



**University Catalog 2025–2026**

# **HOLDING YOUR HAND FROM REGISTRATION, GRADUATION, AND BEYOND**

[lakewood.edu](http://lakewood.edu)

# Table of Contents

<b>University Catalog</b> .....	3	<b>Admission Requirements</b> .....	13
About Us .....	3	Forever GI Bill® -- Harry W. Colmery Veterans Educational Assistance Act .....	18
Contact Us .....	3	Technology Requirements .....	20
Lakewood University's Nondiscrimination Policy .....	3	Financial Information .....	22
Letter from the President .....	3	Program Cancellation and Refund Policy .....	25
Accreditations .....	4	Satisfactory Academic Progress and Academic Persistence .....	27
Licensing .....	5	Academic Calendar .....	29
Approvals .....	5	Program Completion .....	32
Affiliations .....	6	Academic Policies & Procedures .....	32
Hours of Operation .....	6	Code of Ethics/Academic Integrity .....	39
University Holidays .....	6	All Program Listings .....	43
Governing Board Members .....	6	<b>Vocational Program Listings</b> .....	88
Advisory Council Members .....	8	<b>Undergraduate Certificate Programs</b> .....	99
Administrative Staff .....	9	<b>Graduate Certificate Programs</b> .....	104
Faculty .....	10	<b>Degree Course Descriptions</b> .....	106
Faculty/instructor Office Hours .....	11	<b>Vocational Program Lesson Descriptions</b> .....	120
Mission Statement, Goals, and Objectives .....	12		
Disability Policy .....	12		

# University Catalog

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Volume 14 (2025-2026)

This University Catalog has the limited purpose of providing information concerning the programs of Lakewood University during the 2024-2025 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.

This edition of the catalog includes new courses and course changes. Students pursuing a diploma from a previous edition of the catalog should refer to that edition to determine the 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

The American Center for Conflict Resolution Institute (ACCRI) DBA Lakewood University, was founded in October 1998.

For the first few years of operation, 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 100% online distance learning degree and diploma programs in the legal, medical, and business fields.

## Contact Us

### Website

[www.lakewood.edu](http://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](mailto: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](http://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](http://www.chea.org)



Lakewood's pharmacy technician 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 pharmacies.



Lakewood's Associate of Applied Business in Business Management program has received specialized accreditation for its business through the International Accreditation Council for Business Education (IACBE) located at 11960 Quivira Road in Overland Park, Kansas, USA. For a list of accredited programs, please [view our IACBE member status page](#).

## 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>.



BBB Rating: A+

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 14 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.

## 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

<p>Clifton Roberts</p> <p>Chairman of the Board</p>	<p>Clifton Roberts is a distinguished business leader with extensive experience at the intersections of public policy, government affairs, international trade, and technology innovation. In his leadership roles at Intel Corporation, Roberts has shaped data, AI, and trade policy globally. He has</p>
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	<p>orchestrated strategic dialogue with regulators, government officials, academia, and members of civil society to influence technology-neutral international public policy.</p> <p>Roberts was instrumental in Intel's Go-to-Market efforts for its AI for Workforce initiatives, helping expand educational technology programs designed to democratize Artificial Intelligence. He additionally presented key policy recommendations to the White House and EU authorities, playing a pivotal role in shaping the conversation around emerging technologies and their societal impact.</p> <p>Roberts combines his passion for leadership with his entrepreneurial spirit. He offers unique event experiences for families and communities in Northern California, where he resides with his family. Roberts is passionate about environmental and animal rights and is a global thought leader on such matters.</p> <p>Mr. Strata is currently the Managing Director of Clean Fuels Ohio. In his current role, he oversees the day-to-day operations and a staff of around 25.</p> <p>His background includes working in state government, lobbying, tech start-ups, managing and growing a large state-wide trade association, and founding a healthcare management consulting company. His work experience includes staffing the Ohio Senate Finance Committee and Ohio House Insurance Committee, working as a Legislative Assistant in the Ohio House of Representatives, and serving as CEO of a healthcare trade association. Additionally, he has managed a state house campaign while also working on a presidential campaign. Most recently he was Senior Vice President of Operations and External Affairs for tech start-up Wyth; a rideshare company dedicated exclusively to colleges and universities. He currently serves as Executive Chairman of the consulting company Collaboration of Integrated Healthcare.</p> <p>He currently holds degrees from Wilmington College and Charleston Southern University (MBA) and graduate certificates from The London School of Economics and the University of Cambridge Judge Business School.</p> <p>In addition to being Vice Chair of the Board of Directors at Lakewood University, he also serves on the Marysville Parks and Recreation Commission as a commissioner. He is also an active member and a coach in the Union County Elite FC.</p> <p>Mr. Strata is married with three boys and currently resides in Marysville, Ohio.</p> <p>Dr. Dakota King-White has a Bachelor of Arts in Psychology from Notre Dame College of Ohio, a Master of Arts in Counseling from Heidelberg University, and a Doctor of Philosophy in Counselor Education and Supervision from the University of Toledo. She is the co-founder of Making A Difference Consulting, an Assistant Professor in Counseling and the Program Coordinator of the School Counseling Program at Cleveland State University. Dr. King-White is licensed as a professional counselor and a school counselor. She is a community engaged scholar who engages various partners to ensure that people succeed within their various settings. Dr. King-White gives back to her profession by serving on the Ohio Department of Education (ODE) Whole Child Advisory Board, the ODE Trauma-Informed Schools Committee, and the Ohio School Counseling Association Board as the Chair of the Equity and Inclusion Task Force.</p> <p>Her broad area of research focuses on developing mental health models in systems from a trauma-informed lens. Through her research, she has partnered with various organizations where they have sought and secured funding for research projects locally and internationally. Dr. King-White also serves as a Research Affiliate with the Center on Trauma and Adversity at Case Western Reserve University.</p>
Nicholas Strata Vice Chair	<p>She has also collaborated with numerous organizations using her background as a school counselor, mental health therapist, and an administrator in K-12 schools. Dr. King-White has helped schools and other organizations identify resources, develop mental health services and models to support faculty, staff, and youth to thrive within the academic setting and beyond. For her research and achievements, she was named one of Crain's 40 under 40 in 2018.</p> <p>Dr. King-White is also a sought-after speaker who has presented locally, nationally, and internationally. Speaking engagements include but are not limited to programs through the ADAMHS Board of Cuyahoga County, Eaton Corporation, The Ohio State University, Aspire Program at Hathaway Brown, All Ohio Counselors Association Conference, Cleveland Heights-University Heights City Schools, Warrensville City Schools, the American Counseling Association Conference, the International School Counseling Association and KCA University in Nairobi, Kenya. As a community engaged scholar, it is Dr. King-White's goal to ensure that systems, organizations, and people are given the right tools and opportunities to thrive in their communities and beyond.</p> <p>Kevwe Ijatomi is a finance &amp; operations executive who currently serves as Managing Director, Central Finance within Google Cloud, where he is responsible for capital allocation, competitive/strategic financial insights and M&amp;A finance. He has extensive experience partnering with business executives to deliver accretive revenue and operating income growth using a variety of go-to-market, operational and financial tactics and strategies.</p> <p>Prior to Google, Kevwe held several leadership roles at Hitachi Vantara, including serving as Global Head of Corporate Finance. In this role he was responsible for accelerating enterprise operational efficiency and developing strategies to drive top line growth including leading substantial M&amp;A activity (&gt;\$10B in transaction activity).</p> <p>Kevwe is passionate about how technology drives social innovation – with a particular emphasis on technology solutions that support advancements in education and financial inclusion.</p> <p>Jerry Leeds has been in manufacturing his entire career and operated his own Company for over 30 years. Currently, he is President of American Guard Co., Inc. aka, Technical Engineered Products, a manufacturer of accessories for power tools. He has experience in all phases of business, including marketing, engineering, accounting, and production along with extensive experience in resolving business disputes within his Company and as an independent mediator for third parties.</p> <p>He received a Bachelor of Business Administration from the University of Cincinnati. Upon graduating he went to work at Hy-Ko Products and eventually was promoted to plant manager. In 1980 he started his own company specializing in sales of production tooling.</p> <p>Selling production tooling provided him the opportunity to start a manufacturing company specializing in manufacturing reflective visors for Don't Walk signals. One of his biggest contracts was with the City of New York through a primary manufacturer of traffic signals and controls.</p> <p>In 1988 the opportunity to purchase the assets of the guard division of Morrison Products was presented to him and his business partner James Paul. After due diligence, they purchased the division and started American Guard Co., Inc aka Technical Engineered Products to service the power tool industry with safety guards for handheld grinders.</p>
Dr. Dakota King-White Secretary	<p>Jerome Leeds</p> <p>Member</p>

Jerry has been involved with the American National Standards Institute (Chairman of ANSI B7.1) and Underwriters Laboratories Industry Advisory Committee and Standard Technical Panel for power tools, since 1990. These committees write the industry standards for the manufacturing and testing of power tools and accessories. He also currently serves on the nonprofit boards of Lakewood University and the Mediation Association of Northeast Ohio (MANO). In 1990 he trained as a mediator and started mediating for the Akron Better Business Bureau in conjunction with the Juvenile Court for first-time offenders. He also has mediated business and domestic disputes independently and for The Legal Aid Society.

- Educational affiliations: formerly professor Glendale Community College, Loyola Marymount University, Webster University, American InterContinental University Los Angeles, Mount Saint Mary's College, Concordia University, Vanguard University, Santa Monica College, Fullerton College, Cal. State University Dominguez Hills and UCLA Extension. Subjects taught: Accounting, Finance, Business Management, and Real Estate Development.
- Corporate affiliations: Formerly CFO XARM, Controller Subsidiary of International Paper (Bren Co.); VP Finance for Watt Industries-PS, CFO San Gabriel River Improvement Co.; Bus. Mgr. Creative Direct Marketing Group; Director of Micro Computing Bekins Co.; Financial Planning U.S. Borax Co.; Finance & Accounting Snyder Langston; Tax & Accounting Manager L. G. Marlette Accountancy Corp.
- Former governmental affiliations: Staff U.S. House of Representatives 89th Congress office of Charles H Wilson – 31 CA, California State Assembly Committee on Elections and Reapportionment – only living member of team that produced the first computerized reapportionment in world.
- Author: "We're Out of Here": A Discussion of the Concept of Secession in the United States, "We don't need no badges": *The Use of Governmentally Instituted Civil Litigation to Establish Public Policy and Control Business* (2002 which led to Federal legislation passed in 2005 and signed into law by the President), *Accounting for the Construction and Development Industry* (1990), *Financing Real Estate Development and Construction* (1999), *An In-depth Analysis of Foreign Corrupt Practices Act of 1977* (1980), *A Military History of the First 30 Years of Islam* (1980), *Financial Security through Reverse Mortgage Secure Living* (1992), *Developing Your First Rental Property Apartment Age* (June 1991). Analysis of Free Will and How God would have Man treat Man, For complete Listing see <https://glendale.academia.edu/DrStinde>
- Boards of Directors XARM, Inc. (2012-2015), Fan-Tech Corporation (1980-1983) and Pepperdine University Alumni Board 1992-1996 – member of executive committee. Member Leadership Committee (2006-2007) of 60,000+- member Institute of Management Accountants. Director and Treasurer Compass Charter Schools (K-12 Online with over 2,500 students in California).
- Awards Recipient of Saint Margaret's Center for the Homeless – Certificate (1998), American Red Cross – Manager's Challenge Award (1989 & 1990), Institute of Management Accountants Silver Level Leadership Award, Honoree of St. Gabriel Possenti Society.

Dr.  
William  
"Bill"  
Stinde  
Member

Akanksha Akanksha is a global program manager for "Intel Digital Ray Readiness Programs" and policy expert on responsible AI, digital trust, and workforce readiness. She drives product Member

creation and program management for a global portfolio of AI skills programs and enables global partnerships with multilaterals and country governments for inclusive tech development.

Akanksha is experienced in engaging and empowering public sector leaders on key emerging technology trends and issues of digital rights, responsible AI, ESG, and trust & security.

She is passionate about sustainable development + tech governance + women's empowerment.

As an alumnus of Lakewood University and member of Delta Epsilon Tau Honor Society, I hold a paralegal certification with an Associate's in Paralegal Studies, a Bachelor's in Paralegal Studies, and a Master's in Business Administration. I am dedicated to making a difference in online education and supporting volunteer efforts whenever possible.

I strive to improve myself every day, believing that continuous growth enables me to better serve my community and empower others on their educational journeys. I was a military spouse for 13 years to my husband, Patrick, and a mom to two incredible children.

Amanda  
Dotson

Member

I supported the military community for those 13 years through various volunteer efforts during my time as a military spouse. Lakewood University has been a pillar of growth and success through my years of being a military spouse helping me pursue my educational dreams through military moves and deployments. I look forward to giving back to the people who have molded me and supported me since Day 1 of this journey while helping current and future students in their educational journeys.

Jereme is an experienced financial planning and analysis professional, with over a decade of experience in the healthcare, home health, logistics and transportation, and cloud storage (A.I.) industries. Key areas of experience/business impacts include: budgeting, forecasting, accounting cycles, mergers and acquisitions, SOX assessments, annual reporting, and taxes.

Jereme  
Wynn

Member

Mr. Wynn is experienced with creating financial reporting tools for various audiences to assist with KPI's, overall business strategy, and decision making. With financials being a key part of any business venture, being able to create reporting that builds trust and achieves buy-in from key stakeholders are essential for organization success.

## Advisory Council Members

Lakewood University relies on the expertise of outside experts and employers. These individuals serve on the university's curriculum advisory councils to deliver feedback and suggest improvements to ensure all Lakewood programs deliver relevant information for students. A full roster of advisory council members can be found below:

- Aanchal Goel
- Abby Brown
- Barbara McEachern
- Barbara Womack-Furr
- Dr. Casuel Pitts
- Dan Senger
- Daniel Clay



- Danine Ward
- Danyele Andrews
- Greg Tarr
- Inna Garasimchuk
- Jasmine Jackson-Winston
- Jill Kearney
- John DiCicco
- Jonathan Lalewicz
- Loan Vu
- Lora Williams
- Mahnoush Esmali
- Nathan Bibb
- Nicole Jackson
- Paula Manns
- Remel Moore
- Rhonda McLean
- Robin Powell
- Ronnie Brown
- Scott Williams
- Steven Francois
- Timothy Lewis

## 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*

**Dr. Cindy Stevens**

***Instructional Designer & Instructor***

**Yolanda Jester**

***Career Specialist***

**Sal Eriotes**

***Marketing Manager***

## Faculty

	University of Phoenix, Phoenix, Az., Doctor of Business Administration (May 2017)
	Wilmington University, New Castle, De., Masters Degree in Human Resources Management (May 1997)
Dr. Michael Cattermole	University of Delaware, Newark, De., Bachelors Degree in Criminal Justice (May 1994)  Dissertation: Establishing a Microeconomic Justification for Legalizing Marijuana in Mendocino County, California. Advisor: Dr. Peggy Coplin (May 2017-ProQuest)
Juliana DeSouza	Doctor of Business Administration- University of Phoenix  MBA- University of Phoenix
Cathryn Ensign	J.D., Cleveland Marshall University of Law  B.A. in Social Service, Cleveland State University
Joe DeSantis	Bachelor of Arts: English (special emphasis in pre-law) and Communication Studies (Rhetoric emphasis), August 2003, California State University, Long Beach.  Master of Arts: Communication Studies, May 2006, California State University, Long Beach.
Jim Geppeth	M.P.A., Cleveland State University  B.A. in Public Administration, Capital University
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

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  2013 Ph.D. Philosophy, Saint Louis University  2007 M.A. Philosophy, Western Michigan University  2005 B.A. Philosophy, Biola University
Gina Hobert	M.B.A., Thomas University  B.S., Thomas University  A.S., Central Maine Technical University
Jeffrey Huth	J.D., Cleveland State University  B.S. in legal studies, Kent State 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 Master of Arts Major: Communication, The University of Cincinnati  achelor of Arts Major: Communication, The University of Cincinnati
Tanya Preston	Indiana Wesleyan University ,Masters Business Administration
Miesha Wilson	Tiffin University,Tiffin, OH Bachelors Business Administration/Organizational
	Group Fitness Program
	University of Phoenix, Phoenix, Az., Doctor of Business Administration (May 2017)
	Wilmington University, New Castle, De., Masters Degree in Human Resources Management (May 1997)
Dr. Michael Cattermole	University of Delaware, Newark, De., Bachelors Degree in Criminal Justice (May 1994)  Dissertation: Establishing a Microeconomic Justification for Legalizing Marijuana in Mendocino County, California. Advisor: Dr. Peggy Coplin (May 2017-ProQuest)
	Entrepreneurship Certificate Program
Jim Geppeth	M.P.A., Cleveland State University  B.A. in Public Administration, Capital University
	Grant Writer Certificate Program

Summer Haggins	M.B.A., Cleveland State University B.S.N in Nursing, Ursuline University	Administrative Medical Assistant Certificate Program Medical Coding Certificate Program
Gina Hobert	M.B.A., Thomas University B.S., Thomas University A.S., Central Maine Technical University	Medical Billing Certificate Program
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
Ollie Thomas, MBA	MBA – The University of Texas at Tyler Bachelor of Science in Healthcare Administration – The university of Toledo College of Health and Human Services Certified Pharmacy Technician	Pharmacy Technician Certificate Program
Kamela Quinney	B.S. Applied Engineering - Michigan State University A.S. Applied Engineering Sciences - Lansing CCommunity College 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	Real Estate Management Certificate Program
Tommy Sutton-Lovett	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	Professional Coaching Certificate Program
Eddie Lester	California State University-Long Beach B.S., Kinesiology · (2009 - 2011) National Academy of Sports Medicine Certified Master Trainer, Fitness · (2009 - 2013)	Personal Trainer Certificate

Brenda Vega	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	Minister Certificate Program
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## 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
Robin Powell	Sunday   Saturday	8a-2p
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
Cathryn Ensign	Sunday   Saturday	10:00 a.m. to 2:00 p.m.
Gina Hobert	Tuesday   Wednesday   Thursday	6:00pm - 8:00pm
Joe Reyes	Monday   Tuesday   Wednesday   Thursday   Friday	0700-1000 and 1800-2000 and by Appointment
Lisette Negron	Friday   Saturday	0800 - Noon
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](mailto: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 must meet the following requirements:

- 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
- Can provide a valid government-issued photo ID to allow the university to verify the student's identity
- 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
- Can provide a valid government-issued photo ID to allow the university to verify the student's identity
- 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/](http://www.lakewood.edu/pharmacy-technician-certificate/)*

*I was provided complete and accurate information about financing options:*

[www.lakewood.edu/tuition-financial-aid](http://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/](http://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/](http://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/](http://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](http://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/](http://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](http://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/](http://www.lakewood.edu/academic-status/)*

*I reviewed the University's graduate performance on national exams: [www.lakewood.edu/pharmacy-technician-national-exam-results/](http://www.lakewood.edu/pharmacy-technician-national-exam-results/)*

*I have reviewed the University's technology requirements for the program: [www.lakewood.edu/technology-requirements/](http://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**

In order to be considered for admission candidates must meet the following requirements:

- 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
- Can provide a valid government-issued photo ID to allow the university to verify the student's identity
- The ability to receive and send email
- Access to the internet/basic computer skills
- The ability to be self-motivated and work independently

To enroll as a Bachelor's degree candidate, a student must have earned their GED or high school diploma. 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 16<sup>th</sup> 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.

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.

Applicants must also provide a valid government-issued photo ID to allow the university to verify the student's identity

### **Master's Degree Entrance Requirements**

In order to be considered for admission candidates must meet the following requirements:

- 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
- Can provide a valid government-issued photo ID to allow the university to verify the student's identity
- The ability to receive and send email
- Access to the internet/basic computer skills
- The ability to be self-motivated and work independently

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 16<sup>th</sup> 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.

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.

Applicants must also provide a valid government-issued photo ID to allow the university to verify the student's identity

## 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](http://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](http://www.lakewood.edu) or by calling the Admissions Department at 800-517-0857, Option 1.

### Step 3: Transfer Credit Evaluation

Lakewood University is dedicated to empowering students to be lifelong learners. In accordance with this, Lakewood encourages students who have earned college credits in the past to speak with an admissions representative about transferring those credits toward their Lakewood University degree program.

1. Discussion about the transferability of credits earned in the past begins during the admissions process. If a student wishes to have earned credits evaluated for transferability, the admissions representative will send the student's unofficial transcripts\* to the Vice President of Instruction & Compliance.
2. Transcript evaluations follow best practices set by the American Association of Collegiate Registrars (AACRAO) on the following:
  - Course equivalencies
  - Minimum grades accepted
  - Credit limits
  - Accreditation parameters and requirements
3. Typically, students will receive an email from the VP of Instruction & Compliance within 72 hours. This email includes:
  - The course credits accepted for transfer

- The courses the student will take in the first semester of the degree program
- A breakdown of the course equivalencies used to justify decision on credit transfer

The student's admissions representative will be copied on the email so they can ensure the student is enrolled in the proper courses as they begin the degree program.

4. Upon receiving the student's official transcripts, the Vice President of Instruction & Compliance will enter the transfer credits into the student record.

*\*The student must provide the official transcripts within their first semester or first sixteen weeks of their enrollment*

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](http://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.

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

- The original diploma, GED, or official of unofficial high school transcripts must be provided to the Admissions Office

**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 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](http://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](mailto: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](http://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](http://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
- Minster 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 (caution: videos may not play properly at this internet 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)

### Laptop Policy

Students who enroll at Lakewood University are eligible to receive a refurbished Chromebook laptop. Each enrolled student qualifies for one laptop per program. The refurbished Chromebook will be shipped to the student upon enrollment.

All necessary software to complete your program will be pre-installed on the laptop through Google Docs.

For any further inquiries or clarifications regarding this policy, please feel free to reach out to us.

## Gramm Leach Bliley Act (GLBA) Information Security Plan

This Information Security Plan ("Plan") describes Lakewood University's safeguards to protect information and data ("Protected Information") in compliance with the Financial Services Modernization Act of 1999, also known as the Gramm-Leach-Bliley Act (GLBA), 15 U.S.C. Section 6801. These safeguards:

- Protect the security and confidentiality of Protected Information
- Protect against anticipated threats or hazards to the security or integrity of such information
- Protect against unauthorized access to, or use of, Protected Information that could result in substantial harm or inconvenience to any customer

This Information Security Plan also provides for mechanisms to:

- Identify and assess risks that may threaten Protected Information maintained by Lakewood University

- Designate employees responsible for coordinating the program
- Design and implement a safeguards program
- Manage the selection of appropriate service providers
- Adjust the Plan to reflect changes in technology, the sensitivity of protected Information, and internal or external threats to information security
- Reference related policies, standards, and guidelines

See: <https://www.ftc.gov/business-guidance/privacy-security/gramm-leach-bliley-act>

#### Identification and Assessment Risks to Customer Information

Lakewood University recognizes that it has both internal and external risks, which include, but are not limited to:

- Unauthorized access of Protected Information by someone other than the owner of the covered data and information
- Compromised system security as a result of system access by an unauthorized person
- Interception of data during transmission
- Loss of data integrity
- Physical loss of data in a disaster
- Errors introduced into the system
- Corruption of data or systems
- Unauthorized access of covered data and information by employees
- Unauthorized requests for covered data and information
- Unauthorized access through hardcopy files or reports
- Unauthorized transfer of covered data and information through third parties

Lakewood University recognizes that this may not be a complete list of the risks associated with the security of Protected Information. Since technology growth is not static, new risks are created regularly. Accordingly, the Information Technology Services (ITS), the Office of Student Success, and other designated stakeholders will actively participate with and seek advice from university representatives for identification of new risks. Risk assessments include advisory review for mitigation, acceptance of risk, gap analysis, or other appropriate review based on outcomes of the risk assessment on an annual basis. Lakewood University believes current safeguards used by the Information Technology Office are reasonable and, in light of current risk assessments, are sufficient to provide security and confidentiality to Protected Information maintained by the University.

#### Information Security Plan Coordinators

An internal committee is responsible for the maintenance of information security and privacy. The advisory committee will include representatives from the departments primarily responsible for safeguarding Protected Information. Each department responsible for safeguarding Protected Information will provide an annual update report indicating the status of its safeguarding procedures. The advisory committee is responsible for assessing the risks associated with unauthorized transfers of Protected Information and implementing procedures to minimize those risks that are appropriate based upon severity, complexity, and the nature and scope of its activities.

#### Design and Implementation of Safeguards Program

##### Employee Management and Training

In accordance with Lakewood University policies, standards, and guidelines, reference checking and background reviews are conducted for all new hires. During employee orientation, each new employee in departments that handle Protected Information are required to participate in several training sessions on the importance of confidentiality of Protected Information. They are also trained in the proper use of computer information and passwords. Departments responsible for maintaining Protected Information will also provide staff with updated training to minimize risk and safeguard data and maintain information security.

##### Physical Security

Lakewood University maintains physical security of Protected Information by limiting access to authorized employees who have signed an acknowledgement of their obligation to keep Protected Information private. Established procedures for the prompt reporting of the loss or theft of Protected Information must be followed. Offices and storage facilities that maintain Protected Information limit customer access and are appropriately secured. Paper documents that contain Protected Information are shredded at the time of disposal.

##### Information Systems

Information systems is an integration of hardware and software that forms a network used to collect, store, process, analyze and distribute data. Lakewood University has policies, standards, and guidelines governing the use of electronic resources and firewall and wireless policies. It takes reasonable and appropriate steps consistent with current technology to make sure that all Protected Information is secure during storage and encrypted during transmission.

## Management of System Failures

Lakewood University maintains effective systems to prevent, detect, and respond to attacks, intrusions and other system failures. Such measures include:

- Maintaining up-to-date anti-virus software
- Regularly obtaining and installing patches to correct software vulnerabilities
- Maintaining filtering or firewall technologies
- Alerting those with access to sensitive data of threats to security
- Imaging documents and shredding paper copies
- Backing up data regularly and storing it off site
- Observing other reasonable measures to protect our information systems.

## Selection of Appropriate Service Providers

Due to their specialized technology expertise, vendors may provide resources that Lakewood University can not provide on its own. A service provider that will maintain or access Protected Information must demonstrate the ability to safeguard Protected Information when being evaluated. Contracts with service providers may include the following requirements:

- The Protected Information will be held in strict confidence and accessed only for the explicit business purpose of the contract
- The service provider has documented appropriate safeguards and controls (example, SOC2) to protect the sensitive information it receives, and that it must promptly report any security incidents that may affect our protected information
- A requirement (when appropriate) that the service provider maintain certain types of insurance to cover potential liability in the event of a security incident
- A requirement (when appropriate) that the service provider submit to audits of its information security and privacy policies, procedures, and controls.

## Continuing Evaluation and Adjustment

Due to constantly changing technology and evolving risks, this Information Security Plan will be subject to periodic review and adjustment. The coordinators, in consultation with the Office of General Counsel, will review the standards set forth in this policy and recommend updates and revisions as necessary. It may be necessary to adjust the plan to reflect changes in technology, the sensitivity of student and customer data, and internal or external threats to information security.

## Policies, Standards, and Guidelines

### GLBA Audit Requirements

## FERPA

# 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
Cybersecurity Undergraduate Certificate	\$867.00	\$10,775

## 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	\$7,775.00
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	\$3,625.00
Paralegal/Legal Assistant Diploma – 900 clock hours	\$12,775.00
Minster Certificate- 600 clock hours	\$7,775.00
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 Internal Payment Plan Policy**

#### **Purpose:**

The purpose of this internal payment plan is to provide financial flexibility to students enrolled in vocational programs at Lakewood University. This policy outlines the terms and conditions for students who wish to participate in the university's internal payment plan.

#### **Eligibility:**

The internal payment plan is available to any enrolled student interested in utilizing this option to pay for their tuition and fees. Students must be actively enrolled in a vocational program at Lakewood University to participate.

#### **Payment Plan Terms:**

1. **Enrollment Requirement:** Students must be officially enrolled in a vocational program at Lakewood University to qualify for the payment plan.
2. **Payment Duration:** Students utilizing the payment plan must ensure that their outstanding balance is paid in full no later than 180 days from the end of their enrollment period.
3. **Continuation Requirement:** The full balance of the payment plan must be paid before the student can begin training for the next term or any subsequent enrollment period starting on or after the expiration of the payment plan.
4. **Payment Schedule:** Payment amounts and due dates will be determined at the time of enrollment in the payment plan. Payments must be made in accordance with the agreed-upon schedule.
5. **Late Payments & Penalties:** Failure to adhere to the agreed payment schedule may result in late fees, registration holds, and ineligibility for future



payment plans. Repeated non-compliance may result in further administrative actions, including withdrawal from the program.

6. **Method of Payment:** Payments may be made via credit card, debit card, ACH transfer, or other approved payment methods through the university's financial office.
7. **No Carryover Balance:** Students with an outstanding balance beyond the 180-day limit will not be allowed to register for additional coursework, receive official transcripts, or continue enrollment until their balance is settled.

#### **Compliance & Enforcement:**

Students who fail to meet the terms of the payment plan will be subject to administrative restrictions, including but not limited to:

- Academic registration holds.
- Ineligibility to receive transcripts, certificates, or diplomas.
- Suspension from future enrollment until all financial obligations are met.

By participating in this payment plan, students acknowledge and agree to abide by all terms and conditions outlined in this policy. Questions or concerns regarding payment plans should be directed to the Lakewood University Financial Services Office.

#### **Approval & Acknowledgment:**

Students must sign a formal agreement before participating in the internal payment plan, acknowledging their understanding and acceptance of these terms.

### **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.

### **Yellow Ribbon Program**

The Yellow Ribbon Program is an agreement between the VA and participating institutions to cover all or a portion of tuition and fees charged after a student has exceeded the maximum benefit rate. Lakewood University is a Yellow Ribbon participating institution. Please learn more information about [Yellow Ribbon online](#) or contact us for questions about this program at [info@Lakewood.edu](mailto:info@Lakewood.edu).

### **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 -OR-
- Must be in poverty (low socioeconomic status)-OR-
- Must experience adverse situations (to include but not limited to criminal history concerns) -OR-
- Must be first-generation higher education students (a student who is first in their family (generation) to attend University

*\*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 - Self-Pay Students**

Students who pay for their education themselves are required to make timely payments. Those students who

default on their tuition payments and enter “past due” status will have their account sent to a third-party collections service 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.

Please note that this policy only applies to students who pay tuition costs directly, not via any third-party funder or entity.

## 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 Programs Up To 16 Weeks In Length

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
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**\*\* PLEASE NOTE:** Students whose education is funded by a third-party entity (US Federal Financial Aid, US Veteran's Administration, MYCAA, VRRAP) will not receive any payments related to a refund. The refunded amount will be sent directly to the funding entity. The calculation above is subject to change based on the student's external funding entity.

## 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 Programs Up To 16 Weeks In Length

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

**\*\* Note about Tuition Refund Chart:** Program completion is determined by the number of weeks that a student has been enrolled in a program lasting up to 16 weeks in length and are counted from the date a student's term begins.

**\*\* PLEASE NOTE:** Students whose education is funded by a third-party entity (US Federal Financial Aid, US Veteran's Administration, MYCAA, VRRAP) will not receive any payments related to a refund. The refunded amount will be sent directly to the funding entity. The calculation above is subject to change based on the student's external funding entity.

**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 (including university-provided laptops) 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 1<sup>st</sup> Week 80%  
After 2<sup>nd</sup> Week 70%  
After 3<sup>rd</sup> Week 60%  
After 4<sup>th</sup> Week 50%  
After 5<sup>th</sup> Week 40%  
After 6<sup>th</sup> Week 30%  
After 7<sup>th</sup> Week 20%  
After 8<sup>th</sup> Week 10%  
After 9<sup>th</sup> 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.

**\*\* PLEASE NOTE:** Students whose education is funded by a third-party entity (US Federal Financial Aid, US Veteran's Administration, MYCAA, VRRAP) will not receive any payments related to a refund. The refunded amount will be sent directly to the funding entity. The calculation above is subject to change based on the student's external funding entity.

**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 (including university-provided laptops) 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.

## **Satisfactory Academic Progress and Academic Persistence**

### **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

## **Academic Persistence Policy**

To maintain satisfactory Academic Persistence all students are required to:

- Regularly participate in their specified academic program by logging on to the student portal.
- Turn in assignments on a weekly basis.

Students are required to regularly participate in their specified academic program by logging on to the student portal and completing of academic activities

Upon enrollment, students enrolled in a degree program are required to complete at least one graded activity in all four courses that make up their first semester AND complete two full lessons in two of the four courses. Thereafter, students are required to submit two lessons for the remainder of their program in order to complete their semester on time.

If a student fails to meet the academic persistence requirements on a weekly basis, their academic status will change to Unsatisfactory academic persistence. Unsatisfactory academic persistence results in increased support from the student's success coach via email and phone calls. The success coach will attempt to work with the student to determine the best method to return the student to satisfactory academic persistence.

If a student continues to make poor academic progress, that student may be placed on Unacceptable academic persistence. Unacceptable academic persistence is a severe level of academic standing and is the last level of academic persistence before disciplinary measures up to dismissal are implemented. Students on unacceptable academic persistence will receive regular support from

their student success coach and the faculty at Lakewood University to bring them back to satisfactory persistence.

## **Expected Weekly Academic Persistence Policy**

To ensure that students adequately progress academically 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 to remain in satisfactory academic persistence.

Students in 9-month vocational programs are required to complete 2 full lessons per month to remain in satisfactory academic persistence.

Students in 16-week courses (vocational) are required to complete 1 full lesson per week to remain in satisfactory academic persistence.

Students in a degree program course are required to complete 2 full lessons per week to remain in satisfactory academic persistence.

Number of Lessons Behind in Program	Academic Persistence
0 Lessons	Satisfactory
1-5 Lessons	Unsatisfactory
6+ Lessons	Unacceptable

## **Failure To Meet Academic Persistence Requirements**

### **Academic Dismissal**

Lakewood University reserves the right to dismiss students whose academic persistence 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 persistence 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 (3) attempted in the last term.

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 persistence 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 persistence 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, 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 a student is marked for dismissal 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.

#### Referral/Assistance Policy

Student persistence is monitored weekly. In cases where a student falls behind, the success coach will suggest helpful resources or specific assistance. 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.

**\*\*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 adhere to the above expected weekly persistence policy.

## 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%.

## Academic Calendar Program Start Dates

#### All Students

Lakewood University has rolling admissions and Monday starts for students enrolling. The start date will always be on Monday. For degree students the academic year shall consist of two 16-week terms. The degree program or term start dates for the 2025 – 2026 academic year are as follows:

#### Start Date

Monday, January 6, 2025  
Monday, January 13, 2025  
Monday, January 20, 2025  
Monday, January 27, 2025  
Monday, February 3, 2025  
Monday, February 10, 2025  
Monday, February 17, 2025  
Monday, February 24, 2025  
Monday, March 3, 2025  
Monday, March 10, 2025  
Monday, March 17, 2025  
Monday, March 24, 2025  
Monday, March 31, 2025  
Monday, April 7, 2025  
Monday, April 14, 2025  
Monday, April 21, 2025  
Monday, April 28, 2025  
Monday, May 5, 2025  
Monday, May 12, 2025  
Monday, May 19, 2025  
Monday, May 26, 2025  
Monday, June 2, 2025  
Monday, June 9, 2025  
Monday, June 16, 2025  
Monday, June 23, 2025  
Monday, June 30, 2025

Monday, July 7, 2025  
Monday, July 14, 2025  
Monday, July 21, 2025  
Monday, July 28, 2025  
Monday, August 4, 2025  
Monday, August 11, 2025  
Monday, August 18, 2025  
Monday, August 25, 2025  
Monday, September 1, 2025  
Monday, September 8, 2025  
Monday, September 15, 2025  
Monday, September 22, 2025  
Monday, September 29, 2025  
Monday, October 6, 2025  
Monday, October 13, 2025  
Monday, October 20, 2025  
Monday, October 27, 2025  
Monday, November 3, 2025  
Monday, November 10, 2025  
Monday, November 17, 2025  
Monday, November 24, 2025  
Monday, December 1, 2025  
Monday, December 8, 2025  
Monday, December 15, 2025  
Monday, December 22, 2025  
Monday, December 29, 2025

Monday, January 5, 2026  
Monday, January 12, 2026  
Monday, January 19, 2026  
Monday, January 26, 2026  
Monday, February 2, 2026  
Monday, February 9, 2026  
Monday, February 16, 2026  
Monday, February 23, 2026  
Monday, March 2, 2026  
Monday, March 9, 2026  
Monday, March 16, 2026  
Monday, March 23, 2026  
Monday, March 30, 2026  
Monday, April 6, 2026  
Monday, April 13, 2026  
Monday, April 20, 2026  
Monday, April 27, 2026  
Monday, May 4, 2026  
Monday, May 11, 2026  
Monday, May 18, 2026  
Monday, May 25, 2026  
Monday, June 1, 2026  
Monday, June 8, 2026  
Monday, June 15, 2026  
Monday, June 22, 2026  
Monday, June 29, 2026  
Monday, July 6, 2026  
Monday, July 13, 2026  
Monday, July 20, 2026  
Monday, July 27, 2026  
Monday, August 3, 2026  
Monday, August 10, 2026  
Monday, August 17, 2026  
Monday, August 24, 2026  
Monday, August 31, 2026  
Monday, September 7, 2026  
Monday, September 14, 2026  
Monday, September 21, 2026  
Monday, September 28, 2026  
Monday, October 5, 2026  
Monday, October 12, 2026  
Monday, October 19, 2026  
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Monday, November 2, 2026  
Monday, November 9, 2026  
Monday, November 16, 2026

Monday, November 23, 2026  
Monday, November 30, 2026  
Monday, December 7, 2026  
Monday, December 14, 2026  
Monday, December 21, 2026  
Monday, December 28, 2026

## 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 college. 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 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	16 weeks from start date
Criminal Justice Certificate	Provided on Enrollment Agreement	16 weeks from start date
Entrepreneurship Certificate	Provided on Enrollment Agreement	16 weeks from start date
Grant Writer	Provided on Enrollment Agreement	16 weeks from start date
Group Fitness	Provided on Enrollment Agreement	16 weeks from start date
Mediation Certificate	Provided on Enrollment Agreement	16 weeks from start date
Medical Billing Certificate	Provided on Enrollment Agreement	16 weeks from start date
Medical Coding Certificate	Provided on Enrollment Agreement	16 weeks from start date
Motivational Speaker Certificate	Provided on Enrollment Agreement	16 weeks from start date
Online & Traditional Personal Trainer Certificate	Provided on Enrollment Agreement	16 weeks from start date
Paralegal/Legal Assistant Diploma	Provided on Enrollment Agreement	36 weeks from start date
Minister Certificate	Provided on Enrollment Agreement	16 weeks from start date
Motivational Speaker Certificate	Provided on Enrollment Agreement	16 weeks from start date

Pharmacy Technician Diploma	Provided on Enrollment Agreement start date	16 weeks from
Professional Coaching	Provided on Enrollment Agreement start date	16 weeks from
Real Estate Management Certificate	Provided on Enrollment Agreement start date	16 weeks from
Virtual Assistant Certificate	Provided on Enrollment Agreement start date	16 weeks from
Combination Criminal Justice & Mediation	Provided on Enrollment Agreement start date	32 weeks from
Combination Mediator-Paralegal Diploma	Provided on Enrollment Agreement start date	52 weeks from
Combo Medical Billing & Admin Medical Assistant	Provided on Enrollment Agreement start date	32 weeks from
Combo Medical Coding & Admin Medical Assistant	Provided on Enrollment Agreement start date	32 weeks from
Combo Paralegal & Criminal Justice	Provided on Enrollment Agreement start date	32 weeks from
Combo Pharmacy Tech & Admin Medical Assistant	Provided on Enrollment Agreement start date	32 weeks from
Medical Billing and Coding Certificate	Provided on Enrollment Agreement start date	32 weeks from

### Non-Degree Start Dates:

#### 2025

Monday, January 6, 2025  
 Monday, January 13, 2025  
 Monday, January 20, 2025  
 Monday, January 27, 2025  
 Monday, February 3, 2025  
 Monday, February 10, 2025  
 Monday, February 17, 2025  
 Monday, February 24, 2025  
 Monday, March 3, 2025  
 Monday, March 10, 2025  
 Monday, March 17, 2025  
 Monday, March 24, 2025  
 Monday, March 31, 2025  
 Monday, April 7, 2025  
 Monday, April 14, 2025  
 Monday, April 21, 2025  
 Monday, April 28, 2025  
 Monday, May 5, 2025  
 Monday, May 12, 2025  
 Monday, May 19, 2025  
 Monday, May 26, 2025  
 Monday, June 2, 2025  
 Monday, June 9, 2025  
 Monday, June 16, 2025  
 Monday, June 23, 2025  
 Monday, June 30, 2025  
 Monday, July 7, 2025  
 Monday, July 14, 2025  
 Monday, July 21, 2025  
 Monday, July 28, 2025  
 Monday, August 4, 2025  
 Monday, August 11, 2025  
 Monday, August 18, 2025  
 Monday, August 25, 2025

Monday, September 1, 2025  
 Monday, September 8, 2025  
 Monday, September 15, 2025  
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 Monday, December 22, 2025  
 Monday, December 29, 2025

#### 2026

Monday, January 5, 2026  
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## Program Completion

Program Completion Chart

Course	Start Date	End Date
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Medical Coding Certificate	Provided on Enrollment Agreement start date	16 weeks from start date
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Combination Mediator-Paralegal Diploma	Provided on Enrollment Agreement start date	52 weeks from start date
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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 start date
Online Personal Trainer Certificate	Provided on Enrollment Agreement start date	32 weeks from start date
Virtual Assistant Certificate	Provided on Enrollment Agreement start date	32 weeks from start date
Professional Coaching Certificate	Provided on Enrollment Agreement start date	32 weeks from start date

## 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:

### Regular and Substantive Interaction

As a university entrusted with administering federal financial aid funds, Lakewood ensures that all instructors engage in what is commonly referred to as “regular and substantive interaction” with students.

This language, taken directly from statute, was adopted by the federal government to govern how distance education is administered. But what sort of interactions are considered to be “regular and substantive”? See the table below:

#### REGULAR

- Providing the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency.
- Monitoring the student's academic engagement and success and ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed based on such monitoring, or upon request by the student (Distance Education and Innovation, 2020, pg. 54809).

#### SUBSTANTIVE

- Engaging students in teaching, learning, and assessment, consistent with the content under discussion, Includes at least two of the following:
  - Providing direct instruction.
  - Assessing or providing feedback on a student's coursework.
  - Providing information or responding to questions about the content of a course or competency.

- Facilitating a group discussion regarding the content of a course or competency.
- Other instructional activities approved by the institution's or program's accrediting agency (Distance Education and Innovation, 2020, pg. 54809).

## Grading Policy

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 student gradebook. The gradebook report indicates 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.

### Minimum Cumulative GPAs

In order to successfully graduate from Lakewood University, a student must meet the following minimum GPA requirements:

- Vocational Clock Hour Programs = 2.00
- Undergraduate Degree and Certificate Programs = 2.00
- Graduate Degree and Certificate Programs = 3.00

### Grading Scale and Equivalents

Lakewood University has established the following grading scale. This grade scale is used both for individual assignments 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

### Grading Criteria

#### A = Excellent

The student has demonstrated a thorough understanding of the content and skills presented in the course and consistently initiates thoughtful questions and can see many sides of an issue. The student is an excellent writer. He or she also integrates ideas throughout the course and as appropriate from previously completed courses in a program. The student writes logically and clearly.

#### B = Good

The student writes logically and clearly. The student maintains consistent performance and understanding of course content with minimal errors.

#### C = Satisfactory

The C student demonstrates a mediocre comprehension of the skills and subject matter included in the course and accomplishes only the minimum requirements, while displaying little or no initiative.

#### D = Below average

The student's performance is barely acceptable. A number of assignments are missing and there is not even a minimal understanding of course content.

#### F = Failing

Quality and quantity of work is unacceptable.

## Minimum Grades (Degree Programs)

In core degree courses, if a student receives a grade lower than a "C" they will need to retake the course.

In general education degree courses, students who receive a grade of "F" will need to retake the course.

## 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. \*\*

### **Graduating With Honors**

#### **Undergraduate Programs**

##### **Graduation with Latin Honors**

Students pursuing bachelor’s degrees who demonstrate high levels of scholarship throughout their undergraduate years will graduate with Latin honors. To graduate with this recognition at Lakewood University, students must achieve one of the following criteria:

- Earn a minimum 60 credit hours at Lakewood and earn a minimum 3.500 Lakewood GPA; or
- Earn at least 30 but fewer than 60 credit hours at Lakewood and earn a minimum 3.500 Lakewood GPA and earn a minimum 3.500 transfer GPA

There are three levels of Latin honors at graduation with a bachelor’s degree:

- *Cum laude* — Student has earned a Lakewood GPA of 3.500 to 3.699.
- *Magna cum laude* — Student has earned a Lakewood GPA of 3.700 to 3.899.
- *Summa cum laude* — Student has earned a Lakewood GPA of 3.900 to 4.000.

The Lakewood GPA for determining Latin honors is calculated from all grades earned in undergraduate courses at Lakewood University, including original grades forgiven and/or recalculated under other policies.

Honor citations are inscribed on diplomas as follows: cum laude, magna cum laude and summa cum laude.

#### **Graduation with Distinction**

Students pursuing associate degrees who demonstrate high levels of scholarship throughout their coursework will graduate “with distinction.” To graduate with this recognition, students must achieve the following criteria:

- Earn a minimum 30 credit hours at Lakewood University, and
- Earn a minimum 3.500 Lakewood University GPA

A Lakewood GPA is calculated from all grades earned in undergraduate courses at Lakewood University, including original grades forgiven and/or recalculated under other policies. The GPA used to determine the “with distinction” designation is extended to three decimal places and not rounded up.

#### **Vocational / Certificate Programs**

Students pursuing a vocational diploma, undergraduate certificate, or graduate certificate who demonstrate high levels of scholarship throughout their coursework will graduate “with distinction.” To graduate with this recognition, students must achieve the following criteria:

- Meet all graduation requirements of the program and
- Earn a minimum 3.500 Lakewood University GPA

## **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 of 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/](http://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](mailto: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.

Throughout their studies, students enrolled in a degree program should expect that some courses will require them to take examinations that will be remotely proctored.

### 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 dedicated to ensuring students are properly served. To this effect, the university encourages students to proactively reach out to the appropriate member of the administration when they encounter an issue or wish to file a complaint.

Generally, under Lakewood University policy, there are three categories of student concerns that are considered:

#### **Informal Student Issues**

Informal student issues arise when a student encounters an easy-to-fix problem whose solution can typically be found within several days. Therefore, there is no need for escalation to a formal complaint. It is understandable that a student may run into issues during the course of their studies and the university is equipped to assist with resolving them. Below are common issues that Lakewood considers informal:

- Issue accessing online textbook
- Assistance with logging in to the student portal
- Student portal technical problems
- Other issues that can be resolved within a 24-48 hour period

Student issues can be shared with a number of Lakewood team members, including the Director of Student Success or any relevant member of the faculty.

### **Formal Student Complaints**

A formal student complaint arises when a student encounters a serious administrative issue that cannot be resolved within several days. A formal complaint may be submitted if the student feels that the issue has not been satisfactorily addressed. A student becomes aware of the issue, they are required to submit a formal complaint via [this online form](#). Below are some examples of formal student complaints:

- A financial aid concern
- Admissions or enrollment issues
- Enrollment certification problems (specific to VA-funded students)
- Concern about the behavior of a Lakewood University employee
- University not adhering to published policies and procedures

Formal complaints submitted via the online complaint form will be reviewed and responded to within seven business days by an appropriate member of the university administration.

### **Formal Academic Complaints**

A formal academic complaint can be made by a student when they encounter a significant issue that pertains directly to their academic experience. Some examples of formal academic complaints are:

- Dispute over a student's academic status
- Dismissal dispute
- Dispute of any findings related to noncompliance with the university's academic integrity policies (plagiarism, improper use of AI tools, etc.)
- Lack of feedback and/or interaction from an instructor
- Grade dispute\*

\*Grade disputes will only be considered after the Academics Department establishes any of the following circumstances:

- Grade book calculation is incorrect
- Student's instructor did not adhere to the university's grading policy
- Capricious or unfair grading behavior on the part of the instructor

A formal academic complaint must be made within the student's enrollment term OR up to 7 business days after a grade is received. Typically, Lakewood will not consider complaints related to grades received in a prior semester.

Students can submit their formal academic complaints via [this online form](#). Formal academic complaints will be reviewed and decided on by the Senior VP of Academic Affairs, Academic Dean, and the VP of Instruction and Compliance. Decisions will be made within 7 business days of receipt.

#### Appeal to University President

In certain extraordinary circumstances, formal student complaints can be appealed to the university President for a final decision.

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://higher.ohio.gov/students/current-college-students/student-complaints/student-complaints>

\*\*The Ohio Department of Education serves as Ohio's SARA portal entity can receive complaints from students

that are not initially solved internally. The direct contact information for the SARA Portal Entity can be found below:

Matt Exline

Senior Director of Program Approval Operations

[mexline@higher.ohio.gov](mailto:mexline@higher.ohio.gov)

Ohio Department of Higher Education  
25 South Front St  
Columbus, OH 43215

#### 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>

#### Out-of-State Student Complaints

Students residing outside of the state of Ohio who wish to file a complaint may contact their state's authorizing agency. Website links to all agencies in the United States can be found below:

#### Out-of-State Complaint Resolution Contacts

[Alabama](#)  
[Alaska](#)  
[Arizona](#)  
[Arkansas](#)  
[California](#)  
[Colorado](#)  
[Connecticut](#)  
[Delaware](#)  
[District of Columbia](#)  
[Florida](#)  
[Georgia](#)  
[Hawaii](#)  
[Idaho](#)  
[Illinois](#)  
[Indiana](#)  
[Iowa](#)  
[Kansas](#)  
[Kentucky](#)  
[Louisiana](#)  
[Maine](#)

[Maryland](#)  
[Massachusetts](#)  
[Michigan](#)  
[Minnesota](#)  
[Mississippi](#)  
  
[Missouri](#)  
[Montana](#)  
[Nebraska](#)  
[Nevada](#)  
[New Hampshire](#)  
[New Jersey](#)  
[New Mexico](#)  
[New York](#)  
[North Carolina](#)  
[North Dakota](#)  
[Ohio](#)  
[Oklahoma](#)  
[Oregon](#)  
[Pennsylvania](#)  
[Rhode Island](#)  
[South Carolina](#)  
[South Dakota](#)  
[Tennessee](#)  
[Texas](#)  
[Utah](#)  
[Vermont](#)  
[Virginia](#)  
[Washington](#)  
[West Virginia](#)  
[Wisconsin](#)  
[Wyoming](#)

## All Program Listings

### Program

Administrative Medical Assisting Certificate – 600 clock hours  
 Criminal Justice Certificate – 600 clock hours  
 Entrepreneurship Certificate– 600 clock hours  
 General Education Preparation (G.E.D) – 1000 clock hours  
 Grant Writer Certificate- 600 Clock Hours  
 Mediation Certificate – 600 clock hours  
 Medical Billing Certificate – 600 clock hours  
 Medical Coding Certificate– 600 clock hours  
 Motivational Speaker Certificate– 600 clock hours  
 Online & Personal Trainer Certificate - 600 clock hours  
 Paralegal/Legal Assistant Diploma – 900 clock hours  
 Minister Certificate- 600 clock hours  
 Pharmacy Technician Diploma – 600 clock hours  
 Professional Coaching Certificate - 600 clock hours  
 Real Estate Management Certificate– 600 clock hours  
 Virtual Assistant Certificate - 600 clock hours

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

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

Medical Billing and Medical Coding Combination Program - 1200 clock hours

Pharmacy Technician and Medical Billing Combination Program - 1200 clock hours

Pharmacy Technician and Medical Coding Combination Program - 1200 clock hours

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

Criminal Justice and Mediation Combination Program - 1200 clock hours

Criminal Justice and Paralegal Combination Program - 1200 clock hours

Mediation and Paralegal Combination Program -1200 clock hours

## Program Details

### Degree Program Listing

## Degree Programs

### Program

Associate Degree of Applied Business in Business Management  
 Associate Degree of Applied Business in Paralegal Studies  
 Associate of Science in Healthcare Administration  
 Associate of Science in Information Technology  
 Bachelor of Science in Healthcare Administration  
 Bachelor of Science in Information Technology  
 Bachelor of Science in Business Management  
 Bachelor of Science in Paralegal Studies  
 Master of Business Administration

## Associate of Applied Business in Business Management

Length of Program: 2 years, 60 Credit Hours

### Program Description

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

## Program Outcomes

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

### **Semester One – 12 Credit Hours**

Course Code	Course Name	Credit Hours
BUS100	Introduction to Business	3
ENG100	Introduction to English	3
COMM100	Interpersonal Communication	3
COMP100	Introduction to Computers	3

### **Semester Two – 12 Credit Hours**

Course Code	Course Name	Credit Hours
PNMG200	Principles of Management	3
GOVT100	American Government	3
SPCH100	Introduction to Speech	3
ALG100	College Algebra	3

### **Semester Three – 12 Credit Hours**

Course Code	Course Name	Credit Hours
OPMG200	Operations Management	3
HRSM100	Human Resource Management	3
PSY100	Introduction to Psychology	3
ACCTI	Principles of Accounting I	3

### **Semester Four – 12 Credit Hours**

Course Code	Course Name	Credit Hours
ORGB200	Organizational Behavior	3
MKTP200	Marketing Principles	3
BSLW200	Business Law	3
ACCTII	Principles of Accounting II	3

### **Semester Five – 12 Credit Hours**

Course Code	Course Name	Credit Hours
MCRE200	Microeconomics	3
BUSE200	Business Ethics	3
ENTP200	Entrepreneurship	3
PRFN100	Personal Finance	3

## **Associate of Applied Business in Paralegal Studies**

**Length of Program: 2 years, 63 Credit Hours**

### **Program Description**

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

Further, concentration on critical thinking and decision making, human relations, and communications coupled

with general education classes is designed to produce well-qualified legal assistants. The emphasis in this program is placed on marketable skills.

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

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

### Program Outcomes

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

### Semester One – 12 Credit Hours

Course Code	Course Name	Credit Hours
PGL100	Introduction to Paralegal Studies	3
LWMG200	Law Office Management	3
ENG100	Introduction to English	3
GOVT100	American Government	3

### Semester Two – 12 Credit Hours

Course Code	Course Name	Credit Hours
BSLW100	Business Law	3
LGR200	Legal Research	3
SPCH100	Introduction to Speech	3
COMP100	Introduction to Computers	3

### Semester Three – 12 Credit Hours

Course Code	Course Name	Credit Hours
ADR200	Alternative Dispute Resolution	3
CRLW100	Criminal Law & Procedure	3
COMM100	Interpersonal Communication	3
PHL100	Introduction to Philosophy	3

### Semester Four – 12 Credit Hours

Course Code	Course Name	Credit Hours
RELW100	Real Estate Law	3
LGAW100	Legal Analysis and Writing I	3
SOCI100	Introduction to Sociology	3
ALG100	College Algebra	3

### Semester Five – 12 Credit Hours

Course Code	Course Name	Credit Hours
IPGL200	Internship in Paralegal Studies	3
BUSE200	Business Ethics	3
PRFN100	Personal Finance	3
PSY100	Introduction to Psychology	3

## Associate of Science in Healthcare Administration

Length of Program: 2 years, 60 Credit Hours

### Program Description

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

### Program Outcomes

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

### Semester One – 12 Credit Hours

Course Code	Course Name	Credit Hours
HCA100	Introduction to Healthcare Administration	3

MEDTERM100	Medical Terminology	3
ENG100	Introduction to English	3
COMP100	Introduction to Computers	3

### Semester Two – 12 Credit Hours

Course Code	Course Name	Credit Hours
ELHLTH100	Fundamentals of Healthcare Records	3
GOVT100	American Government	3
ALG100	College Algebra	3
BIO100	Principles of Biology	3

### Semester Three – 12 Credit Hours

Course Code	Course Name	Credit Hours
HCM200	Introduction to Healthcare Management	3
ACCT100	Principles of Accounting I	3
PSY100	Introduction to Psychology	3
ENVS100	Environmental Science	3

### Semester Four – 12 Credit Hours

Course Code	Course Name	Credit Hours
HMKTP200	Healthcare Marketing Principles	3
HRSM100	Human Resource Management	3
MCRE200	Microeconomics	3
COMM100	Interpersonal Communication	3

### Semester Five – 12 Credit Hours

Course Code	Course Name	Credit Hours
ELCHC200	Ethical and Legal Considerations of Healthcare	3
MIS200	Management Information Systems	3
PHL100	Introduction to Philosophy	3
STAT200	Statistics I	3



## Associate of Science in Information Technology

Length of Program: 2 years, 60 Credit Hours

### Program Description

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

### Program Objectives

- Recognize how IT is integral to the effective management of a modern-day, competitive organization and the role an IT professional plays in organizational leadership
- Demonstrate foundational knowledge in hardware, software, secure networking, cloud services, and database management.
- Identify the responsibilities of a project manager and the skills required to plan, design, and execute projects to provide effective business solutions

- Apply critical thinking skills and decision support tools in the way of math formulas, computer software, and information systems to analyze or solve problems
- Communicate effectively via multiple channels of exchange including written and multimedia presentations
- Recognize and explain one's social, ethical and legal responsibilities to stakeholders, the community and the environment

### Semester One – 12 Credit Hours

Course Code	Course Name	Credit Hours
COMP100	Introduction to Computers	3
CSA100	Computer Systems Architecture	3
COMM100	Interpersonal Communication	3
ENG100	Introduction to English	3

### Semester Two – 12 Credit Hours

Course Code	Course Name	Credit Hours
NETF100	Networking Fundamentals	3
DATA200	Fundamentals of Database	3
PSY100	Introduction to Psychology	3
GOVT100	American Government	3

### Semester Three – 12 Credit Hours

Course Code	Course Name	Credit Hours
NETM200	Network Security Management	3
ACCTI	Principles of Accounting I	3
ORGB200	Organizational Behavior	3
ALG100	College Algebra	3

### Semester Four – 12 Credit Hours

Course Code	Course Name	Credit Hours
ITPJM100	IT Project Management	3
PHL100	Introduction to Philosophy	3
ENV5100	Environmental Science	3
STAT200	Statistics	3

### Semester Five – 12 Credit Hours

Course Code	Course Name	Credit Hours
CLDF200	Cloud Fundamentals	3
CSF200	Computer Security Fundamentals	3
SOC1100	Introduction to Sociology	3
CALC100	Calculus I	3

## **Bachelors Degree in Business Management**

Length of Program: 4 years, 120 Credit Hours

### **Program Description**

The bachelor's degree in business management will prepare students for entry-level positions in business,

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

### **Program Objectives**

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

### **Semester One – 12 Credit Hours**

Course Code	Course Name	Credit Hours
BUS100	Introduction to Business	3
ENG100	Introduction to English	3
COMM100	Interpersonal Communication	3
COMP100	Introduction to Computers	3

### **Semester Two – 12 Credit Hours**

Course Code	Course Name	Credit Hours
PNMG200	Principles of Management	3
GOVT100	American Government	3
SPCH100	Introduction to Speech	3
ALG100	College Algebra	3

### **Semester Three – 12 Credit Hours**

Course Code	Course Name	Credit Hours
OPMG200	Operations Management	3

HRSM100	Human Resource Management	3
PSY100	Introduction to Psychology	3
ACCTI	Principles of Accounting I	3

### Semester Four – 12 Credit Hours

Course Code	Course Name	Credit Hours
ORGB200	Organizational Behavior	3
MKTP200	Marketing Principles	3
BSLW200	Business Law	3
ACCTII	Principles of Accounting II	3

### Semester Five – 12 Credit Hours

Course Code	Course Name	Credit Hours
MCRE200	Microeconomics	3
BUSE200	Business Ethics	3
ENTP200	Entrepreneurship	3
PRFN100	Personal Finance	3

***\*\*Students who complete semesters 1-5 are eligible to graduate with an Associates degree***

### Semester Six – 12 Credit Hours

Course Code	Course Name	Credit Hours
FSA400	Financial Statement Analysis	3
MKTM300	Marketing Management	3
AMLIT100	American Literature	3
ENVS100	Environmental Science	3

### Semester Seven – 12 Credit Hours

Course Code	Course Name	Credit Hours
ORGL400	Organizational Leadership	3
FMGT300	Financial Management	3
STAT200	Statistics	3
BIO100	Principles of Biology	3

### Semester Eight – 12 Credit Hours

Course Code	Course Name	Credit Hours
MACE200	Macroeconomics	3
IBUS400	International Business	3
STBM400	Strategic Brand Management	3
PHL101	Introduction to Philosophy	3

### Semester Nine – 12 Credit Hours

Course Code	Course Name	Credit Hours
STGM300	Strategic Management	3
WPPM400	Workplace Policy & Performance Management	3
MGDM400	Managerial Decision Making	3
RSKM400	Risk Management	3

### Semester Ten – 12 Credit Hours

Course Code	Course Name	Credit Hours
OPRS300	Operations Research	3
CAPS400	Capstone	3
n/a	Elective	3
n/a	Elective	3

### Elective Course Selection

Course Code	Course Name	Credit Hours
DMKT400	Digital Marketing	3
TAXA300	Taxation and Auditing	3
MONB400	Money and Banking	3
FMKT400	Financial Markets and Institutions	3
PJMGPS400	Project Management: Principles and Strategies	3

## **Bachelors Degree in Paralegal Studies**

Length of Program: 4 years, 120 Credit Hours

### **Program Description**

The Bachelor of Paralegal Studies will provide students with the professional opportunities to acquire skills needed to serve the legal community efficiently and ethically as a legal assistant. The Bachelor in paralegal studies degree combines both a complete academic curriculum and practical education to understand the role of the paralegal in a legal environment. The degree program curriculum will also enable students to understand legal theory and apply legal theories ethically to paralegal professional practice.

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

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

### **Program 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.

### **Semester One – 12 Credit Hours**

Course Code	Course Name	Credit Hours
PGL100	Introduction to Paralegal Studies	3
LWMG200	Law Office Management	3
ENG100	Introduction to English	3
GOVT100	American Government	3

### **Semester Two – 12 Credit Hours**

Course Code	Course Name	Credit Hours
BSLW100	Business Law	3
LGR200	Legal Research	3
SPCH100	Introduction to Speech	3
COMP100	Introduction to Computers	3

### **Semester Three – 12 Credit Hours**

Course Code	Course Name	Credit Hours
ADR200	Alternative Dispute Resolution	3
CRLW100	Criminal Law & Procedure	3
COMM100	Interpersonal Communication	3
PHL100	Introduction to Philosophy	3

#### Semester Four – 12 Credit Hours

Course Code	Course Name	Credit Hours
RELW100	Real Estate Law	3
LGAW100	Legal Analysis and Writing I	3
SOCI100	Introduction to Sociology	3
ALG100	College Algebra	3

#### Semester Five – 12 Credit Hours

Course Code	Course Name	Credit Hours
IPGL200	Internship in Paralegal Studies	3
BUSE200	Business Ethics	3
PRFN100	Personal Finance	3
PSY100	Introduction to Psychology	3

***\*\*Students who complete semesters 1-5 are eligible to graduate with an Associates degree***

#### Semester Six – 12 Credit Hours

Course Code	Course Name	Credit Hours
EHLW300	Environment and Health Law	3
PPLT300	Principles and Practices of Litigation	3
AMLIT100	American Literature	3
ENVS100	Environmental Science	3

#### Semester Seven – 12 Credit Hours

Course Code	Course Name	Credit Hours
CONT200	Contracts	3
CNLW300	Constitutional Law	3
PLDC400	Pleadings and the Courts	3
MCRE200	Microeconomics	3

#### Semester Eight – 12 Credit Hours

Course Code	Course Name	Credit Hours
STPGL400	Special Topics in Paralegal Studies	3
TRT100	Torts	3
CREG300	Corporate Regulation	3
BIO100	Principles of Biology	3

#### Semester Nine – 12 Credit Hours

Course Code	Course Name	Credit Hours
CILW400	Comparative International Law	3
DOMR200	Domestic Relations	3
WTE200	Wills, Trusts, and Estates	3
LGAWII200	Legal Analysis and Writing II	3

#### Semester Ten – 12 Credit Hours

Course Code	Course Name	Credit Hours
NEGM400	Negotiation & Mediation	3
CLTL300	Copyright Law and Trademarks	3
n/a	Elective	3
n/a	Elective	3

#### Elective Course Selection

Course Code	Course Name	Credit Hours
APCL400	Advanced Practices in Criminal Law	3
CVLL400	Civil Litigation	3
REMDR300	Remedies & Dispute Resolution	3
ARTN400	The Art of Negotiation	3
BKLW300	Bankruptcy Law	3
IMLW400	Immigration Law	3
WPWC400	Objective Writing and Persuasive Writing	3
JUVJS400	Juvenile Justice System	3

## **Bachelors Degree in Healthcare Administration**

Length of Program: 4 years, 120 Credit Hours

### **Program Description**

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

### **Program Outcomes**

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

### **Semester One – 12 Credit Hours**

Course Code	Course Name	Credit Hours
HCA100	Introduction to Healthcare Administration	3
MEDTERM100	Medical Terminology	3
ENG100	Introduction to English	3
COMP100	Introduction to Computers	3

### **Semester Two – 12 Credit Hours**

Course Code	Course Name	Credit Hours
ELHLTH100	Fundamentals of Healthcare Records	3
GOVT100	American Government	3
ALG100	College Algebra	3
BIO100	Principles of Biology	3

### **Semester Three – 12 Credit Hours**

Course Code	Course Name	Credit Hours
HCM200	Introduction to Healthcare Management	3
ACCT100	Principles of Accounting I	3
PSY100	Introduction to Psychology	3
ENVS100	Environmental Science	3

### **Semester Four – 12 Credit Hours**



Course Code	Course Name	Credit Hours
HMKTP200	Healthcare Marketing Principles	3
HRSM100	Human Resource Management	3
MCRE200	Microeconomics	3
COMM100	Interpersonal Communication	3

### Semester Five – 12 Credit Hours

Course Code	Course Name	Credit Hours
ELCHC200	Ethical and Legal Considerations of Healthcare	3
MIS200	Management Information Systems	3
PHL100	Introduction to Philosophy	3
STAT200	Statistics I	3

***\*\*Students who complete semesters 1-5 are eligible to graduate with an Associates degree***

### Semester Six – 12 Credit Hours

Course Code	Course Name	Credit Hours
PCM300	Introduction to Patient Care Management	3
OPMG200	Operations Management	3
ACCTII200	Principles of Accounting II	3
PNFN300	Principles of Finance	3

### Semester Seven – 12 Credit Hours

Course Code	Course Name	Credit Hours
ORGBM300	Organizational Behavior and Medical Office Management	3
BUSE200	Business Ethics	3
ATMP300	Anatomy and Physiology	3
PRFN100	Personal Finance	3

### Semester Eight – 12 Credit Hours

Course Code	Course Name	Credit Hours
STHM300	Strategic Healthcare Management	3
IHDL400	International Healthcare Delivery	3
OPRS300	Operations Research	3
ATMPII400	Anatomy and Physiology II	3

### Semester Nine – 12 Credit Hours

Course Code	Course Name	Credit Hours
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MGDM400	Managerial Decision Making	3
HSP400	Healthcare Systems and Policy	3
n/a	Elective	3
n/a	Elective	3

### Semester Ten – 12 Credit Hours

Course Code	Course Name	Credit Hours
ORGL400	Organizational Leadership	3
n/a	Elective	3
n/a	Elective	3
n/a	Elective	3

### Elective Course Selection

Course Code	Course Name	Credit Hours
RSKM400	Risk Management	3
HPMPS400	Healthcare Project Management: Principles and Practices	3
STBM400	Strategic Brand Management	3
BRM400	Business Research Methodology	3
WPPM400	Workplace Policy and Performance Management	3
TAXAH300	Taxation and Auditing in Healthcare	3
FSA400	Financial Statement Analysis	3
HSCM400	Healthcare Science Management	3

## **Bachelors Degree in Information Technology**

Length of Program: 4 years, 120 Credit Hours

### **Program Description**

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

### **Program Objectives**

- Examine how IT is integral to the effective management of a modern-day, competitive organization and the role an IT professional plays in organizational leadership
- Configure and implement foundational knowledge in hardware, software, secure networking, cloud services, and database management.
- Examine the responsibilities of a project manager and the skills required to plan, design, and execute projects to provide effective business solutions.
- Apply critical thinking and logic skills in the way of math formulas, computer software, and information systems to analyze or solve problems
- Exhibit effective communication skills via multiple channels of exchange including written, and multi-media.
- Utilize research skills to examine IT practices and solutions
- Reflect on and relate one's social, ethical and legal responsibilities to stakeholders, the community and the environment

#### **Semester One – 12 Credit Hours**

Course Code	Course Name	Credit Hours
COMP100	Introduction to Computers	3
CSA100	Computer Systems Architecture	3
COMM100	Interpersonal Communication	3
ENG100	Introduction to English	3

#### **Semester Two – 12 Credit Hours**

Course Code	Course Name	Credit Hours
NETF100	Networking Fundamentals	3
DATA200	Fundamentals of Database	3
PSY100	Introduction to Psychology	3
GOVT100	American Government	3

#### **Semester Three – 12 Credit Hours**

Course Code	Course Name	Credit Hours
NETM200	Network Security Management	3
ACCTI	Principles of Accounting I	3
ORGB200	Organizational Behavior	3
ALG100	College Algebra	3

#### **Semester Four – 12 Credit Hours**

Course Code	Course Name	Credit Hours
ITPJMG100	IT Project Management	3
PHI100	Introduction to Philosophy	3
ENVS100	Environmental Science	3

STAT200	Statistics	3
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n/a	Elective	3
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### Semester Five – 12 Credit Hours

Course Code	Course Name	Credit Hours
CLDF200	Cloud Fundamentals	3
CSF200	Computer Security Fundamentals	3
SOCI100	Introduction to Sociology	3
CALC100	Calculus I	3

***\*\*Students who complete semesters 1-5 are eligible to graduate with an Associates degree***

### Semester Six – 12 Credit Hours

Course Code	Course Name	Credit Hours
DCDN300	Data Communication and Distributed Networks	3
PROG300	Introduction to Programming	3
OPMG200	Operations Management	3
BSLWIS300	Business Law – Legal Issues in IT	3

### Semester Seven – 12 Credit Hours

Course Code	Course Name	Credit Hours
n/a	Elective	3
OSAS300	Operating Systems and Application Software	3
SYSAD300	Introduction to System Analysis and Design	3
CRE200	Microeconomics	3

### Semester Eight – 12 Credit Hours

Course Code	Course Name	Credit Hours
n/a	Elective	3
DDA400	Database Design and Administration	3
ENTP200	Entrepreneurship	3
BUSE200	Business Ethics	3

### Semester Nine – 12 Credit Hours

Course Code	Course Name	Credit Hours
n/a	Elective	3
SWDV300	Software Development	3
SARC400	System Architecture and Integration	3

### Semester Ten – 12 Credit Hours

Course Code	Course Name	Credit Hours
DINT400	Database Integrations	3
n/a	Elective	3
n/a	Elective	3
n/a	Elective (General Education)	3

### Elective Course Selection

Course Code	Course Name	Credit Hours
	Routing and Switching	3
	Wireless and Mobile Communicaiton	3
	Network Security Management	3
	Enterprise Networking	3
	Directory Services and Infrastructure	3
	Software Quality Control and Testing	3
	E-Commerce Development	3
	Object-Oriented Application Development I	3
	Object-Oriented Application Development II	3
	System Analysis and Design	3
	Software Development for Mobile Devices	3
	Advanced Database Management	3
	Information Systems Project Management	3
	Enterprise Resource Management	3
	Advanced Internet Security and Threats	3
	E-Business Infrastructure Management	3
	IT Management Strategy	3

world projects, applications, and their unique learning styles, students will develop business, management, and leadership skills that foster innovation. Through Lakewood University's MBA Program's structure, core courses, and distance learning model, students will be able to develop and strengthen business, management, and leadership skills they need to excel and to distinguish themselves in a competitive marketplace.

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

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

### **Program Outcomes**

Lead with a global perspective and an awareness of how cultural differences impact businesses

Integrate concepts from various disciplines to identify and develop business strategies

Work and lead effectively in team-based environments

Demonstrate professionalism, self-awareness, leadership and effective communication skills

Explore ethical issues and dilemmas that businesses often face

Apply knowledge and skills to solve business problems

Utilize advanced research skills and information technology (IT) to solve problems and improve organizational performance

#### **Semester 1**

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

#### **Semester 2**

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

#### **Semester 3**

Course	Course #	Credit Hours	Prerequisite	Core/ General Major Education	Elective
Financial Statement Development and Analysis	FSDA500	3	Managerial Accounting	3	None

## **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-

Project Management	PJMG 500	3	Strategic Management	3	None
Ethical Decision Making- Business and Culture	ETDM 500	3	None	3	None
Capstone: Case and Industry Analysis	CAPS 500	3	None	3	None

Business Law	BSLW300	3	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. 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.
Cloud Fundamentals	CLDF200	3	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, 3 file servers, web systems, database systems, system documentation, policies, and procedures.
Computer Security Fundamentals	CSF200	3	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 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.
Computer Systems Architecture	CSA100	3	This course will help students understand issues arising in data integration, focusing on the
Data Communication & Distributed Networks	DCDN300	3	
Database Design & Administration	DDA400	3	
Database Integrations	DINT400	3	

## 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,	3

Directory Services & Infrastructure	DSI300	<p>theoretical foundations of the area, and algorithms and software systems facilitating integration.</p> <p>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.</p>	3	Introduction to System Analysis & Design	SYAD300	<p>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.</p> <p>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.</p>	3
E-Commerce Development	ECOMD200	<p>This course will provide students a basic understanding of the activities, issues, and concerns related to launching a new online business.</p> <p>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.</p>	3	IT Management Strategy	ITMS300	<p>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.</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>	3
Enterprise Networking	ENTN400	<p>This course provides an overview of Enterprise Resource Planning, which will cover planning, manufacturing, sales, finance, and accounting.</p> <p>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.</p>	3	Management Information Systems	MIS200	<p>This course will help students learn to validate fundamental technology knowledge.</p> <p>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.</p>	3
Enterprise Resource Management	ENTRM400	<p>This course will help students learn to validate fundamental technology knowledge.</p> <p>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.</p>	3	Managerial Accounting	MANA300	<p>This course will help 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.</p>	3
Fundamentals of Database	DATA200	<p>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.</p>	3	Network Security Management	NETM200	<p>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.</p>	3
Information Systems Project Management	ISPM400	<p>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.</p>	3	E-Business Infrastructure Management	EBSUM300	<p>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.</p>	3
Introduction to Programming	PROG300	<p>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.</p>	3	Network Fundamentals	NETF100	<p>This course will help the student discover the fundamentals of</p>	3

		networking technology. Topics included but not limited to data communications, telecommunications, infrastructure security, inter/internet networking, and the application of networking to multimedia, information storage, and distribution. 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. 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. 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. 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. 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. 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. 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.			
Object-Oriented Application Development I	APPD300			3	
Operating System and Application Software	APPDI400			3	
Project Management	PJMG100			3	
Routing & Switching	RTSW400			3	
Software Development for Mobile Devices	SWDVME400			3	
Software Development	SWDV300			3	
Software Quality Control & Testing	SWQT300			3	
			Specialized Network Administration	SPAD400	3
			System Analysis & Design	SYAD400	3
			System Architecture & Integration	SARC400	3
			Web Development	WDVP300	3
			Wireless & Mobile Communication	WLMC300	3
			Business Ethics	BUSE200	3
			Digital Marketing	DMKT400	3



Entrepreneurship	ENTP200	<p>use including learning the rules imposed by institutions, government, and society.</p> <p>The course focuses on the early development of independent ventures as well as those within established organizations.</p> <p>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.</p> <p>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.</p>	3	Managerial Decision Making	MGDM400	<p>growth, and the balance of payments. You will get the fundamentals of how a country's trade policies work as a whole.</p> <p>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.</p> <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>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).</p> <p>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".</p> <p>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</p>	3
Financial Management	FMGT300		3	Marketing Management	MKTM300		3
Financial Marketing	FMGT200		3				
Financial Marketing Institutions	FMKTA400		3				
Financial Statement Analysis	FSA400	<p>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.</p> <p>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.</p> <p>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.</p> <p>In this economics course, you will learn some of the major concepts of macroeconomics, such as gross domestic product, price level, inflation, unemployment, economic</p>	3	Marketing Principles	MKTP200		3
Human Resource Management	HRSRM100		3	Money & Banking	MONB400		3
International Business	IBUS400		3	Operations Management	OPMG200		3
Macroeconomics	MACE200		3				

Organizational Leadership	ORGL400	<p>product or service, quality assurance, and project management.</p> <p>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.</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>	3
Principles of Management	PNMG200	<p>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.</p>	3
Project Management: Principles of Strategies	PJMGPS400	<p>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.</p>	3
Strategic Brand Management	STBM400	<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
Taxation & Auditing	TAXA300	<p>Auditing and taxation are both essential elements of accounting. In this course,</p>	3

Workplace Policy and Performance Management	WPPM400	<p>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.</p> <p>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.</p>	3
Business Research Methodology	BRMM400	<p>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.</p>	3
Ethical & Legal Considerations of Healthcare	ELCHC200	<p>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.</p>	3
Fundamentals of Electronic Health Records	ELHLTH100	<p>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.</p>	3
Healthcare Accounting	HACCT300	<p>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.</p>	3
Healthcare Marketing Principles	HMKTP200	<p>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</p>	3

		<p>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).</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> <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> <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> <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</p>	
Healthcare Project Management: Principles & Strategies	HPMPS400		3
Healthcare Science Management	HSCM400		3
Healthcare Systems & Policy	HSPC400		3
International Healthcare Delivery	IHDL400		3
Introduction to Healthcare Administration	HCA100		3
Introduction to Healthcare Management	HCM200		3

Introduction to Patient Care Management	PCM300	<p>and health systems, agencies and service organizations, for-profit firms, not-for-profit enterprises.</p> <p>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.</p>	3
Medical Terminology	MEDTERM101	<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
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>	3
Strategic Healthcare Management	STHM300	<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. 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
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
Advanced Practices in Criminal Law	APCL400		3

Alternative Dispute Resolution	ADR200	<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 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.</p> <p>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.</p> <p>This course provides students with an introductory-level education regarding the process and procedures of filing a lawsuit against a person or organization.</p> <p>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.</p>	3
Bankruptcy Law	BLKW300		3
Civil Litigation	CVLL400		3
Comparative Internal Law	CILW400		3
Constitutional Law	CNLW300		3
Contracts	CONT200	<p>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.</p> <p>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.</p>	3
Copyright Law & Trademark	CITL300		3
Corporate Regulations	CREG300		3
Criminal Law & Procedure	CRW100	A great need for specialists in criminal law and procedures	3

Domestic Relations	DOMR200	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>The topics will include administrative law; alternative dispute resolution; employment law; health law; immigration law; insurance law.</p> <p>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</p>	3
Environment & Health Law	EHLW300		3
Immigration Law	IMLW400		3
Internship in Paralegal Studies	IPGL100		3
Introduction into Paralegal Studies	PGL100		3

		<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>This course will allow students the opportunity to conduct in-depth legal research using both print and online resources.</p>	
Juvenile Justice System	JUVJS400	3	
Law Office Management	LWMC200	3	
Legal Analysis & Writing I	LGAW200	3	
Legal Research	LGR200	3	
Negotiation & Mediation	NEGM400	3	
Objective Writing and	WPWC400	3	

Persuasive Writing Capstone			<p>Besides the course explains the essence of writing marketing messages that engage readers and inspire actions in terms of legal writing.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>The topic covered in this Special Topics course will focus on and around practical law related to media.</p>
Pleading and The Courts	PLDC400	3	
Principles of Practice Litigation	PPLT300	3	
Real Estate Law	RELW100	3	
Remedies & Dispute Resolution	REMDR300	3	
Risk Management	RSKM400	3	
Special Topics in Paralegal Studies	STPGL400	3	

The Art of Negotiation	ARTN400	<p>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.</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
Torts	TRT100		3
Wills, Trusts, & Estates	WTE200		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</p>	3

American Literature	AMILT100	<p>informed citizenship and more specialized study in political science.</p> <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 poetry – and their efforts to define the notion of American identity.</p>	3
Anatomy & Physiology I	ATMP300	<p>Anatomy and Physiology I is the first of a two-course sequence. This course 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	ATMPH400	<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		3
Calculus I	CALC100	<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 II	CALCII200	<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
College Algebra	ALG100	<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 Mathematics I	MATH100	<p>This course is a basic review of mathematical skills, including</p>	3

		terminology, checking accounts, taxes, payroll, step-by-step approaches. This course will help you develop math skills used in personal and business applications.	
College Mathematics II	MATHII100	This course is an advanced review of mathematical skills, including linear programming, fundamentals of calculus, and basic financial math. This course will help you develop math skills used in business applications and the decision-making process.	3
English 101	ENG100	This course explores the usage problems associated with both speech and written grammar. It details out for students how to organize thoughts into a coherent and logical order to form meaningful language.	3
English Composition	ENGCOMP100	This course is designed to develop your ability to write clearly. Emphasis is on effective writing and revising techniques including purpose, organization, and mechanics. Various modes and strategies of descriptive, narrative, and illustrative essays are covered. The culminating assignment is a research paper.	3
Environmental Science	ENVS100	This course will survey some of the many environmental science topics at an introductory level, ultimately considering the sustainability of human activities on the planet.	3
Interpersonal Communication	COMM100	This course teaches the basics of communication principles and concepts. Topics include Intercultural issues, conflict management, and communicating in groups and public.	3
Introduction to Business	BUS100	Present the fundamentals of business organization and procedures to acquaint you with management principles, business terminology, types of business organizations, and their control.	3
Introduction to Computers	COMP100	Lakewood College's Introduction to Computers course outlines the computer skills necessary for a variety of business applications and frameworks. Introduction to Computers will guide the students through comprehensive computer usage including technical and practical information that is presented in an easy-to-understand format for today's computer users.	3
Introduction to Philosophy	PHL100	This course will introduce you to topics found in classical and contemporary philosophical writings, such as the nature of truth and knowledge, freedom and determinism, and major debates surrounding the nature of right and wrong.	3

Introduction to Psychology	PSY100	Presents the theories and principles of modern psychology. You will learn about the different branches of psychology and the practical application of psychological tenets to functional behavior.	3
Introduction to Sociology	SOCI100		3
Microeconomics	MCRE200	This is a survey course in the theory and application of microeconomics. The course topics focus on microeconomics issues and problems, such as competition and monopoly, pricing, consumer demand, and producer supply. The course develops a theoretical framework for microeconomic analysis and applies this theory to practical domestic and international economic policy problems.	3
Operation Research	OPRS300	This course will help the learners understand how strategically important the role of an Operational Manager is and how they function by giving them an understanding of how to accomplish a task efficiently. The main task of the operation manager the planning, directing operations, and making improvements in productivity and efficiency.	3
Organizational Behavior	ORGB200	This course brings insights into human behavior in organizations brought forth by psychology and sociology and centers them on their implications for business organizations. Issues pursued in this course include group dynamics, communications, motivation, leadership, and decision making as well as organizational design, culture, development, and change. The discipline of Organizational Behavior is unique in its combined goals of seeking organizational success while advocating employee empowerment.	3
Personal Finance	PRFN100	This course is designed to introduce students to the basic terminology, concepts, and practices of personal finance. It will introduce the concepts of managing personal finances; inflation and recession; tax problems; insurance; annuities; credit; budgeting; financial planning; homeownership; bank accounts; investments; and social insurance programs. Further, it will provide the foundation needed to understand and discuss the "language" of routine financial activities and provide a solid foundation for future studies.	3



Principles of Accounting I	ACCT200	An introduction to the preparation and analysis of financial statements. Specific topics include the accounting model, general-purpose financial statements, and accounting for assets, liabilities, and equity.	3			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.
Principles of Accounting II	ACCTII200	A continuation of Principles of Accounting I and an introduction to the use of accounting information for management decision making. Specific topics include determining cash flows, international accounting, product costing, budgeting, and other concepts of management accounting.	3			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.
Principles of Biology	BIO100	This course is designed to introduce biology at an entry-level by examining the hierarchy that ranges from the fundamentals of cell biology to the physiology of organisms, and the interactions among those organisms in their environment.	3	Capstone: Case and Industry Analysis	CAPS500	To prepare students for professional opportunities in business administration by offering and giving them a background in the functional areas of a business in this modern world. Students will develop business and leadership skills through a unique learning style and get the ability to lead innovation through real-world projects. Besides, students will be able to strengthen leadership skills through the MBA cores and gain unique capabilities through different types of electives, tracks, and concentrations.
Speech 101	SPCH100	Speech is a fundamental tool that you can have in the working world and your daily life. This course is designed to introduce students to selected facets of the study of human communication and to enhance students' ability to orally communicate in a thoughtful, clear, coherent, and persuasive manner in various settings. Specifically, this course acquaints students with the subjects of communication theory, nonverbal communication, intrapersonal communication, interpersonal communication, small group communication, and public address. It teaches oral interactions and reporting skills useful to students in other classroom settings and other communication concepts and skills of wide applicability in their educational, personal, and professional life.	3	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.
Statistics	STAT200	This course will introduce you to business statistics, or the application of statistics in the workplace. Statistics is a course in the methods for gathering, analyzing, and interpreting data for decision making and predicting a future outcome. You will get the basic understanding of descriptive and inferential statistics including the base of Mean and probability distribution.	3	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.
Business Law	BSLW500	To prepare students for professional opportunities in business administration by offering and giving them a background in the functional	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

International Business	IBUS500	<p>skills through the MBA cores and gain unique capabilities through different types of electives, tracks, and concentrations.</p> <p>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.</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>	3
Leadership & Motivation	LDRM500	<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> <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> <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</p>	3
Managerial Accounting	MANA500		3
Marketing Management	MKTM500		3
Project Management	PJMG500		3
Strategic Management	STMG500		3

Survey of  
Human Resource SHRM500  
Management

internal and external environments in which the institute or company competes.

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.

### 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.

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### 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 rational 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:		1

## 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

## Cybersecurity Undergraduate Certificate

The Cybersecurity program is designed to equip participants with the essential skills and knowledge needed to excel in the field. This program covers a wide array of critical topics, including Information Security technologies, contingency planning, and system monitoring, enabling students to examine the foundations of secure data management. Participants will also delve into network management, focusing on threat assessment, network security, and strategic mitigation planning. In addition, the program includes in-depth coverage of firewall technologies and strategies for designing secure computer systems. The curriculum extends to computer system role management, emphasizing security policies, standards, and procedures to ensure effective governance of IT resources. Moreover, students will gain expertise in project management, mastering the entire project lifecycle from initiation to closure in various IT system projects. Ethical and legal standards in IT systems are explored, allowing students to apply these principles in practice. Finally, this program prepares individuals to excel in industry-recognized CompTIA certifications, including Security +, Network +, Project +, and A+, empowering them to succeed in today's cybersecurity landscape.

Type: Undergraduate Certificate

Program Length:

Four 3 credit hour courses for a total of 12 credit hours

### Program Outcomes

- Examine Information Security technologies, critical contingency planning best practices, and factors for effective system monitoring.
- Explain the management of various networks involving network threats, securing a network, and best practices for strategic mitigation planning.
- Design secure computer systems by learning key firewall technologies and implementing effective firewall strategies.
- Discuss Computer System role management, including security policies, standards, and procedures.

- Apply standard Project Management practices from initiating, planning, performing, controlling, and closing various IT system projects.
- Apply theories and practical knowledge of IT systems ethical and legal standards.
- Prepare for and pass the CompTIA Security +, Network +, Project +, and A+ certification examinations.

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Total credits:

12

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## 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 structured 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
LWMG200	Law Office Management	3
OPMG200	Operations Management	3
	Total credits:	24

## Legal Assistant Undergraduate Certificate

This program will provide students with the legal knowledge and administrative skills to serve as paralegals, working closely with not only attorneys in law firms, but also corporations, real estate companies, government agencies and the banking industry.

This 24 credit-hour certificate program will focus on realistic projects, case studies, and practical application of classroom instruction. In both the classroom and through internships the students will develop professional networking relationships and have the opportunity to investigate various aspects of the paralegal/legal assistant profession. The program provides the educational background enabling the student to prepare for and take the NALA and NALS national certification exams.

Type: Undergraduate Certificate

Program Length:

24 Credit Hours

## Program Outcomes

- Describe the American legal system, its structure, and how it operates

- Describe societal issues and ethical consideration for attorneys and paralegals
- Identify the elements in various areas of law including criminal, contract, business, tort, property wills & estates, and family law
- Demonstrate effective interpersonal skills and identify various conflict resolution
- Describe how law firms are structures and paralegal's role in the context
- Analyze landlord and tenant law
- Identify the source of criminal law
- Describe the composition of a family law office
- Identify the elements and defense to various intentional torts
- Explain how contracts are formed
- Conduct legal research and demonstrate the basics of legal correspondence
- Examine the drafting of wills and trust

Item #	Title	Credit Hours
ENG100	English 101	3
BSLW100	Business Law	3
PGL100	Introduction into Paralegal Studies	3
CRLW100	Criminal Law & Procedure	3
LGAW200	Legal Analysis & Writing I	3
CONT200	Contracts	3
DOMR200	Domestic Relations	3
LGR200	Legal Research	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



## 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
STMG500	Strategic Management	3
MKTM500	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

**ATMPII400: 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

**ENGCOMP100: 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: American Government**

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

**ORBG300: 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

**PHL101: 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

**PJMGP400: 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

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## 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 rational 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 meditation 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**

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



#### 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

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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**