and adult courts, the most important Supreme Court case dealing juvenile justice, the four stages of juvenile pretrial procedure, and the four categories of residential treatment programs for juvenile offenders. They will know the child-saving movement as well as the *parens patriae* doctrine. Finally, they will learn about the one variable that matches high juvenile crime rates.

### **Homeland Security & Cyber & White Collar Crime**

Lesson 14 will go over many concepts including Homeland Security, Cyber Crime and White Collar Crime. In regards to Homeland Security, the students will learn the concept of jihad as practiced by al Qaeda, important international terrorism trends, and why the Antiterrorism and Effective Death Penalty Act of 1996 (AEDPA) is important in regard to terrorists. They will also learn the primary goals of an intelligence agency versus a strictly law enforcement agency, how "preventive policing" has been used to combat terrorism, how the Patriot Act has made it easier to conduct terrorism investigations. Students will also understand how unregulated borders are a security concern and the differences between a green card and a temporary visa. In dealing with Cyber Crime, students will distinguish cyber crime from other forms, they will be able to define "botnets", "worms" and "viruses", how the internet has made the



piracy of intellectual property easier and also why it is conducive to the distribution of child pornography. And finally, with White Collar crime they will learn how it is different from violent or property crime as well as about corporate violence.

## **Entrepreneurship Certificate (Eric Thomas)**

**Lesson 1: The Idea Pt 1– Do you know the difference between a service and a product? What unique service or product can you bring to the marketplace? What unique spin on current products or services can you bring to the marketplace?**

**Lesson 2: The Idea Pt2 – Learning how to understand your gifts and talents and monetizing them is a skillset that few have learned to master. Here, students will learn the significance of not just jumping in the market but contributing in a way that will have sustainability.**

**Lesson 3: Why a Domain? -Selecting the perfect domain for your business is one of the most critical business decisions you can make. How do you communicate what your brand is? What identifies your brand? Choosing the right or wrong domain will define your brand for many years to come.**

**Lesson 4: To LLC or not to LLC? Pt 1 - What is a Limited Liability Corporation and, how can it protect you from financial ruin? If your business is sued, your private assets can be attached if you don't have the protection of an LLC. LLCs are the guardians that stand between your personal and business assets.**

**Lesson 5: To LLC or not to LLC? Pt 2 Having an LLC is a lifesaver, not having one is ill-advised.**

**Lesson 6-8: Credit Insurance, Accounting oh My! Pt1-Pt3**

**You can never plan for the unexpected. For those instances when the unthinkable happens, a loss of life, disability, or an inability to cover outstanding debts, having credit insurance in place is a necessary precaution to take.**

**Lesson 9-10: Copyrights Vs. Trademarks Pt1 and Pt2 - Protecting your investment is job one. Two indispensable protective tools you'll need to become familiar with are copyright and trademark. Both deal with protections for intellectual property; however, one is designed to safeguard literary and artistic works where the other protects items that may define your company, such as your logo. It's important to know which is which and to employ them appropriately.**

**Lesson 11: Do Handshake Contracts Still Exist? Pt1 -When entering into an agreement to provide a good or service, a binding instrument between the contractor and the employer is negotiated to ensure that both parties meet the expectation of the other and get what they've agreed to. Verbal agreements Vs. Written contracts? If you've ever been to small claims court or watched the People's Court or Judge Judy, the answer to this question is clear.**

**Lesson 12- 13: Partner, Employee, or Contract out? Pt1 and Pt 2**

**What's most advantageous to the continued success of your company? Adding a partner, hiring an employee or, engaging a contractor? There are benefits and drawbacks to each.**

**Lesson 14-15: How to Brand YOU Pt 1 and Pt2 – What's a brand? How do you effectively brand your company and yourself? What are the best promotional avenues for your lane? How do you use social media to help leverage your services? What's the secret behind some of the biggest and most successful brands to date? Students will learn the answers to these questions and gain an advantage in the entrepreneurial space.**

**Lesson 16: Marketing for the Entrepreneur- This lesson examines the marketing process and components of a successful marketing strategy for starting and growing a successful entrepreneurial venture. Students learn about the evolving practice of marketing and the potential for entrepreneurial thinking. Focal points range from issues with conventional marketing paradigms to the development of marketing strategy in the digital age**

# Group Fitness Instructor

Lesson One - Review Syllabus and Introductions

Lesson Two - Role and Scope of Practice

Lesson Three - Components of the Virtual Group Fitness Class

Lesson Four - Anatomy and Physiology

Lesson Five - Virtual Group Fitness Class Formant and Design

Lesson Six - Safety Considerations for the VGFI

Lesson Seven - Components of Nutrition

Lesson Eight - Legal Guidelines for the VGFI

Lesson Nine - Introduction to the NASM Study Guide

Lesson Ten - Communication and Learning Styles

Lesson Eleven - Inclusive Instruction for Special Populations

Lesson Twelve - The Human Movement System

Lesson Thirteen - Professionalism, Legal Responsibilities, and Marketing

Lesson Fourteen - Nutrition Expanded

Lesson Fifteen - AFAA and Final Examination Prep

Lesson Sixteen - Final Examination and Reflection

## GED Preparation

### Mathematics

- Determine the basic functions of a calculator needed for the GED examination as well as the test form.
- Learning algebra, geometry, and statistical facts and formulas and how to apply them to situations and problems.
- Understanding percentages, decimals, and fractions and how they all relate and their conversions to one another.

### Social Studies

- Be able to competently identify important historical events, specifically for United States and Canadian history.
- Be able to thoroughly explain vocabulary, key people and events, and significant dates regarding civics and government.
- Understanding of key vocabulary and topics, persons of interest, and significant dates regarding economics.
- Understanding vocabulary, locations, key terms and the significance of geography.

### Science

- Understand the scientific method.
- Be able to thoroughly explain vocabulary, methods, experiments and formulas as they relate to earth science, chemistry, physics, life science, and space topics.

## Writing

- Construct a GED essay that displays a thoughtful and clear message with proficient grammar, editing, and revision.
- Be able to practically apply grammar in terms of the questions relating to construction shifts, revision, and corrections.

## Reading

- Be able to understand all of the key elements of fiction and how they interrelate.
- Knowledge of the many ways to interpret multiple forms of writing such as poetry, nonfiction, and drama.

# Grant Writer

## Lesson 1 – What’s in a Name

In this lesson, you'll learn the different types of grant proposal formats for corporations, foundations, and state and federal government agencies. This lesson is important because you'll discover who reviews your proposals at each type of funder, what format the proposal review staff expect to receive, and how and why decisions to fund or reject grant proposals are made.

## Lesson 2 – Preparing the Executive Summary

This lesson will teach you how to carefully research the funding agencies so you can match your grant funding needs to their interests. You'll learn how to find and use Internet research sites to identify multiple funders for grant proposal projects. And you'll learn how to spot the funder/project matches that result in a 90 percent or higher funding success rate.

## Lesson 03 - Write the Statement of Need

In this lesson, we'll focus on how to prepare the first section of the grant proposal narrative—the research and major accomplishments section. You'll learn how to sift through organizational documents and write useful information that will answer the dozens of questions that grant reviewers ask when reading your narrative. Most importantly, you'll learn how to avoid the mistakes that can cause your grant proposal to lose points during the initial stages of the funder's review process.

## Lesson 04 – Project Description

This lesson will teach you how to develop a current programs and activities section narrative template. You'll also learn where to find the type of information a grant reviewer needs in this section of your grant proposal. And you'll learn how to stay on your toes to answer all of the questions that funders ask when they read this section of your grant proposals.

## Lesson 05 – Program Budget

In this lesson, you will learn how to write accurate and magnetizing copy for the target population served section of your grant proposals. You'll also learn how to conduct extensive research on your target population and how to order, organize, and write the information for this critical section of your grant proposals.

## Lesson 06 – Organization Information

This lesson will teach you how to find the most current information on your organization's partners in the community, region, and nation. You'll also learn how to identify potential partners when your organization has few or no partners. Most importantly, you'll learn how to organize and present your partnership information in an appealing format for funders.

## Lesson 07 – Selling the Proposal

In this lesson, you'll learn how to understand the needs statement section from the funder's viewpoint. You'll also learn the type of information to collect on the target population and your organization in order to glean language for this section.

#### Lesson 08 – Networking & Resource Development

This is perhaps the most important of all our lessons. You are halfway through the main writing sections for your grant proposal narrative and gaining more confidence in your skills. This lesson will teach you how to show the funder that you have a well-thought-out plan for spending grant monies. You'll learn how to look at the program design section from the funder's viewpoint, how to collect the right information, and how to spot poorly written narrative in this section.

#### Lesson 09 – Importance of Language & Communication

In this lesson, you will learn to understand the thinking patterns of grant funders when they read the management plan section. You'll also learn how to avoid the most common types of errors made by other grant writers when writing this section, and how to cull the right information from your program staff or administrators.

#### Lesson 10 – Proposal Submission

This lesson will teach you how to look at the evaluation plan section from the funder's perspective. You'll also learn how to steer clear of the age-old errors that other grant writers make when planning and writing this section. From learning where to find the information needed to write an award-winning evaluation plan to learning the common terms that funders look for in this section, Lesson 10 hits the target.

At this point, you're nearing the finish line for Advanced Proposal Writing. In this lesson, you will learn the standard definitions you need to know when it comes to planning your budget line items. We'll also look at examples of award-winning budget sections on the Internet. Most importantly, this lesson will teach you how to recover with the funder when you make a glaring budget error.

In this last lesson, it will teach you how to view your entire proposal package from the funder's viewpoint. You'll also learn how to use words that work, some final formatting techniques, and how to prepare the supporting documentation for your grant proposal-the attachments. This final lesson will also teach you the ins and outs of signatories, copies, and how to mail your grant proposal the right way. Lastly, you'll learn how to follow up on all outstanding items, such as verification of proposal delivery and checking back with funders. Finally, I'll show you the next step to take when your proposal is either funded or rejected.

## Mediation

#### Lesson 1- Conflict Resolution Overview

Define the history of dispute resolution. Also, you will understand other dispute resolution processes such as negotiation, arbitration, mediation and other extra-trial settlement procedures that have long been an integral part of court-dominated litigation. Examination of the advantages and disadvantages of each of these processes will be learned.

#### Lesson 2- Mediation History

Outline the various types of mediation. The advantages and disadvantages will be provided for each type of mediation model. A comparison between facilitative and evaluative mediation will be presented. Each participant will be able to evaluate his or her own personality against the various models. Ethical considerations will be introduced to the students concerning neutrality, fairness and bias. Each student will receive a copy of the ABA Model Rules for mediators.

#### Lesson 3- The Formal Mediation Process

This lesson covers how the mediation process involves five distinct stages designed to move parties toward a mutually beneficial compromise. The 5 stages are Stage 1: Convening the Mediation; Stage 2: Disputants' Opening Statements; Stage 3: Communication; Stage 4: Joint Negotiation; Stage 5: Closure.

#### Lesson 4- Legal Considerations in Mediation

Since mediation is not the practice of law, discussion of legal issues, including mediation and the practice of law as well as guidelines on legal advice is taught. This lesson is a review of the legal liabilities involved with mediation and how to avoid them by properly drafting settlement agreements, mediators' responsibilities, guidelines on legal advice, and other non-liability strategies.

#### Lesson 5- The Convening Process

Identify the convening stage of mediation, which is often the most difficult part of resolving a dispute. This stage begins when a party makes a request for mediation, either to another party or to a mediator. This is where a skillful mediator must decide and analyze the best strategy for getting the parties to participate in the mediation process. Instruction will be given to the participants on how to handle initial telephone contact and/or appointment letters. Also, this is the convening stage and is usually the stage when parties first learn of the mediation. Students will be taught the proper way to educate clients about mediation. Finally, once the parties agree to meet, the mediator should have a fee agreement and this part of the course addresses this issue.

#### Lesson 6- The Opening Statement

The purpose of this lesson is to teach you how to create safety and hope for disputants through employing the opening statement. After completing this lesson, you should be able to identify the 12 Steps of an Opening and effectively prepare an Opening Statement

#### Lesson 7- Communication & Information Gathering

This lesson covers the barriers to communication, effective communication, and active listening skills to include but not limited to verbal communication including asking questions, non-verbal communication, paraphrasing and summarizing in the study guide and lesson description. It also explores the basic elements of communication and information gathering, specifically: barriers to communication, effective communication, active listening skills, asking questions, and non-verbal communication.

#### Lesson 8- The Negotiation Stage

This lesson covers the basic elements of the negotiation stage including the negotiation process, negotiating techniques for managing conflict, negotiation practical tools, win-win solutions, and the best alternative to a negotiated agreement or B.A.T.N.A.

#### Lesson 9- Relationship Skills

This lesson covers the formation of mediation relationship is formed by:

- The Mediator's invitation to enter the process with an open mind.
- The willingness of the parties to listen and be listened to.
- The requirement that the Mediation is conducted with respect and civility.
- The contextual and atmospheric de-escalation from conflict to conciliation.
- The principle that the parties are working together whether directly or indirectly to find a resolution.
- This lesson will also cover relationship skills which include building a rapport with the disputants, gaining trust and being empathic.

#### Lesson 10- Problem Solving Skills

**Problem-solving skills in mediation does not focus on the disputant's behavior. This lesson provides focus on the tools of the mediator and their ability to facilitate a resolution amongst the disputants using the seven steps for an effective problem-solving process.**

- Identify the issues.
- Understand everyone's interests.
- List the possible solutions (options)
- Evaluate the options.
- Select an option or options.
- Document the agreement(s).
- Agree on contingencies, monitoring, and evaluation.

#### **Lesson 11- Conflict Management Skills**

**Conflict management skills assure that parties feel heard and respected while negotiating a mutually beneficial solution that everyone involved can accept. This lesson will focus on the goal of conflict management is to keep disagreements productive and professional using the 5 conflict management strategies:**

- Accommodating
- Avoiding
- Collaborating
- Compromising
- Competing

#### **Lesson 12- The Closing Stage**

**This lesson will help students understand the closing stage in mediation. Identifies instructions concerning various ways to terminate a mediation session as well as the effective structuring of mediated agreements.**

#### **Lesson 13- Ethics**

**This lesson will cover ethical concerns for mediators.**

#### **Lesson 14- Professional Family Mediation Skills**

**This lesson will cover professional family mediation Skills. Mediation as a family life skill, a method for maintaining intact families, and a method for handling the issues that arise in divorce or separation. Family mediators must be able to recognize and identifying domestic violence and child abuse.**

#### **Lesson 15- Professional Business Mediation Skills**

**This lesson will cover the nature of Professional business mediation skills such as mediation as a business skill, maintaining organizational interactions, and handling the issues that arise in the workplace or in business relationships.**

#### **Lesson 16- Mediation Practice**

**This lesson will cover aspects of mediation practice and aid participants in developing a comprehensive marketing plan for new mediation practice.**

## **Medical Billing**

### **Medical Terminology & Anatomy**

This prerequisite course will provide the groundwork for medical terminology and anatomy that the students will need as they continue on in the Medical Billing field. It will cover healthcare terminology, body structure, directional terminology, as well as terminology and anatomy that covers all of the body's systems.

### Health Insurance Specialist Career

This lesson will present an overview of the daily tasks of the health insurance specialist career along with their necessary background, training and education. This lesson will identify career opportunities available in the health insurance field to students. It will also discuss the professional credentialing possibilities that accompany a medical billing specialist. Finally, students will learn how workplace professionalism will lead to career success.

### Introduction to Health Insurance / Managed Health Care

This lesson will discuss a general overview of the many types of health insurance coverage along with many insurance terms and concepts. It will also cover the basics of managed health care. Students will learn the history of managed care as well as the six managed care models. They will learn to interpret insurance coverage statistics and describe medical documentation concepts. They will be able to define consumer-driven health plans, the effects of managed care on a physician's practice, the advantages to the electronic health record, and the significant events in healthcare reimbursement from 1860 to present.

### Processing an Insurance Claim

The necessary steps to processing a health insurance claim in the provider's office will be the major topic covered in this lesson. It will also detail the major steps that the insurance company takes to process the claim. Students will explore the life cycle of insurance claim, including processing and electronic data interchange. Students will learn how to manage the office's insurance's finances and how to maintain a practice's insurance claim files. Finally, they will explain how processing claims differ from new to established patients and the role of credit and collections in claim processing.

### Legal and Regulatory Issues

Lesson four will cover the legal aspects of health care. Topics covered include: federal regulations that affect health insurance processing, legal terminology, regulatory terminology, and a summary of basic law. Students must list and explain HIPAA'S provisions and be able to provide examples of a statute, regulation, and case law and explain the Federal Register.

### ICD-10-CM Coding

This lesson will present ICD-10-CM guidelines for coding and conventions. It will also cover how to locate codes in the book which can include diagnoses, conditions, signs, and symptoms. Students will learn to use ICD-9-CM as a legacy coding system, and how to describe and use the ICD-10-CM and ICD-10-PCS systems. Finally, they will learn how to interpret diagnostic coding and reporting guidelines for outpatient services.

### CPT Coding

The lesson covering Current Procedural Terminology will discuss what the CPT is used for, guidelines for coding within the CPT, how to locate codes in the CPT, and how to locate services in the CPT. They will also learn how to assign CPT codes to procedures and how to select the appropriate modifiers.

### HCPCS Coding System

This lesson will discuss the HCPCS book and how to code procedures and services within it as well as what HCPCS is used for in the medical field. Students will learn the different levels of HCPCS and in which situations the different levels are used. They will be able to assign HCPCS codes and modifiers as well as being able to identify claims submitted to regional MAC, Medicare administrative contractors, or both according to code number.

### CMs Reimbursement Methodologies

Lesson eight will present CMS reimbursement methods. The students will learn how to calculate Medicare payments, PFS, and write-offs plus patient coinsurance amounts. Students will explain the development of CMS systems and each of the CMS payment systems. They will learn how to interpret a chargemaster, how to apply special rules for the Medical physician free schedule system, and how to complete a UB-04 claim. Finally, they will explain a hospital's revenue cycle.

#### Coding for Medical Necessity

This lesson will discuss coding for medical necessity. It will also discuss how this type of coding relates to the completion and submission of CMS-1500 claim forms. Students will select code diagnoses and procedures from samples. Finally, they will research local coverage determinations.

#### Essential CMS-1500 Claim Instructions

Lesson ten will explore the commonly used blocks on the CMS-1500 claim form and will discuss the types of errors that will delay in the claim being processed. Students will describe how funds are recovered from the payers, and how to enter patient and policyholder information (names, provider names, mailing addresses, and telephone numbers) according to completion guidelines. Students will also learn optical scanning techniques when completing claim forms. Students will be able to successfully report ICD-10-CM, HCPCS level II, and CPT codes according to claim completion guidelines. Students will understand when a signature is required on a claim, the use of the national provider identifier and the national standard employer identifier. They will also understand how secondary claims are processed, common errors that delay processing, and the final steps required in processing. They will finally establish insurance claim files for a physician's practice.

#### Commercial Insurance

This lesson will present information about how to complete insurance claim forms. In this lesson, students will learn to differentiate between primary and secondary commercial claims as well as how to complete these claims. Finally, they will differentiate between automobile, disability, and liability insurances.

#### Blue Cross and Blue Shield Plans

This lesson explains about how to complete claim forms for Blue Cross Blue Shield (BCBS) plans. Students will learn about the history of BCBS and how to differentiate among the BCBS plans. Finally, they will learn to apply BCBS billing notes on the CMS-1500 claims, how to complete a primary claim, and how to complete a secondary claim.

#### Medicare

This lesson will discuss how to complete claim forms for Medicare administrative contractors. Students will learn about the Medicare enrollment process and how to differentiate between Medicare Part A, Part B, Part C, and Part D coverages. They will learn about other Medicare-related health plans, Medigap, private contracting and employer/union health plans. They will learn how to calculate reimbursement between participating and nonparticipating providers. They will also learn how to interpret a Medicare Summary Notice, apply billing notes to CMS-1500 claim forms, and complete: Medicare primary, Medigap, Medicare/Medicaid (Medi/Medi) crossover, secondary, and roster billing claims.

#### Medicaid

This lesson will discuss how to complete claim forms for Medicaid administrative contractors. Students will learn the guidelines for Medicaid eligibility and the covered services. They will learn how the payments for Medicaid are processed and how to apply Medicaid billing notes to CMS-1500 claims. Finally, they will learn how to successfully complete Medicaid primary, secondary, mother/baby and SCHIP claims.

#### TRICARE



This lesson presents information about completing claims for submission to TRICARE payers. They will learn the background of TRICARE and know how it is administered. They will know how to explain TRICARE options, programs, and supplemental plans. Finally, they will learn how to apply TRICARE billing notes to CMS-1500 claims and complete TRICARE claims properly.

#### Workers' Compensation

This lesson presents information about completing claims for submission to workers' compensation payers. Students will be able to describe worker's compensation programs at a federal and state level as well as the requirements for coverage. They must be able to classify workers' compensation cases, appeals, and adjudication processes. Finally, they must be able to complete the workers' compensation claims properly, apply workers' compensation billing notes to CMS-1500 claims, as well as first report of injury claims and progress reports.

## Medical Coding

#### Medical Terminology & Anatomy

This prerequisite course will provide the groundwork for medical terminology and anatomy that the students will need as they continue on in the Medical Billing field. It will cover healthcare terminology, body structure, directional terminology, as well as terminology and anatomy that covers all of the body's systems.

#### Reimbursement, HIPAA, & Compliance

#### An Overview of ICD-10-CM & ICD-10-CM Outpatient Coding & Reporting Guidelines

#### Introduction to the ICD-10-CM

This lesson outlines the basics of coding with the ICD-10-CM. Topics covered include, navigation through the ICD-10-CM, what coding is used for, and how to do the most basic codes of diseases.

#### ICD-10-CM Coding -Part I

This lesson delves further into ICD-10-CM coding and gives students the opportunity to code diseases that do not require modifiers.

#### ICD-10-CM Coding – Part II

This lesson also delves into ICD-10-CM coding and teaches students to code using V and E codes as well as standard level coding.

#### Introduction to the CPT and Level II National Codes/ Modifiers

During this lesson, students learn about the CPT book and how to code for procedures. This step is very important in the coding process because it allows the students to now almost completely code a case study by themselves. Once they learn the HCPCS and modifiers that are in the remainder of the lesson, the students can finally code an entire case study by themselves.

#### Evaluation and Management (E/M) Services

This lesson covers how to code case studies which include evaluation reports and many different types of office procedures in managing diseases.

#### Anesthesia/Surgery Guidelines and General Surgery

This lesson covers how to code case studies that involve anesthesia and surgery.

### **Integumentary System / Musculoskeletal System**

This lesson covers how to code case studies with the main disease involving the integumentary system and/or musculoskeletal system.

### **Respiratory System/Cardiovascular System**

This lesson covers how to code case studies with the main disease involving the respiratory system and/or cardiovascular system.

### **Hemic, Lymphatic, Mediastinum, and Diaphragm/Digestive**

This lesson covers how to code case studies with the main disease involving the respiratory, hemic, lymphatic systems along with diseases of the mediastinum and diaphragm.

### **Urinary and Male Genital Systems/Reproductive, Intersex Surgery, Female Genital System, and Maternity Care and Delivery**

This lesson covers how to code case studies with the main disease involving either of the reproductive systems or maternity codes.

### **Endocrine and Nervous Systems/Eye, Ocular, Adnexa, Auditory, and Operating Microscope**

This lesson covers how to code case studies with the main disease involving the endocrine or nervous system. This lesson also covers how to code case studies with the main disease involving the eye and ocular adnexa or the auditory system.

### **Radiology/Pathology/Laboratory**

This lesson covers how to code case studies that involve radiology codes or pathology and laboratory codes.

### **Medicine**

This lesson covers how to code case studies involving medicine codes. This lesson also covers what medical coders can expect once they have their diploma.

### **Inpatient Coding**

This lesson outlines some of the basic elements of inpatient coding.

## **Minister**

### **UNDERSTANDING THE BIBLE (OLD AND NEW TESTAMENT OVERVIEW)**

This lesson gives an overview of the structure and purpose of the Bible in human history. It introduces a historical timeline, contemporary figures, geography, and traces Jesus as the central figure throughout.

### **ENLISTING IN GOD'S ARMY**

This lesson explains the basic tenants upon which the Christian experience is built. God's plan of redemption for mankind through repentance, atonement, and salvation will be explored.

### **BAPTISM**

The purpose of this lesson is to introduce the purpose of water baptism and the baptism of the Holy Spirit. This lesson outlines the work of the Holy Spirit and the indicators of his presence.

## **FAITH**

This lesson defines what faith is and teaches the absolute necessity of faith in the life of a believer. Examples of faith in action will help students develop and articulate their level of faith and identify the elements of faith.

## **BECOMING A KINGDOM CITIZEN**

The purpose of this lesson is to outline the benefits and responsibilities of kingdom living. Christian character and behavior are discussed.

## **UNDERSTANDING SPIRITUAL AUTHORITY**

This lesson teaches the components of spiritual authority as it relates to positional and relational authority. God's plan to execute authority through mankind will be discussed as well as the key to the demonstration of spiritual authority.

## **KINGDOM ECONOMICS**

This lesson illustrates how economic exchange systems operate in the Kingdom economy. The Bible gives much instruction concerning money and how to prosper.

## **THE BELIEVER AND THE CHURCH**

The focus of this lesson is to define "the church," "ministry," and the believer's relationship to the church. The believer's contribution to the church and the world is ministry. This lesson will explore Christian ministry as a passion and a vocation. Various ministry career possibilities will be studied.

## **THE FIVE-FOLD MINISTRY**

This lesson will outline the function of the five-fold ministry and its relationship to the church and individual believers. In this lesson, the student will discuss order, protocol, and organization in the church.

## **PRAYER**

One of the most important lessons is Prayer. Prayer is the engine that powers the Christian life. It is communication with God Himself. This lesson will teach the whys and hows of prayer for both the individual and the corporate church body. Methods of organizing the prayer life, fasting in conjunction with prayer, and hindrances to prayer will be explored.

## **SPIRITUAL WARFARE**

This lesson will present an overview of warfare in the spiritual realm and why humanity is even involved in supernatural events. The weapons of warfare will be discussed. Students will learn to recognize spiritual attacks and how to have victory in the battle. A sneak peek behind the spiritual curtain will reveal the motives of demonic forces and how every believer can be an overcomer.

## **DIVINE HEALING**

The Bible says that healing is the children's bread. (Matthew 15:22) This lesson will present scriptural evidence and illustrations to support the belief that God intends for mankind to be healed, whole, and complete. The lesson will describe how the sick are healed and the hindrances to healing.

## **GIFTS OF THE SPIRIT**

This lesson will define and categorize the various gifts given by the Holy Spirit to believers. A gift assessment will reveal your personal gift mix.

## **SERVANT LEADERSHIP**

This lesson will highlight the concept that to be a great leader you must be a greater servant. Characteristics of a servant leader are examined in this lesson.

#### **WOMEN IN MINISTRY**

This lesson examines the unique obstacles and gender bias that women in ministry often face. Women will discover their worth and explore strategies to overcome adversities.

#### **SOUL WINNING**

The lesson will help believers develop the confidence to share their faith experience to lead others to faith in Jesus Christ by learning and practicing effective soul-winning techniques.

## **Motivational Speaking (Eric Thomas)**

**Selecting Speaking topics-** What's relevant? What interests you? What are you passionate about? Topics that you connect with on a visceral level are the ones you can best present.

**Develop your area of expertise-**Once you've settled on a field of interest, take the time to learn all there is to know about the subjects you've chosen. You don't have to reinvent the wheel so, do your research thoroughly.

**Create Speech Titles-**What catches your eye and grabs your attention? If a topic heading doesn't make you take a second glance, your public won't be interested either. Think about how news items are identified. Television and print news are good sources to determine how your speech titles can grab the public's attention.

**Check out your competition-**You want to become a motivational speaker because you've seen and heard others do it at a Master's level. Study them, don't copy them. Learn how they do what they do and why they do it the way they do.

**Identify your benefits-**Why should someone listen to what you have to say on any given topic? What level of mastery do you bring to the field? Of all the countless speakers on the scene, what are you bringing to the table that's different?

**Know your target audience-**Demographics are key. Knowing who you're talking to, their interests likes dislikes, who they are. Knowing these key elements is the most critical information you can have.

**Speaking Skills-** Seven critical points targeting Motivational speaking success- Purpose-Plan-Principles-Platform-Product-Price-Profit

**Traits of a Good Speaker-**Presentation, knowledgebase, familiarity with the audience. Each one of these elements must be mastered if you're going to be a Good Public Speaker.

**How to Improve your skills-** Practice, practice, practice. We call it "getting your reps in." Watch your tape, be critical of your performance. Allow others to critique you and never get comfortable. Stay in front of the crown to become accustomed to the feeling. Stay focused no matter what. If you can't speak off the cuff, extemporaneously, don't do it until you're comfortable enough in your skillset to start branching out. Rome wasn't built in a day, and neither will your motivational career.

**Who hires speakers?-**Corporations, Government/Military, Non-Profit organizations, Church and, faith-based organizations, Colleges, and Universities, Education centers(K-12)

The key to success is learning yours and getting connected to it.

**A Potential Employer's Greatest Fear-** What do you think that is? Not getting their money's worth. Employers connect with you because they're looking to increase their bottom line. The worst thing you can do is under-deliver and leave them the same way you found them. Make an impact that can be felt in the atmosphere and on the bottom line.

**Producing demo material-** Your introduction to a prospective employer is the first and only chance you have to make a lasting impression. Having a professional demo to present vs. one shot in your car, in the bathroom, or even in your bedroom mirror can be the difference between a paid engagement and a pass.

**Preparing proposals & Rates of Pay-** Pay scales are based on several factors. The most common are the market you're seeking to enter, what it can support, your experience, the quality of your marketing materials, any expertise you have in the way of degrees, certificates or, recognized content you have created for the field, and finally, whether you are considered an authority in the field through television/radio appearances, authored material relevant to the field. Your proposal should take each of these points into consideration when approaching your client with your preferred rate of pay.

**Types of Employers-** Each category listed has a dedicated R&D team dedicated to finding ways to motivate their teams. Those R&D team members use every medium available to them to secure the appropriate individuals/organizations tasked with increasing productivity. The various avenues they pursue to fill these goals are your products, testimonials, recommendations, referrals, following up, social media, the work of your agent, or a speaker's bureau.

**Being Successful on the job- What else can I do?-** Speak wherever and whenever you can.-Churches, synagogues, mosques, sporting events, schools, juvenile detention centers. Anywhere and everywhere. Don't be afraid to speak for free. Establishing a name for yourself in this space is essential.

**Sell Products-** To sell products, you need to have a marketing plan in place that includes branding. Designing a logo that encapsulates everything, there is to know about who you are and what you do is the second most crucial focus point after skillset.

## Paralegal/Legal Assistant

**The Paralegal Profession: A Rewarding Career!**

This lesson will define what paralegals are, what the functions of paralegals, and the various specialty areas of paralegals.

**Computers in Law Offices**

This lesson includes identifying how computers are used, the various system components and software, and the ethical issues that computers bring to the law office.

**Sources of Law; Differentiating Civil Law, Criminal Law & Dispute Resolution Systems**

This lesson will identify the various sources of American law, the civil and criminal law system (and their differences), as well as the various court systems in the U.S.

**Word Processing & Document Assembly**

Students will learn how paralegals use word processors, including identifying major features of these programs and document assembly.

**Paralegal Regulation & Introduction to Legal Ethics**

This lesson will outline the regulation of the legal profession and legal professionals. It will identify legal ethics and paralegal utilization guidelines.

**Spread Sheets & Their Importance**

Students will learn how spreadsheets are functional in the law office and how to use them to create drafts and charts.

**3 Major Areas of Legal Ethics: UPL, Confidentiality & Conflicts of Interests**

This lesson will delve into the three main areas of legal ethics: unauthorized practice of law, confidentiality, and conflicts of interests.

#### **Additional Ethical Rules**

This lesson will cover further ethical issues that weren't discussed in Lesson 7. Examples include: legal competency, regulating legal fees, and legal advocacy.

#### **Legal Timekeeping & Billing**

Students for this lesson will be able to explain what timekeeping and billing are and identify the computerized process for both. They will understand the importance of billing to law firms and identify what electronic billing is.

#### **Paralegal Skills for Workplace Success**

This lesson will examine the skills required to be a paralegal such as communication, organization, and time management.

#### **Database Management Systems**

Students will define a database, field, record, and table as well as explain relational and logical operators. They will identify the ways that databases can be used in the legal environment.

#### **Legal Researching & Briefing Cases**

This lesson examines practical employment skills for paralegals: conducting legal research and briefing cases.

#### **The Electronic Courthouse & E – Presentations**

Students will be identifying with the “electronic courthouse” is and how an automated courtroom works. They will also describe what presentation software does and its applications in the legal field.

#### **Legal Writing**

This lesson covers the legal writing such as drafting a legal memorandum. Emphasis is placed on proper writing skills such as formatting, spelling, and grammar.

#### **Interviewing, Investigating & Negotiation**

This lesson will cover other paralegal skills such as interviewing clients and witnesses, conducting a factual investigation, and negotiation skills.

#### **Business & Gov't Statute Related Legal Specialty Areas**

This lesson will cover various specialty areas that are open to paralegals.

#### **Researching Tort Law with LIRN and YouTube**

This lesson will cover identifying and explaining legal torts.

#### **Preparation of a Legal Complaint (or Lawsuit)**

This lesson will teach students how to prepare a legal complaint.

## **Online and Traditional Personal Trainer**

### **Lesson One - Syllabus Review and Student Introductions**

**Lesson Two - The Fitness Assessment**

**Lesson Three - Anatomy, Physiology, and the Study of Human Movement**

**Lesson Four - Exercise Physiology and the Energy Systems**

**Lesson Five - Program Design and the FORM Model**

**Lesson Six - Flexibility, Mobility, and Range of Motion**

**Lesson Seven - Programming Considerations for Exercise-Related Injuries**

**Lesson Eight - Fitness Programs for Special Populations**

**Lesson Nine - Professionalism, Business, and Sales**

**Lesson Ten - The Cardiovascular and Respiratory Systems**

**Lesson Eleven - Psychology: The Science of the Mind and Behavior**

**Lesson Twelve - Components of Nutrition**

**Lesson Thirteen - Emergency Procedures for the Fitness Professional**

**Lesson Fourteen - Introduction to Online Personal Training**

**Lesson Fifteen - Preparing for the National Certification Exam**

**Lesson Sixteen - Final Examination and Reflections**

## **Pharmacy Technician**

**History of Medicine and Pharmacy**

**This lesson will introduce the student to the history of medicine and pharmacy, from Hippocrates to the present.**

**Pharmacy Federal Laws and Regulations**

**The student will have the opportunity to learn the key terms and to trace the history of federal laws affecting pharmacies.**

**Pharmacy Ethics, Competencies, Associations, and Settings for Technicians**

**This lesson will be introduced to the qualifications, skills, and nonjudgmental duties required of pharmacy technicians in various job settings.**

**Conversions and Calculations Used by Pharmacy Technicians**

**The student will have the opportunity to learn the key terms and will learn to perform conversions among the four most commonly used systems of measurement.**

**Dosage Forms, Routes of Administration and Drug Classifications, Drug Abbreviations, and Medical Terminology**

**Familiarize students with the primary dosage forms and their characteristics.**

**Drug Information References**

The student will have the opportunity to master the key terms and will be able to reference drugs and other information appropriately.

#### **Prescription Processing**

The student will have the opportunity to begin learning the processes for accurately filling prescriptions in outpatient and inpatient facilities.

#### **Over-the-Counter Medications**

The student will have the opportunity to learn key terms and information on over-the-counter (OTC) medications as well as skin care products.

#### **Complementary and Alternative Medicine**

Introduces the student to the history and uses of several types of complementary and alternative medicine (CAM).

#### **Hospital Pharmacy**

The student will have the opportunity to learn some of the key terms encountered in a hospital pharmacy.

#### **Repackaging and Compounding**

The student will be able to define key terms and procedures used in repackaging and compounding.

#### **Aseptic Technique**

The student will become familiar with the types and sizes of syringes, needles, and containers used in the preparation of parenteral medications.

#### **Pharmacy Stock and Billing**

The student will have the opportunity to learn the purpose of a formulary and how formulary drugs, both generic and trade, affect costs to patients, pharmacies, and insurance companies.

#### **Medication Safety and Error Prevention**

The student will be introduced to the challenge of medication errors and their prevention.

#### **Endocrine System**

The student will be introduced to the endocrine system and its role in regulating key processes throughout the human body.

#### **Nervous System**

The student will explore the main functions of the nervous system as a whole and the functions of the various divisions of the nervous system.

#### **Psychopharmacology**

The student will be introduced to the most common forms of mental illness and their treatments.

#### **Respiratory System**

The student should be able to define all of the terms used in the Chapter as they pertain to the respiratory system.

#### **Visual and Auditory Systems**



**Introduces students to the functions and structures of the eyes and ears.**

#### **Integumentary System**

**The student will have the opportunity to learn the basics of skin anatomy and become familiar with the most common skin conditions (especially acne and psoriasis) and their treatments.**

#### **Gastrointestinal System**

**The student will have the opportunity to learn the major organs of the digestive system, including auxiliary organs such as the pancreas and gallbladder, as well as the functions of each.**

#### **Urinary System**

**The student will have the opportunity to learn the major organs and functions of the urinary system.**

#### **Cardiovascular System**

**The student will have the opportunity to learn the structures and functions of the cardiovascular system.**

#### **Reproductive System**

**The student will review the basics of male and female reproductive anatomy.**

#### **Anti-Infectives**

**The student will explore antibiotics from several angles: their discovery and development, their bacteriostatic and bactericidal drug actions, gram-positive and gram-negative microbes, and the interplay between drug-resistant bacteria and new generations of antibiotics.**

#### **Anti-Inflammatories and Antihistamines**

**The student will be introduced to the symptoms and causes of inflammation.**

#### **Vitamins and Minerals**

**The student will be able to explain the functions of vitamins and minerals.**

#### **Vaccines**

**Students will understand the importance of vaccines.**

**They will be able to describe how vaccines are produced and which ones are most common.**

#### **Oncology Agents**

**Students will be able to list the common types of cancer and the causes of cancer.**

#### **Microbiology**

**The student will learn how organisms are classified using taxonomic systems; in particular, the system of Whittaker will be highlighted.**

#### **Chemistry**

**Students will understand the importance of chemistry to their future careers as pharmacy technicians.**

# Professional Coaching

Lesson One - The Roots and Evolution of Coaching

Lesson Two - The Business of Coaching Today

Lesson Three - Coach Training: Methodologies, Competencies, Context, and Practice

Lesson Four - Professional Standards: A Developmental Journey

Lesson Five - Ethics and the Professional Coach

Lesson Six - The Coach/Client Relationship

Lesson Seven - The Coach as Awareness Agent

Lesson Eight - Mindful Compassionate Coaching

Lesson Nine - Supporting Autonomy, Competence, and Relatedness

Lesson Ten - Maturity Coaching

Lesson Eleven - Executive Coaching: A Psychodynamic Approach

Lesson Twelve - Integral Coaching: Personal Development in a Complex World

Lesson Thirteen - Leadership Coaching as a Growth Cycle

Lesson Fourteen - Life Coaching: The Heart and Soul of Professional Coaching

Lesson Fifteen - Coaching and Spirituality: A Mutually Resourceful Relationship

Lesson Sixteen - Career Coaching

## Real Estate Management

### Determining Your Why

In this lesson, students will answer three questions to determine their reason for becoming a real estate entrepreneur. These questions help the real estate entrepreneur determine the strong purpose (s) to drive their success.

### The Cost of the Current You

This lesson helps the student to determine financial clarity. Students discover formulas to assist them in determining their total financial pictures and develop a clear financial statement.

### The Cost of the Future You

This lesson helps the student to develop income projections and forecasting for future success at a real estate entrepreneur. Students develop a forecasted financial statement based on assessments in this lesson.

### Choosing A Purpose for Each Property

This lesson is an introduction to the most fundamental concepts, principles, analytical methods, and tools useful for making investment and finance decisions. Further, students develop a purpose for acquiring property which helps them to be intentional and direct. Students also develop a road map to follow.

## Jemal's 5 Rules

In this lesson, students review the 5 lessons that lead to real estate entrepreneur success. Students review a list of criteria to consider such as net cash flow, ARV, and location. Further, students are taught the principles of being *clear, conscious, and certain on the decisions*.

### Buying With A Purpose

This course examines the fundamentals of real estate finance and development from a legal and entrepreneurial perspective. The main topics covered include the following: land acquisition, finance; choice of entity; tax aspects; management (leasing, environmental); disposition of real property (sale of a mortgaged property, foreclosures, wraparound mortgages, sale-leasebacks); and recent legal developments.

### Flipping With A Purpose

In this lesson, students will explore real estate the concept of real estate flipping. Examined will be the concept of how the real estate entrepreneur buys houses and then sells them for a profit.

### Wholesaling With A Purpose

This lesson will help students understand how to get results in Wholesaling. This lesson provides action steps to wholesale properties as a real estate entrepreneur.

### Assembling Your Team

Every real estate entrepreneur needs a dream team. This lesson instructs on the proper process for developing a team that specializes in various aspects of your business. This lesson will explore how to work with the find and work with the following individuals: realtor, brokers, lenders, attorneys, insurance agents, accountant, general contractor, property manager, architect, and project manager. Instructions will be provided on how to screen and hire the right team.

### Your Realtor / Broker

The student will learn how the realtor/broker will guide the entire process. Students will also learn how the broker will assist in locating a property that fits the criteria established.

### The Closing

The various parts of the real estate contract are explored in this lesson. An overview of the entire closing process is explored including these subjects: offers, counter-offers, acceptance, and house inspections and

### The Real Estate Contract

This lesson will explore contracts and forms related to real estate transactions. Special emphasis is placed on the required elements of a binding contract, agency relationships, disclosure requirements, addenda/contingencies, and closings. All the elements of a real estate transaction must be accurate and properly executed for the contract to be binding. A real estate entrepreneur needs to have a working understanding of the contractual transaction.

### Funding Projects & Credit

This lesson will focus on the six financing strategies that cover the vast majority of real estate transactions. Students will learn about the following strategies: 1. buying with cash; 2. residential loans (properties 4 units or less); 3. commercial loans (properties 5 units or more); 4. private funding; 5. hard money lending; 6. seller financing

### Attorney Relationship

This lesson will instruct students on determining the right real estate attorney to assist with: business structure, zoning problems, township ordinances, environmental issues, etc. Attorney also assists with contracts, lease agreements, and loan documents to ensure understanding each responsibility as a real estate entrepreneur.

## The Documents

This lesson will help the student understand and easily navigate each section of a standard real estate contract or other closing documents.

## The Renovation: Step-by-Step

In this lesson, students will learn the 4 stages of renovation and how to execute each step. These phases are: Phase 1: Demo, Trim, Framing, Windows, Roofing, Siding • Phase 2: Electrical, Plumbing, HVAC, Insulation • Phase 3: Drywall, Trip, Doors, Flooring • Phase 4: Painting, Cabinets, Countertops

## Project Management

This lesson covers key components of project management including project integration, project scope management, project time and cost management, quality management, human resource considerations, communications, risk management, and procurement management.

## The Scope of Work

The lesson teaches the core fundamentals of project management and builds on your knowledge for effectively initiating a project and managing the project scope. This course lays the foundation for creating a project plan, work breakdown structure (WBS), schedule, budget, and communication plan, and for managing resources, identifying and managing risks, and understanding the project quality and procurement processes.

## The Property Manager

In this lesson, students will discover the value of working with a property manager. Real estate entrepreneur often rent properties to tenants. This lesson will provide instructions on how to direct the property manager to search for tenants that fit the criteria that you want.

## Putting It All Together

This lesson teaches the student to understand project lifecycles, standards, and methodologies.

## Strategies of Purchasing

This lesson covers the various strategies for the real estate entrepreneur to acquire Land and property. Also, this lesson includes an in-depth understanding of real estate investment analysis.

## Legacy Building

In this lesson, students will gain an in-depth understanding of best practices in wealth management; explore the governance, structure, and investment challenges, and discover new approaches for managing and preserving wealth.

# Virtual Assistant

Lesson One - Welcome and Introductions

Lesson Two - Life as a Virtual Assistant

Lesson Three - Discover Your Ideal Client Avatar

Lesson Four - Niching Down to Stand Out

Lesson Five - Your Digital Portfolio

Lesson Six - Establishing Your Business

**Lesson Seven - Branding**

**Lesson Eight - Pricing and Packages**

**Lesson Nine - Getting Paid and Basic Bookkeeping**

**Lesson Ten - Negotiation and Contracts**

**Lesson Eleven - Marketing: Social Media and Websites**

**Lesson Twelve - Client Consultations**

**Lesson Thirteen - Portfolio Review**

**Lesson Fourteen - The Informational Review**

**Lesson Fifteen - Sharing Interview Results**

**Lesson Sixteen - Portfolio Submission and Reflections**