



2022-23 CATALOG

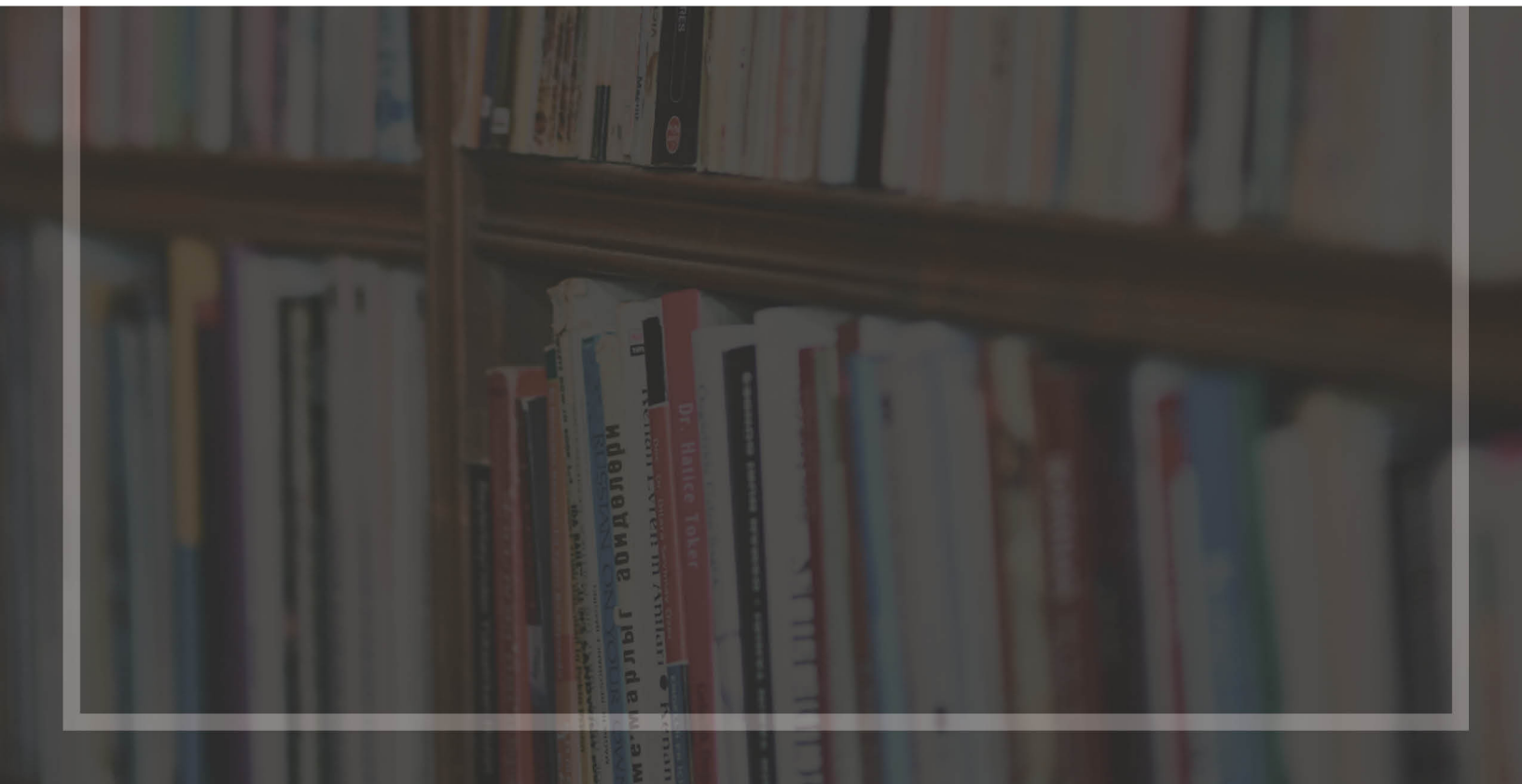


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University Catalog

Published September 1, 2023 (Revised 9/12/2023)

This University Catalog has the limited purpose of providing information concerning the programs of Lakewood University during the 2023-2024 academic year. The Catalog should not be construed as the basis of an offer or contract between Lakewood University and any present or prospective student. Lakewood University has the right to amend, add, or delete any information in this Catalog, including any course of study, program or regulation.

New courses as well as course changes are included in this edition of the catalog. Students pursuing a diploma under a previous edition of the catalog should refer to that edition to determine course requirements for their program.

Approved by the State Board of Career Colleges and Schools

Registration Number 06-11-1800B

About Us

History of Lakewood University

Lakewood University DBA the American Center for Conflict Resolution Institute (ACCRI), was founded in October 1998. Originally, the institute was operated as a for-profit organization dedicated to resolving conflict through alternative dispute resolution. Over the years, the Airforce Veteran founder successfully mediated hundreds of cases.

Originally, ACCRI consisted of mediation and paralegal training programs. Over the years, the institute grew in both student population and program offerings.

In 2009, the name was changed to Lakewood College in order to better reflect the wide variety of programs offered. For the past decade Lakewood University has been setting new standards of excellence in education by offering distance learning degree and diploma programs in the legal, medical, and business fields.

Contact Us

Website

www.lakewood.edu

Mailing Address

Lakewood University

2231 North Taylor Rd.

Cleveland Heights, OH 44112

Phone Number

800-517-0857

Email Address

info@lakewood.edu

Physical Address

Lakewood University

2231 North Taylor Rd.

Cleveland Heights, OH 44112

Fax Number

216-803-9899

Lakewood University's Nondiscrimination Policy

Lakewood University is an Equal Opportunity Educational and Employment Institution. There shall be no unlawful discrimination on account of race, color, creed, sex, disability, national origin, age, or religion in education, employment, or admissions, or in services provided by Lakewood University. Neither shall there be any discrimination on account of sexual orientation in education, employment, or admissions, or in services provided by Lakewood University.

These prohibitions include harassment on the basis of race, color, creed, sex, disability, national origin, age, religion, and sexual orientation. They apply to all Lakewood University faculty, contract professionals, staff, and students.

Nothing herein prohibits consideration, to the extent permitted by law, of any of the aforementioned characteristics in admissions or employment for the purpose of achieving diversity.

Letter from the President

Dear Student,

Congratulations on selecting Lakewood University. As you begin your program, I encourage you to plan time for your studies.

It takes discipline to complete a degree, diploma or certificate program at a distance. Many people have proven that this can be done very effectively. I hope you are the type of person who will take advantage of the flexibility of learning at the time and place of your choosing.

Please read this University Catalog carefully. It will provide you with complete details about your degree, diploma or certificate program at Lakewood University.

Your courses have been carefully prepared, using the finest textbooks available. The faculty and staff at Lakewood University are exceptional in their fields and in developing and supporting distance learning programs.

Stay focused and set a specific time to study on a regular basis—and soon I will be writing to you as a graduate of our degree, diploma or certificate program.

Cordially,

Tanya L. Haggins

President

Accreditations



Lakewood University is institutionally accredited by the Distance Education Accrediting Commission. DEAC regularly reviews our curriculum, administrative policies, faculty and instructional services to ensure that we meet their exacting standards of quality. DEAC Address: 1101 17th Street NW, Suite 808, Washington, D.C. 20036 and can be reached at (202) 234-5100. Visit their website at <https://www.deac.org/>

1101 17th Street NW, Suite 808
Washington, D.C. 20036
(202) 234-5100 (Telephone)
(202) 332-1386 (Fax)
www.deac.org

The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency. The DEAC is also recognized by the Council for Higher Education Accreditation (CHEA). www.chea.org



In addition, Lakewood University is programmatically accredited. Our pharmacy program has been granted candidacy status accreditation by the American Society of Health-System Pharmacists (ASHP). This means that it is nationally recognized as a high-quality training program that prepares technicians to work in Walgreen's pharmacies.

Licensing



Lakewood University is approved by the State Board of Career Colleges and Schools for its certificate and diploma programs. Registration # 06-11-1800B

Mailing Address:
Ohio State Board of Career Colleges and Schools
30 East Broad Street, Suite 2481
Columbus, OH 43215



Lakewood University also holds a Certificate of Authorization from the Ohio Department of Higher Education for its associate degree programs.

Mailing Address:
Ohio Department of Higher Education
25 South Front Street
Columbus, OH 43215

Approvals



Candidates who complete programs aligned to NHA exams are eligible to test through Lakewood due to the school's approvals from the Ohio State Board and Department of Education. For more information, visit the link below:

<http://www.nhanow.com/home.aspx>.



Lakewood University is an accredited business member of the Better Business Bureau with an A+ rating, and accordingly meets all BBB membership standards. As a matter of policy, the Better Business Bureau does not endorse any product, service or company. BBB reports are provided solely to assist you in your own best judgment. Visit their website at <http://www.bbbonline.org>.



Union Education Trust

Shaping Your Future

The Union Education Trust is where State of Ohio bargaining unit employees go for education assistance. Lakewood University provides programs that are 100% covered to help begin your journey shaping your future for tomorrow's jobs today.

Military Spouses

The Military Spouse Career Advancement Account (MyCAA) Scholarship is a workforce development program that provides up to \$4,000 of tuition assistance to eligible military spouses. Lakewood University is approved for this funding.

Veteran Benefits

Lakewood University has been providing educational benefits to military veterans for well over a decade. Our approved programs can provide up to 36 months of education benefits and are generally payable for 15 years after discharge.



Victory Media's Military Friendly® ratings recognize colleges with leading programs for veterans, members of the Armed Forces leaving military service and military spouses. Lakewood University has earned this distinction for the last 8 years.



Lakewood University is recognized by the Pharmacy Technician Certification Board (PTCB). Lakewood University provides the national certification test to all first-attempt Pharmacy Technician graduates.

Affiliations



Delta Epsilon Tau is the premier national honor society for America's accredited distance learning institutions. Delta Epsilon Tau only places Chapters in those institutions recognized by the Distance Education Accrediting Commission. The purpose of the Society is to encourage and recognize superior student academic achievement, character and leadership. The fact that an individual is elected to membership sets her or him apart from other students and clearly demonstrates a serious commitment to distance education and self-study.



NALA is the nation's leading professional association for paralegals. As a non-profit organization, NALA provides continuing education and professional development programs for paralegals - from novice to experienced professionals.



Orion Talent helps businesses acquire skilled professionals, optimize recruitment processes and employ motivated, well-matched, military candidates.

Hours of Operation

Lakewood University 9:00 a.m. – 5:00 p.m., EST

University Holidays

The Lakewood University administrative office is closed for the following holidays. However, students have access to their online courses seven days a week including holidays.

- New Year's Eve
- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day (Last Monday in May)
- Juneteenth
- Independence Day (July 4th)
- Labor Day (1st Monday in September)
- Indigenous People's Day
- Veterans Day
- Thanksgiving Day (Fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Governing Board Members Lakewood University Governing Board



Jerome
(Jerry) Leeds

Chairman of
the Board



Nicholas
Strata
Member at
Large



Clifton
Roberts
Treasurer



Dr. Dakota
King-White
Secretary



Freyja Harris
Treasurer

Advisory Committee Members

- Aanchal Goel
- Abby Brown
- Barbara McEachern
- Barbara Womack-Furr
- Casuel Pitts
- Dan Senger
- Daniel Clay
- Danine Ward
- Deborah Vegh
- Greg Tarr
- Inna Garasimchuk
- Jenita Gillespie
- Jonathan Lalewicz
- Lora Williams
- Lydia Dabney
- Michael Lewis
- Nathan Bibb
- Nicole Jackson
- Paula Manns
- Remel Moore
- Rhonda McLean
- Robin Powell
- Ronnie Brown
- Scott Williams
- Timothy Lewis
- William Weinrauch

Administrative Staff

Tanya L. Haggins

CEO & Founder

Isaac Haggins, Jr.

Senior Vice President of Business Development

Jim Gepperth

Senior Vice President of Academic Services & Academic Dean

Tommy Sutton-Lovett

Vice President of Operations

Ali Mohammadpour

Chief Accountant

Paul Pari

Director of Financial Aid

Kathy Snype

Associate Director of Admissions

Queen Love

Vice President of Admissions & Marketing

Jack Solomon

Vice President of Instruction and Compliance

Imani Rivera

Admissions Lead & Video Editor

Ivan Haggins

Legal Compliance Officer

Nicolle Estevez

Vice President of Administrations

Haley Pavic

Student Services Lead

Katy Kerr

Career Services Manager

Alysia Barraro

Student Success Manager

Jenna Shepherd

Student Services Representative

Dr. Cindy Stevens

Instructional Designer & Instructor

Yolanda Jester

Career Specialist

Sal Eriotes

Marketing Manager

Faculty

Dr. Michael Cattermole University of Phoenix, Phoenix, Az., Doctor of Business Administration (May 2017)

Michael Cattermole Wilmington University, New Castle, De., Masters Degree in Human Resources Management (May 1997)

	University of Delaware, Newark, De., Bachelors Degree in Criminal Justice (May 1994)	B.S in Law Enforcement Administration, California State University	
	Dissertation: Establishing a Microeconomic Justification for Legalizing Marijuana in Mendocino County, California. Advisor: Dr. Peggy Coplin (May 2017-ProQuest)	A.S in Administration of Justice, Fullerton University M.S. in Psychology, Grand Canyon University	
Juliana DeSouza	Doctor of Business Administration- University of Phoenix MBA- University of Phoenix	Kelly Trent B. S. in Criminal Justice A. A. in Fashion Merchandising	
Cathryn Ensign	J.D., Cleveland Marshall University of Law B.A. in Social Service, Cleveland State University	Miesha Wilson Indiana Wesleyan University ,Masters Business Administration Tiffin University,Tiffin, OH Bachelors Business Administration/Organizational	Group Fitness Program
Crista Everett	Adams State University, CACREP Accredited, M.A. Degree in Clinical Mental Health Counseling, 2015 Nova Southeastern University, M.S. Degree in Education with Specialization in Brain-Based Learning, 2010 University of Central Florida, B.S. Degree in Elementary Education, 1993	University of Phoenix, Phoenix, Az., Doctor of Business Administration (May 2017) Wilmington University, New Castle, De., Masters Degree in Human Resources Management (May 1997)	
Jim Geppert	M.P.A., Cleveland State University B.A. in Public Administration, Capital University	Dr. Michael Cattermole University of Delaware, Newark, De., Bachelors Degree in Criminal Justice (May 1994)	Entrepreneurship Certificate Program
Cynthia Gist	M. Ed in Adult Learning and Development, Cleveland State University M. Ed in Curriculum and Design, Cleveland State University B.A. in Communications, Cleveland State University	Jim Geppert M.P.A., Cleveland State University B.A. in Public Administration, Capital University	Grant Writer Certificate Program
Terri Nicole Singleton	Harvard Graduate School of Education – Cambridge, Massachusetts Master of Education in Technology, Innovation and Education - May 2009 John Carroll University – University Heights, Ohio Master of Education – May 2000	Summer Haggins M.B.A., Cleveland State University B.S.N in Nursing, Ursuline University	Administrative Medical Assistant Certificate Program Medical Coding Certificate Program
Summer Haggins	M.B.A., Cleveland State University B.S.N in Nursing, Ursuline University	Gina Hobert M.B.A., Thomas University B.S., Thomas University A.S., Central Maine Technical University	Medical Billing Certificate Program
Ben Blair	2013 Ph.D. Philosophy, Saint Louis University 2007 M.A. Philosophy, Western Michigan University 2005 B.A. Philosophy, Biola University	Joe Reyes M.A. in Negotiations and Conflict Resolution, California State University B.S in Law Enforcement Administration, California State University A.S in Administration of Justice, Fullerton University	Mediation Certificate Program
Gina Hobert	M.B.A., Thomas University B.S., Thomas University	MBA – The University of Texas at Tyler	
Jeffrey Huth	A.S., Central Maine Technical University J.D., Cleveland State University B.S. in legal studies, Kent State University	Ollie Thomas, MBA Bachelor of Science in Healthcare Administration – The university of Toledo College of Health and Human Services Certified Pharmacy Technician	Pharmacy Technician Certificate Program
Joe Reyes	M.A. in Negotiations and Conflict Resolution, California State University		

Saint Xavier University- Chicago, IL

Master of Arts: Administration & Supervision;
Graduation Date: Jan 07

Certification: General Administrative Type 75,
Cumulative GPA: 3.80

Saint Xavier University - Chicago, IL

Master of Arts: Education; Graduation Date:
May 04

Certification: Elementary Education; Aug 04,
Cumulative GPA: 3.60

Lewis University – Romeoville, IL

Bachelor of Arts: Criminal Social Justice;
Graduation Date: Jan 01, Cumulative GPA:
3.39

Canfield Training Group: Train the Trainer
Certificate

August 2018 – June 2020

Certified expert and trainer of Jack Canfield's
Success Principles

Eben Pagan Training: Virtual Coach Certificate

August 2018 – December 2019

Developed advanced understanding and
experience utilizing the Next Level coaching
methodology

Lakewood College: Professional Mediation
Certificate

July 2012 – August 2013

Extensive training in foundational and
advanced mediation practice and
methodology

California State University-Long Beach B.S.,
Kinesiology · (2009 - 2011)

National Academy of Sports Medicine
Certified Master Trainer, Fitness · (2009 -
2013)

B.S. Elementary Education w/ Concentration
in Psychology – University of North Carolina,
Wilmington, NC

Certificate in Christian Counseling – Trimm
International School of Ministry

Certificate in Life Coaching – Trimm
International School of Ministry

Certificate in Crisis Intervention - Trimm
International School of Ministry

Real Estate
Management
Certificate
Program

Professional
Coaching
Certificate
Program

Personal
Trainer
Certificate

Minister
Certificate
Program

Harvard Graduate School of Education –
Cambridge, Massachusetts Master of
Education in Technology, Innovation and
Education - May 2009

Terri
Nicole
Singleton

John Carroll University – University Heights,
Ohio Master of Education – May 2000

Faculty/instructor Office Hours

Faculty Name	Days	Time
Tom Tardy	Monday Tuesday Wednesday Thursday Friday	0900-1700 Arizona Time
Lisa Bottoms	Sunday	6:00-9:00 pm
Lawrence Bufalino	Sunday Monday Tuesday Wednesday Thursday	5pm-8pm EST
Jeff Huth	Tuesday Thursday	9:30 A.M. -- 12:00 P.M. Eastern
Kacie Golden	Sunday Monday Tuesday Wednesday Thursday Friday Saturday	Sun-appointment, M-F 6pm-9:30pm, Sat-appointments ,
Robin Powell	Sunday Saturday	8a-2p
Lauren Kate Mozynski	Sunday Wednesday Saturday	6:00 - 8:00 pm 9am-12pm, other times by appointment.
Sherry Davis	Monday Wednesday	7:00-9:00 PM est
Julie Beadle	Monday Wednesday Thursday	6 pm - 8 pm EST
Lisa Blanchard	Monday Tuesday Wednesday Thursday Friday	7am - 9 am and 4:30pm - 6:30pm
Felisha Jackson	Sunday Tuesday Wednesday Friday	Sun. 11am-7pm. Tues. & Weds. 5:30-9:30pm
Lauren Brubaker	Monday	8-10pm
Dr. Juliana T. DeSouza	Monday Tuesday Wednesday Thursday Friday	4:30-8
Jacquelyn Iudiciani-Bibb	Monday Tuesday Wednesday Thursday Saturday	M: 3-5p, T:6-8p, W:3-5p, TH:11a-1p, Sat:11a-1p
Matthew Alloway	Monday Tuesday Wednesday Thursday	6-8pm
Cathryn Ensign	Sunday Saturday	10:00 a.m. to 2:00 p.m.
Jasmine Viola	Sunday Monday Thursday	5:00pm-10:00pm
Gina Hobert	Tuesday Wednesday Thursday	6:00pm - 8:00pm
Joe Reyes	Monday Tuesday Wednesday Thursday Friday	0700-1000 and 1800-2000 and by Appointment
Jacquelyn Iudiciani-Bibb	Tuesday Wednesday Thursday Friday	10a-5p
Bennett MacArthur	Monday Wednesday Friday	1900-2100 EST
Lisette Negron	Friday Saturday	0800 - Noon

Dr. Michael Marticek	Monday Tuesday Wednesday	3:45-5:45pm EST
Walker Byrd	Monday Tuesday Wednesday Thursday Friday	8 am - 6 pm
Summer Haggins	Sunday Monday Friday	Sunday 2pm-6pm Monday and Friday 7am-9am.
Cynthia Gist	Sunday Monday Wednesday Thursday Friday	3:30p to 9:30p EST

****All faculty respond to correspondence within 48 hours.**

*****Appointments available upon request.**

Mission Statement, Goals, and Objectives

Mission Statement

The mission of Lakewood University is to improve the quality of life of our students by providing excellent, affordable, and in-demand educational programs using various distance learning methods

Vision Statement

Lakewood University will be a premier institution of higher education with a thriving community of passionate students, engaging instructors, friendly staff, and accomplished alumni employed in the career of their dreams.

Statement of Values

- Integrity: Value trust and honesty
- Caring: Committed to meet the needs of others
- Responsibility: Do competently what is supposed to be done, when it is supposed to be done
- Respect: Treat people with dignity and fairness
- Quality: Take pride in excellence

Goals & Objectives

- To provide courses and programs to improve workers' job performance, to upgrade job skills, to prepare workers for expanding information bases and changing skills requirements, and to assist persons in transition to new occupations.
- To provide guidance to assist students in making decisions that may affect their education, career, cultural advancement and general well-being.
- To provide equal educational access for disabled as well as academic and economically disadvantaged individuals. Support services will be offered to meet their special needs.

- To provide special services designed to improve the quality of life and peaceful relations in the community and to promote life-long learning.
- To provide the best possible instructional and support services – including, but not limited to, adequate supplies, sufficient and appropriate facilities, and technologically current equipment.
- To provide programs and opportunities to develop employees' professional knowledge and abilities.

Competitive Advantage

We hold your hand from registration to graduation and beyond.

Disability Policy

Lakewood University's Office of Disability Services provides reasonable accommodations to all students with disabilities in order to help them achieve their academic goals. Lakewood University complies and adheres to Section 504 of the Rehabilitation Act of 1973, as amended. Lakewood University does not discriminate on the basis of disability in its admission, recruitment, academics, research, or employment assistance processes. Lakewood University promotes an environment of respect and support for individuals with disabilities.

Students are responsible for disclosing disability information and requesting accommodation, in accordance with University requirements. Students who need assistance, even on a temporary basis, are encouraged to utilize the services available through the Office of Disability Services. For more information please contact Jim Gepperth at disabilityservices@lakewoodu.edu.

Request for Accommodation Based on Documented Disability

If you are requesting accommodation based on a disability, please make your request in writing using the Lakewood University Disability Disclosure Form to disclose your disability in accordance with University requirements. Accommodations are authorized by Disability Services staff through an interactive process, which may include a combination of the student's account of disability or its impact, observations of the Disability Services staff member, and supporting documentation provided by the student.

Please understand that accommodations are not retroactive, and the determination of reasonable accommodation resides with Disability Services staff.

Lakewood University requirements for documentation are based on the Best Practices published by [Association on Higher Education and Disability \(AHEAD\)](#).

Admission Requirements

Enrollment Process Overview

Lakewood University's admissions policy is oriented to adult learners, including military members, who typically have previously completed high school, undergraduate level courses, military training, or earned credit by examination. Lakewood University is open to all applicants without discrimination on the basis of race, religion, national origin, or sex. All applicants desiring to pursue formal programs of study culminating in the award of an academic credential are admitted to the school as regular students provided the following conditions have been met: To be admitted, the student must be a high school graduate or at least 18 years of age with a high school diploma or its equivalent, as well as, receive and review certain disclosures, and sign an enrollment agreement.

Vocational and Associate Degree Entrance Requirements

In order to be considered for admission candidates require the following:

- Candidates must be at least 18 years old
- Ability to read and write English fluently
- A high school diploma or GED, or the foreign equivalent
- The ability to receive and send email
- Access to the internet/basic computer skills
- The ability to be self-motivated and work independently

Pharmacy Technician Certificate Program Entrance Requirements

In order to be considered for admission candidates require the following:

- Candidates must be at least 18 years old
- Ability to read and write English fluently
- Ability to engage with basic mathematics
- A high school diploma or GED, or the foreign equivalent
- The ability to receive and send email
- Access to the internet/basic computer skills
- The ability to be self-motivated and work independently

Applicants will also be required to sign off on a checklist with the following items:

I am aware that illicit drug use, criminal background checks, and immunization status may prevent future employment as a pharmacy technician, and that externship sites, employers, and State Boards of Pharmacy have regulations about drug use, criminal backgrounds, and immunization status

I was provided complete and accurate information on the total student financial obligation I will incur by participating in the program: www.lakewood.edu/pharmacy-technician-certificate/

I was provided complete and accurate information about financing options:

www.lakewood.edu/tuition-financial-aid

I meet the University's obligations that ensures I can achieve the educational goals and objectives of the program: www.lakewood.edu/undergraduate-admission/

I have obtained a high school or high school equivalency certificate (transcript or diploma/certificate)

I have demonstrated my English language proficiency (transcript, TOEFL, or in-house English placement test)

I have demonstrated my Math language proficiency (transcript or in-house Math placement test):

<http://bit.ly/3aqAXBj>

I meet the minimum age requirements that are based on states requirements for employment of pharmacy technicians (upload driver's license or government issued ID)

I have reviewed Lakewood University's Disability policy: www.lakewood.edu/disability-policy/

I certify that I have reviewed this document and provided Lakewood University with the necessary documentation. By signing below, I attest that I have completed this document to the best of my ability.

I have reviewed my state's Pharmacy requirements: www.lakewood.edu/pharmacy-technician-state-requirements/ I have reviewed the requirements for obtaining and maintaining national pharmacy technician certification:

www.ptcb.org/i-want-to-be-a-cpht

I am aware that Lakewood University has institutional accreditation from the DEAC <https://www.deac.org/> and

programmatic accreditation from the American Society of Health-System Pharmacists: www.ashp.org/ I am aware of Lakewood University's partnerships with various pharmacies within the retail, community, and hospital

settings that continues to expand such as CVS Health, Walgreens, and University Hospitals of Cleveland

I have reviewed the salary expectations provided by Bureau of Labor Statistics: www.bls.gov/ooh/healthcare/pharmacy-technicians.htm

I have reviewed the University's academic policies, including academic status, academic dismissal, and academic timeline: www.lakewood.edu/academic-status/

I reviewed the University's graduate performance on national exams: www.lakewood.edu/pharmacy-technician-national-exam-results/

I have reviewed the University's technology requirements for the program: www.lakewood.edu/technology-requirements/

All my questions and concerns were addressed and answered by my admission representative

Applicants to the Pharmacy Technician Certificate Program are required to meet these requirements. In addition to these requirements, applicants to the Pharmacy Technician Certificate Program must attend a 30-minute interview with an admissions representative. The student's application and interview results will then be reviewed by the Pharmacy Technician Program Admissions Committee. This committee will make a final decision on the student's application.

Bachelor's Degree Entrance Requirements

To enroll as a Bachelor's degree candidate, a student must have earned their GED or high school diploma, with a minimum GPA of 2.50* supported by official transcripts. Official transcripts must be submitted no later than 16 weeks after the start of the program. If official transcripts are not submitted on or before the 16th week into the program, the student will be dismissed. Bachelor's degree candidates will enroll in and pay for one semester at a time with a separate enrollment agreement. Students may access their first course, a noncredit Orientation, shortly after the initial enrollment is processed. Students must receive a passing grade in this course, and their official transcripts must be approved, in order to maintain their student status.

*Students who do not meet the 2.50 GPA requirement for admission to a graduate degree or certificate program may be "conditionally" admitted. To move from "conditional" to "fully admitted" status, students must successfully complete the first nine (9) credit hours of graduate course work, in sequence, excluding the Orientation course, with a grade of "B" or higher in each course. Students admitted under conditional status who do not meet the requirements stated above are dismissed from their graduate degree or certificate program.

All degree program and undergraduate/graduate certificate students are required to have access to a

computer with MSWord®, PowerPoint®, and Excel®, and video recording software. Students must also have Internet access and an active e-mail address.

Master's Degree Entrance Requirements

To enroll as a Master's degree candidate, a student must have earned a bachelor's degree in any field from an accredited University or university, with a minimum GPA of 2.50* supported by official transcripts. Students who apply and do not have a Bachelor's degree in business or a related field will need to take an entrance exam. The entrance exam is administered by Lakewood University and was created by the Lakewood University Business Committee. The student must score an 80% or higher in order to be admitted to the Master's program. Official transcripts must be submitted no later than 16 weeks after the start of the program. If official transcripts are not submitted on or before the 16th week into the program, the student will be dismissed. No GMAT or GRE exam score is required. Master's degree candidates will enroll in and pay for one semester at a time with a separate enrollment agreement. Students may access their first course, a noncredit Orientation, shortly after the initial enrollment is processed. Students must receive a passing grade in this course, and their official transcripts must be approved, in order to maintain their student status.

*Students who do not meet the 2.50 GPA requirement for admission to a graduate degree or certificate program may be "conditionally" admitted. To move from "conditional" to "fully admitted" status, students must successfully complete the first nine (9) credit hours of graduate course work, in sequence, excluding the Orientation course, with a grade of "B" or higher in each course. Students admitted under conditional status who do not meet the requirements stated above are dismissed from their graduate degree or certificate program.

All degree program and undergraduate/graduate certificate students are required to have access to a computer with MSWord®, PowerPoint®, and Excel®, and video recording software. Students must also have Internet access and an active e-mail address.

Academic Advising

During registration, applicants must meet with an Admissions Representative. The Admissions Representative will guide the student through the entire enrollment process, answer any questions a student may have, as well as provide students with program-specific information. The Admission Representative will guide students toward the most applicable academic program

to match their academic goals. Every student is also assigned a Success Coach to provide them with academic support throughout their program.

Admission Process

Step 1: Application

To begin the enrollment process, prospective Lakewood University students must complete an online application that can be accessed from the website, www.lakewood.edu. While completing the application, prospective students must indicate their academic program of interest for enrollment. Also, prospective students may print the online application, and mail the completed enrollment application with the appropriate down payment administration fee to:

Admissions Department

Lakewood University

2231 North Taylor Rd.

Cleveland Heights, OH 44112

-OR-

Enroll by phone: (800) 517-0857

Step 2: Enrollment Process

Once the admission department processes the application, the prospective student is contacted by an Admissions Representative. The Admissions Representative will assist the prospective student with compiling and completing the necessary documents—i.e. driver's license, government or state ID, and enrollment agreement—required to complete the enrollment process. All students are required to self-certify completion of high school or GED and sign an enrollment agreement with Lakewood University. The enrollment agreement outlines the terms of enrollment by program as well as the financial obligations for the program. Students are free to request an unofficial enrollment agreement for review prior to signing.

****Note about Self Certification Policy:** All prospective students must self-certify that they possess at least a high school diploma, GED certificate or equivalent from an appropriately accredited school prior to being admitted to Lakewood University. A validating process will take place in circumstances in which the institution has reason to believe that the self-certification is invalid or the issuing entity is not an appropriate secondary school. Validating documents includes an official high school transcript indicating the date of high school graduation, a GED certificate indicating state required passing scores or score sheet indicating state required

passing scores, or a post-secondary transcript indicating the date of graduation from an appropriately accredited and approved school. Students who wish to transfer University credits must submit official transcripts to the University prior to enrollment.

****Note about Enrollment Agreement for Degree Students:** Student enrollment with Lakewood University is for one (1) academic term at a time. The amount of tuition stated on a student's enrollment agreement is for their first term. For a student to continue at Lakewood University after their first term, they must complete an enrollment agreement which covers the tuition for each subsequent term by visiting www.lakewood.edu or by calling the Admissions Department at 800-517-0857, Option 1.

Step 3: Transfer Credit Evaluation

As the enrollment process comes to an end, Lakewood University conducts a transfer credit evaluation when necessary. If a prospective student wishes to transfer University credit earned from another school, the student must provide Lakewood University with an official transcript sent directly from the institution or military branch in which the course credit was earned. The transcripts must be provided within the first semester (16 weeks) unless otherwise approved by Lakewood University administration. Once the transcript is received, Lakewood University will conduct a transfer credit evaluation in order to determine whether or not any of the earned course credit is transferrable. If any prior course credit earned is transferrable, an assessment will be generated for the purpose of adding the prior earned course credit to the prospective student's new degree plan.

****Transfer Credit Regulations:**

All transfer credits must come from an accredited University or university.

Lakewood University accepts transfer credit toward completion of its degree programs. Students may receive credit for up to 75% of their degree program as a combination of transfer credits from other institutions. Students may receive credit for 15 courses out of 20 (45 credit hours out of 60/63) as transfer credits.

Transfer credits must not be more than 10 years old.

Student must have received a grade of "C" or better in the equivalent course.

No credits will be awarded for on-the-job training, including specialized training, certificates received, etc., unless evaluated by the American Council for Education (ACE).

Credits transferred from another school are NOT factored into a student's G.P.A. at Lakewood University.

****Note for International Prospective Students:** Foreign transcripts for comparable University-level courses completed in a country other than the United States must be evaluated by an outside credential evaluation company to determine U.S. equivalency before they are submitted to Lakewood University. The National Association of Credential Evaluation Services (www.naces.org) members are acceptable sources for foreign credential evaluation and translation services. Transcripts in languages other than English must be accompanied by a certified translation.

****Note about transferring Lakewood University credit:** Acceptance of Lakewood University credits/clock hours for transfer to another institution is determined solely by the receiving institution.

Step 4: Creation of the Degree Plan/ Program Plan

Once Lakewood University determines whether or not any transfer credit applies to the student's academic program of choice, a personalized degree plan is created for the student. The degree plan will outline the necessary coursework required to complete the student's chosen academic program. The degree plan will also display any course credit that was transferred from another institution. Upon receiving their degree plan, students will be contacted by an Admissions Representative, who will review the degree plan with the student, as well as answer any questions the student may have.

Step 5: Getting Started

Once the degree plan is accepted and the enrollment agreement is signed, the applicant officially becomes a student of Lakewood University. Lakewood University supplies all textbooks, study guides, supplemental materials, achievement exams and instructional support to the student.

Prior Learning Assessment

The Prior Learning Assessment (PLA) course is a writing-based course that teaches students how to create a portfolio identifying college-level learning that the student may have gained on the job, in the community and in life since finishing high school. The PLA course is offered on a P/F basis. The PLA course is modeled after the best practices of The Council for Adult & Experiential Learning (CAEL). Students who complete the PLA course will earn 3 credit hours towards their degree requirement.

The course will guide the student in the development of a written ePortfolio of life experiences, proof of such

experiences and the rationale for how these experiences are in alignment with the program outcomes of the respective program and specific course learning objectives. The student can use one portfolio to request credits for multiple courses. The instructor will determine (with input from other faculty members and school leaders when necessary) if granting credits is appropriate.

In accordance with DEAC standards, the amount of credit earned from prior learning cannot exceed more than 25% of the required credits of an undergraduate degree.

If the student's request for credit is denied, the student has the right to appeal the decision. The student will initiate the appeal by completing a form (prior learning credit appeal form) that is sent to the instructor and the office of the Academic Dean. Documentation is maintained for the bases of these decisions are stored in the student record.

International Prospective Students Undergraduate Students

Prospective undergraduate degree students who are not citizens or permanent residents of the United States are considered for admission on the basis of academic preparation and personal qualifications. International applicants whose native language is NOT English MUST submit evidence of University-level proficiency in English through one of the following for admission:

- Test of English as a Foreign Language (TOEFL) with a minimum score of 57 (paper based) or 61 (iBT - Internet based);
- 6.0 on the International English Language Test (IELTS) exam or 44 on the PTE Academic Score Report;
- A minimum of a 95 on the Duolingo English Test
- A minimum of 53 on the 4-Skill Michigan English Test (MET)
- A minimum of 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE)
- A minimum of 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE)

**** International students who have completed at least 30 semester hours of credit with an average of "C" or higher at an appropriately accredited University or university where the language of instruction was English, OR having completed a high school diploma at an appropriately accredited/recognized high school where the medium of instruction is English, are exempt from this rule.**

Prospective Graduate Students

Prospective graduate degree students who are not citizens or permanent residents of the United States are considered for admission on the basis of academic preparation and personal qualifications. International applicants whose native language is NOT English MUST submit evidence of University-level proficiency in English through one of the following for admission:

- Test of English as a Foreign Language (TOEFL) with a minimum score of 60 (paper based) or 71 (iBT - Internet based);
- 6.5 on the International English Language Test (IELTS) exam or 44 on the PTE Academic Score Report;
- A minimum score of 100 on the Duolingo English Test
- A minimum of 55 on the 4-Skill Michigan English Test (MET)
- A minimum of 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE)
- A minimum of 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE)

** International students who have completed at least 30 semester hours of credit with an average of "C" or higher at an appropriately accredited University or university where the language of instruction was English, OR having completed a high school diploma at an appropriately accredited/recognized high school where the medium of instruction is English, are exempt from this rule.

High School Validity Policy

Lakewood University recognizes valid high schools registered with their state department of education. Certifications, diplomas, degrees, or other forms of education completion documents shall not be accepted from learning centers, schools, academies, or other entities deemed fraudulent or categorized as a diploma mill.

Diploma mill definition - An entity that:

1. Charges someone a fee and requires him to complete little or no education or coursework to obtain a degree,

diploma, or certificate that may be used to represent to the general public that he has completed a program of secondary or postsecondary education or training; and

2. Lacks accreditation by an agency or association that is recognized as an accrediting body for institutions of higher education by the Secretary (pursuant to Part H, Subpart 2 of Title IV) or a federal agency, state government.

To ensure that all applicants possess a valid high school diploma or GED the following procedures will be adhered to:

- The original diploma or transcript must be provided to the Admissions Office
- The Admissions Representative confirms the validity of the high school information by reviewing the high school's website. If the school is approved by the respective State Education Department, then it will be deemed valid.
- If the high school's website does not contain the necessary information to determine if the HS diploma is valid, then the admission representative will contact the school/entity directly to determine the if the diploma is a valid document per the school's policy.
- If there is a question about the authenticity of the document, the admissions representative will ask the student for more information about the document; How much coursework was involved to obtain the diploma? How much did they pay for the education?
- Questionable documents will require the Director of Admissions to sign off on whether the diploma/transcript is acceptable.

If Lakewood University has determined that a high school graduation document is not from a valid diploma-granting institution, students will be ineligible for Federal Financial Aid.

The applicant is informed of such and advised of the possibility of obtaining a GED.

Title IX Notice

In accordance with Title IX, Lakewood University does not deny or limit any student or employee the ability to participate in or benefit from any program offered by the institution on the basis of sex or gender. Please see the Student Handbook for policy, reporting, and procedural information.

For additional information on your rights under Title IX, visit www.titleix.info

How to File a Title IX Complaint:

- File *via email* through the Title IX Coordinator
- Contact any Lakewood University faculty or staff member for assistance

Title IX Coordinator Contact:

The Title IX Coordinator at Lakewood University is Nicolle Estevez. Her contact information is as follows:

Nicolle Estevez
VP of Administrations

Email: nestevez@lakewood.edu
Phone: [800-517-0857](tel:800-517-0857) X741

On-and Off-Campus Contacts:

If you experience sexual harassment, gender discrimination, or sexual violence, we encourage you to reach out right away – we are here to help!

Should you be unable to reach the Title IX Coordinator or Liaison, please contact one of the following individuals *during normal business hours* (Monday-Friday from 9:00 am-5:00 pm)

Jack Solomon, VP of Instruction & Compliance-
[1-800-517-0857](tel:1-800-517-0857) X 706

James Gepperth, Senior Vice President of Academic Affairs – [800-517-0857](tel:800-517-0857) x745

Tommy Sutton-Lovett, VP of Operations- [800-517-0857](tel:800-517-0857) x724

Forever GI Bill® -- Harry W. Colmery Veterans Educational Assistance Act

The President signed into law the *Harry W. Colmery Veterans Educational Assistance Act* also known as the “Forever GI Bill®,” which has brought significant changes to Veterans education benefits. The law is named after the American Legion national commander who wrote the original GI Bill® language in 1944, and will allow more Veterans to use the GI Bill® and more time to use it. Some of the changes will go into effect immediately, most will not. The majority of the changes enhance or expand education benefits for Veterans, Servicemembers, Families and Survivors. Some new provisions include:

Refer to VA’s website at www.benefits.va.gov/gibill for more detailed information.

- The 15-year time limitation to use Post-9/11 GI Bill® benefits is eliminated for Veterans who left active duty on or after January 1, 2013, children who became eligible for the Fry Scholarship on or after January 1, 2013, and all Fry scholarship eligible spouses.
- We are now authorized to restore benefits and provide relief to Veterans affected by school closures or disapprovals. Learn more and apply here.
- Reservists who had eligibility under the Reserve Educational Assistance Program (REAP) and lost it due to the program sunset provision will have that service credited toward the Post-9/11 GI Bill® program. We are in the process of identifying the approximately 2,800 Reservists affected by this and will send them letters with instructions.
- Certain work-study is permanently authorized; previously it had to be re-approved by Congress every few years.
- Anyone eligible for GI Bill® can use their benefits at an accredited independent study program at an area career and technical school, or a postsecondary vocational school providing postsecondary level education. There is no action for you to take here, as these programs will go through the normal course of approval by the appropriate State Approving Agency. Any new programs will be added to our GI Bill® Comparison Tool.
- The VetSuccess on Campus program will be available to students across the country
- VA will help Veterans to more clearly identify schools that offer them priority enrollment

For detailed eligibility and application information, visit the Veterans Affairs Web site at www.benefits.va.gov/gibill, or call toll free at 1-888-442-4551 (1-888-GIBILL1).

A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation, or chapter 33, Post 9/11 GI Bill® benefits.

Lakewood University permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:

1. The date on payment from the VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the COE

Lakewood University ensures that it will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the Department of Veterans Affairs under chapter 31 or 33.

Educational Programs Offered at Lakewood University

Degree

- Associate of Applied Business in Business Management
- Associate 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

Diplomas and Certificates

- Mediation Certificate
- Paralegal Diploma
- Pharmacy Technician Certificate
- Administrative Medical Assistant Program
- Criminal Justice Certificate
- Medical Billing Certificate
- Medical Coding Certificate
- Minister Certificate

- Entrepreneurship Certificate
- Motivational Speaker Certificate
- Real Estate Management Certificate
- Medical Billing & Administrative Medical Assistant Combination Program
- Medical Billing & Medical Coding Combination Program
- Medical Coding & Administrative Medical Assistant Combination Program
- Mediation & Paralegal Diploma Combination Program
- Criminal Justice & Mediation Certificate Combination Program
- Paralegal & Criminal Justice Certificate Combination Program
- Pharmacy Technician & Administrative Medical Assistant Combination Program
- Pharmacy Technician & Medical Coding Combination Program
- Pharmacy Technician & Medical Billing Combination Program

Undergraduate Certificates

- Restaurant Business Management Undergraduate Certificate
- Office Manager Undergraduate Certificate
- Legal Secretary Undergraduate Certificate
- Legal Document Preparer Undergraduate Certificate
- Legal Assistant Undergraduate Certificate
- Law Office Management Undergraduate Certificate
- Entrepreneur Undergraduate Certificate
- Project Management Undergraduate Certificate

Graduate Certificates

- Project Management Graduate Certificate

High School

- GED (Prep)

Please refer to the course catalog section at the end of this catalog for details. Please note that programs and courses are subject to change at the discretion of the University.

Technology Requirements

The following lists the minimum recommended hardware and software requirements a student will need to successfully access Lakewood University's online academic programs:

- Supported Operating Systems

- Windows XP (service pack 3 for 32-bit, service pack 2 for 64-bit), Windows Vista, Windows 7, Windows 8, Windows 10
- MAC OS X 10.6 (Snow Leopard) and Higher
- Audio: sound card and speakers or headphones for listening
- Internet connection: 56 Kbps for self-paced courses (caution: if video is present, it may be poor at this speed)
- Screen resolution: at least 800 x 600
- Internet browser: IE 9 or greater, Firefox 24 or greater, Chrome 32 or greater, Safari 5.1 or greater, browser set to accept cookies and to show the newest version of a page
- Media Player such Windows Media Player, Camtasia, or Vidster (all of which can be downloaded for free at the respective websites).
- Pop-up blocker must be disabled

**For optimal results the following is recommended:*

- Internet connection: Cable modem, DSL or better (required for high-quality video)
- Screen resolution: 1024 x 768

***For degree program students the following is required:*

- Working webcam (for proctored exams)
- Working microphone (for proctored exams)

Financial Information

Degree Program Cost

Program	Cost per Credit Hour	Total Program Cost
Associate Degree of Applied Business in Business Management	\$421.00	\$25,260.00
Associate Degree of Applied Business in Paralegal Studies	\$421.00	\$26,523.00
Associate of Science in Healthcare Administration	\$421.00	\$26,523.00
Associate of Science in Information Technology	\$421.00	\$26,523.00
Bachelor of Science in Healthcare Administration	\$421.00	\$53,046.00
Bachelor of Science in Information Technology	\$421.00	\$53,046.00
Bachelor of Science in Business Management	\$421.00	\$53,046.00
Bachelor of Science in Paralegal Studies	\$421.00	\$53,046.00
Master of Business Administration	\$521.00	\$18,756.00

Undergraduate Certificate Cost

Program	Cost per Credit Hour	Total Program Cost
Entrepreneur Undergraduate Certificate	\$421.00	\$11,367.00

Law Office Management Undergraduate Certificate	\$421.00	\$10,104.00
Legal Secretary Undergraduate Certificate	\$421.00	\$10,104.00
Legal Document Preparer Undergraduate Certificate	\$421.00	\$10,104.00
Legal Assistant Undergraduate Certificate	\$421.00	\$10,104.00
Office Manager Undergraduate Certificate	\$421.00	\$10,104.00
Restaurant Business Management Undergraduate Certificate	\$421.00	\$5,052.00
Project Management Undergraduate Certificate	\$421.00	\$5,052.00

Graduate Certificate Cost

Program	Cost per Credit Hour	Total Program Cost
Project Management Graduate Certificate	\$521.00	\$6,252.00

Vocational Program Cost

Program	Total Program Cost
Administrative Medical Assisting Certificate – 400 clock hours	\$7,775.00
Criminal Justice Certificate – 400 clock hours	\$7,775.00
Entrepreneurship Certificate– 600 clock hours	\$11,775.00
General Education Preparation (G.E.D) – 1000 clock hours	\$599.00
Grant Writer Certificate- 600 Clock Hours	\$8,775.00
Mediation Certificate – 400 clock hours	\$7,775.00
Medical Billing Certificate – 400 clock hours	\$7,775.00
Medical Coding Certificate– 400 clock hours	\$7,775.00
Motivational Speaker Certificate– 600 clock hours	\$11,775.00
Paralegal/Legal Assistant Diploma – 900 clock hours	\$12,775.00
Minster Certificate- 600 clock hours	\$8,775.00
Online & Traditional Personal Trainer Certificate - 600 clock hours	\$7,775.00
Pharmacy Technician Diploma – 600 clock hours	\$10,775.00
Professional Coaching Certificate - 600 clock hours	\$7,775.00
Real Estate Management Certificate– 600 clock hours	\$11,775.00
Virtual Assistant Certificate - 600 clock hours	\$7,775.00
Combination Criminal Justice & Mediation-800 Clock Hours	\$14,775.00
Combination Mediator-Paralegal Diploma- 1300 Clock Hours	\$17,775.00
Combo Medical Billing & Admin Medical Assistant-800 Clock Hours	\$14,775.00
Combo Medical Coding & Admin Medical Assistant-800 Clock Hours	\$14,775.00
Combo Paralegal & Criminal Justice-1300 Clock Hours	\$17,775.00
Combo Pharmacy Tech & Admin Medical Assistant-1200 Clock Hours	\$14,775.00

Combination Pharmacy Tech & Medical Billing - 1200 Clock Hours	\$17,775.00
Combination Pharmacy Tech & Medical Coding - 1200 Clock Hours	\$17,775.00
Medical Billing and Coding Certificate- 1200 Clock Hours	\$14,775.00

Administrative Fees

Application Fee- \$0 for degree programs; \$0 for vocational programs (first semester only)

Registration Fee – \$200 for degree programs; \$125 for vocational programs (first semester only)

Technology/Library Fee – \$175 for the first semester and \$100 per degree semester thereafter; \$250 per vocational program term

*For Undergraduate and Graduate Project Management Program Students there is a one-time additional technology fee of \$900

Discounts

Lakewood University does not offer any discounts on tuition. Special pricing may apply to groups with a pre-approved contract.

Payment Options

Prospective students may be eligible for third-party private loans, military tuition assistance, paid-in-full enrollments, and employee reimbursement plans to finance their education.

Educational Financing Options

Lakewood University offers student in-house financing programs. A Lakewood University representative will guide prospective students through the application process. Some of the features are:

- Low monthly payments
- No pre-payment penalties
- Low Interest

Tuition Assistance for Military Students

Most active-duty military personnel, along with Army Reservists and Army National Guard members, qualify for their branch's Tuition Assistance program. In most cases, eligible personnel who enroll have no out-of-pocket expenses due to Lakewood University's affordable tuition. For questions about eligibility, please contact the base education office for details.

The Lorraine Dominick Grant Award

To be eligible for this grant, the individual:

- Must be a student with a qualified military affiliation.
- This military-affiliated student must have exhausted all military, monetary educational benefits with the Department of Veteran Affairs, Department of Defense, or Department of Homeland Security.
- The student must have a remaining balance on their student account.

Once the Admissions Specialist has verified that the two conditions have been met, and the student has enrolled at Lakewood University, the qualifying student will be awarded the grant on a first come-first-served basis. This is also based on the availability of funding in The Lorraine Dominick Grant Award.

The Isaac Haggins Sr. Grant Program

To be eligible for this grant, the individual with a balance not covered by financial aid and must be enrolled in an Undergraduate Degree program or Nondegree certificate program. Also, students must be Pell Grant eligible and meet the below criteria:

- Must be seeking an education with a “vulnerable” status as defined by the US Department of Health and Human Services to include individuals with disabilities with an EFC of 0 -OR-
- Must be in poverty (low socioeconomic status) with an EFC of 0 -OR-
- Must experience adverse situations (to include but not limited to criminal history concerns) with an EFC of 0 -OR-
- Must be first-generation higher education students (a student who is first in their family (generation) to attend University) with an EFC of 0

**The maximum grant amount per semester for students enrolled in a degree program is \$1729 and \$5380 for students enrolled in the Paralegal diploma program.*

Employer Tuition Reimbursement

Distance education is a convenient and affordable corporate training resource for employers. Your company's Human Resources Department will have information about their tuition reimbursement benefits and how to apply.

Past Due Payment Obligations

Students who default on their tuition payments and enter “past due” status will have their account sent to collections after one hundred twenty days (120 days).

The student's account will be considered inactive, and they will not be permitted to continue their coursework until their account is brought current or paid in full.

Accommodations for Military Students

Military students may find it difficult because of military-related commitments to follow the above Attendance and Participation policies verbatim. When military commitments, such as exercises, deployments or permanent change of station orders cause difficulties in following these policies, as a military-friendly school, Lakewood University is committed to minimizing administrative issues and helping students navigate academic policies that might impede completion of a course or program when the military commitment causing the difficulty is ended. However, when such military situations arise, students are expected to communicate with the University as soon as possible through their course faculty member or student success coach. Depending on the situation, military documentation may be required to validate requests requiring significant deviation from normal policy. Timely communication with the University in some cases may eliminate or minimize financial obligations such as TA repayment of failed courses.

Program Cancellation and Refund Policy

Cancellation and Refund Policy

Cancellation and Refund Policy for 6-month Vocational Programs

Lakewood University is confident that the program you have selected will be everything we claim. To assure you of this, we provide this cancellation and refund policy. You may request cancellation in any manner, but a written request is recommended. Your signature on this enrollment agreement indicates that you have read and understood the terms of this Agreement; that you have read and understood any literature you have received from us, and that you believe you have the ability to benefit from the program you have selected. If you officially withdraw from the program, the refund policy is as follows:

1.If Lakewood University is notified of cancellation within five calendar days from midnight of the day on which the enrollment agreement is signed, you will be refunded all money paid to the school.

2.If Lakewood University is notified of cancellation after such time, but before any assignment/test has been submitted to Lakewood University for evaluation, you

will be refunded all money paid to the school, except for the \$125 registration fee.

3.If Lakewood University is notified of cancellation after five calendar days from midnight of the day on which the enrollment agreement is signed and after one or more assignments/test have been submitted to Lakewood University for evaluation, the refund will be calculated as follows: (take the # of completed lessons divided by the total number of lessons in the program for %, see refund calculation chart at <https://lakewood.edu/policies/>).

- Upon completion of the student's enrollment after Lakewood University receives the first completed assignment or test, and up to and including completion of 10% of the program, the student is obligated to Lakewood University for the registration fee of \$125, plus 10% of the total tuition and refundable fees.
- Upon completion of the student's enrollment after having completed more than 10% of the program, and up to and including completion of 25% of the program, the student is obligated to Lakewood University for the registration fee of \$125, plus 25% of the total tuition refundable fees.
- Upon completion of the student's enrollment after having completed more than 25% of the program, and up to and including completion of 50% of the program, the student is obligated to Lakewood University for the registration fee of \$125, plus 50% of the total tuition refundable fees.
- Upon completion of the student's enrollment after having completed more than 50% of the program, the student is obligated to Lakewood University for the total tuition cost of the program and there will be no refund.

Total # of Lessons in Program	Completed Lessons	10% tuition owed	25% tuition owed	50% tuition owed	NO REFUND
10	Completed Lessons	Lesson#1	Lesson#2	Lesson#3-5	6 or more lessons
14	Completed Lessons	Lesson#1	Lesson#2-3	Lesson#4-6	7 or more lessons
15	Completed Lessons	Lesson#1	Lesson#2-3	Lesson#4-7	8 or more lessons
16	Completed Lessons	Lesson#1	Lesson#2-4	Lesson#5-7	8 or more lessons
17	Completed Lessons	Lesson#1	Lesson#2-4	Lesson#5-8	9 or more lessons
18	Completed Lessons	Lesson#1	Lesson#2-4	Lesson#5-9	10 or more lessons

Refund Calculation Example

The refund calculations below are for example only. Your refund amount will vary based on program,

number of lessons completed, amount of tuition already paid, payment plan selected at enrollment, and length of enrollment.

Example Refund Calculation

Tuition:	
Tuition	\$6,400.00
Total Lessons in Course	18
Lessons Taken in Course	6
Lesson Percentage	33.33%
Cancel Terms Percentage	50.00%
Tuition Due to Lakewood University at time of refund	\$3,200.00
Fees:	
Registration	\$125.00
Application	\$0.00
Library	\$250.00
Total	\$375.00
Total:	
Total Due to Lakewood University	\$3,450.00
Amount Paid by Student:	
Total paid by student	
(Tuition \$6,400 + Registration Fee \$125.00 + Library Fee \$250.00)	\$6,775.00
Refund Due to Student (Total Tuition and Fees Paid - Total Due to Lakewood = Refund Amount)	
Refund	\$3,200.00

Refund policies and amounts may vary by program, state, and/or payment plan chosen at time of enrollment. The full tuition protection agreement and any differences will be reflected on your specific enrollment agreement.

If you have questions about the Lakewood University refund policy, contact an Admissions Advisor at 1-800-517-0857.

Cancellation and Refund Policy for 16-Week Vocational Programs

Lakewood University is confident that the course(s) you have selected will be everything we claim. To assure you of this, we provide this cancellation and refund policy. You may request cancellation in any manner, but a written request is recommended. Your signature on the enrollment form indicates that you have read and understood the terms of this Agreement that you have read and understood any literature you have received from us and that you believe you have the ability to benefit from the course you have selected.

If Lakewood University is notified of cancellation within five calendar days from midnight of the day on which the enrollment agreement is signed, you will be refunded all money paid to the school. If the student officially withdraws from a course, after the 5-day cooling off period Lakewood University will retain the

registration fee and application fee. The remaining tuition and refundable fees will be refunded based on the Term start date and the tuition percentage amounts below:

After 1 st Week	80%
After 2 nd Week	70%
After 3 rd Week	60%
After 4 th Week	50%
After 5 th Week	40%
After 6 th Week	30%
After 7 th Week	20%
After 8 th Week	10%
After 9 th Week	0%

**** Note about Tuition Refund Chart:** Program completion is determined by the number of weeks that a student has been enrolled in their 16-Week vocational program. Weeks are counted from the date a student's term begins.

Sample Refund Calculation: A student enrolls in a course where the Total Course Price is \$6,775.00. If student withdraws from the course after the second week, the student is entitled to a refund of \$4,742.50 (\$6,775 * 70%)

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has cancelled or has been terminated from a course. Students are not permitted to withdraw from a course after the original term end date. Exceptions must receive University President approval.

Students are not required to return any materials in order to receive a refund. If payment is due to Lakewood University, it will be deducted from the amount paid to the school if the student is paid in full. If a student is on a monthly payment plan, they will remain on the payment plan until the amount is paid in full. If you fail to make any payment within 10 calendar days of its due date, the University may cancel this Agreement. Your entire tuition obligation will become due and payable immediately unless you cure the default within 15 calendar days of our notice to you.

If you have questions about the Lakewood University refund policy, contact an Admissions Advisor at 1-800-517-0857 Option 1.

Cancellation and Refund Policy for Degree Programs

Lakewood University is confident that the course(s) you have selected will be everything we claim. To assure you of this, we provide this cancellation and refund policy. You may request cancellation in any manner, but a

written request is recommended. Your signature on the enrollment form indicates that you have read and understood the terms of this Agreement that you have read and understood any literature you have received from us and that you believe you have the ability to benefit from the course you have selected.

If Lakewood University is notified of cancellation within five calendar days from midnight of the day on which the enrollment agreement is signed, you will be refunded all money paid to the school. If the student officially withdraws from a course, after the 5-day cooling off period Lakewood University will retain the registration fee and application fee. The remaining tuition and refundable fees will be refunded based on the Term start date and the tuition percentage amounts below:

After 1st Week 80%
After 2nd Week 70%
After 3rd Week 60%
After 4th Week 50%
After 5th Week 40%
After 6th Week 30%
After 7th Week 20%
After 8th Week 10%
After 9th Week 0%

**** Note about Tuition Refund Chart:** Program completion is determined by the number of weeks that a student has been enrolled in their degree program. Weeks are counted from the date a student's term begins.

Sample Refund Calculation: A student enrolls in a course where the Total Course Price is \$1,263.00. If student withdraws from the course after the second week, the student is entitled to a refund of \$884.10 ($\$1,263 * 70\%$)

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has canceled or has been terminated from a course. Students are not permitted to withdraw from a course after the original term end date. Exceptions must receive University President approval.

Students are not required to return any materials in order to receive a refund. If payment is due to Lakewood University it will be deducted from the amount paid to the school if the student is paid in full. If a student is on a monthly payment plan they will remain on the payment plan until the amount is paid in full. If you fail to make any payment within 10 calendar days of its due date, the University may cancel this

Agreement. Your entire tuition obligation will become due and payable immediately unless you cure the default within 15 calendar days of our notice to you.

If you have questions about the Lakewood University refund policy, contact an Admissions Advisor at 1-800-517-0857 Option 1.

Title IV Policies

Enrollment Process Overview

Lakewood University's admissions policy is oriented to adult learners, including military members, who typically have previously completed high school, undergraduate level courses, military training, or earned credit by examination. Lakewood University is open to all applicants without discrimination on the basis of race, religion, national origin, or sex. All applicants desiring to pursue formal programs of study culminating in the award of an academic credential are admitted to the school as regular students provided the following conditions have been met: To be admitted, the student must be a high school graduate or at least 18 years of age with a high school diploma or its equivalent, as well as, receive and review certain disclosures, and sign an enrollment agreement.

Entrance Requirements

In order to be considered for admission candidates require the following:

- Candidates must be at least 18 years old
- Ability to read and write English fluently
- A high school diploma or GED, or the foreign equivalent
- The ability to receive and send email
- Access to the internet/basic computer skills
- The ability to be self-motivated and work independently

Satisfactory Academic Progress Academic Standing Policy:

Satisfactory Academic Progress (SAP) is a requirement for all students. Students receiving financial aid must also maintain SAP to remain eligible as defined by the U.S Department of Education.

Minimum Standards:

To remain eligible for federal grant you must meet the standards indicated below at the end of each semester. At the end of each semester (Summer, Fall, and Spring), you must earn the minimum number of credits and the

minimum cumulative Grade Point Average. If you do not meet the minimum standards, your eligibility may be in jeopardy.

- Vocational/Certificate - Students must maintain a minimum cumulative GPA of 2.0
- Undergraduates - Students must maintain a minimum cumulative GPA of 2.0
- Graduate Programs - Students must maintain a minimum cumulative GPA of 3.0
- Regularly participate in their specified academic program by logging on to the student portal
- Turn in assignments on a weekly basis

If a student fails to meet SAP requirements, they will be placed under *unsatisfactory progress*. Unsatisfactory progress results in phone calls, emails, and increased support from the student's success coach. The success coach will attempt to work with the student to determine the best method to return the student in satisfactory progress.

If a student continues to make poor academic progress, that student may be placed on *unacceptable progress*. Unacceptable progress is a severe level of academic standing and is the last level of academic standing before disciplinary measures up to dismissal are implemented. Students on unacceptable progress will receive regular support from their student success coach and the faculty at Lakewood University to bring them back to satisfactory progress.

****Note to Veteran Students Receiving Veteran Education Benefits:** Veteran students that receive educational veteran benefits are required to remain full-time through the duration of their program. If a student receiving VA benefits should fail to remain in full-time status, Lakewood University will submit VA Form 22-1999b to the VA notifying them of the reduction in hours/termination of their enrollment during and/or after the initial certification period. A veteran is considered full-time when completing at least 25 clock hours per week of academic activities for vocational programs or enrolled in at least 12 credit hours in the degree programs. Veterans must complete the below expected weekly progression below to ensure compliance.

Expected Weekly Progression Policy

In order to ensure that students adequately progress through their program and complete it in a timely manner, all students are required to complete assignments as outlined below:

Students in 6-month vocational programs are required to complete 3 full lessons per month in order to remain in Satisfactory Progress academic standing

Students in 9-month vocational programs are required to complete 2 full lessons per month in order to remain in Satisfactory Progress academic standing.

Students in 16-week courses (vocational) are required to complete 1 full lesson per week in order to remain in Satisfactory Progress academic standing.

Students in a degree program course are required to complete 2 full lessons per week in order to remain in Satisfactory Progress academic standing.

Failure to complete vocational program assignments on a weekly basis, with fewer than 6 lessons behind, will place a student under Unsatisfactory Progress academic standing, and result in a phone call or email from the student's success coach. Students are encouraged to work with their success coaches in order to return to Satisfactory Progress academic standing. Students who fall more than 6 lessons behind in their studies will immediately be placed in Unacceptable Progress academic standing. Students remaining in this status for more than 2 weekly review periods and have not met with his/her success coach to develop an improvement plan demonstrate repeated failures to turn in weekly lessons which may result in disciplinary measures up to dismissal.

Number of Lessons Behind in Vocational Program

Number of Lessons Behind	Academic Standing
0 Lessons	Satisfactory Progress
1-5 Lessons	Unsatisfactory Progress
6+ Lessons	Unacceptable Progress

Pace – The quantitative requirement has two parts, (a) Required Completion Rate and (b) Maximum Timeframe.

1. Required Completion Rate – All students, regardless of degree, must earn 67% of all credits attempted. This is a cumulative calculation and includes credits attempted at all schools and programs before and while Lakewood University. Students who do not earn 67% of all credit hours attempted will be placed on financial aid warning, probation, or suspension depending on your history.
2.) Maximum Timeframe – Federal regulations stipulate that the maximum time frame for an undergraduate student cannot exceed 150% of the published length of the academic program. In order to maintain satisfactory academic progress, you must complete your degree program within a certain time period. The maximum lengths of study depend on the degree you are currently pursuing. Once you reach the maximum time frame, you are no longer eligible for financial aid. Credits are counted starting with the semester you entered

school, including transfer credits, even those semesters in which you did not receive financial aid. Students who have reached their maximum timeframe and have mitigating circumstances may appeal to the Financial Aid Office for a brief extension of their aid. Lakewood University requires students to progress through their program in a timely manner. i.e.: a 10-month program must be completed in 1.5 x 10 months = 15 months.

3. For an undergraduate program measured in clock hours, a period no longer than 150 percent of the published length of the program as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time. (Note that a student in a clock hour program cannot receive aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.) i.e. a 900 clock hour program can be completed in 9 months, students are permitted up to 13 months from date of enrollment. Lakewood University requires 66.67% attendance for a maximum timeframe of 150%.
4. For a graduate program, a period the school defines that is based on the length of the program

Assignment Policy for Federal Financial Aid Students

Lakewood University's Satisfactory Academic Progress (SAP) policy for students receiving Federal Financial Aid is a cumulative measure of a student's academic performance and includes all terms and semesters of the student's enrollment at the University. Both quantitative and qualitative standards are used to evaluate SAP.

Lakewood University evaluates a student's SAP at the end of each semester, term, or payment period for students receiving federal financial aid. Lakewood University will notify any student who is failing to achieve SAP standards in writing. The following chart provides the minimum quantitative and qualitative requirements:

Undergraduate Academic Status Requirement	Academic Status
2.0 cumulative GPA or Above with Weekly Engagement, Eligible for Financial Aid	Good Standing
1.9 cumulative GPA or Below without Weekly Engagement, Eligible for Financial Aid	Academic Warning
1.9 cumulative GPA or Below without Weekly Engagement after Academic Warning Issued, Dismissed from University, Ineligible for Financial Aid	Ineligible
Student successfully appeals Ineligible status and is placed on probationary period with reduced course load and required meetings with advisors. The student must meet the Good Standing requirement at the end of term to be removed from this status.	Academic Probation

Satisfactory Academic Progress (SAP) Policy

Academic Standing Policy:

Satisfactory Academic Progress (SAP) is a requirement for all students. Students receiving financial aid must also maintain SAP to remain eligible for financial aid funds as defined by the U.S Department of Education.

Minimum Standards:

Qualitative:

To remain eligible for federal financial aid you must meet the standards indicated below at the end of each semester or payment period. At the end of each semester (Summer, Fall, and Spring), you must earn the minimum number of credits and the minimum cumulative Grade Point Average. If you do not meet the minimum standards, your financial aid eligibility may be in jeopardy.

- Vocational/Certificate - Students must maintain a minimum cumulative GPA of 2.0
- Undergraduates - Students must maintain a minimum cumulative GPA of 2.0
- Graduate Programs - Students must maintain a minimum cumulative GPA of 3.0
- Regularly participate in their specified academic program by logging on to the student portal
- Turn in assignments on a weekly basis.

If a student fails to meet SAP requirements on a weekly basis, they will be placed under unsatisfactory progress. Unsatisfactory progress results in phone calls, emails, and increased support from the student's success coach. The success coach will attempt to work with the student to determine the best method to return the student in satisfactory progress.

If a student continues to make poor academic progress, that student may be placed on unacceptable progress. Unacceptable progress is a severe level of academic standing and is the last level of academic standing before disciplinary measures up to dismissal are implemented. Students on unacceptable progress will receive regular support from their student success coach and the faculty at Lakewood University to bring them back to satisfactory progress.

****Note to Veteran Students Receiving Veteran Education Benefits:** Veteran students that receive educational veteran benefits are required to remain full-time through the duration of their program. If a student

receiving VA benefits should fail to remain in full-time status, Lakewood University will submit VA Form 22-1999b to the VA notifying them of the reduction in hours/termination of their enrollment during and/or after the initial certification period. A veteran is considered full-time when completing at least 25 clock hours per week of academic activities for vocational programs or enrolled in at least 12 credit hours in the degree programs. Veterans must complete the below expected weekly progression below to ensure compliance.

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Number of Lessons Behind in Vocational Program	Academic Standing
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Pace– The quantitative requirement has two parts, (a) Required Completion Rate and (b) Maximum Timeframe.

1. **Required Completion Rate**– All students, regardless of degree, must earn 67% of all credits attempted. This is a cumulative calculation and includes credits attempted at all schools and programs before and while Lakewood University. Students who do not earn 67% of all credit hours attempted will be placed on financial aid warning, probation, or suspension depending on your history.
2. **Maximum Timeframe**– Federal regulations stipulate that the maximum time frame for an undergraduate student cannot exceed 150% of the published length of the academic program. In order to maintain satisfactory academic progress, you must complete your degree program within a certain time period. The maximum lengths of study depend on the degree you are currently pursuing. Once you reach the maximum time frame, you are no longer eligible for financial aid. Credits are counted starting with the semester you entered school, including transfer credits, even those semesters in which you did not receive financial aid. Students who have reached their maximum timeframe and have mitigating circumstances may appeal to the Financial Aid Office for a brief extension of their aid. Lakewood University requires students to progress through their program in a timely manner. i.e.: a 10-month program must be completed in 1.5 x 10 months = 15 months.
3. For an undergraduate program measured in clock hours, a period no longer than 150 percent of the published length of the program as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time. (Note that a student in a clock hour program cannot receive aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.) i.e. a 900 clock hour program can be completed in 9 months, students are permitted up to 13 months from date of enrollment. Lakewood University requires 66.67% attendance for a maximum timeframe of 150%.
4. For a graduate program, a period the school defines that is based on the length of the program

Assignment Policy for Federal Financial Aid Students

Lakewood University's Satisfactory Academic Progress (SAP) policy for students receiving Federal Financial Aid is a cumulative measure of a student's academic performance and includes all terms and semesters of the student's enrollment at the University. Both quantitative and qualitative standards are used to evaluate SAP.

Lakewood University evaluates a student's SAP at the end of each semester, term, or payment period for students receiving federal financial aid. Lakewood University will notify any student who is failing to achieve SAP standards in writing. The following chart provides the minimum quantitative and qualitative requirements:

Undergraduate Academic Status Requirement	Academic Status
2.0 cumulative GPA or Above with Weekly Engagement, Eligible for Financial Aid	Good Standing
1.9 cumulative GPA or Below without Weekly Engagement, Eligible for Financial Aid	Academic Warning
1.9 cumulative GPA or Below without Weekly Engagement after Academic Warning Issued, Dismissed from University, Ineligible for Financial Aid	Ineligible
Student successfully appeals Ineligible status and is placed on probationary period with reduced course load and required meetings with advisors. The student must meet the Good Standing requirement at the end of term to be removed from this status.	Academic Probation

Failure To Meet Requirements

Academic Dismissal:

Lakewood University reserves the right to dismiss students whose academic progress is substandard. Factors considered will include, but are not limited to, the number of failing grades, past academic performance, the number of withdrawn courses, and the probability of achieving good standing classification within a reasonable time frame. Students are subject to academic dismissal (without a review period) from the program for a full calendar year if their GPA falls below 1.0 or if they withdraw from the majority of courses attempted within the last 12 credit hours.

Appeal or reinstatement from academic dismissal shall be made to the Academic Appeals Committee as directed by the Dean.

Student Dismissal

Students who: (1) fail to adhere to Lakewood University's academic standing policy; (2) fail to pay their tuition; (3) or fail to follow Lakewood University's policies, procedures, or bylaws; or do not follow the required course progression policy, will be dismissed from Lakewood University.

Any student who is inactive (has not logged in or submitted work for 21 days or more), and is one lesson behind or more, that student will be academically dismissed. The student may appeal the dismissal. The dismissed student has three days to submit the dismissal to the Academic Dean. During these three days, the student will also be given an opportunity to complete additional work.

Multiple Dismissal Policy

If the student's petition/dismissal process is initiated more than two times within six months, the student will be dismissed immediately. There will be no opportunity for petition or appeal. If a student is dismissed because of violating this policy, the student may be eligible for re-enrollment, per the re-enrollment policy. Keep in mind that this re-enrollment does not reset or erase the previous dismissals. Therefore, if dismissal is begun again, it will be added to the previous count.

Inactivity Reversal

As outlined in the student dismissal policy, a student will be dismissed if they are at least one lesson behind and have been inactive for twenty-one or more days. If a student becomes active (logging in the student portal and completing a full lesson or module, within the twenty-one-day period) prior to the established deadline.

The student must do so within twenty-one days. If they do not meet this requirement, they will be academically dismissed.

Referral/Assistance Policy

Each week the student success team will assess the student body. The success coach will suggest resources or specific assistance, when needed. When a student displays repeated examples of deficient performance (failing test grades or assignments in multiple lessons), the student is expected to use the suggested resources and make improvements.

If action is not taken by the student within fourteen days, they will be sent a warning email. If this continues until the end of the twenty-first day, the student will be academically dismissed.

SAP Statuses:

The school evaluates Satisfactory Academic Progress at the end of each semester / payment period.

Financial Aid Warning -You will be placed on “Financial Aid Warning” status for one term or payment period if you fail to meet the required GPA and/or overall credit/clock hour completion standards. You will be required to complete an academic plan with your advisor. Note: Students on ‘Financial Aid Warning ’ are eligible for financial aid.

Financial Aid Suspension - If the student is not meeting Satisfactory Academic Progress at the end of the Financial Aid Warning Period, the student will be placed on Financial Aid Suspension, with a loss of Title IV funding and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV eligibility. During this period the students will not be eligible to receive Title IV funds, but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of Financial Aid Suspension status.

To be removed from ‘Financial Aid Warning’ you must attain the required cumulative GPA and/or credit completion rate by the end of your ‘Financial Aid Warning” period.

Appeals-Students have the right to appeal their suspension status based on non-academic, mitigating circumstances. The student must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

The student must describe any unusual circumstance(s) that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury, hospitalization or illness of the student or other special circumstance. The student must provide supporting documents and describe in writing any unusual circumstance(s) that the student believes deserve special consideration.

The student has five (5) days to institution an appeal. The appeal must be given to Academic Appeals Committee to make a decision on the appeal.

Once the Academic Appeals Committee receives the appeal, they will evaluate the appeal and provide a

decision within ten (10) business days. The Dean will notify the student in writing of the decision and that decision is final.

Students may appeal Financial Aid Suspension only once.

Suspension due to not meeting GPA or completion standards: To appeal a financial aid suspension, students must complete the Satisfactory Academic Progress Appeal. The appeal form is available in the Office of Financial Aid.

Suspension due to reaching Maximum Timeframe: To appeal a maximum timeframe suspension, students must complete the Maximum Timeframe Appeal form. The student will also be required to follow an approved Academic Plan that will be set up by your Advisor. The Maximum Timeframe Appeal form is available in the Office of Financial Aid.

Financial Aid Probation– Students who are placed on “Financial Aid Probation” are those who have failed their ‘Financial Aid Warning’ period and had their appeal of Financial Aid Suspension approved. Note: Students on ‘Financial Aid Probation’ are eligible for financial aid.

If Financial Aid Probation Status is granted, the student will regain Title IV eligibility for the next eligible payment period only. The student must be making SAP at the end of the payment period to regain Title IV funding for the next payment period.

- To be removed from ‘Financial Aid Probation’ you must attain the required cumulative GPA and/or credit completion rate by the end of the ‘Financial Aid Probation’ period.

Near Maximum Timeframe status– Once your record shows you have attempted more than 110% of your undergraduate degree requirements, you will be placed on ‘Near Maximum Timeframe’ status. This status means that you are approaching the maximum timeframe for your degree program. Note: You are still eligible for aid but will be required to complete and follow an academic plan.

Exceeded Maximum Timeframe status– Once you have attempted credits in excess of 150% of your attempted credits for your program, you will be placed in ‘Exceeded Maximum Timeframe’ status. Note: You are

NOT eligible for financial aid and will be required to personally pay for any additional semesters necessary. You may be able to complete an academic plan if you have one semester remaining.

Notification of Eligibility-The minimum progress standards will be checked after each semester of enrollment (Summer, Fall and Spring). If you do not meet the minimum requirements AND you have been placed in either 'Suspension' or 'Exceeded Maximum Timeframe' status, refer to the "Appeals" or "Re-establishing" section.

Re-establishing Eligibility-Students suspended from financial aid eligibility may regain eligibility for financial aid by enrolling at their own expense and after attaining the Satisfactory Academic Progress standards. This may require enrollment in multiple semesters at Lakewood University. Student returns to good standing only after meeting SAP standards. After meeting these standards, the student is no longer on suspension and is eligible to receive financial aid. Suspended students may also regain financial aid eligibility if a Satisfactory Academic Progress appeal is approved. Students who have appeals approved will be placed on one semester of Probation and are required to follow an Academic Plan.

Program Changes:

Change in Program: Students in compliance with Lakewood University Satisfactory Academic Progress policy may change their program of study and remain eligible for financial aid. The maximum timeframe for financial aid will include all credits the student has attempted including those not applicable to the new program.

Additional Program of Study: A student that has completed a degree or diploma program may be eligible for additional financial aid to complete another program of study. The maximum timeframe will still apply, and students may need to submit a Timeframe Appeal to the Office of Financial Aid.

Credits Attempted

Credits attempted include all credits enrolled in for a given semester.

Remedial credits are included in your total hours attempted and, if successfully completed, credits earned. You can only receive financial aid for 30 remedial credits while taking only remedial credits.

Once the limit is reached, your financial aid eligibility will only be based on program required classes that you are enrolled in.

Repeated courses count against your maximum timeframe (total attempted credits) and reduce your completion rate because they count as earned credits only once. The higher grade will only be counted in the GPA.

Transfer credits count toward your maximum timeframe and your completion rate.

Treatment of Grades

Attempted-Not Earned Credits: I (incomplete) and W (withdrawn) are counted as credits attempted but not successfully completed.

Attempted-Earned Credits: Letter grades of A, B, C, D, F count as completed credits.

Grade Point Average: Grade Point Average (GPA) is calculated using a grade point value for grades A, B, C, D, F. An Incomplete Grade is equal to zero quality points when calculating a student's GPA.

Incomplete Grade: A grade of I (incomplete) may be assigned at the discretion of the instructor. A grade of I is a temporary grade and will automatically become an F grade after 30 days.

A grade of I (Incomplete) will not be considered when measuring qualitative or quantitative standards of satisfactory academic progress. Once the I (Incomplete) grade is replaced by a final grade, it will be used in calculating the student's satisfactory academic progress.

Audited Courses: Audited credits are not financial aid eligible and are excluded from academic progress calculations.

Withdrawal-passing vs Withdrawal-failing grades are not applicable to Lakewood University

Consortium Credits: Consortium credits are included in financial aid academic progress calculations.

Remedial Credits: Students may receive financial aid for up to 30 remedial credits. These credits are included in academic progress calculations

Repeated Credits: Students may repeat a class once to review course material or improve a grade. Repeated credits are included in the completion rate and

maximum timeframe calculations. All grades remain on the transcript. Only the highest grade recorded is included in the GPA calculation

Transfer Credits: Transfer credits (earned at another University and accepted by Lakewood University) are excluded from the GPA calculation but included in the completion rate and maximum timeframe calculations. All transfer clock hours will be counted as both clock hours attempted and clock hours completed. All transfer credits will be counted as both credits attempted and credits completed.

Withdrawals: A W is assigned when a student withdraws from a class after the drop period for the semester has ended. W grades are considered attempted but not successfully completed credits. Grades of W do not impact the GPA calculation, but do negatively impact the completion rate and the maximum timeframe calculations

Failure To Meet Requirements Academic Dismissal:

Lakewood University reserves the right to dismiss students whose academic progress is substandard. Factors considered will include, but are not limited to, the number of failing grades, past academic performance, the number of withdrawn courses, and the probability of achieving good standing classification within a reasonable time frame. Students are subject to academic dismissal (without a review period) from the program for a full calendar year if their GPA falls below 1.0 or if they withdraw from the majority of courses attempted within the last 12 credit hours.

Appeal or reinstatement from academic dismissal shall be made to the Academic Appeals Committee as directed by the Dean.

Student Dismissal

Students who: (1) fail to adhere to Lakewood University's academic standing policy; (2) fail to pay their tuition; (3) or fail to follow Lakewood University's policies, procedures, or bylaws; or do not follow the required course progression policy, will be dismissed from Lakewood University.

Any student who is inactive (has not logged in or submitted work for 21 days or more), and is one lesson behind or more, that student will be academically dismissed. The student may appeal the dismissal. The dismissed student has three days to submit the dismissal

to the Academic Dean. During these three days, the student will also be given an opportunity to complete additional work.

Multiple Dismissal Policy

If the student's petition/dismissal process is initiated more than two times within six months, the student will be dismissed immediately. There will be no opportunity for petition or appeal. If a student is dismissed because of violating this policy, the student may be eligible for re-enrollment, per the re-enrollment policy. Keep in mind that this re-enrollment does not reset or erase the previous dismissals. Therefore, if dismissal is begun again, it will be added to the previous count.

Inactivity Reversal

As outlined in the student dismissal policy, a student will be dismissed if they are at least one lesson behind and have been inactive for twenty-one or more days. If a student becomes active (logging in the student portal and completing a full lesson or module, within the twenty-one-day period) prior to the established deadline.

The student must do so within twenty-one days. If they do not meet this requirement, they will be academically dismissed.

Referral/Assistance Policy

Each week the student success team will assess the student body. The success coach will suggest resources or specific assistance, when needed. When a student displays repeated examples of deficient performance (failing test grades or assignments in multiple lessons), the student is expected to use the suggested resources and make improvements.

If action is not taken by the student within fourteen days, they will be sent a warning email. If this continues until the end of the twenty-first day, the student will be academically dismissed.

SAP Statuses:

Financial Aid Warning (Academic Plan)-You will be placed on Financial Aid 'Warning Academic Plan' status for one term if you fail to meet the required GPA and/or overall credit completion standards. You will be required to complete an academic plan with your advisor. *Note: Students on 'Warning Academic Plan' are eligible for financial aid.*

- To be removed from 'Warning Academic Plan' you must attain the required cumulative GPA and/or credit completion rate by the end of your 'Warning Academic Plan' period.
- 'Warning Academic Plan' will remain in effect if you continue to meet the requirements specified by the academic plan and achieve a 2.0 term GPA and have a 67% term completion rate.

Financial Aid Suspension – You will be placed on Financial Aid 'Suspension' if you meet any of the following:

- Fail to comply during 'Probation' period
- Fail to have an approved academic appeal
- Fail to follow your academic plan

Note: Students on 'Suspension' are NOT eligible for financial aid.

Financial Aid Probation – Students who are placed on Financial Aid 'Probation' are those who have failed their 'Warning' period and have an approved academic appeal. **Note:** Students on 'Probation' are eligible for financial aid.

- To be removed from 'Probation' you must attain the required cumulative GPA and/or credit completion rate by the end of your 'Probation' period.

Near Maximum Timeframe status – Once your record shows you have attempted more than 110% of your undergraduate degree requirements; you will be placed on 'Near Maximum Timeframe' status. This status means that you are approaching the maximum timeframe for your degree program. **Note:** You are still eligible for aid but will be required to complete and follow an academic plan.

Exceeded Maximum Timeframe status – Once you have attempted credits in excess of 150% of your attempted credits for your program, you will be placed in 'Exceeded Maximum Timeframe' status. **Note:** You are NOT eligible for financial aid and will be required to personally pay for any additional semesters necessary. You may be able to complete an academic plan if you have one semester remaining.

Notification of Eligibility -The minimum progress standards will be checked after each semester of enrollment (Summer, Fall and Spring). If you do not meet the minimum requirements AND you have been placed in either 'Suspension' or 'Exceeded Maximum Timeframe' status, refer to the "Appeals" or "Re-establishing" section.

Re-establishing Eligibility -Students suspended from financial aid eligibility may regain eligibility for financial aid by enrolling at their own expense and after attaining the Satisfactory Academic Progress standards. This may require enrollment in multiple semesters at Lakewood University. Student returns to good standing only after meeting SAP standards. After meeting these standards, the student is no longer on suspension and is eligible to receive financial aid. Suspended students may also regain financial aid eligibility if a Satisfactory Academic Progress appeal is approved. Students who have appeals approved will be placed on one semester of Probation and are required to follow an Academic Plan.

Appeals -Students have the right to appeal their suspension status based on non-academic, mitigating circumstances (i.e. death of an immediate family member, an extended illness, hospitalization, or injury of the student). All appeals require third party documentation. Students may appeal Financial Aid Suspension only once.

Suspension due to not meeting GPA or completion standards: To appeal a financial aid suspension, students must complete the Satisfactory Academic Progress Appeal. The appeal form is available in the Office of Financial Aid.

Suspension due to reaching Maximum Timeframe: To appeal a maximum timeframe suspension, students must complete the Maximum Timeframe Appeal form. The student will also be required to follow an approved Academic Plan that will be set up by your Advisor. The Maximum Timeframe Appeal form is available in the Office of Financial Aid.

Attendance Policy

For an undergraduate program measured in clock hours, a period no longer than 150 percent of the published length of the program as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time. (Note that a student in a clock hour program cannot receive aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.) i.e., a 900 clock hour program can be completed in 9 months, students are permitted up to 13 months from date of enrollment. Lakewood University requires 66.67% attendance for a maximum timeframe of 150%.

Verification Policy

Verification

A student's Free Application for Federal Student Aid (FAFSA) may be selected by the U.S. Department of Education for a process called "verification" to verify the information on the application. Students must provide truthful and accurate information. Students who are selected for verification will be contacted by Lakewood University's Financial Aid Office and given a verification worksheet that includes specific requirements, deadlines, and consequences of non-compliance. To complete verification and remain eligible for financial aid, the student must submit the verification worksheet as well as tax/ income information as directed by the Financial Aid Office.

For more information regarding the policies and procedures of verification, please contact Lakewood University's Financial Aid Office 800-517-0857 x 734.

7.1 Verification

7.1.1 Selection of Applicants to be Verified.

Lakewood University verifies any ISIR that is selected by the Department of Education. The only exception to this is when a student's ISIR is selected for verification after they are no longer enrolled for the current academic year and aid received when they were enrolled has already been disbursed. Any professional judgment requests, change of dependency requests, unusual circumstances or conflicting information could be manually selected for verification by the school. Any professional judgment requests or change of dependency requests must be submitted to the Financial Aid Office.

7.1.2 Acceptable Documentation & Forms

The collection of documents must be uniform and consistent, across the student population.

Students selected for verification will be required to submit specific forms to the financial aid office. Forms that could be required include but are not limited to:

- Verification Worksheet
- Parent/Student Tax Return Transcript
- Parent/Student W-2s
- No W-2 Form
- Low Income/Non-Tax Filer form
- SNAP/Food Stamps Document
- Child Support Paid Document
- Untaxed Income Document
- Statement of Educational Purpose
- Unaccompanied Youth Form
- Ineligible PLUS Borrower Form
- Statement for Previous Loan Discharge
- Special Circumstances Form
- Dependency Change Request Form
- Texas Residency Form
- Financial Aid Suspension Appeal Form

7.1.3 Data Elements to be Verified

The Department of ED has long stated that financial aid administrators must judge when a given circumstance might reasonably constitute conflicting information and that FAAs do not have to be tax experts when dealing with information reported by students and parents.

Adjusted gross income, US Income tax paid, household size, number enrolled in

college and certain untaxed income and benefits, along with other data elements must be verified and selected and verified for each student.

FAAs are required to know whether or not an individual was required to file a tax return; what an individual's correct filing status should be; and that an individual cannot be claimed as an exemption by more than one person.

Information from the Verification Worksheet is used to compare what is submitted on the FAFSA. Corrections will be made from the worksheet to the ISIR by the FAA. Tax documents must be reviewed line by line to ensure the information on the FAFSA matches the taxes. W2s will be reviewed to ensure everything matches the FAFSA, including any contributions to a tax-deferred pension or savings plan.

7.1.4 Conflicting & Inaccurate Information

Upon learning of a discrepancy between the FAFSA and verification documents, the school is required to correct the information.

The university is required to update the correct information on the ISIR. The school may do so by submitting corrections through FAA Access to CPS, online. All conflicting information must be resolved before the student can be packaged and have aid disbursed.

7.1.5 Student Notification of Verification Changes

When an error is found during verification, the school will provide guidance to the student on how to correct the error.

If the error changes the student's award that was initially packaged, then the system will generate a revised award letter to notify the student of their change in eligibility.

7.1.6 Awarding & Disbursement of Funds During Verification

Lakewood University chooses not to award students until required verification, or any other required resolution has been completed. This also means that students will not have any FAFSA based awards disbursed prior to required verification being complete. It is important for students to submit any required documents as soon as possible so that their award and disbursement is not delayed any longer than

necessary.

7.2 Database Matches, Reject Codes, & C-Codes Clearance

There are a variety of issues that can appear on a student's ISIR that must be resolved prior to awarding financial aid. These can include database matches, reject codes and comment codes (C-Codes). When importing a new ISIR into Campus Ivy, the system loads required documents based on any issues that require resolution. These documents are set up each academic year based on any changes from the prior year. Students are informed of the documents they need to submit or steps to complete the required resolution. Financial Aid Office staff members (typically counselors) process all documents until the required resolution is complete. Once completed, all documents are signed off in Campus Ivy and the student is then awarded the aid that they are eligible to receive.

Therefore, in the awarding of federal aid, the Lakewood University Financial Aid Offices follows an automatic awarding and packaging strategy. Each award type is programmed into the Campus Ivy software to award eligible students based on that year's federal regulations. This also helps ensure that students are not awarded until verification is complete and all missing documents are resolved. For example, students are awarded Pell grant based on Pell grant award queries in Campus Ivy and the Pell chart/table which is imported into Campus Ivy. Student loans are typically automatically awarded based on dependency status and lifetime limit data from the student's ISIR as well as grade level information from the student's academic record in Campus Ivy.

AWARDING OF TITLE IV, HEA FUNDS

All Title IV funds are awarded based on the information received from the FAFSA. Prospective students must enroll in an eligible program at an eligible institution and complete the FAFSA, which can be found at www.fafsa.ed.gov.

The Financial Aid office will check NSLDS to be sure the student is not in default and/or does not owe a refund on a grant from another school. It is also important to check NSLDS to see if a student has received Title IV aid for the same academic year at another institution.

The Financial Aid office also checks COD for the Pell LEU (Lifetime Eligibility Used) to see how much Pell the student has already used. A student may only receive 600% of Pell, a student may not be packaged with Pell if they are over the limit. If the student is near the limit, the financial aid package can only show Pell in an amount that would not exceed 600% (including the previously received Pell). It also checks all "C" codes, verification flags, etc.

All Financial Aid is based on the Cost of Attendance at the school. The Cost of Attendance consists of Tuition, Fees, Books, Supplies, Room and Board, Transportation and Personal Expenses. The Cost of Attendance for our school is given to us by our third-party servicer Campus Ivy, who uses the federal guidelines. The Financial Aid Office will use the Campus Ivy software to determine the financial aid available.

The general rule in packaging is that the student's total financial aid must not exceed the student's financial need (Need = Cost of Attendance (both direct and indirect costs) minus the EFC) the need will be filled with various financial aid programs.

The Financial Aid office makes sure the ISIR has correct information – Name, Social Security # - Date of Birth – address – telephone number as that information will be needed to process financial aid.

- $COA - EFC = NEED$
- The sum of all need-based awards will not exceed the need of the student
- The sum of all awards (need and non-need) will not exceed the COA

- Pell Grants will be automatically awarded based on the Estimated Family Contribution (EFC) that was received with the FAFSA.
- Any Scholarship expected to be received by the student must be disclosed by the student and then be calculated into the student financial aid package.
- Direct Subsidized and Unsubsidized Loans will be awarded based on the student's need. The school will not award loans unless the student requests the loans. The school award loans and give students requested loans. You can sit with a student and suggest they do not borrow more than they need.
- Direct Plus Loan is a non-need-based loan and the amount to be awarded will be based on the COA minus any financial aid. The parent must pass a credit check to get a PLUS loan..

When the student starts classes, the school's Financial Aid office will request the first Pell disbursement using the Campus Ivy Software, including all needed information for Campus Ivy to request in turn the funds (G5).

After 30 days from the student's start date and after the student completes the Master Promissory Note, the

school's Financial Aid requests the loan using the Campus Ivy program including all needed information for Campus Ivy to request in turn the funds (G5).

Note: Pell Grants, Direct Subsidized Loans, and Direct Unsubsidized Loans have amount limits established by the regulatory agencies.

Federal Financial Aid Refunds-Return of Title IV Funds Policy

Lakewood University is required to return federal financial aid funds for students who are withdrawn from school before completing the semester. In order to receive 100% of federal financial aid you must complete 60% of the semester. The Return of Title IV calculation is a federally mandated formula to determine how much federal funding was "earned" up to the time of withdrawal.

A pro rata schedule is used to determine the amount of Title IV assistance funding the student has earned at the time of withdrawal. (Sample return of Title IV calculations are available from the Financial Aid Office.)

To determine the amount of aid you earned up to the time of withdrawal, Lakewood University's Office of Financial Aid will determine the percentage of the semester you attended. The percentage used to determine the return of federal student aid funds is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks of more than five consecutive days are excluded. The resulting percentage is then used along with your school costs and total federal funds that you received (funds that were disbursed directly to your school student account and possibly refunded to you) or that you were eligible to receive, to determine the amount of aid that you are allowed to keep.

Once the calculation of the Return of Title IV funds (R2T4) is completed, the amount (if any) of unearned funds are returned to the U.S. Department of Education.

The student must return the difference, if any, between the amount of unearned aid and the amount the College must return. In most circumstances, when the student receives Title IV assistance greater than the amount of institutional charges, the student will more than likely be required to return some or all of the funds. However, if a student is required to return grant funds, he or she is given special consideration by the U.S. Department of Education and the grant amount that is due for return is

reduced by half. For any federal student funds owed, the student must repay in accordance with the terms of repayment.

Students who have federal funds returned and owe money to Lakewood University are notified by email and a balance hold is placed on the account.

Order of return of Title IV funds

Ineligible aid must be returned within 45 days following the withdraw date or the date the school learned the student failed to earn a passing grade. The University is required to return aid not earned in the following order, up to the net amount disbursed from each course:

- Unsubsidized Federal Direct Loan
- Subsidized Federal Direct Loan
- Plus Federal Direct Loan
- Federal Pell Grants
- Federal SEOG

The University must return the lesser of the following:

- The amount of federal student aid program funds that the student does not earn.
- The amount of institutional costs that the student incurred for the payment period (or period of enrollment multiplied by the percentage of funds that was not earned).

Post-Withdrawal Disbursements

A student may be eligible for a post-withdrawal disbursement if, prior to withdrawing, the student earned more federal financial aid than was disbursed. If a student is eligible for a post-withdrawal disbursement for Title IV funds, it will be processed for the student and a refund will be issued within 14 days of the credit balance.

Lakewood University may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees. However, the school needs the student's permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not give his/her permission, the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce the student's debt at the school.

Accepting the disbursement of grant funds will reduce the remaining amount of grant funds available to the student should the student continue his/her education later.

If outstanding charges (“Institutional Charges”) exist on the student’s account, the institution may credit the student’s account with all or a portion of the “Post-Withdrawal Disbursement” up to the amount of outstanding charges. In the case of a Direct Stafford or Perkins Loan, the institution must receive a signed notification from the student (or parent in the case of a PLUS Loan) that they would like additional loan funds disbursed. This will also provide an opportunity for the borrower to cancel all or a portion of the loan.

The institution must offer any amount of a post-withdrawal disbursement within 30 days of the “Date of Determination” to the student or parent. This must be done by providing a written notification to the student or parent. The written notification must identify the type and amount of the Title IV funds that make up the “Post-Withdrawal Disbursement”. It must further explain that they must either accept or decline some or all of the “Post-Withdrawal Disbursement.” The student or parent will have 14 days to respond to either accept or decline the loan funds. If the PWD is accepted by the student and/or parent, the institution has 45 days for grants and 180 days for loans from the “Date of Determination” to disburse the funds. If they never respond to the notification, the institution cannot disburse the loan funds. If the student and/or parents respond

after the notification period, the institution may disburse the funds or decline to do so at its own discretion. If the response is after the notification period and the institution chooses not to disburse the funds, the institution must inform the student or parent electronically or in writing of their decision.

A “Post Withdrawal Disbursement” must be made from available grant funds first, before taking available loan funds. No permission is required to disburse Grant funds.

Written Notification Offer of A Post-Withdrawal Disbursement: A written offer to a student (or Parent in the case of a PLUS Loan) of any amount of a “Post-Withdrawal Disbursement” that could be refunded to

the student (or Parent). The notification must be sent within 30 days of the “Date of The Institutions Determination That the Student Withdrew” and must include all the items identified in the Federal Regulations.

Semester Withdrawal

Official Withdrawal: A student must contact Student Services verbally or in writing to withdraw. For tuition and financial aid refunds:

Degree Programs: Date Student Services is notified is considered the withdrawal date.

Clock Hour Programs: Date of the last academic attendance is considered the withdrawal date.

Unofficial Withdrawal: Any student that does not provide notice of leaving is considered an unofficial withdrawal. The student’s last date of attendance or participation in an academic activity will be used to calculate the Return of Title IV funds.

When a student withdraws from Lakewood University, the Financial Aid Office will review the official date of withdrawal and compare the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator).

Program Changes:

Change in Program: Students in compliance with Lakewood University Satisfactory Academic Progress policy may change their program of study and remain eligible for financial aid. The maximum timeframe for financial aid will include all credits the student has attempted including those not applicable to the new program.

Additional Program of Study: A student that has completed a degree or diploma program may be eligible for additional financial aid to complete another program of study. The maximum timeframe will still apply, and students may need to submit a Timeframe Appeal to the Office of Financial Aid.

Credits Attempted

Credits attempted include all credits enrolled in for a given semester.

Remedial credits are included in your total hours attempted and, if successfully completed, credits earned. You can only receive financial aid for 30 remedial credits while taking only remedial credits. Once the limit is reached, your financial aid eligibility will only be based on program required classes that you are enrolled in.

Repeated courses count against your maximum timeframe (total attempted credits) and reduce your completion rate because they count as earned credits only once. The higher grade will only be counted in the GPA.

Transfer credits count toward your maximum timeframe and your completion rate.

Treatment of Grades

Attempted-Not Earned Credits: I (incomplete) and W (withdrawn) are counted as credits attempted but not successfully completed

Attempted-Earned Credits: Letter grades of A, B, C, D, F count as completed credits

Grade Point Average: Grade Point Average (GPA) is calculated using a grade point value for grades A, B, C, D, F

Incomplete Grade: A grade of I (incomplete) may be assigned at the discretion of the instructor. A grade of I is a temporary grade and will automatically become an F grade after 30 days

Audited Courses: Audited credits are not financial aid eligible and are excluded from academic progress calculations

Withdrawal-passing vs Withdrawal-failing grades are not applicable to Lakewood University

Consortium Credits: Consortium credits are included in financial aid academic progress calculations

Remedial Credits: Students may receive financial aid for up to 30 remedial credits. These credits are included in academic progress calculations

Repeated Credits: Students may repeat a class once to review course material or improve a grade. Repeated credits are included in the completion rate and maximum timeframe calculations. All grades remain on the transcript. Only the highest grade recorded is included in the GPA calculation

Transfer Credits: Transfer credits (earned at another University and accepted by Lakewood University) are excluded from the GPA calculation, but included in the completion rate and maximum timeframe calculations

Withdrawals: A W is assigned when a student withdraws from a class after the drop period for the semester has ended. W grades are considered attempted but not successfully completed credits. Grades of W do not impact the GPA calculation, but do negatively impact the completion rate and the maximum timeframe calculations

Verification

A student's Free Application for Federal Student Aid (FAFSA) may be selected by the U.S. Department of Education for a process called "verification" to verify the information on the application. Students must provide truthful and accurate information. Students who are selected for verification will be contacted by Lakewood University's Financial Aid Office and given a verification worksheet that includes specific requirements, deadlines and consequences of non-compliance. To complete verification and remain eligible for financial aid, the student must submit the verification worksheet as well as tax/ income information as directed by the Financial Aid Office.

For more information regarding the policies and procedures of verification, please contact Lakewood University's Financial Aid Office 800-517-0857 x 734.

Federal Financial Aid Refunds-Return of Title IV Funds Policy

Lakewood University is required to return federal financial aid funds for students who are withdrawn from school before completing the semester. In order to receive 100% of federal financial aid you must complete 60% of the semester. The Return of Title IV calculation is a federally mandated formula to determine how much federal funding was "earned" up to the time of withdrawal.

A pro rata schedule is used to determine the amount of Title IV assistance funding the student has earned at the time of withdrawal. (Sample return of Title IV calculations are available from the Financial Aid Office.)

To determine the amount of aid you earned up to the time of withdrawal, Lakewood University's Office of Financial Aid will determine the percentage of the semester you attended. The percentage used to determine the return of federal student aid funds is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks of more than five

consecutive days are excluded. The resulting percentage is then used along with your school costs and total federal funds that you received (funds that were disbursed directly to your school student account and possibly refunded to you) or that you were eligible to receive, to determine the amount of aid that you are allowed to keep.

Once the calculation of the return of Title IV funds (R2T4) is completed, the amount (if any) of unearned funds are returned to the U.S. Department of Education. Students who have federal funds returned and owe money to Lakewood University are notified by email and a balance hold is placed on the account. For any federal student funds owed, the student must repay in accordance with the terms of repayment.

Order of return of Title IV funds

Ineligible aid must be returned within 45 days following the withdraw date or the date the school learned the student failed to earn a passing grade. The University is required to return aid not earned in the following order, up to the net amount disbursed from each course:

- Federal Pell Grants
- Federal SEOG

The University must return the lesser of the following:

- The amount of federal student aid program funds that the student does not earn.
- The amount of institutional costs that the student incurred for the payment period (or period of enrollment multiplied by the percentage of funds that was not earned).

Post-Withdrawal Disbursements

A student may be eligible for a post-withdrawal disbursement if, prior to withdrawing, the student earned more federal financial aid than was disbursed. If a student is eligible for a post-withdrawal disbursement for Title IV funds, it will be processed for the student and a refund will be issued within 14 days of the credit balance.

Lakewood University may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees. However, the school needs the student's permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not give his/her permission, the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce the student's debt at the school.

Accepting the disbursement of grant funds will reduce the remaining amount of grant funds available to the student should the student continue his/her education later.

Semester Withdrawal

Official Withdrawal: A student must contact Student Services verbally or in writing to withdraw. For tuition and financial aid refunds:

Degree Programs: date Student Services is notified is considered the withdrawal date

Clock Hour Programs: date of the last academic attendance is considered the withdrawal date

Unofficial Withdrawal: Any student that does not provide notice of leaving is considered an unofficial withdrawal. The student's last date of attendance or participation in an academic activity will be used to calculate the Return of Title IV funds.

When a student withdraws from Lakewood University, the Financial Aid Office will review the official date of withdrawal and compare the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator).

Credit Balances

Title IV Credit Balance is reconciled within 14 calendar days of the creation of the credit through one of the following:

- Holding funding until end of academic year if an authorization has been received
- Payment by EFT (direct deposit into students bank account) if an authorization has been received
- Payment by check to student if prior two bullets do not apply

If a non-Title IV credit balance exists, reconciliation will be completed based on the last method of payment received which created the credit within 21 days.

Academic Calendar

Registration Dates

Non-Degree Students

Lakewood University has rolling admissions, or daily start dates for students enrolling within a certificate or diploma program.

Start dates for the 2022 – 2023 academic year are as follows:

Monday, January 2, 2023
Monday, January 9, 2023
Monday, January 16, 2023
Monday, January 23, 2023
Monday, January 30, 2023
Monday, February 6, 2023
Monday, February 13, 2023
Monday, February 20, 2023
Monday, February 27, 2023
Monday, March 6, 2023
Monday, March 13, 2023
Monday, March 20, 2023
Monday, March 27, 2023
Monday, April 3, 2023
Monday, April 10, 2023
Monday, April 17, 2023
Monday, April 24, 2023
Monday, May 1, 2023
Monday, May 8, 2023
Monday, May 15, 2023
Monday, May 22, 2023
Monday, May 29, 2023
Monday, June 5, 2023
Monday, June 12, 2023
Monday, June 19, 2023
Monday, June 26, 2023
Monday, July 3, 2023
Monday, July 10, 2023
Monday, July 17, 2023
Monday, July 24, 2023
Monday, July 31, 2023
Monday, August 7, 2023
Monday, August 14, 2023
Monday, August 21, 2023
Monday, August 28, 2023
Monday, September 4, 2023
Monday, September 11, 2023
Monday, September 18, 2023
Monday, September 25, 2023
Monday, October 2, 2023
Monday, October 9, 2023
Monday, October 16, 2023
Monday, October 23, 2023
Monday, October 30, 2023
Monday, November 6, 2023
Monday, November 13, 2023
Monday, November 20, 2023
Monday, November 27, 2023
Monday, December 4, 2023
Monday, December 11, 2023
Monday, December 18, 2023
Monday, December 25, 2023

Course Schedules

Due to the flexible nature of Lakewood University's programs, coupled with rolling admission practices, student's program start and end dates will vary among themselves. Every academic program at Lakewood University has a specified start and end date recommended for program completion. Upon enrollment, students will receive an enrollment agreement that outlines the start and end date of their program. Veteran and Associate Degree students must select a start date from one of the approved term start dates provided by the University. Non-degree students must select a start date within thirty (30) days of completing their admissions application. The table below outlines the allotted program completion length for the degree and vocational programs offered at Lakewood University.

Program Completion

Program Completion Chart

Course	Start Date	End Date
All Degree Courses	Chosen from Registration date list	16 weeks from start date
Administrative Medical Assisting Certificate	Provided on Enrollment Agreement start date	16 weeks from start date
Criminal Justice Certificate	Provided on Enrollment Agreement start date	16 weeks from start date
Entrepreneurship Certificate	Provided on Enrollment Agreement start date	16 weeks from start date
Grant Writer	Provided on Enrollment Agreement start date	16 weeks from start date
Mediation Certificate	Provided on Enrollment Agreement start date	16 weeks from start date
Medical Billing Certificate	Provided on Enrollment Agreement start date	16 weeks from start date
Medical Coding Certificate	Provided on Enrollment Agreement start date	16 weeks from start date
Motivational Speaker Certificate	Provided on Enrollment Agreement start date	16 weeks from start date
Paralegal/Legal Assistant Diploma	Provided on Enrollment Agreement start date	36 weeks from start date
Minister Certificate	Provided on Enrollment Agreement start date	16 weeks from start date
Motivational Speaker Certificate	Provided on Enrollment Agreement start date	16 weeks from start date
Pharmacy Technician Diploma	Provided on Enrollment Agreement start date	16 weeks from start date
Real Estate Management Certificate	Provided on Enrollment Agreement start date	16 weeks from start date
Combination Criminal Justice & Mediation	Provided on Enrollment Agreement start date	32 weeks from start date
Combination Mediator-Paralegal Diploma	Provided on Enrollment Agreement start date	52 weeks from start date
Combo Medical Billing & Admin Medical Assistant	Provided on Enrollment Agreement start date	32 weeks from start date
Combo Medical Coding & Admin Medical Assistant	Provided on Enrollment Agreement start date	32 weeks from start date
Combo Paralegal & Criminal Justice	Provided on Enrollment Agreement start date	32 weeks from start date
Combo Pharmacy Tech & Admin Medical Assistant	Provided on Enrollment Agreement start date	32 weeks from start date

Medical Billing and Coding Certificate	Provided on Enrollment Agreement start date	32 weeks from
Online Personal Trainer Certificate	Provided on Enrollment Agreement start date	32 weeks from
Virtual Assistant Certificate	Provided on Enrollment Agreement start date	32 weeks from
Professional Coaching Certificate	Provided on Enrollment Agreement start date	32 weeks from

Academic Policies & Procedures

The faculty and staff at Lakewood University wish to ensure the academic success of all our students. Therefore, Lakewood University has created various policies and procedures for the purpose of helping students meet their academic goals. While distance education allows for flexibility in learning, Lakewood University adheres to the following policies and procedures to help our students adequately progress through their academic program of choice:

Grading Policy

At Lakewood University, students are required to maintain a minimum grade point average (G.P.A.) of 2.00 or better to remain in satisfactory progress. The faculty and staff at Lakewood University believe that before entering their new profession, a graduate of Lakewood University must have at least a satisfactory understanding of their new profession. Therefore, a cumulative G.P.A. of 2.0 is required for all students at Lakewood University whether they are in degree or non-degree programs.

Lakewood University faculty are required to post a student's grades within seven (7) days of assignment submission, and within seven days of the course completion date. Afterwards, students will be able to log-on to the student portal and view their grade report. Grade reports indicate the date of assignment submission, date of exam completion, date of assignment feedback and feedback comments, courses taken, credits received, and the grades assigned.

No grades will be given to a student over the phone. If a student has a past due balance on their account, Lakewood University will not release the student's grades until the account is satisfied.

G.P.A. TYPE	Definition
Course G.P.A.	G.P.A. calculated based on one course only

Term G.P.A.	G.P.A. calculated based on all completed courses associated with one term only
Institutional G.P.A.	G.P.A. calculated based on all completed courses and/or programs through Lakewood University only
Cumulative G.P.A.	G.P.A. calculated based on all completed courses through Lakewood University

Grading Scale and Equivalents

Lakewood University has adopted a grading scale of "A" to "F". These grades may be assigned on individual assignments and exams, as well as the final course grade.

Grade Equivalent	Quality Points	Grade Scale
A Excellent	4.0	90 – 100
B Good	3.0	80 – 89
C Satisfactory	2.0	70 – 79
D Poor	1.0	60-69
F Failure	.00	00-59
I Incomplete	.00	N/A
W Withdraw	.00	N/A
AC Administrative Cancellation	.00	N/A
AW Administrative Withdrawal	.00	N/A
IP In Progress	.00	N/A
TC Transfer Credit	.00	N/A

Grading Criteria

A = Excellent

B = Good

C = Satisfactory

D = Poor

F = Failure

I = Incomplete Coursework will have a designed Incomplete status when the course has ended, but a final grade has not been assigned. Students are allotted 150% of the course length to complete their course. For example, if a student takes a 6-month program with us, they are allowed 9 months to complete. Students are issued an 'I' if they do not complete during the course length, they have until the end of their 150% period to achieve a grade in the course.

W = Withdrawal

Students who officially withdraw before the final withdrawal deadline will receive a "W." A "W" is not calculated into the GPA. If the student does not withdraw prior to the final withdrawal deadline, his/her grade will be calculated as points earned divided by total course points and the grade is calculated into the GPA.

AC = Administrative Cancellation

Administrative cancellation refers to a student course cancellation that is initiated by the institution.

Administrative Cancellations commonly apply to coursework that has not begun. Lakewood University may cancel students from courses for reasons which include but are not limited to:

- Not satisfying a course prerequisite
- Outstanding tuition
- Plagiarism
- Computer tampering

Students who are administratively canceled from the identified course(s) will receive the grade of AC on their academic record. The AC grade has no effect on the student's academic GPA. The student will be notified of the Administrative Cancellation to their primary email from the Office of the Registrar.

AW = Administrative Withdrawal

Administrative withdrawal refers to a student course withdrawal that is initiated by the institution.

Administrative Withdrawals commonly apply to coursework that has already begun. Lakewood University may withdraw students from courses for reasons which include but are not limited to:

- Failing to participate in classes
- Not satisfying a course prerequisite
- "Dropping out" in the middle of a term
- Plagiarism
- Computer tampering

Students who are administratively withdrawn from the identified course(s) will receive the grade of AW on their academic record. The AW grade has no effect on the student's academic GPA. The student will be notified of the Administrative Withdrawal to their primary email from the Office of the Registrar.

IP = In Progress Coursework will have a designed In Progress status while the course is in progress (during the course start and end dates). No quality points are assigned to In Progress coursework and there is no associated GPA. Grades are issued at the completion of each assignment. A final grade is issued upon completion of the entire program.

Course Progression

Both the Vocational Programs and Degree programs feature courses which are broken up by lesson. Students are encouraged to complete each lesson in chronological order. Information in each lesson build as the course progresses. Therefore, in order for students to reach their full academic potential, students should complete each lesson in chronological order. For example, students should complete lesson 1 in full before beginning lesson 2 and then complete lesson 2 in

full before beginning lesson 3, so on and so forth. All Lakewood University programs require at least one course activity per week.

Unsatisfactory Academic Performance and Repeating a Class

Degree Students

If a student earns a grade lower than a "C" in any core course, or a grade of "F" in any general education course, that course must be repeated, and the student must earn a passing grade of "C" or above. Repeating the course does not remove the previous unsatisfactory grade from the student's transcript but it does remove it from the calculation of the student's G.P.A.

Upon repeating a course, the student will be required to pay the full course tuition at the current applicable tuition rate. Students will only be permitted to repeat a course one (1) time; unless approved by the Academic Dean due to extenuating circumstances. Students may repeat no more than four (4) different courses for the duration of their academic program.

Vocational Students

If a student earns a grade lower than a "C" (69% or lower) in any non-degree program, the student will be required to re-enroll in the program and receive a "C" (70% or higher) or higher to become eligible for graduation. The student must pay the full program tuition at the current applicable tuition rate. Repeating the course does not remove the previous unsatisfactory grade from the student's transcript but it does remove it from the calculation of the student's G.P.A.

Grade Appeal Policy

Faculty assigned grades may not be appealed. However, if a student believes a grade was incorrectly posted, the student may appeal for a review in writing to the Dean. Appeals must be received within 60 days of the grade posting. The Dean's review will be final, and either result in no action (confirmation that the grade posted is accurate based on the Faculty grade assignment), or a correction to the grade in accordance with the Faculty assignment.

Dean's List Policies

Students in Degree Programs

Each Associate Degree program consists of several academic terms. A student may be eligible to make the Dean's List four times if they meet the requirements. A student must obtain a Grade Point Average (G.P.A.) of 3.6 or higher on a 4.0 scale to be eligible to make the

Dean's List upon completion of every 12 credit hours. The student must also complete each term in the allotted time given at their start date.

Student in Non-Degree Programs

Certificate and Diploma level students can be eligible to make the Dean's list twice if all requirements are met. Students must complete the first half of their program with a G.P.A. of 90% or higher average. In order to make the list twice, the student must finish the second half of their program with a G.P.A. of 90% or higher and complete their program within the allotted time given at their start date. **The Dean's list is announced once a month for eligible students. **

Proctored Exams & Other Assessments

Lakewood University provides proctoring services for all final exams for degree courses. These services are provided to students to complete their proctored exam from the comfort of their own home. When students are ready to take their final exam, please follow the instructions in your course or contact our Student Services Department for instructions to proceed.

If a student does not want to use the Lakewood University proctoring service, any additional fees for proctoring will be at the student's expense. If the student wishes to use another proctor please contact the Student Services Department at 1-800-517-0857 option 2 to have the proctor candidate complete the "Proctor Nomination Form." The proctor will need to become qualified and approved prior to administering the final exam. Please submit the required form within 2 weeks of scheduling the final proctored exam. Failure to complete this request will result in a delay in taking the final exam.

Exam Retake Policy

Non-Degree Programs

If a student receives a letter grade of "D" or lower (69% or lower) on any exam or assignment in a non-degree program, the student must retake the failed exam or assignment until they receive a passing grade of "C" or higher (70% or higher), at the discretion of the professor. When retaking an exam or assignment in a non-degree program, the maximum grade a student can receive on the exam or assignment is a "C" (70%)—regardless of whether or not the student earned a higher grade on the retake.

Degree Programs

Lakewood University does NOT permit any students in a degree program to retake exams and assignments. If a student receives a letter grade of "D" or lower (69% or lower), the grade will stand and remain as is.

Program Completion Policy

Lakewood University requires students to progress through their program in a timely manner. Timely manner is defined as taking no more than 1.5 times the program length to complete the course requirements. i.e.: a 10 month program must be completed in 1.5 x 10 months = 15 months.

Re-Enrollment

Students that exceed their program completion date, but do not request an extension within their contract termination period, will be required to re-enroll in order to complete their academic program.

Re-Enrollment for Previously Dismissed and/or Suspended Students

Stipulations for re-enrollment of a student that was dismissed by Lakewood University are determined on a case-by-case basis. Stipulations for re-enrollment will be conveyed to the student at the time of dismissal.

Extensions

Students who fail to complete their program within the designated period may request a one-time complimentary extension. Veteran students, that receive VA (Veterans Affairs) benefits, must note that a program extension does not extend the period of their educational benefits. Extension requests must be submitted to the student success team and are evaluated by the team on a case-by-case basis.

Leave of Absence

The faculty and staff at Lakewood University understand that sometimes life requires a student to take a temporary leave from their studies. If a student finds it necessary to take a temporary reprieve from their studies they may request a leave of absence for a maximum of ninety (90) days. In order to request a leave of absence a student must submit the request in writing prior to starting the leave of absence. All requests must be submitted to and approved by the Academic Dean. Requests cannot exceed ninety (90) days in a twelve (12) month period. Failure to return from the leave of absence within the approved time may result in student dismissal. Lakewood University will notify the Veteran Administration office of any approved request for veteran students. Veteran students

are encouraged to contact the Veteran Administration office to ensure that their veteran benefits will not be affected by the leave of absence.

Student Dismissal

Students who: (1) fail to adhere to Lakewood University's academic standing policy; (2) fail to pay their tuition; (3) or fail to follow Lakewood University's policies, procedures, or bylaws; or do not follow the required course progression policy, will be dismissed from Lakewood University.

Procedure for Seeking Reinstatement upon Dismissal
Petition for Reinstatement: Any student who has been dismissed from Lakewood University may petition the Academic Dean in writing for reinstatement within three (3) days of the date on the notice of dismissal. The Academic Dean will present the petition to the ethics committee for review. The Ethics Committee shall grant such petition for reinstatement only if, in the judgment of the Ethics Committee: (1) the evidence indicates that the student was not guilty of the infraction he/she was charged with; (2) or in case of an academic dismissal, the evidence indicates that the student has a substantial likelihood of academic success.

What Should a Student put in their Petition?

The Petition should contain a statement of any circumstances or misunderstandings that contributed to the dismissal and whether these circumstances still exist. In the case of academic dismissals, the petition may include any matter that supports an assessment of an acceptable performance in the continued study of the students program.

Clock Hour Policy

At Lakewood University, a clock hour is based on an amount of time, level and value of work in which a student engages in activities leading to intended learning outcomes established and measured by Lakewood University faculty as evidence of student achievement.

In an online class, the student is an active participant each week and evaluation of a student's understanding of course content is based on her/ his daily involvement rather than a single event such as a mid-term or final project/ exam. Online students are expected to be actively and creatively engaged in the entire learning process. Indeed one of the great benefits of online courses is the time provided to students to reflect on what they are learning. Typically, the entire course's lessons are available, allowing students to ponder the readings and discussion questions, conduct additional

research to support a particular week's topic, and write and revise response to class assignments and discussions.

A clock hour is defined as a 60-minute span of time, with no less than 50 minutes of actual class engagement, required for the typical student to progress through the course material.

Credit Hour Policy

At Lakewood University, a credit hour is based on an amount of time, level and value of work in which a student engages in activities leading to intended learning outcomes established and measured by Lakewood University faculty as evidence of student achievement. In an online class, the student is an active participant each week and evaluation of a student's understanding of course content is based on her/ his daily involvement rather than a single event such as a mid-term or final project/ exam. Online students are expected to be actively and creatively engaged in the entire learning process. Indeed, one of the great benefits of online courses is the time provided to students to reflect on what they are learning. Typically, the entire course's lessons are available, allowing students to ponder the readings and discussion questions, conduct additional research to support a particular week's topic, and write and revise response to class assignments and discussions.

Credit-bearing distance learning courses are measured by the learning outcomes normally achieved through 45 hours of student work for one semester credit. One/ credit/ semester hour is 15 hours of academic engagement and 30 hours or preparation. This formula is typically referred to as a Carnegie unit and is used by the American Council on Education in its Credit Recommendation Evaluative Criteria.

Student work includes direct or indirect faculty instruction. Academic engagement may include, but is not limited to, submitting an academic assignment, listening to class lectures or webinars (synchronous or asynchronous), taking an exam, an interactive tutorial, or computer-assisted instruction, attending a study group that is assigned by the institution, contributing to an online academic discussion initiating contact with a faculty member to ask a question about the academic subject studied in the course and laboratory work, externship or internship. Preparation is typically homework, such as reading and study time, and completing assignments and projects. Therefore, a 3-semester credit hour course would require 135 clock hours (45 hours of academic engagement and 90 hours of preparation).

Graduation Requirements

To earn an associate degree from Lakewood University, a student must meet the following requirements:

- Student must complete 60/63 credit hours applicable to their degree program.
- Student must complete at least 15 courses, or 45 credit hours, with Lakewood University.
- Student must earn a grade point average of 2.0 or higher.
- Student must meet all of their financial obligations with Lakewood University by paying their balance in full.

To earn a diploma or certificate from Lakewood University, a student must meet the following requirements:

- Student must earn a grade point average of 70% or higher.
- Student must meet all of their financial obligations with Lakewood University by paying their balance in full.

Graduation Ceremony

Administrative graduations take place every Friday throughout the year, for students that have met the requirements. Virtual graduation ceremonies are held quarterly. We provide the graduates with a link, to attend the virtual ceremony. For more information about the graduation ceremony contact Student Services.

Career Services/Placement

Lakewood University provides job placement assistance after graduation. Students may find helpful employment and career information posted on the Career Services page within the student portal. Lakewood University can also assist graduates with resume preparation, interviewing assistance, networking, career advising, and job search techniques.

Library Services

Lakewood University provides access to online library resources and services that assist students to meet the objectives of their program through Library and Information Resources Network (LIRN). The LIRN consortium allows access to online databases that include information related to Lakewood University's course offerings. Subjects include Business, Criminal Justice, Health Management, Information Technology, Arts, History and Humanities among others. The databases include a variety of sources including academic journals, magazines, newspapers, books and multimedia. The LIRN search engine allows students to

search all Library and Information Resources Network as well as the fast case legal library products. Students access these library resources utilizing the PIN provided within the course through www.lirn.net/.

Change of Contact Information

It is the responsibility of the student to inform Lakewood University of any changes in their contact information. In the event that a student moves, or changes their primary residence, that student should contact our Student Services Department at 800-517-0857 Option 2 or studentservices@lakewood.edu so Lakewood University can update the student's information.

Student Identification Numbers

Every student at Lakewood University is assigned a student identification number. These numbers are used for administrative and identification purposes. Any student found to be abusing these numbers for falsifying their identity will be immediately dismissed from Lakewood University.

Students Records & Privacy Policy

The Ohio Board of Career Colleges and Schools requires the University to maintain student records for a period of five (5) years after final enrollment, with exception of the student's permanent transcript, which is maintained indefinitely.

Lakewood University's policy regarding confidentiality complies with the Family Educational Rights and Privacy Act (FERPA), which affords student certain rights with respect to their education records, a summary of which follows:

Students have the following rights in regards to their academic records:

1. The right to inspect and review their education records within 45 days from the day Lakewood University receives a request for access.
2. The right to request the amendment of their education records that they believe are inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent.
**One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. School officials are individuals or entities working for or on the behalf of the educational institution. A school official has a legitimate educational interest if the

official needs to review an education record in order to fulfill his or her professional responsibility. In compliance with FERPA guidelines, Lakewood University may disclose education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.

4. The right to file a complaint with the US Department of Education concerning alleged failure by Lakewood University to comply with the requirements of FERPA.

At its discretion, Lakewood University may provide Directory Information in accordance with the provisions of the Family Education Rights and Privacy Act. Directory Information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Students may withhold Directory Information by notifying the Registrar in writing; please note that such withholding requests are binding for all information to all parties other than for those exceptions allowed under the Act.

Code of Ethics/Academic Integrity

Students must conduct themselves in a professional manner and comply with all University rules as set forth here and in any other University publications or in written or verbal notices given by University staff or faculty. Any student whose conduct violates the rules will be subject to disciplinary measures including dismissal. Conduct deemed to be in violation of this policy is prohibited and will not be tolerated by Lakewood University. Retaliation, in any form, against the person raising such a concern will also not be tolerated. Any student or applicant who has a question or concern regarding compliance with this policy may direct the question or concern to the Vice President of Administrations.

Academic Honesty

Academic honesty is highly valued at Lakewood University. It is essential that all students produce and submit work that is comprised of their own original thoughts and work when completing coursework at Lakewood University. Academic honesty can be violated by engaging in the following (this is not an exhaustive list):

- Using words or ideas that do not represent the student's original words or ideas
- Failing to cite all relevant sources used as reference material

- Submitting another person's entire work or work that was produced through collaboration with another student as one's own
- Submitting work done in one course to satisfy the requirements of another course
- Forging or altering documents. These include transcripts, add/drop forms, or any academic form that has been falsified or on which a professor's signature, or anyone else's signature, has been forged or altered

If it is discovered that a student engaging in dishonest academic behavior school staff, administrators, or their instructor will communicate their concern to the student and ask them to remedy the dishonest behavior. The student will be asked to work with their instructor or other school personnel to address plagiarism and learn how to submit academically honest work. If the student continues with the dishonest behavior, the student will receive a formal warning from the school. If the behavior continues, the student may receive a failing grade in the course and / or be dismissed from Lakewood University.

Students are granted the option to appeal. In the case of an appeal, the Academic Dean will submit the petition for review to an ethics committee which will consist of selected school personnel and the Academic Dean. The ethics committee will initiate an administrative investigation and review the student's appeal. For further information about the appeal process read "Dismissal" section of the University catalog.

Ethical Use of AI Tools

Integrity and Prohibited Use: University students should uphold the principles of integrity and academic honesty when using AI tools, including ChatGPT. Students must not utilize these tools to answer exam questions, write their assignments and discussion forum posts, or translate language unless explicitly authorized by their instructors to do so. All assignments submissions are put through an automated AI detection software tool to ensure instructors are aware if AI tools were used. Cheating or attempting to deceive members of the faculty through the use of AI tools is strictly prohibited and undermines the fundamental values of learning and fair assessment.

Permitted Use and Disclosure of AI Tools: If an instructor provides explicit permission to students to use AI tools such as ChatGPT they must openly disclose this usage at the top of their assignment or forum submission. It is important to give credit where it is due and acknowledge the use of AI tools to maintain academic integrity. By disclosing their use of AI tools,

students demonstrate transparency and respect for the contributions of these tools while taking responsibility for their own learning and work.

Below is a sample disclosure. Students are required to disclose the fact that an AI tool was used, which tool was used and to provide the prompt given to the tool. Below is an example on how to properly disclose this to your instructor:

I used ChatGPT to assist me with this assignment.

Prompt: "I am writing a short essay on the three branches of the United States Government. What are some of the checks that the legislative branch and judicial branches have on one another?"

Any misuse of AI tools as described above will be handled according to the university's plagiarism and academic honesty policies.

Online/ Externship Conduct

Lakewood University does not permit or tolerate the following conduct in online forums or on externship sites:

- Academic Dishonesty
- Theft of any kind
- Falsification of any records
- Plagiarism
- Impropriety of a sexual nature, including sexual harassment
- Use of illicit drugs or intoxicants or entering an externship site possessing or while under the influence of such.
- Violent, threatening, disorderly, disruptive, or offensive behavior or language
- Behavior harmful to the school's image, function, or contractual arrangements or interfering with or distracting from the educational process.
- Behavior that indicates the student is unwilling or unable to act in a professional manner
- The student conduct code includes obeying municipal, state, and federal laws.
- Lakewood University has specified the following guidelines for participation in the Discussion Forum Area and Chat-room:
- Read carefully what you receive to make sure that you understand the message.
- Read carefully what you send, to make sure that your message will not be misunderstood.
- Well-intended sarcasm is seldom effective online. If you are using humor or sarcasm, however, make

sure to clearly label it as such so it is not misunderstood. Humor on this list should be indicated by an emoticon. For example: 8) :-) :-).

- Remember that the absence of cues associated with face-to-face communication provides for an environment where it's easy to misunderstand what is being said.
- Know your audience. Make sure that the person, or list of people, you are sending your message to is the appropriate one(s) with whom to communicate.
- Be tolerant of newcomers. None of us were born knowing all.
- Do not abuse new users of computer networks for their lack of knowledge. Be patient as they first learn to crawl, then walk.
- Avoid cluttering your messages with excessive emphasis (such as stars, arrows and the like). It may make the message hard to follow.
- If you are responding to a message, either include the relevant part of the original message in your message, or make sure you unambiguously refer to the original's contents. It's very possible that people will read your reply to the message before they read the original. Do not quote more than necessary to make your point clear. Please do not quote the entire message.
- Be specific, especially when asking questions.
- Always, always put your name in the text of your message, and also your best Email address for a reply. The end of the message is a good place for your name and Email address.
- If your messages can be typed in UPPER and lower case, please use the two appropriately instead of all UPPERCASE characters. This gives the appearance of shouting and makes the message less readable.
- Remember that not all readers have English as their native language, so make allowance for possible misunderstandings and unintended discourtesies.
- Don't start a "flame war" unless you're willing to take the heat. Just as you shouldn't drive when you are angry, you should not send e-mail responses when you are mad at someone. Go ahead and type a response, but do not mail it until the next day. Chances are that when you come back later to read your response, you'll be glad that you did not send it.

Student Conduct Expectations Policy

Lakewood University policies serve to create a safe environment for people of all races, ethnicities, nationalities, religions, classes, and sexual and gender identities.

All students enrolled at Lakewood University are expected to read and familiarize themselves with these policies. Lakewood has the right to exercise disciplinary action in any and all cases where university code of conduct is violated, up to and including administrative dismissal.

Students are expected to engage appropriately and support a safe, open, and professional learning environment. To help maintain this, we require that all Lakewood students, staff, and faculty engage with one another in an appropriate and respectful manner. Threatening, disruptive, and offensive language or behavior towards staff, faculty, and other students will not be tolerated by Lakewood University and will result in disciplinary action.

Copyright Infringement Policy

Students who use Lakewood University resources (such as but not limited to the student portal, school email address, etc) to illegally distribute copyrighted material face punishments up to and including dismissal.

The unauthorized distribution of copyrighted material is against federal law. Unauthorized distribution is that which lies outside any rights you have procured from the copyright owner or that falls outside the established doctrine of Fair Use. It includes any copyrighted works (such as text, movies, music, etc.). Peer-to-peer file sharing is also considered a violation of copyright law. Failure to comply with copyright law subjects the student to potential civil and criminal prosecution by the copyright holders or their designees.

Complaint and Grievance Procedure

Lakewood University is committed to the prompt resolution of student concerns. This complaint procedure is designed to provide the student with a formal process whereby the student may request the review and resolution of a concern if the student feels their concern has not been addressed by way of the daily problem-solving activities between staff and/or instructors, which, in most cases, result in immediate resolution.

If the student feels their concern is not being properly addressed, the student may initiate a complaint by contacting the Academic Dean in writing:

- describe the nature or your concern
- include facts surrounding the issue
- include date and time of occurrence
- indicate the individuals involved

The Academic Dean will share your complaint with the Vice President of Operations, the Quality Assurance

Manager and others who may be needed to address and resolve the concern. The Academic Dean may contact you for clarification related to your concern.

After gathering the appropriate information and communicating with those involved, the Academic Dean will offer a proposed resolution or response. All complaints are investigated within a week with the response being made within 30 days.

The student may appeal the decision to the President. The decision of the President is final.

Afterwards, if the student believes that their complaint remains unresolved, the student may refer the complaint to the appropriate regulatory agency below:

Ohio State Board of Career Colleges & Schools

30 East Broad Street, 24th Floor, Suite 2481

Columbus, Ohio 43215-3138

614-466-2752

<https://scr.ohio.gov/ConsumerInformation/FilingaComplaint.aspx>

Ohio Department of Higher Education

25 South Front Street

Columbus, OH 4321525

614-466-6000

<https://www.ohiohighered.org/students/complaints>

Distance Education Accrediting Commission

1101 17th Street NW, Suite 808

Washington, D.C. 20036

(202) 234-5100 (Telephone)

(202) 332-1386 (Fax)

<https://www.deac.org/Student-Center/Complaint-Process.aspx>

All Program Listings

Program

Administrative Medical Assisting Certificate – 400 clock hours

Criminal Justice Certificate – 400 clock hours

Entrepreneurship Certificate– 600 clock hours

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

Grant Writer Certificate- 600 Clock Hours

Mediation Certificate – 400 clock hours

Medical Billing Certificate – 400 clock hours

Medical Coding Certificate– 400 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 – 400 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	Course #	Credit Hours	Prerequisite	Core/ Major	General Education	Elective
Introduction to Business	BUS 100	3	none	3		none
Interpersonal Communication	COMM 100	3	none		3	none
Business Law	BSLW 100	3	none	3		none
Introduction to Computers	COMP 100	3	none		3	none
American Government	GOVT 100	3	none		3	none
English	ENG 100	3	none		3	none
University Mathematics	MATH 100	3	none		3	none
Introduction to Psychology	PSY 100	3	none		3	none
Operations Management	OPMG 200	3	none	3		none
Principles of Accounting I	ACCT 100	3	none	3		none
Speech 101	SPCH 100	3	none		3	none
Human Resource Management	HRSM 100	3	none	3		none

Principles of Accounting II	ACTII 200	3	Principles of Accounting I	3	none
Principles of Management	PNMG 200	3	none	3	none
Organizational Behavior	ORGB 200	3	none	3	none
Marketing Principles	MKTP 200	3	none	3	none
Personal Finance	PRFN 100	3	none	3	none
Microeconomics	MCRE 200	3	none	3	none
Business Ethics	BUSE 200	3	none	3	none
Entrepreneurship	ENTP 200	3	none	3	none

Credit Hour Breakdown

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.

Program Outcomes

- Describe the American legal system, its structure, and how it operates
- Discuss ethical considerations for attorneys and paralegals
- Identify the paralegal's role

- Identify the elements in various areas of law including: criminal, contract, business, tort, property, wills & estates, and family law
- Identify various conflict resolution processes
- Evaluate societal issues
- Describe how law firms are structured
- Describe how computers are used within the law office
- Analyze landlord and tenant law
- Identify the sources of criminal law
- Describe the composition of a family law office
- Identify the elements and defenses to various intentional torts
- Explain how contracts are formed
- Demonstrate the basics of legal correspondence
- Examine the drafting of wills and trusts
- Conduct legal research
- Demonstrate interpersonal skills
- Identify modern principles of psychology

Credit Hour Breakdown

Course	Course #	Credit Hours	Prerequisite	Core/ General Major Education	Elective
Introduction to Business	BUS 100	3	none	3	none
Interpersonal Communication	COMM 100	3	none	3	none
Business Law	BSLW 100	3	none	3	none
Introduction to Computers	COMP100	3	none	3	none
American Government	GOVT 100	3	none	3	none
English	ENG 100	3	none	3	none
Introduction to Paralegal Studies	PGL 100	3	none	3	none
University Mathematics	MATH 100	3	none	3	none
Introduction to Psychology	PSY 100	3	none	3	none
Criminal Law & Procedure	CRLW 100	3	none	3	none
Real Estate Law	RELW 100	3	none	3	none
Law Office Management	LWVG 200	3	none	3	none
Legal Research	LGR 200	3	none	3	none
Introduction to Sociology	SOCI 100	3	none	3	none
Legal Analysis & Writing	LGAW 200	3	none	3	none
Wills, Trusts & Estates	WTE 200	3	none	3	none
Torts	TRT 100	3	none	3	none
Contracts	CONT 200	3	none	3	none
Business Ethics	BUSE 200	3	none	3	none
Domestic Relations	DOMR 200	3	none	3	none

Alternative Dispute Resolution ADR 200 3 none 3 none

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

- Explain and distinguish the organizational culture, structure, performance, terminology among U.S. and global healthcare systems.
- Maintain accurate financial records, prepare budgets, analyze variance and assess risks and return opportunities, making recommendations for action based on organizational goals.
- Create organizational policies and execute decisions in accordance with the legal, regulatory and ethical considerations.
- Create organizational policies and execute decisions with particular consideration of how the IT processes and structure impacts all aspects of the healthcare delivery
- Solve strategic, tactical and operational issues in managing healthcare systems and associated information technology using organizational knowledge, talent management and critical thinking.
- Demonstrate skills and techniques related to team and talent management
- Lead across organization, department, and work group units effectively by meeting organizational goals in a variety of healthcare environments
- Utilize oral and written communication skills to meet the needs of various audience.

- Utilize productivity software to develop informative, explanatory and persuasive presentations to a variety of audiences
- Create annual report for making managerial decisions
- Apply administrative and management concepts in a health care environment

Credit Hour Breakdown

Course	Course #	Credit Hours	Prerequisite	Core/ General Major Education	Elective
Introduction to Healthcare Administration	HCA 100	3	None	3	None
Interpersonal Communication	COMM 100	3	None	3	None
Fundamentals of Electronic Health Records	ELHLTH 100	3	None	3	None
Introduction to Computers	COMP100	3	None	3	None
American Government	GOVT 100	3	None	3	None
English 101	ENG 100	3	None	3	None
University Mathematics I	MATH 100	3	None	3	None
Introduction to Psychology	PSY 100	3	None	3	None
Speech 101	SPCH 100	3	English 101	3	None
Principles of Accounting	ACCT 100	3	None	3	None
Human Resources Management	HRSM 100	3	None	3	None
Medical Terminology	MEDTERM 101	3	None	3	None
Healthcare Marketing Principles	HMKTP 200	3	None	3	None
Introduction to Wellness	WELL 200	3	None	3	None
Introduction to Healthcare Management	HCM 200	3	None	3	None
Microeconomics	MCRE 200	3	None	3	None
Management Information System	MIS 200	3	None	3	None
Macroeconomics	MACE 200	3	None	3	None
Statistics I	STAT 200	3	None	3	None
Ethical and Legal Considerations of Health Care	ELCHC 200	3	None	3	None

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

- Plan, deploy and configure application and file servers
- Learn, understand and configure secure network and computing applications
- Develop a professional identity from which to make globally, socially and ethically responsible information technology and systems decisions that are in line with legal and organizational policy requirements
- Function efficiently as individuals and team members in the workplace
- Develop project management skills and leadership skills.
- Pursuing life-long learning and obtaining the tools to successfully identify, use and cope up with ever-changing technologies.
- Demonstrate a substantial understanding of real-world practice pertaining to IT.
- Create a project plan, design and execute projects to provide appropriate solutions to business requirements.

Credit Hour Breakdown

Course	Course Number	Credit Hours	Major/ Core/ Technical	General Education	Elective	New/ Existing Course
Computer Systems Architecture	CSA100	3	3		none	New
Interpersonal Communication	COMM 100	3		3	none	Existing
Introduction to Psychology	PSY100	3		3	none	Existing
University Mathematics I	MATH100	3		3	none	Existing
English 101	ENG100	3		3	none	Existing
American Government	GOVT100	3		3	none	Existing
Networking Fundamentals	NETF100	3	3		none	New
Calculus I	CALC100	3	3		none	Existing
Project Management	PJMG100	3	3		none	Existing
Speech 101	SPCH100	3		3	none	Existing
Introduction to Sociology	SOCI100	3		3	none	Existing
Fundamentals of Database	DATA200	3	3		none	New
Financial Accounting	FACCT200	3	3		none	Existing
Calculus II	CALCII200	3	3		none	Existing
Statistics I	STAT200	3	3		none	Existing
Cloud Fundamentals	CLDF200	3	3		none	New
Computer Security Fundamentals	CSF200	3	3		none	New
Managerial Accounting	MANA300	3	3		none	New
Statistics II	STATII300	3	3		none	New
Major Elective (6) - Network Administration	RTSW400, WLMC300, NETM200, ENTN400, SPAD400, or DSI300	3	3		none	New

Major Elective (6) - Software Analysis and Development	SWQCT300, ECOMD200, APPD300, APPDII400, SYAD400, or SWDVMB400	3	3	New
Major Elective (6) - Business and Project Database Management	ADM300, ISPM400, ENTRM400, AIST400, EBUSM300, or ITMS300	3	3	New

- Define and discuss the meaning of GDP, unemployment, and inflation data and how that data is computed
- Identify the division of functions among federal, state, and local governments
- Define the Law and Society including the origin of law and the U.S. legal system
- Identify modern principles of psychology
- Demonstrate effective oral and written communication
- Demonstrate interpersonal communication skills
- Identify steps in the personal finance process
- Complete algebraic equations

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

- Define business and discuss the role of business and economy
- Describe what management is (its functions) and explain the roles of a manager
- Compare and contrast entrepreneurship
- Describe what human resource management is (its functions) and challenges
- Define marketing and its role in relation to the organization's business plan
- Analyze motivation theories and the relation between motivation and performance
- Describe types of performance measures and how they are used in decision making
- Read and interpret basic financial statements
- Identify stakeholders and define the concept of social responsibility
- Describe how computers can be used in the workplace

Credit Hour Breakdown

Course	Course #	Credit Hours	Prerequisite	Core/ General Major Education	Elective
Introduction to Business	BUS 100	3	None	3	None
Interpersonal Communication	COMM 100	3	None	3	None
Business Law	BSLW 100	3	None	3	None
Introduction to Computers	COMP100	3	None	3	None
American Government	GOVT 100	3	None	3	None
English 101	ENG 100	3	None	3	None
University Mathematics I	MATH 100	3	None	3	None
Introduction to Psychology	PSY 100	3	None	3	None
Principles of Accounting I	ACCT 100	3	None	3	None
Speech 101	SPCH 100	3	English 101	3	None
Human Resources Management	HRSM 100	3	None	3	None
University Mathematics II	MATHII 200	3	University Mathematics I	3	None
Principles of Accounting II	ACCTII 200	3	Principles of Accounting I	3	None
Marketing Principles	MKTP 200	3	None	3	None
Microeconomics	MCRE 200	3	None	3	None
Statistics I	STAT 200	3	University Mathematics II	3	None
Macroeconomics	MACE 200	3	None	3	None
Principles of Management	PNMG 200	3	None	3	None
Organizational Behavior	ORGB 200	3	Principles of Management		None
Personal Finance	PRFN 200	3	None		None
Operations Management	OPMG 200	3	Supply Chain Management		None
Entrepreneurship	ENTP 200	3	None		None
Statistics II	STATII 300	3	Statistics I	3	None

Supply Chain Management	SCMGMT300	3	None	3	None
Managerial Accounting	MANA 300	3	Principles of Accounting II		None
Principles of Finance	PNFN 300	3	None		None
Marketing Management	MKTM 300	3	Marketing Principles		None
Business Ethics	BUSE 200	3	None		None
Financial Management	FMGT 300	3	Principles of Finance		None
Strategic Management	STMG 300	3	None		None
International Business	IBUS 400	3	None		None
Strategic Brand Management	STBM 400	3	None		None
Managerial Decision Making	MGDM 400	3	None		None
Organizational Leadership	ORGL 400	3	None		None
Business Research Methodology	BRM 400	3	None		None
*Core Elective (2)		3	Marketing Management		None
**General Elective (2)		3	None		None

*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.

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.

Credit Hour Breakdown

Course	Course #	Credit Hours	Major/ Core/ Technical	General Education	Elective	New/ Existing Course
Introduction to Business	BUS100	3	3		none	Existing
Introduction to Paralegal Studies	PGL100	3		3	none	Existing
Introduction to Computers	COMP100	3		3	none	Existing
University Mathematics I	MATH100	3		3	none	Existing
English 101	ENG100	3		3	none	Existing
American Government	GOVT100	3		3	none	Existing
Law Office Management	LWVG200	3	3		none	Existing
Legal Research	LGR200	3	3		none	Existing
Interpersonal Communication	COMM100	3	3		none	Existing
Speech 101	SPCH100	3		3	none	Existing
Introduction to Sociology	SOCI100	3		3	none	Existing
Introduction to Psychology	PSY100	3	3		none	Existing
Criminal Law and Procedure	CRLW100	3	3		none	Existing
Real Estate Law	RELW100	3	3		none	Existing
Torts	TRT100	3	3		none	Existing
Business Law	BLSW100	3	3		none	Existing
Legal Analysis and Writing I	LGAW200	3	3		none	Existing
Alternative Dispute Resolution	ADR200	3	3		none	Existing
Contracts	CONT200	3	3		none	Existing
Ethics	ETHC200	3	3		none	Existing
Domestic Relations	DOMR200	3	3		none	New
Wills, Trusts, and Estates	WTE200	3	3		none	New
Environment and Health Law	EHLW300	3	3		none	New
Corporate Regulation	CREG300	3	3		none	New
Principles and Practice of Litigation	PPLT300	3	3		none	New
Legal Analysis and Writing II	LGAWII300	3	3		none	New
Copyright Law and Trademark Law	CLTL300	3	3		none	New
Introduction to Accounting	IACCT300	3	3		none	New
Family Law	FLW300	3	3		none	New
Constitutional Law	CNLW300	3	3		none	New
Pleadings and the Courts	PLDC400	3	3		none	New
Special Topics in Paralegal Studies	STPGL400	3	3		none	New
Advanced Practicum in Paralegal Studies	APPS400	3	3		none	New

Comparative International Law	CILW400	3	3		none	New
Negotiation and Mediation	NEGM400	3	3		none	New
Internship in Paralegal Studies	IPGL400	3	3		none	New
Core Elective (2)	APCL400, CVLL400, REMDR300, or ARTN400	3	3			New
General Elective (2)	BKLW300, IMLW400, WPWC400, or JUVJS400	3	3			New

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 Objectives

- Explain and distinguish the organizational culture, structure, performance, terminology among U.S. and global healthcare systems
- Prepare students to maintain accurate financial records, prepare budgets, analyze variance and assess risks and return opportunities, making recommendations for action based on organizational goals

- Create organizational policies and execute decisions in accordance with the legal, regulatory and ethical considerations, with particular consideration on the IT processes and structure and how information technology impact all aspects of the healthcare delivery
- Prepare students in a way to solve strategic, tactical and operational issues in managing healthcare systems and associated information technology using organizational knowledge, talent management and critical thinking
- Improve the skills related to team and talent management, organizational skills, supervision and coaching techniques so that the students can lead across organization, department, and work group units effectively by meeting organizational goals in a variety of healthcare environments
- Improve oral and written communication skills to meet the needs of various audience
- Improve software using skills to develop informative, explanatory and persuasive presentations to a variety of audiences
- Create different types of budgets and study budget processes
- Create annual report for making managerial decisions
- Prepare students to apply administrative and management concepts in a healthcare environment

Credit Hour Breakdown

Course	Course #	Credit Hours	Prerequisite	Core/ General Major Education	Elective
Introduction to Healthcare Administration	HCA 100	3	None	3	None
Interpersonal Communication	COMM 100	3	None	3	None
Fundamentals of Electronic Health Records	ELHLTH 100	3	None	3	None
Introduction to Computers	COMP100	3	None	3	None
American Government	GOVT 100	3	None	3	None
English 101	ENG 100	3	None	3	None
University Mathematics I	MATH 100	3	None	3	None
Introduction to Psychology	PSY 100	3	None	3	None
Speech 101	SPCH 100	3	English 101	3	None
Principles of Accounting	ACCT 100	3	None	3	None
Human Resources Management	HRSM 100	3	None	3	None
Medical Terminology	MEDTERM 101	3	None	3	None

Introduction to Patient Care Management	PCM 300	3	None	3	None
Introduction to Wellness	WELL 200	3	None	3	None
Introduction to Healthcare Management	HCM 200	3	None	3	None
Microeconomics Management	MCRE 200	3	None	3	None
Information System	MIS 200	3	None	3	None
Macroeconomics	MACE 200	3	None	3	None
Principles of Management	PNMG 200	3	None	3	None
Statistics I	STAT 200	3	None	3	None
Ethical and Legal Considerations of Health Care	ELCHC 200	3	None	3	None
Operation Management	OPMG 200	3	None	3	None
Healthcare Accounting	HACCT 300	3	Principles of Accounting	3	None
Healthcare Marketing Principles	HMKTP200	3	None	3	None
Organizational Behavior and Medical Office Management	ORGBM 300	3	Principles of Management	3	None
Anatomy and Physiology I	ATMP 300	3	None	3	None
Business Ethics	BUSE 200	3	None	3	None
Financial Management	FMGT 300	3	None	3	None
Organizational Leadership	ORGL400	3	None	3	None
Operation Research	OPRS 300	3	None	3	None
Anatomy and Physiology II	ATMPH 400	3	Anatomy and Physiology I	3	None
Managerial Decision Making	MGDM 400	3	None	3	None
International Healthcare Delivery	IHDL 400	3	None	3	None
Healthcare Systems and Policy	HSP 400	3	None	3	None
Strategic Healthcare Management	STHM 300	3	None	3	None
*Core Elective (3)		3	None	3	None
**General Elective (2)		3	None	3	None

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

- Plan, deploy and configure application and file servers
- Learn, understand and configure secure network and computing applications
- Develop a professional identity from which to make globally, socially and ethically responsible information technology and systems decisions that are in line with legal and organizational policy requirements
- Function efficiently as individuals and team members in the workplace
- Develop project management skills and leadership skills.
- Pursuing life-long learning and obtaining the tools to successfully identify, use and cope up with ever-changing technologies.

- Demonstrate a substantial understanding of real-world practice pertaining to IT.
- Create a project plan, design and execute projects to provide appropriate solutions to business requirements.

Credit Hour Breakdown

Course	Course Number	Credit Hours	Major/ Core/ Technical	General Education	Elective	New/ Existing Course
Computer Systems Architecture	CSA100	3	3		none	New
Interpersonal Communication	COMM 100	3		3	none	Existing
Introduction to Psychology	PSY100	3		3	none	Existing
University Mathematics I	MATH100	3		3	none	Existing
English 101	ENG100	3		3	none	Existing
American Government	GOVT100	3		3	none	Existing
Networking Fundamentals	NETF100	3	3		none	New
Calculus I	CALC100	3	3		none	Existing
Project Management	PJMG100	3	3		none	Existing
Speech 101	SPCH100	3		3	none	Existing
Introduction to Sociology	SOCI100	3		3	none	Existing
Fundamentals of Database	DATA200	3	3		none	New
Financial Accounting	FACCT200	3	3		none	Existing
Calculus II	CALCII200	3	3		none	Existing
Statistics I	STAT200	3	3		none	Existing
Cloud Fundamentals	CLDF200	3	3		none	New

Computer Security Fundamentals	CSF200	3	3	none	New
Organizational Behavior	ORGB200	3	3	none	Existing
Operations Management	OPMG200	3	3	none	Existing
Economics	ECON200	3	3	none	Existing
Business Ethics	BUSE200	3	3	none	Existing
Entrepreneurship	ENTP200	3	3	none	New
Managerial Accounting	MANA300	3	3	none	New
Statistics II	STATII300	3	3	none	New
Business Law- Legal Issues in IT	BSLWIS300	3	3	none	New
Data Communication and Distributed Networks	DCDN300	3	3	none	New
Introduction to Programming	PROG300	3	3	none	New
Operating Systems and Application Software	OSAS300	3	3	none	New
Introduction to System Analysis and Design	SYSAD300	3	3	none	New
Software Development	SWDV300	3	3	none	New
Database Design and Administration	DDA400	3	3	none	New
System Architecture and Integration	SARC400	3	3	none	New
Database Integrations	DINT400	3	3	none	New
Major Elective (6) - Network Administration	RTSW400, WLMC300, NETM200, ENTN400, SPAD400, or DSI300	3	3	none	New
Major Elective (6) - Software Analysis and Development	SWQCT300, ECOMD200, APPD300, APPDII400, SYAD400, or SWDVMB400	3	3		New
Major Elective (6) - Business and Project Database Management	ADM300, ISPM400, ENTRM400, AIST400, EBUSM300, or ITMS300	3	3		New
General Elective (1)	WDVP300, AJP400, or MIS200	3	3		New
Course	Course Number	Credit Hours		New/ Existing	Course
Interpersonal Communication	COMM 100	3		Existing	
Introduction to Psychology	PSY100	3		Existing	
University Mathematics I	MATH100	3		Existing	
English 101	ENG100	3		Existing	

American Government	GOVT100	3	Existing
Speech 101	SPCH100	3	Existing
Introduction to Sociology	SOCI100	3	Existing
Total Credit Hours:	21		

Core Course Credit Hour Breakdown

Course	Course Number	Credit Hours	New/Existing Course
Computer Systems Architecture	CSA100	3	New
Networking Fundamentals	NETF100	3	New
Calculus I	CALC100	3	Existing
Project Management	PJMG100	3	Existing
Fundamentals of Database	DATA200	3	New
Financial Accounting	FACCT200	3	Existing
Calculus II	CALCII200	3	Existing
Statistics I	STAT200	3	Existing
Cloud Fundamentals	CLDF200	3	New
Computer Security Fundamentals	CSF200	3	New
Organizational Behavior	ORGB200	3	Existing
Operations Management	OPMG200	3	Existing
Economics	ECON200	3	Existing
Business Ethics	BUSE200	3	Existing
Entrepreneurship	ENTP200	3	New
Managerial Accounting	MANA300	3	New
Statistics II	STATII300	3	New
Business Law- Legal Issues in IT	BSLWIS300	3	New
Data Communication and Distributed Networks	DCDN300	3	New
Introduction to Programming	PROG300	3	New
Operating Systems and Application Software	OSAS300	3	New
Introduction to System Analysis and Design	SYSAD300	3	New
Software Development	SWDV300	3	New
Database Design and Administration	DDA400	3	New
System Architecture and Integration	SARC400	3	New
Database Integrations	DINT400	3	New
Total Credit Hours:	78		

Elective Credit Hour Breakdown

Course Name	Course Number	Credit Hour	New/ Existing Course
Major Elective (6) - Network Administration	RTSW400, WLMC300, NETM200, ENTN400, SPAD400, or DSI300	3	New
Major Elective (6) - Software Analysis and Development	SWQCT300, ECOMD200, APPD300, APPDII400, SYAD400, or SWDVMB400	3	New
Major Elective (6) - Business and Project Database Management	ADM300, ISPM400, ENTRM400, AIST400, EBUSM300, or ITMS300	3	New
General Elective (1)	WDVP300, AJP400, or MIS200	3	New
Total Credit Hours Available:	63		

Elective Acronym Breakdown:

RTSW400: Routing and Switching, WLMC300: Wireless and Mobile Communication, NETM200: Network Security Management, ENTN400: Enterprise Networking, SPAD400: Specialized Network Administration, DSI300: Directory Services and Infrastructure, SWQCT300: Software Quality Control and Testing, ECOMD200: E-Commerce Development, APPD300: Object-Oriented Application Development I, APPDII400: Object-Oriented Application Development II, SYAD400: System Analysis and Design, SWDVMB400: Software Development for Mobile Devices, ADM300: Advanced Database Management, ISPM400: Information Systems Project Management, ENTRM400: Enterprise Resource Management, AIST400: Advanced Internet Security and Threats, EBUSM300: E-Business Infrastructure Management, ITMS300: IT Management Strategy, WDVP300: Web Development, AJP400: Advanced Java Programming, MIS200: Management Information System

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

Students will:

- Students will employ systematic and analytical decision-making skills to identify and to solve complex organizational issues and problems;
- Students will develop strategies for business growth rooted in evidence-based practices.
- Students will identify and analyze key managerial skills to create innovation and induce change in various business environments.
- Students will evaluate the implications and ethical ramifications of changing environmental factors on organizational choices within a global environment; identify and analyze existing and emerging concepts managerial skills that lead to innovation.
- Students will apply key business skills to breadth of business domains.

*This credit hour breakdown is a precursor course sequence. All courses must be taking in the sequence below.

Credit Hour Breakdown

Semester 1					
Term	Course	Course #	Credit Hours	Prerequisite	Core/Major
Term 1	Strategic Management	STMG 500	3	None	3
Term 1	Marketing Management	MKTM 500	3	None	3
Term 2	Managerial Accounting	MANA 500	3	None	3
Term 2	Survey of Human Resource Management	SHRM 500	3	None	3
Semester 2					
Term	Course	Course #	Credit Hours	Prerequisite	Core/Major

Term 1	Leadership and Motivation	LDRM 500	3	Survey of Human Resource Management	3
Term 1	Financial Statement Development and Analysis	FSDA 500	3	Managerial Accounting	3
Term 2	Business Law	BSLW 500	3	None	3
Term 2	Entrepreneurship	ENTP 500	3	None	3
Semester 3					
Term	Course	Course #	Credit Hours	Prerequisite	Core/Major
Term 1	International Business	IBUS 500	3	Entrepreneurship	3
Term 1	Project Management	PJMG 500	3	Strategic Management	3
Term 2	Ethical Decision Making- Business and Culture	ETDM 500	3	Taken concurrently with CAPS500	3
Term 2	Capstone: Case and Industry Analysis	CAPS 500	3	Taken concurrently with ETDM500	3

Business Law	BSLW300	Architecture, object serialization and remote objects, and collections. A course in legal and regulatory requirements that impact information technology with an emphasis on compliance and prevention of liabilities. 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
Cloud Fundamentals	CLDF200	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. 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. 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.	3
Computer Security Fundamentals	CSF200	Topics included communication codes, transmission methods, interfacing, error detection, communication protocols, communications architectures, switching methods, and network types. 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
Computer Systems Architecture	CSA100	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
Data Communication & Distributed Networks	DCDN300		
Database Design & Administration	DDA400		
Database Integrations	DINT400		

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. 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 Internet Security & Threats	AIST400	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	3
Advanced Java Programming	AJP400		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. 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	IT Management Strategy	ITMS300	the processes of constructing the different types of information systems apply object-oriented concepts to capture a business requirement. 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		
Enterprise Networking	ENTN400	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. 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	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. 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		
Enterprise Resource Management	ENTRM400	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	Managerial Accounting	MANA300	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		
Fundamentals of Database	DATA200	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	Network Security Management	NETM200	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.	3		
Information Systems Project Management	ISPM400	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	E-Business Infrastructure Management	EBSUM300	This course will help students manage the strategic development of e-business based organizations and appropriate e-business technologies.	3		
Introduction to Programming	PROG300	This course will enable students to describe principles, concepts, and practice of system analysis and design process explaining	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,	3		
Introduction to System Analysis & Design	SYAD300								

Object-Oriented Application Development I	APPD300	<p>infrastructure security, inter/internet networking, and the application of networking to multimedia, information storage, and distribution.</p> <p>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.</p>	3
Operating System and Application Software	APPDI400	<p>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.</p>	3
Project Management	PJMG100	<p>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.</p>	3
Routing & Switching	RTSW400	<p>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.</p>	3
Software Development for Mobile Devices	SWDVME400	<p>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.</p>	3
Software Development	SWDV300	<p>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.</p>	3
Software Quality Control & Testing	SWQT300	<p>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.</p>	3
Specialized Network Administration	SPAD400	<p>This course will provide students with knowledge of global Internet technology. This course is designed in a way to provide students with an</p>	3

System Analysis & Design	SYAD400	<p>understanding of architectural network designs, network topology requirements, configuration management, fault management, performance management, monitoring resources, Quality of Service (QoS), and security policies.</p> <p>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.</p>	3
System Architecture & Integration	SARC400	<p>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.</p>	3
Web Development	WDVP300	<p>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.</p>	3
Wireless & Mobile Communication	WLMC300	<p>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.</p>	3
Business Ethics	BUSE200	<p>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.</p>	3
Digital Marketing	DMKT400	<p>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.</p>	3
Entrepreneurship	ENTP200	<p>The course focuses on the early development of independent ventures as well as those within established organizations.</p>	3

Financial Management	FMGT300	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. 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. 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
Human Resource Management	HRSM100	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
International Business	IBUS400	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
Macroeconomics	MACE200	This course is designed as a business decision simulation that offers students the	3
Managerial Decision Making	MGDM400		3

Marketing Management	MKTM300	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. 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. 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). 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 cryptocurrencies such as "bitcoin".	3
Marketing Principles	MKTP200	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
Money & Banking	MONB400	This course will equip students to successfully lead organizations through clarity of purpose and effective collaboration by different types of leadership activities such as	3
Organizational Leadership	ORGL400		3

		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.		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
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	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
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	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
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	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
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	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
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	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; economic principles and concepts fundamental to marketing; marketing career exploration, development, and growth; and the basic functions of marketing (e.g. distribution, financing, marketing	3

Healthcare Project Management: Principles & Strategies	HPMPS400	<p>information systems, pricing, product/service management, promotions, and selling).</p> <p>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.</p> <p>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.</p> <p>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.</p>	3	Medical Terminology	MEDTERM101	<p>understand the medical procedures to effectively manage patient care.</p> <p>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.</p>	3
Healthcare Science Management	HSCM400	<p>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.</p> <p>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.</p>	3	Organizational Behavior and Medical Office Management	ORBGM300	<p>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.</p> <p>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.</p>	3
Healthcare Systems & Policy	HSPC400	<p>The course is designed particularly for health care professionals who are interested in learning the fundamentals of global health and deepening their knowledge.</p>	3	Strategic Healthcare Management	STHM300	<p>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.</p>	3
International Healthcare Delivery	IHDL400	<p>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.</p>	3	Taxation & Auditing in Healthcare	TAXAH300	<p>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.</p>	3
Introduction to Healthcare Administration	HCA100	<p>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.</p>	3	Advanced Practices in Criminal Law	APCL400	<p>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</p>	3
Introduction to Healthcare Management	HCM200	<p>This course provides the fundamentals of nursing skills and patient care so that a healthcare administrator can</p>	3	Alternative Dispute Resolution	ADR200		3

		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.	
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	CTTL300	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	3

Domestic Relations	DOMR200	law and procedural aspects of criminal justice and to prepare you for an exciting career in criminal justice. 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	3

		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.	
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. 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
Law Office Management	LWMC200	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 Analysis & Writing I	LGAW200	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.	3
Legal Research	LGR200	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	3

Principles of Practice Litigation	PPLT300	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. 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	3

Torts	TRT100	<p>hard bargain to win-win, to fully partnered relationships and personal ones.</p> <p>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.</p> <p>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.</p>	3
Wills, Trusts, & Estates	WTE200	<p>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.</p>	3
Insert Program Name			3
American Government	GOVT100	<p>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.</p>	3
American Literature	AMILT100	<p>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</p>	3

Anatomy & Physiology I	ATMP300	<p>poetry – and their efforts to define the notion of American identity.</p> <p>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 3 cells, tissues, and organs of the following systems: integumentary, skeletal, muscular, nervous, and special senses.</p>	3
Anatomy & Physiology II	ATMPII400	<p>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.</p> <p>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.</p>	3
Business Law	BSLW100	<p>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.</p>	3
Calculus I	CALC100	<p>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.</p>	3
Calculus II	CALCII200	<p>This course is designed to familiarize learners with fundamental mathematical concepts such as inequalities, polynomials, linear and quadratic equations, and logarithmic and exponential functions.</p>	3
College Algebra	ALG100	<p>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.</p>	3
College Mathematics I	MATH100	<p>This course is an advanced review of mathematical skills,</p>	3
College Mathematics II	MATHII100		3

		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.	
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. 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
Principles of Biology	BIO100	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
Speech 101	SPCH100	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
Statistics	STAT200	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	3
Business Law	BSLW500		

Capstone: Case and Industry Analysis	CAPS500	and gain unique capabilities through different types of electives, tracks, and concentrations. 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	3

Leadership & Motivation	LDRM500	<p>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.</p> <p>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.</p> <p>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.</p>	3
Managerial Accounting	MANA500	<p>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.</p> <p>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.</p>	3
Marketing Management	MKTM500	<p>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.</p> <p>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</p>	3
Project Management	PJMG500		3
Strategic Management	STMG500		3
Survey of Human Resource Management	SHRM500		3

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.

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 meditation 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

Vocational Program Listings

Administrative Medical Assisting Certificate Program – AMA

The medical professionals are one of the most in-demand and valuable members of society. This course introduces you to the subject of Administrative Medical Assisting. For those interested in working with doctors and nurses in either a hospital or private practice, this course provides a detailed overview of basic principles needed to qualify for entry-level positions as an administrative medical assistant.

Learning in this course may further your understanding of the medical field, the medical record, and overall customer service skills. Students can expect to learn about computers in the medical office and establish strong telecommunication skills. Welcome to the medical profession!

Although students are not required to take the national licensure exam for Administrative Medical Assisting to graduate from the course, it is highly encouraged. The first attempt at the exam is covered by the student's tuition for the course.

Type: Vocational
Program Length:
16 Weeks

Program Outcomes

- Define medical terms
- Discuss the purpose of professional behavior in the workplace
- Demonstrate interpersonal skills
- Demonstrate proficiency with computer applications
- Identify telephone techniques used in the medical office
- Describe the purpose of having proper communications
- Explain the contents of a medical record
- Explain the basic concepts of coding and billing
- Illustrate introductory coding and billing skills
- Identify proper banking services and financial procedures
- Identify proper management and customer service skills
- Explain how to assist with medical emergencies

Item #	Title	Credit Hours	
	Orientation	Introduction	0
	Medical Terminology	Lesson 1	0
	Introduction to Administrative Medical Assisting	Lesson 2	28.5
	The Medical Assisting Profession / Professional Behavior in the Workplace	Lesson 3	28.5
	Ethics in Administrative Medical Assisting	Lesson 4	28.5
	Interpersonal Communication	Lesson 5	28.5
	Maintaining Patient Privacy (HIPAA)	Lesson 6	28.5
	Patient Reception and Processing	Lesson 7	28.5
	The Paper Medical Record	Lesson 8	28.5
	The Electronic Medical Record	Lesson 9	28.5
	Privacy in the Physician's Office	Lesson 10	28.5
	Basics of Procedural Coding	Lesson 11	28.5
	The Health Insurance Claim Form	Lesson 12	28.5
	Banking Services and Procedures / Financial and Practice Management	Lesson 13	28.5
	Interview with a Medical Assistant	Lesson 14	28.5
	Your Future in Medical Assisting	Lesson 15	29.5
	Final Exam	Lesson 16	0
	Total credits:		400

Criminal Justice Certificate Program – CRJ

Lakewood University's Criminal Justice program is to provide a comprehensive understanding of the criminal justice program and its components. This program will contain many topics regarding modern criminal justice issues such as effective policing, courts, causes of crime, prisons and sentencing as well as the types of crime and will discuss how the topics interrelate by using various learning methods.

Type: Vocational
Program Length:
16 Weeks

Program Outcomes

- Discussing the growth of criminal justice today
- Identify the major causes of crime
- Define and measure crime using various tools
- Discuss the basics of criminal law
- Describe the rules of law enforcement and identify key elements of The Constitution
- Describe the trial process
- Explain the various punishments and sentencings for crimes
- Describe what probation is and what community corrections are
- Describe conditions and purposes of prisons and jails
- Explain juvenile justice
- Explain why homeland security and white-collar crime are key criminal justice issues

Item #	Title	Credit Hours
Orientation	Introduction	0
Criminal Justice Today & Causes of Crime	Lesson 1	29
Defining and Measuring Crime	Lesson 2	28
Inside Criminal Law	Lesson 3	29
Law Enforcement Today	Lesson 4	28
Challenges to Effective Policing	Lesson 5	28
Police & the Constitution / The Rules of Law Enforcement	Lesson 6	29
Courts & the Quest for Justice	Lesson 7	29
Pre-trial Procedures & the Criminal Trial	Lesson 8	28
Punishment & Sentencing	Lesson 9	29
Probation & Community Corrections	Lesson 10	28
Prisons & Jails	Lesson 11	29
Life Behind Bars for Inmates	Lesson 12	28
Juvenile Justice	Lesson 13	29
Homeland Security & Cyber & White Collar Crime	Lesson 14	29
Total credits:		400

Entrepreneurship Certificate Program

Becoming a successful entrepreneur has everything to do with knowing who you are, finding your niche, studying the market you want to impact, identifying the need and, filling that need better than anyone before or since. The Entrepreneurship Certificate will educate

students on all of these elements through a combination of lectures, online videos, simulation experiences, and much more.

Type: Vocational

Program Length:

16 Weeks

Program Outcomes

- Acquire a foundational understanding of entrepreneurship to understand its nature and scope.
- Develop personal traits/behaviors to foster successful entrepreneurial performance.
- Acquire knowledge of business ownership to establish and continue business operations.
- Develop branding strategies for business.
- Reinforce service orientation through communication.
- Identify the impact of small business/ entrepreneurship on market economies.
- Analyze cost/profit relationships to guide business decision making.
- Employ entrepreneurial discovery strategies to generate feasible ideas for business ventures.
- Understand marketing's role and function in entrepreneurial undertakings.
- Acquire a foundational knowledge of promotion to understand its nature and scope.

Item #	Title	Credit Hours
Orientation	Introduction	0
The Idea Pt 1	Lesson 1	37.5
The Idea Pt 2	Lesson 2	37.5
Why a Domain?	Lesson 3	37.5
To LLC or not to LLC? Pt 1	Lesson 4	37.5
To LLC or not to LLC? Pt 2	Lesson 5	37.5
Credit Insurance, Accounting oh My! Pt1-Pt3	Lesson 6	37.5
Credit Insurance, Accounting oh My! Pt2	Lesson 7	37.5
Credit Insurance, Accounting oh My! Pt3	Lesson 8	37.5
Copyrights Vs. Trademarks Pt1	Lesson 9	37.5
Copyrights Vs. Trademarks Pt2	Lesson 10	37.5
Do Handshake Contracts Still Exist? Pt1	Lesson 11	37.5
Partner, Employee, or Contract out? Pt1	Lesson 12	37.5
Partner, Employee, or Contract out? Pt 2	Lesson 13	37.5
How to Brand YOU Pt 1	Lesson 14	37.5
How to Brand YOU Pt2	Lesson 15	37.5
Marketing for the Entrepreneur	Lesson 16	37.5
	Total credits:	600

GED Preparation Program – GED

This on-line GED preparatory course is designed to enable each student to implement competency and mastery in the 6 areas of skill and knowledge that are tested on the GED: reading, language arts, language arts/essay, math, science, and social studies. This on-line course consists of these 6 subject areas and their corresponding instruction modules and assignments. Based on the student's TABE scores, he or she will be prescribed specific modules, assignments, quizzes, and exams in order to tailor the program to the student's needs. After successful completion of all required on-line assignments, the student will take the 5 GED practice tests that are offered within this on-line program and demonstrate skill mastery indicative of readiness to pass the GED.

Type: Vocational
 Program Length:
 Up to 12 months

Program Outcomes

- Learn about the GED testing process
- Encourage positive study habits and independence with education
- Learn reading strategies which will be buildable throughout the remainder of the course
- Learn appropriate mathematical skills such as calculator functions, algebra, and percentages
- Learn historical social studies-related events, topics, and significant dates
- Learn the scientific method and explain formulas
- Construct a thoughtful essay with proper grammar, revision, and editing
- Interpret various forms of writing

Item #	Title	Credit Hours
Mathematics	Lesson 1	200
Social Studies	Lesson 2	200
Science	Lesson 3	200
Writing	Lesson 4	200
Reading	Lesson 5	200
	Total credits:	1000

Grant Writer Certificate Program

Raising capital is an essential part of any sustainable nonprofit business model. Success depends on the ability to effectively fundraise, forge positive donor relationships, and compose persuasive grant proposals.

A successful grant proposal is more than an excellent scientific research idea. The idea needs to be conveyed in a clear and compelling manner with realistic objectives, state-of-the-art methodology and a well-structured work plan and budget. Also, you must present yourself as the best person to carry out the research idea.

This course teaches you how to optimally convey your research idea to funding agencies and reviewers, and to maximize your chances of success.

Type: Vocational
 Program Length:
 16 Weeks

Program Outcomes

- Identify and choose a correct funding scheme.
- Develop a realistic schedule for the proposal writing effort.
- Convey grant purpose/need research idea into a few sentences.

- Develop and write the proposal text in a style that aligns with industry best practices.
- Design effective graphics.
- Present research track record and CV aligning with industry best practices.
- Develop a realistic work plan and budget.

Item #	Title	Credit Hours
Orientation	Introduction	0
What's in a Name	Lesson 1	37.5
Preparing the Executive Summary Part 1	Lesson 2	37.5
Preparing the Executive Summary Part 2	Lesson 3	37.5
Write the Statement of Need Part 1	Lesson 4	37.5
Write the Statement of Need Part 2	Lesson 5	37.5
Project Description Part 1	Lesson 6	37.5
Project Description Part 2	Lesson 7	37.5
Program Budget	Lesson 8	37.5
Organization Information	Lesson 9	37.5
Selling the Proposal Part 1	Lesson 10	37.5
Selling the Proposal Part 2	Lesson 11	37.5
Networking & Resource Development	Lesson 12	37.5
Networking & Resource Development	Lesson 13	37.5
Importance of Language & Communication	Lesson 14	37.5
Importance of Language & Communication	Lesson 15	37.5
Proposal Submission	Lesson 16	37.5
	Total credits:	600

Mediation Certificate Program – MED

Mediation and dispute resolution are rapidly growing fields of study and sought after skills in the workplace. This comprehensive course provides the core skill sets necessary for the practice of mediation. As it becomes more and more apparent that individuals, families, groups, organizations, communities and nations must begin to work together in peaceful ways for the common good, mediation and dispute resolution are poised to become increasingly popular. In mediation, a neutral third party, termed a mediator, works with both sides of a dispute to have them agree on their own terms, without someone else deciding what is best for them. Students are guided through stages of mediation and how these stages apply to actual case studies of mediation. Students are offered an overview of the nature of conflict and differing styles of human

interaction and are asked to explore their unique style of engaging or avoiding conflict and how this might affect their role as a mediator. The course presents an overview of theories of conflict and power, influences of gender and culture and how each helps inform a mediator's interventions. The important skill set of negotiation, including how to apply negotiation techniques, the critical issue of timing, and caucuses and other techniques to deal with impasses in the mediation are presented. The course covers the standards and ethics of this growing profession. Students learn core people skills such as reflective listening, impartiality, reframing, effective communication, and the handling of critical moments.

Type: Vocational
 Program Length:
 16 Weeks

Program Outcomes

- Identify various conflict resolution processes
- Discuss realistic career opportunities available in the conflict resolution field upon successful completion of this program
- Identify and explain the five stages of mediation
- Write an opening statement effectively
- Illustrate barriers to communication
- Argue negotiation tactics to specific scenarios effectively
- Utilize active listening strategies
- Distinguish between various effective strategies for developing critical thinking and problem-solving skills
- Demonstrate skills for forming mutually acceptable agreements
- Construct an effective mediation agreement
- Interpret ethical issues that may arise
- Write a mediated divorce agreement
- Assemble a marketing strategy for a mediation practice.

Item #	Title	Credit Hours
Orientation	Introduction	0
Conflict Resolution Overview	Lesson 1	25
Mediation History	Lesson 2	25
The Formal Mediation Process	Lesson 3	25
Legal Considerations in Mediation	Lesson 4	25
The Convening Stage	Lesson 5	25
The Opening Statement	Lesson 6	25
Communication & Information Gathering	Lesson 7	25
The Negotiation Stage	Lesson 8	25
Relationship Skills	Lesson 9	25
Problem Solving Skills	Lesson 10	25
Conflict Management Skills	Lesson 11	25
The Closing Stage	Lesson 12	25
Ethics	Lesson 13	25
Professional Family Mediation Skills	Lesson 14	25
Professional Business Mediation Skills	Lesson 15	25
Mediation Practice and Final Exam	Lesson 16	25
	Total credits:	400

Medical Billing Certificate Program – MBILL

Lakewood University's Medical Billing program is to provide a comprehensive understanding of medical billing and its components. This program will contain many topics regarding medical billing topics such as managed care, insurance claim processing, a brief introduction to ICD-10-CM coding, HCPCS coding, and CPT coding and reimbursement methodologies. It will also cover claim form submission for Medicare, Medicaid, Blue Cross Blue Shield, Workers' Compensation, and TRICARE. It will also cover the basic office needs, how coding and billing interrelate, and how to maintain and establish the electronic health record.

Type: Vocational
 Program Length:
 16 Weeks

Program Outcomes

- Define medical terms
- Explain the importance of health insurances and managed health care

- Process an insurance claim through the following: commercial insurance, Blue Cross/Blue Shield, Medicare, Medicaid, TRICARE, and Workers' Compensation
- Demonstrate the basics of medical coding
- Explain the importance of coding for medical necessity
- Explain the legalities of medical billing
- Follow essential CMS-1500 Claim instructions

Item #	Title	Credit Hours
Orientation	Introduction	0
Medical Terminology	Lesson 1	0
Health Insurance Specialist Career	Lesson 2	25
Introduction to Health Insurance / Managed Health Care	Lesson 3	25
Processing an Insurance Claim	Lesson 4	25
Legal and Regulatory Issues	Lesson 5	25
ICD-10-CM Coding	Lesson 6	30
CPT Coding	Lesson 7	30
HCPCS Coding	Lesson 8	30
CMs Reimbursement Methodologies	Lesson 9	30
Coding for Medical Necessity	Lesson 10	30
Essential CMS-1500 Claim Instructions	Lesson 11	30
Commercial Insurance	Lesson 12	30
Blue Cross and Blue Shield Plans	Lesson 13	30
Medicare and Medicaid	Lesson 14	30
TRICARE and Workers' Compensation	Lesson 15	30
Final Exam	Lesson 16	0
	Total credits:	400

Medical Coding Certificate Program – MCODE

Lakewood University's Medical Coding program is to provide a comprehensive understanding of medical billing and its components. This program will contain many topics regarding medical coding such as how to navigate through the ICD-10-CM, Current Procedural Terminology (CPT), and HCPCS. This program will also take students through a series of individual coding cases that will require them to use all three coding books for individual body systems.

Type: Vocational

Program Length:
16 Weeks

Program Outcomes

- Describe the difference between Medicare Part A, B, C, and D
- Locate and translate regulatory rules and regulations as they apply to medical billing and coding
- Describe the structure of an ICD-10-CM code
- Demonstrate the ability to navigate the layout of the ICD-10, CPT, & HCPCS manuals
- Describe the layout and guidelines of the ICD-10, CPT, & HCPCS manuals
- Illustrate ability to abstract diagnostic statements from the medical record and differentiate between main and modifying terms and subterms in the coding manuals
- Choose diagnoses and procedures using the ICD-10, CPT, & HCPCS manuals, following chapter-specific guidelines.
- Recognize the structure of an ICD-10-CM code

Item #	Title	Credit Hours	
	Orientation	Introduction	0
	Medical Terminology	Lesson 1	0
	Reimbursement, HIPAA, & Compliance	Lesson 2	25
	An Overview of ICD-10-CM & ICD-10-CM Outpatient Coding & Reporting Guidelines	Lesson 3	25
	ICD-10-CM Coding-Part I	Lesson 4	25
	ICD-10-CM Coding -Part II	Lesson 5	25
	Introduction to the CPT and Level II National Codes/Modifiers	Lesson 6	30
	Evaluation and Management (E/M) Services, Anesthesia/Surgery Guidelines, and General Surgery	Lesson 7	30
	Integumentary System/Musculoskeletal System	Lesson 8	30
	Respiratory System/Cardiovascular System	Lesson 9	30
	Hemic, Lymphatic, Mediastinum, and Diaphragm/Digestive	Lesson 10	30
	Urinary and Male Genital Systems/Reproductive, Intersex Surgery, Female Genital System, and Maternity Care and Delivery	Lesson 11	30
	Endocrine and Nervous Systems/Eye, Ocular, Adnexa, Auditory, and Operating Microscope	Lesson 12	30
	Radiology/Pathology/Laboratory	Lesson 13	30
	Medicine	Lesson 14	30
	Inpatient Coding	Lesson 15	30
	Final Exam	Lesson 16	0
	Total credits:		400

Minister Certificate Program

Christian Ministry training is one of the most exciting and fulfilling adventures you will ever embark on. People often find themselves serving in various capacities in organized religion or informal ministries based on zeal or availability but have limited training. This in-depth course will provide the necessary foundational knowledge to help you grow personally in your spiritual life but also prepare you for the daunting role of helping others grow in their relationship with

God as well. At the end of this course, students will be certified to work in churches, religious non-profits, and Christian schools and youth camps among other vocations.

In this Christian Ministry Certificate program, students are offered an overview of the Bible and the purposes of the Old and New Testament. The student will review the fundamentals of Christianity while gaining a fresh appreciation for the eternal significance of salvation, baptism, and faith. This gives students the solid foundation on which to build their life-long study of God's word. Students will enjoy moving beyond basics and into an understanding of the power and excitement of Kingdom living. This course will help students be trained, shaped, and equipped to do the work of ministry. Students will have the opportunity to develop a deeper love for God, show more loyalty to the Church, and develop a passion for souls while becoming effective servant leaders.

Type: Vocational
 Program Length:
 16 Weeks

Program Outcomes

- Explain and classify the components of the Bible.
- Define fundamental concepts of Christian beliefs, i.e salvation,
- redemption, atonement, transformation, baptism.
- State the benefits and responsibilities of Kingdom citizenship.
- Describe and demonstrate spiritual authority.
- Compare and contrast world economics and kingdom economics.
- Exploring Christian Ministry as a vocation and identify career
- opportunities available in various aspects of ministry upon
- completion of this program.
- Name and classify the gifts of the Spirit.
- Determine personal spiritual gifts through gift assessment.
- Identify characteristics of the servant leader model.
- Identify scripture commonly used to limit the authority of women.
- Formulate a response to support women's ministerial authority.
- Lead others to a decision for salvation.

Item #	Title	Credit Hours
Orientation	Introduction	0
Understanding the Bible (Old And New Testament Overview)	Lesson 1	37.5
Enlisting in God's Army	Lesson 2	37.5
Baptism	Lesson 3	37.5
Faith	Lesson 4	37.5
Becoming A Kingdom Citizen	Lesson 5	37.5
Understanding Spiritual Authority	Lesson 6	37.5
Kingdom Economics	Lesson 7	37.5
The Believer and The Church	Lesson 8	37.5
The Five-Fold Ministry	Lesson 9	37.5
Prayer	Lesson 10	37.5
Spiritual Warfare	Lesson 11	37.5
Divine Healing	Lesson 12	37.5
Gifts of The Spirit	Lesson 13	37.5
Servant Leadership	Lesson 14	37.5
Women in Ministry	Lesson 15	37.5
Soul Winning	Lesson 16	37.5
Total credits:		600

Motivational Speaker Certificate Program

Among many things, we will use a combination of instructional videos, written content, live simulation experiences and web chats to teach students how to develop/create their own Brand, Bio, resume', videos of them speaking publicly, a website, social media pages dedicated to their public speaking career, a YouTube page, an Electronic Press Kit (EPK) and while not mandated, creating a podcast and or, a blog/vlog would help to deepen their impression within the medium.

Type: Vocational
 Program Length:
 16 Weeks

Program Outcomes

- Plan and prepare speeches that inform, persuade, or fulfill the needs of a special occasion
- Select and develop topics for speeches
- Use presentation aids to enhance your speeches
- Outline your speeches in a logical and thorough fashion
- Conduct meaningful research on a variety of topics
- Analyze your audience and design speeches to reflect your analysis

- Evaluate speeches based on a variety of verbal and non-verbal criteria
- Listen effectively, regardless of your interest in the subject matter
- Developing a marketing plan

Item #	Title	Credit Hours
Orientation	Introduction	0
Selecting Speaking Topics	Lesson 1	37.5
Developing Your Area of Expertise	Lesson 2	37.5
Creating Speech Titles	Lesson 3	37.5
Check Out Your Competition	Lesson 4	37.5
Identify Your Benefits	Lesson 5	37.5
Know Your Target Audience	Lesson 6	37.5
Speaking Skills	Lesson 7	37.5
Traits of A Good Speaker	Lesson 8	37.5
How to Improve Your Skills	Lesson 9	37.5
Who Hires Speakers	Lesson 10	37.5
A Potential Employer's Greatest Fear	Lesson 11	37.5
Producing Demo Material	Lesson 12	37.5
Preparing Proposals & Rates of Pay	Lesson 13	37.5
Types of Employers	Lesson 14	37.5
Being Successful on The Job	Lesson 15	37.5
Selling Products	Lesson 16	37.5
Total credits:		600

Paralegal/Legal Assistant Diploma Program – PARA

Law practice is one of the most noble and ancient professions in human history. This course introduces students to the subject of legal assisting and paralegal studies. For those interested in working with attorneys in a professional environment, this course provides a detailed overview of basic law principals and the growing reliance upon non-lawyers to provide efficient and ethical legal services to individuals, businesses, organizations and government agencies in today's global and technology driven world.

Learning in this course may further student's understanding of legal research, writing and analysis. Students can expect to learn about computer software prevalent in law offices and courthouses across the United States. Understanding legal protocol and having the ability to locate statutes and laws enables students to live and work more effectively in our complex and litigious society.

Type: Vocational
 Program Length:
 36 Weeks

Program Outcomes

- Demonstrate basic legal research with an ability to locate many court cases, statutes and laws.
- Distinguish between the roles of paralegals & attorneys.
- Use software like HotDocs, Tabs3 and Adobe commonly prevalent in legal businesses.
- Create a spreadsheet using legal billing as an example of its importance in business environments.
- Explain sources of American law from constitutions, legislative statutes and municipal ordinances.
- Demonstrate an improved understanding of legal terminology through various forms of communication within established protocol.
- Discuss how law firms operate as a business, generate revenue from clients and evaluate staff.
- Develop a career plan for employment while understanding the importance of professionalism.
- Explain common legal issues relevant in business, contracts, property disputes and more.
- Design a basic complaint for Negligence and understand common Torts and defense thereto.
- Identify how to become an Independent Paralegal/ Legal Document Preparer.
- Construct the basics of legal investigations, conduct client, witness, and informational interviews
- Interpret facts into legal issues and evaluate evidence for use in preparing office memorandums.
- Describe practical tools for avoiding common mistakes while employed within the legal profession.
- Locate and understand important ethical rules regulating legal professionals to protect clients.

Item #	Title	Credit Hours
Orientation	Introduction	0
The Paralegal Profession: A Rewarding Career!	Lesson 1	50
Computers in Law Offices	Lesson 2	50
Sources of Law; Differentiating Civil Law, Criminal Law & Dispute Resolution Systems	Lesson 3	50
Word Processing & Document Assembly	Lesson 4	75
Paralegal Regulation & Introduction to Legal Ethics	Lesson 5	50
Spread Sheets & Their Importance	Lesson 6	50
3 Major Areas of Legal Ethics: UPL, Confidentiality & Conflicts of Interests	Lesson 7	50
Additional Ethical Rules	Lesson 8	50
Legal Timekeeping & Billing	Lesson 9	50
Paralegal Skills for Workplace Success	Lesson 10	75
Database Management Systems	Lesson 11	50
Legal Researching & Briefing Cases	Lesson 12	50
The Electronic Courthouse & E – Presentations	Lesson 13	50
Legal Writing	Lesson 14	50
Interviewing, Investigating & Negotiation	Lesson 15	50
Business & Gov't Statute Related Legal Specialty Areas	Lesson 16	50
Researching Tort Law with LIRN and YouTube	Lesson 17	20
Preparation of a Legal Complaint (or Lawsuit)	Lesson 18	30
Total credits:		900

Pharmacy Technician Diploma Program – PHAR

Lakewood University's Pharmacy Technician program prepares students to aid licensed pharmacists prepare medications, provide customer service, and perform administrative duties within a pharmacy setting. The program outlines the proper communication skills necessary for pharmacy technicians which include telecommunication skills and interpersonal communication skills. The course will focus on the accuracy necessary to ensure that information on prescriptions is complete and accurate. Students in this

program will gain the knowledge and skills to qualify them for entry-level positions in pharmacies as well as to be prepared for the National Certification Exam.

State Requirements

State boards may impose a variety of different requirements. These requirements vary from state to state. (The states of Florida, Indiana, Nevada, North Dakota, South Carolina, Utah, and Washington will not consider the training received in this program adequate to fulfill pharmacy technician credentialing requirements. You should contact the State Board of Pharmacy to obtain the requirements applicable to pharmacy technicians in your state.)

Type: Vocational
 Program Length:
 16 Weeks

Program Outcomes

- Interpret physician orders and prescriptions for accuracy
- Explain the role a pharmacy technician plays in the compounding of medications
- Define medical and pharmaceutical terms and common abbreviations
- Describe the role that the pharmacy technician plays in the pharmacy
- Perform basic pharmaceutical calculations
- Explain the differences between brand and generic medications
- Recognize the role that the pharmacy plays in preventative services such as immunizations
- Identify the individual state requirements for a pharmacy technician
- Demonstrate the basic skills needed to effectively prepare for an interview

Item #	Title	Credit Hours
Orientation	Introduction	0
Medical Terminology	Lesson 1	0
History of Medicine and Pharmacy / Pharmacy Law, Ethics, and Regulatory Agencies	Lesson 2	25
Competencies, Associations, and Settings for Technicians/ Communication and Role of the Technician with the Customer/Patient	Lesson 3	25
Dosage Forms and Routes of Administration / Drug Information References	Lesson 4	25
Community Pharmacy Practice / Over-the-Counter (OTC) Medications	Lesson 5	25
Institutional Pharmacy Practice / Complementary and Alternative Medicine (CAM)	Lesson 6	30
Additional Pharmacy Practice Settings / Bulk Repackaging and Non-Sterile Compounding	Lesson 7	30
Conversions and Calculations	Lesson 8	30
Aseptic Technique and Sterile Compounding	Lesson 9	30
Pharmacy Billing and Inventory Management / Medication Safety and Error Prevention	Lesson 10	30
Therapeutic Agents for the Nervous System / Therapeutic Agents for the Endocrine System	Lesson 11	30
Therapeutic Agents for the Musculoskeletal System / Therapeutic Agents for the Cardiovascular System	Lesson 12	30
Therapeutic Agents for the Respiratory System / Therapeutic Agents for the Gastrointestinal System	Lesson 13	30
Therapeutic Agents for the Renal System / Therapeutic Agents for the Reproductive System	Lesson 14	30
Therapeutic Agents for the Immune System / Therapeutic Agents for the Eyes, Ears, Nose, and Throat	Lesson 15	30

/ Therapeutic Agents for the Dermatological System / Therapeutic Agents for the Hematological System		
Final Exam	Lesson 16	0
Total credits:		400

Real Estate Management Certificate Program

Develop practical, real-world knowledge and skills for investing in real estate as an entrepreneur. Through this professional certificate program, you become familiar with a wide range of real estate asset types while learning how to analyze markets, value assets, raise capital through debt and equity financing, and gaining other essential skills for a real estate investment career.

Type: Vocational
 Program Length:
 16 Weeks

Program Outcomes

- Explain the various investment opportunities through an understanding of land uses;
- Describe the forces that drive property values; the life cycles of buildings and neighborhoods; how cities develop and change over time, and the real estate cycle.
- Explore simulation experience creating financial models, analyzing cash flows, determining values, and measuring economic returns of real estate investments.
- Analyze types of investment capital through a variety of debt and equity partnership structures.
- Employ the tools and skills of investment strategy, decision-making, risk mitigation, and enterprise management.

Item #	Title	Credit Hours
Orientation	Introduction	0
Determining Your Why	Lesson 1	37.5
The Cost of The Current You	Lesson 2	37.5
The Cost of The Future You	Lesson 3	37.5
Choosing A Purpose for Each Property	Lesson 4	37.5
Jemal's 5 Rules	Lesson 5	37.5
Buying with A Purpose	Lesson 6	37.5
Flipping with A Purpose	Lesson 7	37.5
Wholesaling with A Purpose	Lesson 8	37.5
Assembling Your Team, Attorney Relationship & Your Realtor / Broker	Lesson 9	37.5
The Closing, The Real Estate Contract & The Documents	Lesson 10	37.5
Funding Projects & Credit	Lesson 11	37.5
The Renovation: Step-By-Step	Lesson 12	37.5
Project Management	PJMG500	37.5
The Scope of Work	Lesson 14	37.5
The Property Manager	Lesson 15	37.5
Putting It All Together, Strategies of Purchasing & Legacy Building	Lesson 16	37.5
	Total credits:	600

Undergraduate Certificate Programs

Entrepreneur Certificate

In the Entrepreneurship Certificate Program, students will be introduced to the language and key concepts of business. Students will also be exposed to the essential functions of a manager and the communication skills required by that role. The program also contains a core focus on entrepreneurship and both the hard and soft skills needed to be successful in the field. This certificate program includes 27 credit hours within Lakewood University's Associate of Applied Business in Business Management and can be taken as a stepping stone towards further education.

Type: Undergraduate Certificate
Program Length:

Nine 3 credit hour courses for a total of 27 credit hours.

Program Outcomes

- Describe the core disciplines of business and their role in the organization
- Explore entrepreneurship and types of innovation
- Recognize the key elements of a successful team and the relationship 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 the information to make wise decisions on behalf of the organization
- Recognize the skills required in planning, organizing, controlling resources and leading in a business environment
- Identify the key elements of real estate law, ownership, and investment
- Identify and understand basic managerial accounting concept

Clock Hour Breakdown

Item #	Title	Credit Hours
BUS100	Introduction to Business	3
COMM100	Interpersonal Communication	3
RELW100	Real Estate Law	3
ACCT100	Principles of Accounting I	3
HRSM100	Human Resource Management	3
BUSE200	Business Ethics	3
HRSM100	Human Resource Management	3
OPMG200	Operations Management	3
ENTP200	Entrepreneurship	3
	Total credits:	27

Law Office Management Undergraduate Certificate

The Law Office Management Certificate Program will prepare students for a career in legal office administration supporting the work of lawyers, paralegals, and other staff. The program includes introductory business language and concepts, as well as expectations of an effective paralegal. Additionally, there is a focus on ethical expectations and best practices in the legal profession. This certificate includes 27 credit hours within Lakewood University's Associate of Applied Business in Paralegal Studies and can be taken as a stepping stone towards further education.

Type: Undergraduate Certificate
Program Length:

Undergraduate degree certificate consists of 8 courses (3 credit hours each) totaling 24 credit hours.

Program Outcomes

- Describe the American legal system, its structure, and how it operates
- Discuss societal issues and ethical considerations for attorneys and paralegals
- Identify the elements in various areas of law including criminal, contract, business, tort, property, wills & estates, and family law
- Describe how law firms are structures and the paralegal's role in this context
- Describe trends in technology and specifically how computers are used in the law office
- Conduct legal research and demonstrate the basics of legal correspondence
- Describe what management is (its functions) and explain the role of a manager
- Describe what human resource management is (its functions) and challenges

- Analyze motivation theories and the relationship between motivation and performance
- Describe operations in management, designing performance measures and how they are used in decision making
- Identify an organization's stakeholders, its ethical issues and define the concept of social responsibility
- Describe technology trends and specifically how computers are used in the workplace
- Demonstrate language fundamentals necessary to communicate effectively with an emphasis on workplace oral and written communication

Item #	Title	Credit Hours
HRMS100	Human Resource Management	3
COMM100	Interpersonal Communication	3
BUS100	Introduction to Business	3
BSLW100	Business Law	3
LGAW200	Legal Analysis & Writing I	3
LGR200	Legal Research	3
LWVG200	Law Office Management	3
OPMG200	Operations Management	3
Total credits:		24

Legal Document Preparation Undergraduate Certificate

In the Legal Document Preparer Certificate Program students will be introduced to the expectations and roles of the legal assistant or paralegal. Students will explore common areas of law that legal assistants will be exposed to in the profession. Students will be introduced to the legal research process and preparation of legal documents in support of the work of lawyers and others in the field. This certificate includes 24 credit hours within Lakewood University's Associate of Applied Business in Paralegal Studies and can be taken as a stepping stone towards further education.

Type: Undergraduate Certificate

Program Length:

Undergraduate degree certificate consists of 8 courses (3 credit hours each) totaling 24 credit hours.

Program Outcomes

- Describe the American legal system, its structure, and how it operates
- Discuss societal issues and ethical considerations for attorneys and paralegals

- Identify the elements in various areas of law including criminal, contract, business, tort, property, will & estates, and family law
- Identify the elements of defense to various intentional torts
- Explain how contracts are formed
- Conduct legal research and demonstrate the basis of legal correspondence
- Identify an organization's stakeholder, its ethical issues and define the concept of social responsibility
- Demonstrate language fundamental necessary to communicate effectively with an emphasis on workplace oral and written communication

Item #	Title	Credit Hours
ENG101	English 101	3
BUS100	Introduction to Business	3
BSLW100	Business Law	3
PGL100	Introduction into Paralegal Studies	3
LGAW200	Legal Analysis & Writing I	3
TRT100	Torts	3
CONT200	Contracts	3
LGR200	Legal Research	3
Total credits:		24

Legal Secretary Undergraduate Certificate

Each undergraduate degree certificate consists of 8 courses (3 credit hours each) totaling 24 credit hours.

The Legal Secretary Certificate Program will prepare students for a career in legal office administration supporting the work of lawyers, paralegals, and other staff. The program includes introductory business language and concepts, as well as expectations of an effective paralegal. An emphasis is made on exploring the role of legal secretaries, including legal analysis and writing, in the law office. This certificate includes 24 credit hours within Lakewood University's Associate of Applied Business in Paralegal Studies and can be taken as a stepping stone towards further education.

Type: Undergraduate Certificate

Program Outcomes

- Describe the America legal system, its structure, and how it operates
- Discuss societal issues and ethical considerations for attorneys and paralegals

- Identify the elements in various areas of law including criminal, contract, business, tort, property, wills & estates, family law
- Describe how law firms are structures and the paralegal's role in this context
- Describe trends in technology and specifically how computers are used in the law office
- Identify the source of criminal law
- Conduct legal research and demonstrate the basic legal correspondence
- Describe operations in management, designing performance measures how they are used in decision making
- Demonstrate a basic understanding of accounting principals including the interpretation of common financial statements
- Describe technology trends and specifically how computers are used in the workplace
- Demonstrate language fundamentals necessary to communicate effectively with an emphasis on workplace oral and written communication

Item #	Title	Credit Hours
ENG101	English 101	3
BUS100	Introduction to Business	3
PGL100	Introduction into Paralegal Studies	3
CRLW100	Criminal Law & Procedure	3
BSLW100	Business Law	3
LGAW200	Legal Analysis & Writing I	3
LWMG200	Law Office Management	3
LGR200	Legal Research	3
Total credits:		24

Office Management Undergraduate Certificate

In the Office Manager Certificate Program students will learn the language and key concepts of business. Students will explore the role of a manager in the modern workplace with a focus on its day-to-day operations. Additionally, students will be exposed to best practices and ethical behavior. This certificate includes 24 credit hours within Lakewood University's Associate of Applied Business in Business Management and can be taken as a stepping stone towards further education.

Type: Undergraduate Certificate

Program Length:

Undergraduate degree certificate consists of 8 courses (3 credit hours each) totaling 24 credit hours.

Program Outcomes

- Discuss societal issues and ethical considerations for attorneys and paralegals
- Describe what management is (its functions) and explain the role of a manager
- Describe what human resource management is (its functions) and challenges
- Analyze motivation theories and the relationship between motivation and performance
- Define marketing and its role in relation to the organization's business plan
- Describe operations in management, designing performance measures and how they are used in decision making
- Demonstrate a basic understanding of accounting principles including the interpretation of the common financial statement
- Identify an organization's stakeholders, its ethical issues and define the concept of social responsibility
- Describe technology trends and specifically how computers are used in the workplace
- Explore the myths of entrepreneurship and identify types of innovation
- Demonstrate language fundamentals necessary to communicate effectively with an emphasis on workplace oral and written communication

Item #	Title	Credit Hours
HRMS100	Human Resource Management	3
BUS100	Introduction to Business	3
ENG101	English 101	3
COMM100	Interpersonal Communication	3
OPMG200	Operations Management	3
BUSE200	Business Ethics	3
MKTP200	Marketing Principles	3
PNMG200	Principles of Management	3
Total credits:		24

Project Management Undergraduate Certificate

COURSE CONTENT: Each certificate is comprised of courses taken directly from Associate Degree in Business Management.

The Certified Project Management Professional (PMP®) Examination Preparation program at Lakewood University is offered by a Registered Education Provider (REP®) with the Project Management Institute (PMI). Participants who complete the rigorous course of study will be prepared to sit for the PMP® Certification

Examination. The course will cover the standards used in conjunction with the Guide to the Project Management Body of Knowledge (PMBOK® Guide).

To achieve PMP® certification, each candidate must satisfy all educational and experiential requirements established by PMI and must demonstrate an acceptable and valid level of understanding and knowledge about project management that is tested by the Project Management Professional Certification Examination. This course will prepare the student for the PMP® exam by examining the special nature of projects – concepts, definitions and approaches.

* Project Management Undergraduate Certificate - Transfer to Associate in Business Management and Bachelor's in Business Management

Type: Undergraduate Certificate

Program Outcomes

- Explain the elements of an effective strategic plan and the process for developing one.
- Examine the key elements of leadership and motivation in the context of project management.
- Interpret budgets and financial statements that are involved in project management.
- Examine the theory and practice of project management, culminating in the analysis of real-world examples
- Prepare for and pass the Project Management Professional (PMP) exam.

Item #	Title	Credit Hours
PMG100	Principles of Management	3
HRSM100	Human Resource Management	3
OPMG200	Operations Management	3
PJMGPS400	Project Management: Principles of Strategies	3
Total credits:		12

Restaurant Business Management Undergraduate Certificate

In the Restaurant Business Management Certificate Program, students will be introduced to the language and key concepts of business. They will explore human resource management and operations management. Students will also be required to engage in supplemental studies specific to restaurant management and will be asked to apply general business concepts to restaurant management. This certificate includes 12 credit hours

within Lakewood University's Associate of Applied Business in Business Management and can be taken as a stepping stone towards further education.

Type: Undergraduate Certificate

Program Length:

Comprised of 4 courses totaling 12 credit hours.

Program Outcomes

- Describe what management is (its functions) and explain the role of a manager
- Describe what human resource management is (its functions) and challenges
- Analyze motivation theories and the relationship between motivation and how they are used in decision making
- Describe operations in management, designing performance measures and how they are used in decisions making
- Demonstrate a basic understanding of accounting principals including the interpretation of common financial statements
- Describe technology trends and specifically how computers are used in the workplace
- Demonstrate language fundamentals necessary to communicate effectively with an emphasis on workplace oral and written communication

Item #	Title	Credit Hours
BUS100	Introduction to Business	3
COMM100	Interpersonal Communication	3
OPMG200	Operations Management	3
HRSM100	Human Resource Management	3
Total credits:		12

Graduate Certificate Programs

Project Management Graduate Certificate

COURSE CONTENT: Each certificate is comprised of courses taken directly from Associate Degree in Business Management.

The Certified Project Management Professional (PMP®) Examination Preparation program at Lakewood University is offered by a Registered Education Provider (REP®) with the Project Management Institute (PMI). Participants who complete the rigorous course of study will be prepared to sit for the PMP® Certification Examination. The course will cover the standards used in conjunction with the Guide to the Project Management Body of Knowledge (PMBOK® Guide).

To achieve PMP® certification, each candidate must satisfy all educational and experiential requirements established by PMI and must demonstrate an acceptable and valid level of understanding and knowledge about project management that is tested by the Project Management Professional Certification Examination. This course will prepare the student for the PMP® exam by examining the special nature of projects – concepts, definitions and approaches.

* Project Management Graduate Certificate – Transfer to Master’s of Business Administration

Type: Graduate Certificate

Program Outcomes

- Explain the elements of an effective strategic plan and the process for developing one.
- Examine the key elements of leadership and motivation in the context of project management.
- Interpret budgets and financial statements that are involved in project management.
- Examine the theory and practice of project management, culminating in the analysis of real-world examples
- Prepare for and pass the Project Management Professional (PMP) exam.

Item #	Title	Credit Hours
STMG500	Strategic Management	3
LDRM500	Leadership & Motivation	3
FSDA500	Financial Statement Development & Analysis	3
PJMG500	Project Management	3
Total credits:		12

Degree Program Listing

Associate of Applied Business in Business Management

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.

Type: Associate Degree of Applied Business

Program Length:

2 years, 60 Credit Hours

Program Outcomes

- Describe what management is (its functions) and explain the role of a manager
- Describe what human resource management is (its functions) and challenges
- Analyze motivation theories and the relation between motivation and performance
- Define marketing and its role in relation to the organization's business plan
- Describe operations in management, designing performance measures and how they are used in decision making
- Demonstrate a basic understanding of accounting principles including the interpretation of common financial statements
- Identify an organization's stakeholders, its ethical issues and define the concept of social responsibility
- Describe technology trends and specifically how computers are used in the workplace
- Explore the myths of entrepreneurship and identify types of innovation
- Demonstrate language fundamentals necessary to communicate effectively with an emphasis on workplace oral and written communication
- Demonstrate basic math skills as related to algebraic equations and practical personal finance

Credit Hour Breakdown

Item #	Title	Credit Hours
BUS100	Introduction to Business	3
COMM100	Interpersonal Communication	3
BSLW100	Business Law	3
COMP100	Introduction to Computers	3
GOVT100	Insert Program Name	3
ENG100	English 101	3
MATH100	College Mathematics I	3
PSY100	Introduction to Psychology	3
OPMG200	Operations Management	3
ACCT100	Principles of Accounting I	3
SPCH100	Speech 101	3
HRSM100	Human Resource Management	3
ACCT200	Principles of Accounting I	3
PNMG200	Principles of Management	3
ORGB200	Organizational Behavior	3
MKTP200	Marketing Principles	3
PRFN100	Personal Finance	3
MCRE200	Microeconomics	3
BUSE200	Business Ethics	3
ENTP200	Entrepreneurship	3
Total credits:		70

Associate of Applied Business in Paralegal Studies

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.

Type: Associate Degree of Applied Business

Program Length:

Length of Program: 2 years, 63 Credit Hours

Program Outcomes

- Describe the American legal system, its structure, and how it operates
- Discuss ethical considerations for attorneys and paralegals
- Identify the paralegal's role
- Identify the elements in various areas of law including: criminal, contract, business, tort, property, wills & estates, and family law
- Identify various conflict resolution processes
- Evaluate societal issues
- Describe how law firms are structured
- Describe how computers are used within the law office
- Analyze landlord and tenant law
- Identify the sources of criminal law
- Describe the composition of a family law office
- Identify the elements and defenses to various intentional torts
- Explain how contracts are formed
- Demonstrate the basics of legal correspondence
- Examine the drafting of wills and trusts
- Conduct legal research
- Demonstrate interpersonal skills
- Identify modern principles of psychology

Credit Hour Breakdown

Item #	Title	Credit Hours
BUS100	Introduction to Business	3
COMM100	Interpersonal Communication	3
BSLW100	Business Law	3
COMP100	Introduction to Computers	3
GOVT100	Insert Program Name	3
ENG100	English 101	3
PGL100	Introduction into Paralegal Studies	3
MATH100	College Mathematics I	3
PSY100	Introduction to Psychology	3
CRLW100	Criminal Law & Procedure	3
RELW100	Real Estate Law	3
LWVG200	Law Office Management	3
LGR200	Legal Research	3
SOCI100	Introduction to Sociology	3
LGAW200	Legal Analysis & Writing I	3
WTE200	Wills, Trusts, & Estates	3
TRT100	Torts	3
CONT200	Contracts	3
BUSE200	Business Ethics	3
DOMR200	Domestic Relations	3
ADR200	Alternative Dispute Resolution	3
	Total credits:	63

Bachelors Degree in Business Management

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.

Type: Bachelor of Science

Program Length:

4 years, 120 Credit Hours

Program Outcomes

- Define business and discuss the role of business and economy
- Describe what management is (its functions) and explain the roles of a manager
- Compare and contrast entrepreneurship
- Describe what human resource management is (its functions) and challenges
- Define marketing and its role in relation to the organization's business plan
- Analyze motivation theories and the relation between motivation and performance
- Describe types of performance measures and how they are used in decision making
- Read and interpret basic financial statements
- Identify stakeholders and define the concept of social responsibility
- Describe how computers can be used in the workplace
- Define and discuss the meaning of GDP, unemployment, and inflation data and how that data is computed
- Identify the division of functions among federal, state, and local governments
- Define the Law and Society including the origin of law and the U.S. legal system
- Identify modern principles of psychology
- Demonstrate effective oral and written communication
- Demonstrate interpersonal communication skills
- Identify steps in the personal finance process
- Complete algebraic equations

Credit Hour Breakdown

Item #	Title	Credit Hours
BUS100	Introduction to Business	3
COMM100	Interpersonal Communication	3
BSLW100	Business Law	3
COMP100	Introduction to Computers	3
GOVT100	Insert Program Name	3
ENG100	English 101	3
MATH100	College Mathematics I	3
PSY100	Introduction to Psychology	3
ACCT100	Principles of Accounting I	3
SPCH100	Speech 101	3
HRSM100	Human Resource Management	3
MATHII100	College Mathematics II	3
ACCTII200	Principles of Accounting II	3
MKTP200	Marketing Principles	3
MCRE200	Microeconomics	3
STAT200	Statistics	3
MACE200	Macroeconomics	3
PNMG200	Principles of Management	3
ORGB200	Organizational Behavior	3
PRFN100	Personal Finance	3
OPMG200	Operations Management	3
ENTP200	Entrepreneurship	3
STATII300	Statistics II	3
SCMGMT300	Supply Chain Management	3
MANA300	Managerial Accounting	3
PNFN 300	Principles of Finance	3
MKTM300	Marketing Management	3
BUSE200	Business Ethics	3
FMGT300	Financial Management	3
STMGT300	Strategic Management	3
IBUS400	International Business	3
STBM400	Strategic Brand Management	3
MGDM400	Managerial Decision Making	3
ORGL400	Organizational Leadership	3
BRMM400	Business Research Methodology	3
	Core Elective (2)	3
	General Elective (2)	3
	Total credits:	111

Bachelors Degree in Healthcare Administration

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.

Type: Bachelor of Science

Program Length:

4 years, 120 Credit Hours

Program Outcomes

- Explain and distinguish the organizational culture, structure, performance, terminology among U.S. and global healthcare systems
- Prepare students to maintain accurate financial records, prepare budgets, analyze variance and assess risks and return opportunities, making recommendations for action based on organizational goals
- Create organizational policies and execute decisions in accordance with the legal, regulatory and ethical considerations, with particular consideration on the IT processes and structure and how information technology impact all aspects of the healthcare delivery
- Prepare students in a way to solve strategic, tactical and operational issues in managing healthcare systems and associated information technology using organizational knowledge, talent management and critical thinking
- Improve the skills related to team and talent management, organizational skills, supervision and coaching techniques so that the students can lead across organization, department, and work group units effectively by meeting organizational goals in a variety of healthcare environments
- Improve oral and written communication skills to meet the needs of various audience
- Improve software using skills to develop informative, explanatory and persuasive presentations to a variety of audiences
- Create different types of budgets and study budget processes
- Create annual report for making managerial decisions
- Prepare students to apply administrative and management concepts in a healthcare environment

Item #	Title	Credit Hours
HCA100	Introduction to Healthcare Administration	3
COMM100	Interpersonal Communication	3
ELHLTH100	Fundamentals of Electronic Health Records	3
COMP100	Introduction to Computers	3
GOVT100	Insert Program Name	3
ENG100	English 101	3
MATH100	College Mathematics I	3
PSY100	Introduction to Psychology	3
SPCH100	Speech 101	3
ACCT100	Principles of Accounting I	3
HRSM100	Human Resource Management	3
MEDTERM101	Medical Terminology	3
PCM300	Introduction to Patient Care Management	3
WELL200	Introduction to Wellness	3
HCM200	Introduction to. Healthcare Management	3
MCRE200	Microeconomics	3
MIS200	Management Information Systems	3
MACE200	Macroeconomics	3
PNMG200	Principles of Management	3
STAT200	Statistics	3
ELCHC200	Ethical & Legal Considerations of Healthcare	3
OPMG200	Operations Management	3
HACCT300	Healthcare Accounting	3
HMKTP200	Healthcare Marketing Principles	3
ORBGM300	Organizational Behavior and Medical Office Management	3
ATMP300	Anatomy & Physiology I	3
BUSE200	Business Ethics	3
FMGT300	Financial Management	3
ORGL400	Organizational Leadership	3
OPRS300	Operation Research	3
ATMPH400	Anatomy & Physiology II	3
MGDM400	Managerial Decision Making	3
IHDL400	International Healthcare Delivery	3
HSPC400	Healthcare Systems & Policy	3
STHM300	Strategic Healthcare Management	3
	Core Elective (3)	3
	General Elective (2)	3
	Total credits:	111

Bachelors Degree in Information Technology

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.

Type: Bachelor of Science
 Program Length:
 4 years, 120 Credit Hours

Program Outcomes

- Plan, deploy and configure application and file servers
- Learn, understand and configure secure network and computing applications
- Develop a professional identity from which to make globally, socially and ethically responsible information technology and systems decisions that are in line with legal and organizational policy requirements
- Function efficiently as individuals and team members in the workplace
- Develop project management skills and leadership skills.
- Pursuing life-long learning and obtaining the tools to successfully identify, use and cope up with ever-changing technologies.
- Demonstrate a substantial understanding of real-world practice pertaining to IT.
- Create a project plan, design and execute projects to provide appropriate solutions to business requirements.

Credit Hour Breakdown

Item #	Title	Credit Hours
CSA100	Computer Systems Architecture	3
COMM100	Interpersonal Communication	3
PSY100	Introduction to Psychology	3
MATH100	College Mathematics I	3
ENG100	English 101	3
GOVT100	Insert Program Name	3
NETF200	Networking Fundamentals	3
CALC100	Calculus I	3
PJMG100	Project Management	3
SPCH100	Speech 101	3
SOCI100	Introduction to Sociology	3
DATA200	Fundamentals of Database	3
FACCT200	Financial Accounting	3
CALCII200	Calculus II	3
STAT200	Statistics	3
CLDF200	Cloud Fundamentals	3
CSF200	Computer Security Fundamentals	3
ORGB200	Organizational Behavior	3
OPMG200	Operations Management	3
ECON200	Economics	3
BUSE200	Business Ethics	3
ENTP200	Entrepreneurship	3
MANA300	Managerial Accounting	3
STATII300	Statistics II	3
BSLW300	Business Law	3
DCDN300	Data Communication & Distributed Networks	3
PROG300	Introduction to Programming	3
OSAS300	Operating Systems and Application Software	3
SYSAD300	Introduction to System Analysis and Design	3
SWDV300	Software Development	3
DDA400	Database Design & Administration	3
SARC400	System Architecture & Integration	3
DINT400	Database Integrations	3
	Major Elective — Network Administration	6
	Major Elective — Software Analysis and Development	6
	Major Elective — Business and Project Database Management	6
	General Elective (1)	3
	Total credits:	120

Bachelors Degree in Paralegal Studies

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.

Type: Bachelor of Science

Program Length:

4 years, 120 Credit Hours

Program Outcomes

- 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.

Credit Hour Breakdown

Item #	Title	Credit Hours
BUS100	Introduction to Business	3
PGL100	Introduction into Paralegal Studies	3
COMP100	Introduction to Computers	3
MATH100	College Mathematics I	3
ENG100	English 101	3
GOVT100	Insert Program Name	3
LWMG200	Law Office Management	3
LGR200	Legal Research	3
COMM100	Interpersonal Communication	3
SPCH100	Speech 101	3
SOCI100	Introduction to Sociology	3
PSY100	Introduction to Psychology	3
CRLW100	Criminal Law & Procedure	3
RELW100	Real Estate Law	3
TRT100	Torts	3
BSLW100	Business Law	3
LGAW200	Legal Analysis & Writing I	3
ADR200	Alternative Dispute Resolution	3
CONT200	Contracts	3
ETHC200	Ethics	3
DOMR200	Domestic Relations	3
WTE200	Wills, Trusts, & Estates	3
EHLW300	Environment & Health Law	3
CREG300	Corporate Regulations	3
PPLT300	Principles of Practice Litigation	3
LGAWII300	Legal Analysis and Writing II	3
CLTL300	Copyright Law & Trademark	3
IACCT300	Introduction to Accounting	3
FLW300	Family Law	3
CNLW300	Constitutional Law	3
PLDC400	Pleading and The Courts	3
STPGL400	Special Topics in Paralegal Studies	3
APPDI400	Operating System and Application Software	3
CILW400	Comparative Internal Law	3
NEGM400	Negotiation & Mediation	3
IPGL400	Internship in Paralegal Studies	3
	Core Elective (2)	6
	General Elective (2)	6
	Total credits:	120

Master's Degree in Business Administration

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.

Type: Master of Business Administration

Program Length:

2 years, 36 Credit Hours

Program Outcomes

Students will:

- Students will employ systematic and analytical decision-making skills to identify and to solve complex organizational issues and problems;
- Students will develop strategies for business growth rooted in evidence-based practices.
- Students will identify and analyze key managerial skills to create innovation and induce change in various business environments.
- Students will evaluate the implications and ethical ramifications of changing environmental factors on organizational choices within a global environment; identify and analyze existing and emerging concepts managerial skills that lead to innovation.
- Students will apply key business skills to breadth of business domains.

Credit Hour Breakdown

*This credit hour breakdown is a precursor course sequence. All courses must be taking in the sequence below.

Semester 1

Item #	Title	Credit Hours
STM500	Strategic Management	3
MKT500	Marketing Management	3
MANA500	Managerial Accounting	3
SHRM500	Survey of Human Resource Management	3

Semester 2

Item #	Title	Credit Hours
LDRM500	Leadership & Motivation	3
FSDA500	Financial Statement Development & Analysis	3
BSLW500	Business Law	3
ENTP500	Entrepreneurship	3

Semester 3

Item #	Title	Credit Hours
IBUS500	International Business	3
PJMG500	Project Management	3
ETDM500	Ethical Decision Making	3
CAP400	Business Management Capstone	3
Total credits:		36

Degree Course Descriptions

ACCT100: Principles of Accounting I

Managerial accounting is primarily concerned with generating financial and non-financial information for use by managers for decision making. This course will enable students to compare and contrast managerial accounting with financial accounting, identify ethical issues in accounting and describe various costing processes within the organization. Throughout the course, a managerial viewpoint is stressed.
Credit Hours: 3

ACCT200: Principles of Accounting I

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.
Credit Hours: 3

ACCTII200: Principles of Accounting II

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.
Credit Hours: 3

ADM300: Advanced Database Management

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.
Credit Hours: 3

ADR200: Alternative Dispute Resolution

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.
Credit Hours: 3

AIST400: Advanced Internet Security & Threats

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.
Credit Hours: 3

AJP400: Advanced Java Programming

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.
Credit Hours: 3

ALG100: College Algebra

This course is designed to familiarize learners with fundamental mathematical concepts such as inequalities, polynomials, linear and quadratic equations, and logarithmic and exponential functions.
Credit Hours: 3

AMILT100: American Literature

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.
Credit Hours: 3

APCL400: Advanced Practices in Criminal Law

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.
Credit Hours: 3

APPD300: Object-Oriented Application Development I

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.

Credit Hours: 3

APPDI400: Operating System and Application Software

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.

Credit Hours: 3

ARTN400: The Art of Negotiation

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.

Credit Hours: 3

ATMP300: Anatomy & Physiology I

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.

Credit Hours: 3

ATMPH400: Anatomy & Physiology II

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.

Credit Hours: 3

BIO100: Principles of Biology

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.

Credit Hours: 3

BLKW300: Bankruptcy Law

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.

Credit Hours: 3

BRMM400: Business Research Methodology

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.

Credit Hours: 3

BSLW100: Business Law

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.

Credit Hours: 3

BSLW300: Business Law

A course in legal and regulatory requirements that impact information technology with an emphasis on compliance and prevention of liabilities.

Credit Hours: 3

BSLW500: Business Law

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.

Credit Hours: 3

BUS100: Introduction to Business

Present the fundamentals of business organization and procedures to acquaint you with management principles, business terminology, types of business organizations, and their control.

Credit Hours: 3

BUSE200: Business Ethics

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.

Credit Hours: 3

CALC100: Calculus I

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.

Credit Hours: 3

CALCII200: Calculus II

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.

Credit Hours: 3

CAP400: Business Management Capstone

Credit Hours: 3

CAP400 - Cloned: Business Management Capstone

Credit Hours: 3

CAP500: MBA Capstone

Credit Hours: 3

CILW400: Comparative Internal Law

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.

Credit Hours: 3

CLDF200: Cloud Fundamentals

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.

Credit Hours: 3

CLTL300: Copyright Law & Trademark

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.

Credit Hours: 3

CNLW300: Constitutional Law

Credit Hours: 3

COMM100: Interpersonal Communication

This course teaches the basics of communication principles and concepts. Topics include Intercultural issues, conflict management, and communicating in groups and public.

Credit Hours: 3

COMP100: Introduction to Computers

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.

Credit Hours: 3

CONT200: Contracts

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.

Credit Hours: 3

CREG300: Corporate Regulations

Credit Hours: 3

CRLW100: Criminal Law & Procedure

Credit Hours: 3

CRW100: Criminal Law & Procedure

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.

Credit Hours: 3

CSA100: Computer Systems Architecture

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.

Credit Hours: 3

CSF200: Computer Security Fundamentals

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.

Credit Hours: 3

CVLL400: Civil Litigation

This course provides students with an introductory-level education regarding the process and procedures of filing a lawsuit against a person or organization.

Credit Hours: 3

DATA200: Fundamentals of Database

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.

Credit Hours: 3

DCDN300: Data Communication & Distributed Networks

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.

Credit Hours: 3

DDA400: Database Design & Administration

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.

Credit Hours: 3

DINT400: Database Integrations

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.

Credit Hours: 3

DMKT400: Digital Marketing

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.

Credit Hours: 3

DOMR200: Domestic Relations

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.

Credit Hours: 3

DSI300: Directory Services & Infrastructure

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.

Credit Hours: 3

EBSUM300: E-Business Infrastructure Management

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.

Credit Hours: 3

ECOMD200: E-Commerce Development

This course will provide students a basic understanding of the activities, issues, and concerns related to launching a new online business.

Credit Hours: 3

ECON200: Economics

Credit Hours: 3

EHLW300: Environment & Health Law

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.
Credit Hours: 3

ELCHC200: Ethical & Legal Considerations of Healthcare

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.
Credit Hours: 3

ELHLTH100: Fundamentals of Electronic Health Records

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.
Credit Hours: 3

ENG100: English 101

This course enables students to gain or improve writing and critical reading skills, helping them communicate using coherent, meaningful language. Additionally, the class puts emphasis on research, showing students how to locate, identify, and cite outside sources to improve their own arguments.
Credit Hours: 3

ENG101: English 101

Credit Hours: 3

ENGCMP100: English Composition

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.
Credit Hours: 3

ENTN400: Enterprise Networking

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.
Credit Hours: 3

ENTP200: Entrepreneurship

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.
Credit Hours: 3

ENTP500: Entrepreneurship

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.
Credit Hours: 3

ENTRM400: Enterprise Resource Management

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.
Credit Hours: 3

ENVS100: Environmental Science

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.
Credit Hours: 3

ETDM500: Ethical Decision Making

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.
Credit Hours: 3

ETHC200: Ethics

Credit Hours: 3

FACCT200: Financial Accounting

Credit Hours: 3

FLW300: Family Law

Credit Hours: 3

FMGT200: Financial Marketing

3

FMGT300: Financial Management

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.

Credit Hours: 3

FMKTA400: Financial Marketing Institutions

3

FSA400: Financial Statement Analysis

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.

Credit Hours: 3

FSDA500: Financial Statement Development & Analysis

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.

Credit Hours: 3

GOVT100: Insert Program Name

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.

Credit Hours: 3

HACCT300: Healthcare Accounting

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.

Credit Hours: 3

HCA100: Introduction to Healthcare Administration

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.

Credit Hours: 3

HCM200: Introduction to Healthcare Management

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.

Credit Hours: 3

HMKTP200: Healthcare Marketing Principles

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).

Credit Hours: 3

HPMPS400: Healthcare Project Management: Principles & Strategies

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.

Credit Hours: 3

HRMS100: Human Resource Management

Credit Hours: 3

HRSM100: Human Resource Management

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.

Credit Hours: 3

HSCM400: Healthcare Science Management

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.

Credit Hours: 3

HSPC400: Healthcare Systems & Policy

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.

Credit Hours: 3

IACCT300: Introduction to Accounting

Credit Hours: 3

IBUS400: International Business

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.

Credit Hours: 3

IBUS500: International Business

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.

Credit Hours: 3

IHDL400: International Healthcare Delivery

The course is designed particularly for health care professionals who are interested in learning the fundamentals of global health and deepening their knowledge.

Credit Hours: 3

IMLW400: Immigration Law

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.

Credit Hours: 3

IPGL100: Internship in Paralegal Studies

The topics will include administrative law; alternative dispute resolution; employment law; health law; immigration law; insurance law.

Credit Hours: 3

IPGL400: Internship in Paralegal Studies

Credit Hours: 3

ISPM400: Information Systems Project Management

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.

Credit Hours: 3

ITMS300: IT Management Strategy

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.

Credit Hours: 3

JUVJS400: Juvenile Justice System

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.

Credit Hours: 3

LDRM500: Leadership & Motivation

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.

Credit Hours: 3

LGAW200: Legal Analysis & Writing I

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.

Credit Hours: 3

LGAWII300: Legal Analysis and Writing II

Credit Hours: 3

LGR200: Legal Research

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.

Credit Hours: 3

LWMG200: Law Office Management

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.

Credit Hours: 3

MACE200: Macroeconomics

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.

Credit Hours: 3

MANA300: Managerial Accounting

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.

Credit Hours: 3

MANA500: Managerial Accounting

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.

Credit Hours: 3

MATH100: College Mathematics I

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.

Credit Hours: 3

MATHII100: College Mathematics II

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.

Credit Hours: 3

MBILL 019: Medical Billing Certificate

Credit Hours: 600

MBILLAMA: Medical Billing and Administrative Medical Assistant

MBILLMCODE: Medical Billing and Medical Coding

MCODEAMA: Medical Coding and Administrative Medical Assistant

MCRE200: Microeconomics

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.

Credit Hours: 3

MED600: Mediation

Mediation and dispute resolution are rapidly growing fields of study and sought after skills in the workplace. This comprehensive course provides the core skill sets necessary for the practice of mediation. As it becomes more and more apparent that individuals, families, groups, organizations, communities and nations must begin to work together in peaceful ways for the common good, mediation and dispute resolution are poised to become increasingly popular. In mediation, a neutral third party, termed a mediator, works with both sides of a dispute to have them agree on their own terms, without someone else deciding what is best for them. Students are guided through stages of mediation and how these stages apply to actual case studies of mediation. Students are offered an overview of the nature of conflict and differing styles of human interaction and are asked to explore their unique style of engaging or avoiding conflict and how this might affect their role as a mediator. The course presents an overview of theories of conflict and power, influences of gender and culture and how each helps inform a mediator's interventions. The important skill set of negotiation, including how to apply negotiation techniques, the critical issue of timing, and caucuses and other techniques to deal with impasses in the mediation are presented. The course covers the standards and ethics of this growing profession. Students learn core people skills such as reflective listening, impartiality, reframing, effective communication, and the handling of critical moments.
Credit Hours: 600

MEDPARA: Mediation and Paralegal Combination Program

Welcome new students to the Mediation / Paralegal Studies Program here at Lakewood University! This combination program is designed to allow seamless integration between the topics of mediation and paralegal studies.

MEDTERM101: Medical Terminology

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.
Credit Hours: 3

MGDM400: Managerial Decision Making

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.
Credit Hours: 3

MIS200: Management Information Systems

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.
Credit Hours: 3

MKTM300: Marketing Management

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.
Credit Hours: 3

MKTM500: Marketing Management

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.
Credit Hours: 3

MKTP200: Marketing Principles

Credit Hours: 3

MONB400: Money & Banking

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 cryptocurrencies such as "bitcoin".
Credit Hours: 3

NEGM400: Negotiation & Mediation

Credit Hours: 3

NETF200: Networking Fundamentals

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.

Credit Hours: 3

NETM200: Network Security Management

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.

Credit Hours: 3

OPMG200: Operations Management

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.

Credit Hours: 3

OPRS300: Operation Research

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.

Credit Hours: 3

ORBGM300: Organizational Behavior and Medical Office Management

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.

Credit Hours: 3

ORGB200: Organizational Behavior

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.

Credit Hours: 3

ORGL400: Organizational Leadership

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.

Credit Hours: 3

OSAS300: Operating Systems and Application Software

Credit Hours: 3

PCM300: Introduction to Patient Care Management

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.

Credit Hours: 3

PGL100: Introduction to Paralegal Studies

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.

Credit Hours: 3

PHL100: Introduction to Philosophy

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.

Credit Hours: 3

PJMG100: Project Management
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.
Credit Hours: 3

PJMG500: Project Management
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.
Credit Hours: 3

PJMGPS400: Project Management: Principles of Strategies
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.
Credit Hours: 3

PLDC400: Pleading and The Courts
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.
Credit Hours: 3

PMG100: Principles of Management
Credit Hours: 3

PNFN 300: Principles of Finance
Credit Hours: 3

PNMG200: Principles of Management
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.
Credit Hours: 3

PPLT300: Principles of Practice Litigation
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.
Credit Hours: 3

PRFN100: Personal Finance
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.
Credit Hours: 3

PROG300: Introduction to Programming
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.
Credit Hours: 3

PSY100: Introduction to Psychology
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.
Credit Hours: 3

RELW100: Real Estate Law
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.
Credit Hours: 3

REMDR300: Remedies & Dispute Resolution
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.
Credit Hours: 3

RSKM400: Risk Management

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.

Credit Hours: 3

RTSW400: Routing & Switching

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.

Credit Hours: 3

SARC400: System Architecture & Integration

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.

Credit Hours: 3

SCMGMT300: Supply Chain Management

Credit Hours: 3

SHRM500: Survey of Human Resource Management

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.

Credit Hours: 3

SOCI100: Introduction to Sociology

Credit Hours: 3

SPAD400: Specialized Network Administration

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.

Credit Hours: 3

SPCH100: Speech 101

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.

Credit Hours: 3

STAT200: Statistics

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.

Credit Hours: 3

STATII300: Statistics II

Credit Hours: 3

STBM400: Strategic Brand Management

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.

Credit Hours: 3

STHM300: Strategic Healthcare Management

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.
Credit Hours: 3

STMG300: Strategic Management

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
Credit Hours: 3

STMG500: Strategic Management

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.
Credit Hours: 3

STPGL400: Special Topics in Paralegal Studies

The topic covered in this Special Topics course will focus on and around practical law related to media.
Credit Hours: 3

SWDV300: Software Development

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.
Credit Hours: 3

SWDVME400: Software Development for Mobile Devices

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.
Credit Hours: 3

SWQT300: Software Quality Control & Testing

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.
Credit Hours: 3

SYAD300: Introduction to System Analysis & Design

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.
Credit Hours: 3

SYAD400: System Analysis & Design

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.
Credit Hours: 3

SYSAD300: Introduction to System Analysis and Design

Credit Hours: 3

TAXA300: Taxation & Auditing

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.
Credit Hours: 3

TAXAH300: Taxation & Auditing in Healthcare

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.
Credit Hours: 3

TRT100: Torts

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.
Credit Hours: 3

WDVP300: Web Development

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.

Credit Hours: 3

WELL200: Introduction to Wellness

Credit Hours: 3

WLMC300: Wireless & Mobile Communication

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.

Credit Hours: 3

WPPM400: Workplace Policy and Performance Management

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.

Credit Hours: 3

WPWC400: Objective Writing and Persuasive Writing Capstone

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.

Credit Hours: 3

WTE200: Wills, Trusts, & Estates

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.

Credit Hours: 3

Vocational Program Lesson Descriptions

Copyrights Vs. Trademarks Pt1 : Lesson 9

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. Credit Hours: 37.5

Copyrights Vs. Trademarks Pt2 : Lesson 10

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. Credit Hours: 37.5

Do Handshake Contracts Still Exist? Pt1 : Lesson 11

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. Credit Hours: 37.5

Partner, Employee, or Contract out? Pt 2 : Lesson 13

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. Credit Hours: 37.5

Partner, Employee, or Contract out? Pt1 : Lesson 12

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. Credit Hours: 37.5

Introduction to the CPT and Level II National Codes/ Modifiers : Lesson 6

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. Credit Hours: 30

Pharmacy Billing and Inventory Management / Medication Safety and Error Prevention : Lesson 10 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. Credit Hours: 30

Respiratory System/Cardiovascular System : Lesson 9

This lesson covers how to code case studies with the main disease involving the respiratory system and/or cardiovascular system. Credit Hours: 30

History of Medicine and Pharmacy / Pharmacy Law, Ethics, and Regulatory Agencies : Lesson 2

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. Credit Hours: 25

Therapeutic Agents for the Musculoskeletal System / Therapeutic Agents for the Cardiovascular System : Lesson 12

The student will have the opportunity to learn the structures and functions of the cardiovascular system. Credit Hours: 30

**Urinary and Male Genital Systems/
Reproductive, Intersex Surgery,
Female Genital System, and
Maternity Care and Delivery :
Lesson 11**

This lesson covers how to code case studies with the main disease involving either of the reproductive systems or maternity codes.
Credit Hours: 30

**Competencies, Associations, and
Settings for Technicians/
Communication and Role of the
Technician with the Customer/
Patient : Lesson 3**

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.

Credit Hours: 25

**Spread Sheets & Their Importance :
Lesson 6**

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

Credit Hours: 50

**3 Major Areas of Legal Ethics: UPL,
Confidentiality & Conflicts of
Interests : Lesson 7**

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

Credit Hours: 50

**A Potential Employer's Greatest
Fear: Lesson 11**

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.

Credit Hours: 37.5

Additional Ethical Rules : Lesson 8

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

Credit Hours: 50

**Additional Pharmacy Practice
Settings / Bulk Repackaging and
Non-Sterile Compounding : Lesson
7**

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.

Credit Hours: 30

**An Overview of ICD-10-CM &
ICD-10-CM Outpatient Coding &
Reporting Guidelines : Lesson 3**

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.

Credit Hours: 25

**Aseptic Technique and Sterile
Compounding: Lesson 9**

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

Credit Hours: 30

**Assembling Your Team, Attorney
Relationship & Your Realtor /
Broker: Lesson 9**

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.

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.

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.
Credit Hours: 37.5

**Banking Services and Procedures /
Financial and Practice
Management: Lesson 13**

Credit Hours: 28.5

Baptism: Lesson 3

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.
Credit Hours: 37.5

**Basics of Procedural Coding:
Lesson 11**

Credit Hours: 28.5

**Becoming A Kingdom Citizen:
Lesson 5**

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

Credit Hours: 37.5

Being Successful on The Job: Lesson 15

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.

Credit Hours: 37.5

**Blue Cross and Blue Shield Plans:
Lesson 13**

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.

Credit Hours: 30

**Business & Gov't Statute Related
Legal Specialty Areas : Lesson 16**

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

Credit Hours: 50

Buying with A Purpose: Lesson 6

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.

Credit Hours: 37.5

**Challenges to Effective Policing:
Lesson 5**

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 poling and problem-oriented policing as well as how police respond more effectively to 911 calls using differential response strategize.

Credit Hours: 28

**Check Out Your Competition:
Lesson 4**

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.

Credit Hours: 37.5

**Choosing A Purpose for Each
Property: Lesson 4**

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.

Credit Hours: 37.5

**CMs Reimbursement
Methodologies: Lesson 9**

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.

Credit Hours: 30

**Coding for Medical Necessity:
Lesson 10**

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.

Credit Hours: 30

Commercial Insurance: Lesson 12

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.

Credit Hours: 30

Communication & Information Gathering: Lesson 7

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.
Credit Hours: 25

Community Pharmacy Practice / Over-the-Counter (OTC) Medications: Lesson 5
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.
Credit Hours: 25

Computers in Law Offices : Lesson 2

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.
Credit Hours: 50

Conflict Management Skills: Lesson 11

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

Credit Hours: 25

Conflict Resolution Overview: Lesson 1

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.
Credit Hours: 25

Conversions and Calculations: Lesson 8

Credit Hours: 30

Courts & the Quest for Justice: Lesson 7

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.
Credit Hours: 29

CPT Coding: Lesson 7

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.
Credit Hours: 30

Creating Speech Titles: Lesson 3

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.
Credit Hours: 37.5

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

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.
Credit Hours: 37.5

Credit Insurance, Accounting oh My! Pt2: Lesson 7

Credit Hours: 37.5

Credit Insurance, Accounting oh My! Pt3 : Lesson 8

Credit Hours: 37.5

Criminal Justice Today & Causes of Crime: Lesson 1

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.

Credit Hours: 29

Database Management Systems : Lesson 11

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.

Credit Hours: 50

Defining and Measuring Crime: Lesson 2

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.

Credit Hours: 28

Determining Your Why: Lesson 1

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.

Credit Hours: 37.5

Developing Your Area of Expertise: Lesson 2

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.

Credit Hours: 37.5

Divine Healing: Lesson 12

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.

Credit Hours: 37.5

Dosage Forms and Routes of Administration / Drug Information References: Lesson 4

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.

Credit Hours: 25

Endocrine and Nervous Systems/ Eye, Ocular, Adnexa, Auditory, and Operating Microscope: Lesson 12

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.

Credit Hours: 30

Enlisting in God's Army: Lesson 2

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.

Credit Hours: 37.5

Essential CMS-1500 Claim**Instructions: Lesson 11**

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.

Credit Hours: 30

Ethics: Lesson 13

This lesson will cover ethical concerns for mediators.

Credit Hours: 25

Ethics in Administrative Medical Assisting: Lesson 4

Credit Hours: 28.5

Evaluation and Management (E/M) Services, Anesthesia/Surgery Guidelines, and General Surgery : Lesson 7

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

Credit Hours: 30

Faith: Lesson 4

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.

Credit Hours: 37.5

Final Exam: Lesson 16

Credit Hours: 0

Final Exam: Lesson 16

Credit Hours: 0

Final Exam: Lesson 16

Credit Hours: 0

Final Exam: Lesson 16

Credit Hours: 0

Flipping with A Purpose: Lesson 7

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.

Credit Hours: 37.5

Funding Projects & Credit: Lesson 11

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

Credit Hours: 37.5

Gifts of The Spirit: Lesson 13

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.

Credit Hours: 37.5

HCPCS Coding: Lesson 8

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.

Credit Hours: 30

Health Insurance Specialist Career: Lesson 2

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.

Credit Hours: 25

Hemic, Lymphatic, Mediastinum, and Diaphragm/Digestive: Lesson 10

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.

Credit Hours: 30

Homeland Security & Cyber & White Collar Crime: Lesson 14
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.
Credit Hours: 29

How to Brand YOU Pt 1: Lesson 14
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.
Credit Hours: 37.5

How to Brand YOU Pt2: Lesson 15
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.
Credit Hours: 37.5

How to Improve Your Skills: Lesson 9
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.
Credit Hours: 37.5

ICD-10-CM Coding: Lesson 6
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.
Credit Hours: 30

ICD-10-CM Coding -Part II: Lesson 5
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.
Credit Hours: 25

ICD-10-CM Coding-Part I: Lesson 4
This lesson delves further into ICD-10-CM coding and gives students the opportunity to code diseases that do not require modifiers.
Credit Hours: 25

Identify Your Benefits: Lesson 5
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?
Credit Hours: 37.5

Importance of Language & Communication: Lesson 14
Credit Hours: 37.5

Importance of Language & Communication: Lesson 15
Credit Hours: 37.5

Inpatient Coding: Lesson 15
This lesson outlines some of the basic elements of inpatient coding.
Credit Hours: 30

Inside Criminal Law: Lesson 3
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.
Credit Hours: 29

Institutional Pharmacy Practice / Complementary and Alternative Medicine (CAM) : Lesson 6
Introduces the student to the history and uses of several types of complementary and alternative medicine (CAM).
Credit Hours: 30

**Integumentary System/
Musculoskeletal System : Lesson 8**
This lesson covers how to code case studies with the main disease involving the integumentary system and/or musculoskeletal system.
Credit Hours: 30

**Interpersonal Communication:
Lesson 5**
Credit Hours: 28.5

**Interview with a Medical Assistant:
Lesson 14**
Credit Hours: 28.5

**Interviewing, Investigating &
Negotiation : Lesson 15**
This lesson will cover other paralegal skills such as interviewing clients and witnesses, conducting a factual investigation, and negotiation skills.
Credit Hours: 50

**Introduction to Administrative
Medical Assisting: Lesson 2**
Credit Hours: 28.5

**Introduction to Health Insurance /
Managed Health Care: Lesson 3**
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.
Credit Hours: 25

Jemal's 5 Rules: Lesson 5
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*.
Credit Hours: 37.5

Juvenile Justice: Lesson 13
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.
Credit Hours: 29

Kingdom Economics: Lesson 7
This lesson illustrates how economic exchange systems operate in the Kingdom economy. The Bible gives much instruction concerning money and how to prosper.
Credit Hours: 37.5

Know Your Target Audience: Lesson 6
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.
Credit Hours: 37.5

Law Enforcement Today: Lesson 4
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.
Credit Hours: 28

Legal and Regulatory Issues: Lesson 5
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.
Credit Hours: 25

**Legal Considerations in Mediation:
Lesson 4**
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.
Credit Hours: 25

**Legal Researching & Briefing Cases:
Lesson 12**
This lesson examines practical employment skills for paralegals: conducting legal research and briefing cases.
Credit Hours: 50

**Legal Timekeeping & Billing :
Lesson 9**

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.

Credit Hours: 50

Legal Writing : Lesson 14

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.

Credit Hours: 50

**Life Behind Bars for Inmates:
Lesson 12**

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.

Credit Hours: 28

**Maintaining Patient Privacy
(HIPAA): Lesson 6**

Credit Hours: 28.5

**Marketing for the Entrepreneur:
Lesson 16**

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

Credit Hours: 37.5

Mathematics: Lesson 1

- 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.

Credit Hours: 200

Mediation History: Lesson 2

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.

Credit Hours: 25

**Mediation Practice and Final Exam:
Lesson 16**

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

Credit Hours: 25

Medical Terminology: Lesson 1

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.

Credit Hours: 0

Medical Terminology: Lesson 1

Credit Hours: 0

Medical Terminology: Lesson 1

Credit Hours: 0

Medical Terminology: Lesson 1

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Credit Hours: 0

Medicare and Medicaid: Lesson 14
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.
Credit Hours: 30

Medicine: Lesson 14

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.
Credit Hours: 30

Networking & Resource Development: Lesson 12
Credit Hours: 37.5

Networking & Resource Development: Lesson 13
Credit Hours: 37.5

Organization Information: Lesson 9

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.
Credit Hours: 37.5

Orientation: Introduction
Credit Hours: 0

Orientation: Introduction
Credit Hours: 0

Orientation: Introduction
Credit Hours: 0

Orientation: Introduction
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Orientation: Introduction
Credit Hours: 0

Orientation: Introduction
Credit Hours: 0

Paralegal Regulation & Introduction to Legal Ethics : Lesson 5

This lesson will outline the regulation of the legal profession and legal professionals. It will identify legal ethics and paralegal utilization guidelines.
Credit Hours: 50

Paralegal Skills for Workplace Success : Lesson 10

This lesson will examine the skills required to be a paralegal such as communication, organization, and time management.
Credit Hours: 75

Patient Reception and Processing: Lesson 7

Credit Hours: 28.5

Police & the Constitution / The Rules of Law Enforcement: Lesson 6

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).
Credit Hours: 29

Prayer: Lesson 10

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.
Credit Hours: 37.5

Pre-trial Procedures & the Criminal Trial: Lesson 8

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.

Credit Hours: 28

Preparation of a Legal Complaint (or Lawsuit) : Lesson 18

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

Credit Hours: 30

Preparing Proposals & Rates of Pay: Lesson 13

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.

Credit Hours: 37.5

Preparing the Executive Summary Part 1: Lesson 2

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.

Credit Hours: 37.5

Preparing the Executive Summary Part 2: Lesson 3

Credit Hours: 37.5

Prisons & Jails: Lesson 11

During Lesson 11, students will learn about the models and types of prisons and prison systems and what may have caused 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.

Credit Hours: 29

Privacy in the Physician's Office: Lesson 10

Credit Hours: 28.5

Probation & Community Corrections: Lesson 10

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.

Credit Hours: 28

Problem Solving Skills: Lesson 10
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.

Credit Hours: 25

Processing an Insurance Claim: Lesson 4

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.

Credit Hours: 25

Producing Demo Material: Lesson 12

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.

Credit Hours: 37.5

Professional Business Mediation Skills: Lesson 15

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.

Credit Hours: 25

Professional Family Mediation Skills: Lesson 14

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.

Credit Hours: 25

Program Budget: Lesson 8

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.

Credit Hours: 37.5

Project Description Part 1: Lesson 6

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.

Credit Hours: 37.5

Project Description Part 2: Lesson 7

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.

Credit Hours: 37.5

Project Management: PJMG500

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.

Credit Hours: 37.5

Proposal Submission: Lesson 16

Credit Hours: 37.5

Punishment & Sentencing: Lesson 9

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.

Credit Hours: 29

Putting It All Together, Strategies of Purchasing & Legacy Building: Lesson 16

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.
Credit Hours: 37.5

Radiology/Pathology/Laboratory: Lesson 13

This lesson covers how to code case studies that involve radiology codes or pathology and laboratory codes.
Credit Hours: 30

Reading: Lesson 5

- 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.

Credit Hours: 200

Reimbursement, HIPAA, & Compliance: Lesson 2

Credit Hours: 25

Relationship Skills: Lesson 9

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.

Credit Hours: 25

Researching Tort Law with LIRN and YouTube : Lesson 17

This lesson will cover identifying and explaining legal torts.
Credit Hours: 20

Science: Lesson 3

- 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.

Credit Hours: 200

Selecting Speaking Topics: Lesson 1

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.

Credit Hours: 37.5

Selling Products: Lesson 16

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.

Credit Hours: 37.5

Selling the Proposal Part 1: Lesson 10

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.
Credit Hours: 37.5

Selling the Proposal Part 2: Lesson 11

Credit Hours: 37.5

Servant Leadership: Lesson 14

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.
Credit Hours: 37.5

Social Studies: Lesson 2

- 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.

Credit Hours: 200

Soul Winning: Lesson 16

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.
Credit Hours: 37.5

Sources of Law; Differentiating Civil Law, Criminal Law & Dispute Resolution Systems : Lesson 3

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.
Credit Hours: 50

Speaking Skills: Lesson 7

Seven critical points targeting Motivational speaking success- Purpose-Plan-Principles-Platform-Product-Price-Profit
Credit Hours: 37.5

Spiritual Warfare: Lesson 11

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.
Credit Hours: 37.5

The Believer and The Church: Lesson 8

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.
Credit Hours: 37.5

The Closing Stage: Lesson 12

This lesson will help students understand the closing stage in meditation. Identifies instructions concerning various ways to terminate a mediation session as well as the effective structuring of mediated agreements.
Credit Hours: 25

The Closing, The Real Estate Contract & The Documents: Lesson 10

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.

The Documents

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

Credit Hours: 37.5

The Convening Stage: Lesson 5

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.
Credit Hours: 25

The Cost of The Current You: Lesson 2

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.
Credit Hours: 37.5

The Cost of The Future You: Lesson 3

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.
Credit Hours: 37.5

The Electronic Courthouse & E – Presentations : Lesson 13

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.
Credit Hours: 50

The Electronic Medical Record: Lesson 9

Credit Hours: 28.5

The Five-Fold Ministry: Lesson 9

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.

Credit Hours: 37.5

The Formal Mediation Process: Lesson 3

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.
Credit Hours: 25

The Health Insurance Claim Form: Lesson 12

Credit Hours: 28.5

The Idea Pt 1: Lesson 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?

Credit Hours: 37.5

The Idea Pt 2: Lesson 2

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.

Credit Hours: 37.5

The Medical Assisting Profession / Professional Behavior in the Workplace: Lesson 3

Credit Hours: 28.5

The Negotiation Stage: Lesson 8

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.
Credit Hours: 25

The Opening Statement: Lesson 6

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
Credit Hours: 25

The Paper Medical Record: Lesson 8

Credit Hours: 28.5

The Paralegal Profession: A Rewarding Career! : Lesson 1

This lesson will define what paralegals are, what the functions of paralegals, and the various specialty areas of paralegals.
Credit Hours: 50

The Property Manager: Lesson 15

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.
Credit Hours: 37.5

The Renovation: Step-By-Step: Lesson 12

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
Credit Hours: 37.5

The Scope of Work: Lesson 14

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.
Credit Hours: 37.5

Therapeutic Agents for the Immune System / Therapeutic Agents for the Eyes, Ears, Nose, and Throat / Therapeutic Agents for the Dermatological System / Therapeutic Agents for the Hematological System : Lesson 15
Credit Hours: 30

Therapeutic Agents for the Nervous System / Therapeutic Agents for the Endocrine System : Lesson 11

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.

Endocrine System

The student will be introduced to the endocrine system and its role in regulating key processes throughout the human body.
Credit Hours: 30

Therapeutic Agents for the Renal System / Therapeutic Agents for the Reproductive System : Lesson 14

The student will review the basics of male and female reproductive anatomy.
Credit Hours: 30

Therapeutic Agents for the Respiratory System / Therapeutic Agents for the Gastrointestinal System: Lesson 13

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

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.
Credit Hours: 30

To LLC or not to LLC? Pt 1 : Lesson 4

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.
Credit Hours: 37.5

To LLC or not to LLC? Pt 2 : Lesson 5

Having an LLC is a lifesaver, not having one is ill-advised.
Credit Hours: 37.5

Traits of A Good Speaker: Lesson 8
Presentation, knowledgebase, familiarity with the audience. Each one of these elements must be mastered if you're going to be a Good Public Speaker.
Credit Hours: 37.5

TRICARE and Workers' Compensation: Lesson 15
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.
Credit Hours: 30

Types of Employers: Lesson 14

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.
Credit Hours: 37.5

Understanding Spiritual Authority: Lesson 6

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.
Credit Hours: 37.5

Understanding the Bible (Old And New Testament Overview): Lesson 1

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.
Credit Hours: 37.5

What's in a Name: Lesson 1

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.
Credit Hours: 37.5

Who Hires Speakers: Lesson 10
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.
Credit Hours: 37.5

Wholesaling with A Purpose: Lesson 8

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.
Credit Hours: 37.5

Why a Domain? : Lesson 3

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.
Credit Hours: 37.5

Women in Ministry: Lesson 15

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.
Credit Hours: 37.5

Word Processing & Document Assembly : Lesson 4

Students will learn how paralegals use word processors, including identifying major features of these programs and document assembly.
Credit Hours: 75

Write the Statement of Need Part 1: Lesson 4

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.
Credit Hours: 37.5

**Write the Statement of Need Part 2:
Lesson 5**

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.

Credit Hours: 37.5

Writing: Lesson 4

- 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.

Credit Hours: 200

**Your Future in Medical Assisting:
Lesson 15**

Credit Hours: 29.5