DEGREE PROGRAMS
AND
PROFESSIONAL CERTIFICATES
Welcome to Villanova University College of Professional Studies, the first new College at Villanova University in the past 50 years. While our structure is new, we have been committed to serving adult learners for over 90 years. This deep experience serving the adult learner makes CPS different. We understand our students lead busy lives to support home, work and community. Our students bring as much to the classroom as they take away—everyone teaches and everyone learns at CPS. CPS was created with this in mind—and adult students are always our focus.

There are two major hurdles to career success:
• understanding how to advance yourself professionally and
• reaching your goals while working, caring for family and the laundry list of other responsibilities to manage, depending on your stage in life.

CPS can help. Our College is a place for continual learning and growth throughout your life, no matter the stage. For some this might mean earning a degree, and then returning in five years for an industry-related professional certification to keep current with new technologies, theories and best practices. For others, CPS may be the resource you need when you are considering a major career change.

My education journey has centered on the adult perspective, first as a learner myself, and later as a scholar and teacher. I was an adult student for over 30 years. I completed my bachelor's degree part-time while working full-time. I then earned two masters degrees and a doctorate while still working full-time. What emerged from all those years of balancing life and learning is a compassion and respect for my fellow adult learners.

By coming to Villanova University, you have come to the right place to continue your learning journey!

Sincerely,
Deborah J. Tyksinski, PhD
Dean, College of Professional Studies
Villanova University’s College of Professional Studies provides academically rigorous undergraduate degree and non-degree programming—both on campus and online—for the adult learner and working professional.

CPS continues Villanova’s long-standing tradition of service to adult learners and expands Villanova’s breadth of academic offerings by providing ever greater options and flexibility through part-time studies, undergraduate degree completion programs, professional non-credit certificate courses, post-graduate certificates and online programs.

CONTACT CPS
Visit cps.villanova.edu to view information regarding programs, financial aid, tuition, start dates and much more.

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Villanova University College of Professional Studies
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REGISTER TO ATTEND OUR NEXT OPEN HOUSE.
All attendees have the opportunity to meet one on one with a program director or coordinator and will receive an application fee waiver.

Check cps.villanova.edu/openhouse to view upcoming Open House events.
After taking a 10-year break from school, I entered the BIS in Leadership program at Villanova. The teachers in the program captivated me from the beginning because they are successful business leaders with real-world experience. I found myself applying what we were learning on a daily basis in every area of my life. I continue to rely on the education I received at Villanova and highly recommend this program to anyone, regardless of their future goals, as leadership is important in every role and at every age. —LYNDA MIGLIACCIO ’12

DEGREES OFFERED THROUGH PART-TIME STUDIES
These are degree programs for adults within the College of Liberal Arts and Sciences and the Villanova School of Business that can be completed on a part-time basis through CPS.

Associate of Arts (AA)
Bachelor of Arts (BA) in English
Bachelor of Arts (BA) in General Arts
Bachelor of Arts (BA) in History
Bachelor of Business Administration (BBA)
Bachelor of Business Administration (BBA) in Accountancy
Bachelor of Science (BS) in Computer Science

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parttime.villanova.edu
CERTIFICATES OFFERED

Alcohol and Drug Counseling
The certificate in Alcohol and Drug Counseling is an advanced program created for professionals currently working in the counseling field to enhance their credentials by learning targeted counseling techniques for substance abusers. To earn a Villanova certificate, students are required to complete 12 courses, or 120 hours of education. All Villanova CADC classes are accredited by the Pennsylvania Certification Board, so students can apply the hours toward other PCB certifications or use the hours for re-accreditation.

Certified Internal Auditor®
Certified Internal Auditor—the only globally accepted designation for internal auditors—is the gold standard for internal audit professionals to demonstrate their knowledge and competence in the areas of governance, risk, and control. This course uses the Institute of Internal Auditors (IIA) CIA Learning System for the three-part CIA exam to expand your internal audit expertise and prepare you for the Certified Internal Auditor® (CIA) exam.

Certified Management Accountant
Globalization and standardization, along with more stringent financial reporting requirements, have resulted in a dramatic change in the practice, rules, regulations, ethics, and execution of managerial accounting and financial strategy. Over the past several years, the role of management accountants and financial managers has evolved significantly to require them to be internal consultants and business analysts. The Institute of Management Accountants (IMA) Certified Management Accountant® (CMA®) Certification Program addresses the needs of managerial finance and accounting professionals as they meet the challenges of the new corporate accounting environment.

Corporate Financial Planning and Analysis
Corporate finance professionals are called upon increasingly to play a critical role in their organization’s decision-making process and long-term growth. As the amount of available data grows, the ability to connect meaningful financial data to business growth and present it to all stakeholders becomes even more important. Along with learning the latest best practices for analyzing trends, building forecasts and creating financial models, this course will prepare you for the Association for Financial Professionals (AFP) Certified Corporate Financial Planning Analyst® (FFPA) credential exam.

English as a Second Language
Established to assist those for whom English is a second language, the program is designed to increase student’s English language fluency and confidence in listening, speaking and writing. We seek to provide the highest quality and broadest range of English instruction, as well as counseling and cultural information pertinent to the students’ understanding of and adjustment to life in the United States.

Facility Management Professional (FMP®) Credential
If you are an early to mid-career facility management practitioner, transitioning into the profession or a supplier to the industry, the Facility Management Professional credential can help you to develop the expertise and self-confidence you need to succeed. This program, offered in partnership with the International Facility Management Association (IFMA), is made up of four major courses within the IFMA FMP® Credential Program™. These courses include Operations and Maintenance, Project Management, Finance and Business Essentials, and Leadership and Strategy Essentials.

Fundraising
Effective fundraising requires sophisticated techniques for identifying, cultivating and soliciting potential donors. The Principles of Fundraising certificate, offered in collaboration with the Association of Fundraising Professionals—Greater Philadelphia Chapter, is an exemplary program for individuals looking to enhance their philanthropic endeavors. Students learn how to develop an annual giving program; utilize the latest tools, technology and social media; organize and host events; and much more.

Human Resource Management
For over 20 years, Villanova University has met the needs of Human Resource professionals in various stages of their careers and developed the region’s premier center of excellence for Human Resource study and certification prep. The Institute of Internal Auditors (IIA) CIA Learning System for the three-part CIA exam to expand your internal audit expertise and prepare you for the Certified Internal Auditor® (CIA) exam.

CPS offers two courses to choose from based on your experience level:

The SHRM Essentials® of Human Resource Management course is a true introduction to human resource management. The primary focus of this introductory program is to provide participants with a broad overview of the human resource function. It consists of six modules offered over two full days or five evenings. This course is ideal for newcomers to the HR field.

The SHRM Professional Human Resource Management™ prep course is geared to experienced HR professionals who develop strategies within their company, lead the HR department, analyze performance metrics and align HR strategies with organizational goals. The course consists of five domains covering the comprehensive SHRM Body of Competency and Knowledge™ (SHRM BoCK™), so you’ll learn everything you need to be prepared for the SHRM-CP or SHRM-SCP exam.
Paralegal Studies Certificate: ABA Approved
The ability to navigate the legal profession with confidence is a useful skill in nearly any industry. Paralegals are an important asset to law firms, as well as companies throughout the U.S. for their ability to understand legal concepts and procedures. Paralegals support lawyers or companies in many ways, including decision-making, information management, document preparation or review, legal research and much more.

Villanova understands the industry need for paralegals, and offers an ABA-Approved Paralegal program taught by practicing legal professionals. We also understand you’re busy, so we offer both a four-month, full-time day and 12-month, part-time evening program to accommodate any schedule.

Payroll: PayTrain® Fundamentals and PayTrain® Mastery
Designed to increase payroll knowledge for both basic and advanced payroll professionals, PayTrain Fundamentals and PayTrain Mastery courses will help you ensure your company is in compliance with federal and state regulations. Villanova University is proud to partner with the American Payroll Association in offering the premier payroll designation in the country.

Project Management: Prep for CAPM® Exam and PMP® Exam Prep for Project Managers
Project Management is a sought-after skill in high demand across a multitude of industries. Certification proves to employers that you have the knowledge, experience and education to effectively lead a project from conception to completion. CPS offers two courses based on your experience level and career needs. Both courses are based on PMI’s® PMBOK® Guide–Fifth Edition and are designed to improve your project management skills, and foster your professional growth.

Prep for CAPM® Exam is a fast-paced, three-day, exam preparation course. The program is intended for individuals with little to no experience in project management who are looking to gain their first certifications. Participation in this course will expose students to the Project Management Institute’s standards and principals of project management along with a concentration on strategies to successfully pass the CAPM® exam.

PMP® Exam Prep for Project Managers can be completed in less than three months, and is offered both on Villanova’s campus and at the Philadelphia Navy Yard. The course is intended for candidates who qualify for the PMP exam, and the curriculum concentrates on expectations of the exam, including question structure, grading system and study strategies.

Recovery Specialist Certification
Coursework for the Certified Recovery Specialist (CRS) is ideal for individuals interested in entering the field of substance abuse counseling or those looking to enhance their counseling career experience. Villanova’s comprehensive CRS program is offered in collaboration with the Pennsylvania Certification Board (PCB) to provide students with the education hours needed to become a CRS. To complete the program and receive a Villanova University certificate of completion, students must attend six required courses.

Supply Chain Management
Customers today’s complex global marketplace expect high quality, low prices, fast turnaround and on-time delivery. To compete successfully, organizations have improved supply chain management practices. As a result, well-trained, well-educated supply chain professionals are playing an increasingly important role in their organizations. The APICS Certified Supply Chain Professional (CSCP) program provides you with increased credibility and recognition in your workplace.

Sustainability Facility Professional (SFP®) Credential
The International Facility Management Association (IFMA) Sustainability Facility Professional Credential Program will help you to enhance your sustainability knowledge and earn the SFP credential in one complete program. Courses are led by experienced, certified instructors who are leaders and teachers in the field of sustainability, and are committed to this goal. Become an SFP to lead your company in creating, managing and operating sustainable facilities.

Treasurer Management
The Association for Financial Professionals Learning System: Treasury course is a professional development program and a Certified Treasury Professional® (CTP) exam preparation program. Developed by a team of corporate treasury management experts, this program is based on the CTP body of knowledge to reflect accurately the redefined responsibilities of treasury professionals.

Certificate in Accounting (post-baccalaureate) Certificate in Accountancy (post-baccalaureate) allows those with bachelor’s degrees in liberal arts, business or other non-business majors to acquire accounting expertise.

• 6 required courses

• 6 electives

*Certificate meets Pennsylvania CPA Exam 36 credit hour educational requirement.

Certificate in Business Administration (post-baccalaureate) Designed for those who have earned bachelor’s degrees in non-business areas, the Certificate in Business Administration is ideal for those who wish to acquire a broad range of business skills.

• 4 required courses

• 4 electives

Certificate in Information Systems* A solid understanding of information management is a necessity in today’s information age and global economy. The Certificate in Information Systems will provide you with a formal education in information management and information systems.

• 4 required courses

• 2 electives

*The Information Systems Certificate does not require an undergraduate degree.
Villanova University offers three fully online bachelor’s degree completion programs specifically designed for working professionals who have some college experience.

BA in Leadership Studies
In this program, you will delve into a variety of critical business areas, including managing change, organizational behavior, ethical leadership and management principles, which will help prepare you for career entry and advancement in many of today’s top industries.

BIS in General Studies
This program integrates applied studies (e.g., communications, social sciences, computer science and leadership) with arts and sciences. By exploring this broad spectrum of subjects, you will develop the critical thinking skills to succeed in both the private and public sector, including the military and government.

BA in Public Service and Administration
The newest program offered online, the public service and administration degree expertly equips graduates for careers in public administration. The program focuses coursework on strategic planning, public policy and budgeting, leadership ethics, organizational effectiveness and more. If you have a desire to spur positive organizational change, this degree is for you.

Professional Non-Credit Certificate Programs
Villanova University offers innovative, fully online, non-credit certificate programs for working professionals. Led by award-winning professors who are experts in their fields, our certificate programs prepare you to earn industry-recognized certification. With tens of thousands of students who have completed our programs, including leaders from top organizations, we have earned a reputation for excellence—making us a worldwide leader in professional education online.

Online Programs
Created for the adult whose busy life requires a flexible schedule, CPS offers undergraduate degree completion programs and professional non-credit certificates in an entirely online format. You can complete these programs from anywhere in the world, as long as you have access to the Internet!

CPS partners with Bisk Education to offer online programs to adults across the country, and even internationally. Degrees and certificates are developed and taught by the same Villanova faculty who teach in the on-campus programs, which ensures the same high quality education and academic excellence.

For more information on any of the online programs offered by the College of Professional Studies, visit VillanovaU.com.