



Academic Affairs Office
COMMUNITY SERVICE OFFERING

Course No. OLMD.1718.036

Course Title: Aging & Health Bundle - Online

Instructor (print): Cyndie Koopsen, RN, BSN, MBA, RN-BC, HWNC-BC
Caroline Young, MPH

Division Faculty Review

Cyndie Koopsen
Faculty Review Signature

Nursing
Discipline

10-8-18
Date

Approved ☒ Denied ☐

Reason _____

L. Denise Walker
Faculty Review Signature

Nursing
Discipline

10/8/18
Date

Approved ☒ Denied ☐

Reason _____

Courtney Whipple
Faculty Review Signature

Nursing
Discipline

10/8/18
Date

Approved ☒ Denied ☐

Reason _____

[Signature]
Faculty Review Signature

Nursing
Discipline

10/8/18
Date

Approved ☒ Denied ☐

Reason _____

Bonnie Cunniff
AP&P Representative Signature

10/8/18
Date

Approved ☒ Denied ☐

Reason _____

[Signature]
Division Dean Signature

10/9/18
Date

Approved ☒ Denied ☐

Reason _____

Catherine Attard
C&CS Division Dean Signature

11/2/18
Date



Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: OLMD.1718.036

TITLE: Aging & Health Bundle - Online

INSTRUCTOR: Cyndie Koopsen, RN, BSN, MBA, RN-BC, HWNC-BC
Caroline Young, MPH

HOURS: 45 contact hours NUMBER OF MEETINGS:

ENROLLMENT FEE: \$249 MATERIALS/SUPPLIES FEE: Included in fee
Text / CDs / DVDs / Handouts
Materials provided for review: Y N

ENROLLMENT EXPECTED: 10 - 25

DESCRIPTION OF OFFERING: Target audience: Those working in the healthcare field, those who are interested in this topic, and those who are working with the aging population or anyone who wishes to prepare for a career in aging services or gerontology. Those wanting a better understanding how supporting brain health can foster health, happiness, and well-being.

Recommended advisories/pre-requisites/instructor approval: N/A

Course description: The course includes Certifications in Healthy Aging, Gerontology, and Brain Health. In the Certificate of Healthy Aging certificate, you will gain an overview of specific aspects of aging, including the impact of nutrition and physical activity on the aging process, psychologic changes in the healthy aging brain, and the role of intimacy and sexuality in healthy aging. The Certificate in Gerontology represents a specialization in the field of gerontology. It is designed to enhance the knowledge and skills of health care professionals who work with the older adults. In the innovative Certificate in Brain Health certificate, you will gain insights into the amazing brain and explore how to support health and happiness through lifestyle choices that impact this remarkable organ.

INSTRUCTOR BIOGRAPHY: **Cyndie Koopsen, RN, BSN, MBA, HNB-BC, RN-BC, HWNC-BC** is a nurse who has cared for patients in acute care settings, community clinics, and the home. Her professional nursing career has involved nursing executive leadership and administration, staff development and education, community education and wellness, and holistic care. She has designed, developed, and presented numerous educational programs for audiences covering integrative health, promotion and wellness, and chronic disease management and prevention. She is the co-author of *Spirituality, Health, and Healing and Integrative Health: A Holistic Approach for Health Professionals*.

Caroline Young, MPH, has an extensive public health background that includes experience in research, workshop presentations in various areas of health care, and online and onsite teaching. She has expertise in holistic community health and wellness program design, development, marketing, implementation, and evaluation. She has also designed, developed, and presented integrative health programs for culturally diverse populations, senior populations, and faith communities. She is the co-author of *Spirituality, Health, and Healing and Integrative Health: A Holistic Approach for Health Professionals*.

SPECIAL NEEDS:

Facilities:

Audio/Video:

Other:

Need software installed:

ITS notified: _____
Date Signature

ONLINE CLASS:

How offered? Independent study _____
Online instructor _____
Synchronous Only _____
Synchronous and Asynchronous _____
Number of required sessions _____
Hybrid _____
Number of required sessions online vs. face-to-face _____

Portal used, web address listed:

Enrollment: Start dates _____ Open Y N

Course Details

Certificate in Healthy Aging

(10 contact hours) As the population in the United States ages, there are many opportunities to learn how to work with seniors to support quality of life. In the Certificate in Healthy Aging certificate, you'll gain an overview of specific aspects of aging, including the impact of nutrition and physical activity on the aging process, physiologic changes in the healthy aging brain, and the role of intimacy and sexuality in healthy aging. This program is designed for individuals who are working in the health care field, those who are interested in the topic, those who are working with the aging population, or anyone who wishes to prepare for a career in aging services or gerontology.

Certificate in Gerontology

(25 contact hours) With the population aging at a rapid rate, the number of individuals over 65 will more than double by the year 2020. The demand for knowledgeable providers to meet the needs of this population is dramatically increasing. The Certificate in Gerontology represents a specialization in the field of gerontology. It is designed to enhance the knowledge and skills of health care professionals who work with the older adults.

Certificate in Brain Health

(10 contact hours) Can we program our brains for happiness? How do sleep quality and stress affect our mental and physical health? Can activities such as exercise, play, and even listening to music boost brain health? In this innovative certificate program, you'll gain insights into the amazing brain and explore how to support health and happiness through lifestyle choices that impact this remarkable organ. Based on recent scientific studies, this program is perfect for healthcare professionals or anyone who wants to better understand how supporting brain health can foster health, happiness, and wellbeing.

Accreditation:

ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

ALLEGRA Learning Solutions, LLC was awarded Accreditation with Distinction, the highest recognition awarded by the American Nurses Credentialing Center's Accreditation Program.

ALLEGRA Learning Solutions courses are acceptable for CE contact hours in all states.

Requirements

The **Certificate in Healthy Aging** consists of a total of five lessons. You must complete all lessons to receive your certificate.

To complete each lesson, click on the lesson title that you would like to complete. When you are ready to take the final for each lesson, proceed to the Finals section and select the final you wish to take.

You must pass the final exam in all lessons with a score of 80% or higher AND complete the Evaluation Form in order to receive your Certificate of Completion. Finals are graded as Pass or No Pass. Receipt of your certificate indicates successful completion of the course and that you have passed all final exams with a score of 80% or greater. You may retake final exams as many times as necessary within the six week duration of the program at no additional charge.

The **Certificate in Gerontology** consists of a total of eleven lessons. You must complete all lessons to receive your certificate.

To complete each lesson, click on the lesson title that you would like to complete. When you are ready to take the final for each lesson, proceed to the Finals section and select the final you wish to take.

You must pass the final exam in all lessons with a score of 80% or higher AND complete the Evaluation Form in order to receive your Certificate of Completion. Finals are graded as Pass or No Pass. Receipt of your certificate indicates successful completion of the course and that you have passed all final exams with a score of 80% or greater. You may retake final exams as many times as necessary within the six week duration of the program at no additional charge.

The **Certificate in Brain Health** consists of a total of seven lessons. You must complete all lessons to receive your certificate.

To complete each lesson, click on the lesson title that you would like to complete. When you are ready to take the final for each lesson, proceed to the Finals section and select the final you wish to take.

You must pass the final exam in all lessons with a score of 80% or higher AND complete the Evaluation Form in order to receive your Certificate of Completion. Finals are graded as Pass or No Pass. Receipt of your certificate indicates successful completion of the course and that you have passed all final exams with a score of 80% or greater. You may retake final exams as many times as necessary within the six week duration of the program at no additional charge.

Instructor Bio

Cyndie Koopsen, RN, BSN, MBA, HNB-BC, RN-BC, HWNC-BC is a nurse who has cared for patients in acute care settings, community clinics, and the home. Her professional nursing career has involved nursing executive leadership and administration, staff development and education, community education and wellness, and holistic care. She has designed, developed, and presented numerous educational programs for audiences covering integrative health, promotion and wellness, and chronic disease management and prevention. She is the co-author of *Spirituality, Health, and Healing* and *Integrative Health: A Holistic Approach for Health Professionals*.

Caroline Young, MPH, has an extensive public health background that includes experience in research, workshop presentations in various areas of health care, and online and onsite teaching. She has expertise in holistic community health and wellness program design, development, marketing, implementation, and evaluation. She has also designed, developed, and presented integrative health programs for culturally diverse populations, senior populations, and faith communities. She is the co-author of *Spirituality, Health, and Healing* and *Integrative Health: A Holistic Approach for Health Professionals*. These authors/presenters are the Co-CEOs of ALLEGRA Learning Solutions, LLC. They have no affiliation or financial involvement that conflicts with the material or information presented in this activity. No commercial support has been received for this activity. All applicable local, regional, state, and/or national laws and regulations have been followed in the development and delivery of this activity.



Academic Affairs Office
COMMUNITY SERVICE OFFERING

Course No. OLMD.1617.029

Course Title: Introduction to Natural Health and Healing

Instructor (print): Teresa Snyder

Division Faculty Review

Kathy Bingham [Signature] HSS 10-9-18
Faculty Name (Printed) Faculty Review Signature Discipline Date
Approved X Denied _____ Reason Interesting Course!

Faculty Name (Printed) Faculty Review Signature Discipline Date
Approved _____ Denied _____ Reason _____

Faculty Name (Printed) Faculty Review Signature Discipline Date
Approved _____ Denied _____ Reason _____

Faculty Name (Printed) Faculty Review Signature Discipline Date
Approved _____ Denied _____ Reason _____

Michael Hutchinson [Signature] 10/15/18
Name AP&P Representative (Printed) AP&P Representative Signature Date

Approved ✓ Denied _____ Reason _____

GREG BURMANN [Signature] 10/15/18
Name Division Dean (Printed) Division Dean Signature Date

Approved X Denied _____ Reason _____

CATHY HART [Signature] 11/2/18
Name C&CS Division Dean (printed) C&CS Division Dean Signature Date

Approved ✓ Denied _____ Reason _____



Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: OLMD.1617.029

TITLE: Introduction to Natural Health and Healing

INSTRUCTOR: Teresa Snyder

HOURS: 24

NUMBER OF MEETINGS: 9

ENROLLMENT FEE: \$100

MATERIALS/SUPPLIES FEE: Included
Text / CDs / DVDs / Handouts
Materials provided for review: Y

ENROLLMENT EXPECTED: 10-25

DESCRIPTION OF OFFERING: Target audience: Those interested in natural health.
Recommended advisories/pre-requisites/instructor approval: N/A

Course description: Would you like to learn more about natural health but don't know where to start? If so, then this is the course for you! We'll discuss the various stages of health and illness, and you'll discover that true health means wholeness of the mind, body, and spirit. You'll start a personal health journal to evaluate your current lifestyle and observe how your behaviors can affect your health. We'll also explore naturopathy, which seeks ways for the body to heal itself. You'll find out about proper breathing techniques that enhance health, and you'll learn the value of hydrotherapy, diet, biorhythms, and fasting. We'll also examine using the power of the mind for healing the body--discussing brain function tests, visualization, and relaxation therapies. You'll see the great power of belief. Then we'll delve into vitamins, minerals, antioxidants, free radicals, and the basic requirements that constitute a healthy diet. After our talk, you'll be able to develop menus that improve health. We'll also look at herbal healing, aromatherapy, body therapies, massage techniques, osteopathy, chiropractic, T'ai Chi, reflexology, yoga, Feng Shui, therapeutic touch, natural remedies for common emergencies, and much more. By the end of this course, you'll have begun taking charge of your own health and healing!

INSTRUCTOR BIOGRAPHY:

Theresa Snyder is a Natural Health Consultant. She has been an educator for more than 20 years. She has earned a BS in Education as well as an MS in Natural Health. This provides her with the ability to teach courses related to the many disciplines related to Natural Health. She also enjoys teaching seminars related to natural health for a local hospital.

SPECIAL NEEDS:

Facilities:

Audio/Video:

Other:

Need software installed:

ITS notified:

Date

Signature

ONLINE CLASS:

Community Services Offering Outline 12-11-09

How offered? Independent study _____
Online instructor _____
Synchronous Only ____X____
Synchronous and Asynchronous _____
Number of required sessions _____
Hybrid _____
Number of required sessions online vs. face-to-face _____

Portal used, web address listed:

Enrollment: Start dates _____ Open Y N

Course Details

Would you like to learn more about natural health but don't know where to start? If so, then this is the course for you! We'll discuss the various stages of health and illness, and you'll discover that true health means wholeness of the mind, body, and spirit. You'll start a personal health journal to evaluate your current lifestyle and observe how your behaviors can affect your health. We'll also explore naturopathy, which seeks ways for the body to heal itself. You'll find out about proper breathing techniques that enhance health, and you'll learn the value of hydrotherapy, diet, biorhythms, and fasting. We'll also examine using the power of the mind for healing the body--discussing brain function tests, visualization, and relaxation therapies. You'll see the great power of belief. Then we'll delve into vitamins, minerals, antioxidants, free radicals, and the basic requirements that constitute a healthy diet. After our talk, you'll be able to develop menus that improve health. We'll also look at herbal healing, aromatherapy, body therapies, massage techniques, osteopathy, chiropractic, T'ai Chi, reflexology, yoga, Feng Shui, therapeutic touch, natural remedies for common emergencies, and much more. By the end of this course, you'll have begun taking charge of your own health and healing!

Syllabus

A new session of each course starts monthly. If enrolling in a series of two or more courses, please be sure to space the start date for each course at least two months apart.

All courses run for six weeks, with a two-week grace period at the end. Two lessons are released each week for the six-week duration of the course. You do not have to be present when lessons are released. You will have access to all lessons until the course ends. However, the interactive discussion area that accompanies each lesson will automatically close two weeks after the lesson is released. As such, we strongly recommend that you complete each lesson within two weeks of its release.

The final exam will be released on the same day as the last lesson. Once the final exam has been released, you will have two weeks to complete all of your course work, including the final exam.

Week One

Lesson 01 - 1

Wednesday

In our first lesson, I'll introduce you to the principles of natural healing and we'll discuss the various stages of health and illness. You'll begin to understand that true health means wholeness of the mind, body, and spirit. You'll put together a personal health journal that will help you self-evaluate your current lifestyle. Throughout the course, you'll be able to use this to observe how your behaviors can affect your health.

Lesson 02 - 2

Friday

Today you'll learn all about *naturopathy* and its basic philosophy—seeking ways to help your body to heal itself. Then I'll teach you a valuable breathing technique that can enhance your health. Finally, you'll learn the value of hydrotherapy, diet, biorhythms, and fasting.

Week Two

Lesson 03 - 3

Wednesday

We'll explore ways to use the power of the mind and the placebo effect in this lesson. You'll begin to understand the power that your mind can have in healing your body. We'll talk about brain function tests, visualization, and relaxation therapies. Then you'll discover the power of belief.

Lesson 04 - 4

Friday

This lesson will teach you to look at nutrition and its healing effects. We'll explore basic nutrients, vitamins, minerals, antioxidants, and free radicals. You'll learn what basic requirement you need to promote a healthy diet. Then you'll learn how to develop menus to improve your health.

Week Three

Lesson 05 - 5

Wednesday

In this lesson, we'll briefly explore the history of herbal healing. You'll have the opportunity to identify the most popular herbs and learn ways to prepare herbal mixtures. Then we'll explore herbal charts to help you to understand some of the most beneficial herbal remedies.

Lesson 06 - 6

Friday

Today, we'll explore aromatherapy. You'll not only learn about its benefits, but also how to blend oils for medicinal uses. You'll discover how to make and use poultices, compresses, tinctures, and infusions. We'll also go over some essential oil charts to help you create wonderful blends.

Week Four

Lesson 07 - 7

Wednesday

Today, you'll discover the wonders of body therapies as we explore many of the most popular therapies and their benefits. We'll discuss massage techniques, osteopathy, chiropractic, T'ai Chi, reflexology, and yoga. You'll discover why the main theme of body therapies is to regain and maintain balance and well-being.

Lesson 08 - 8

Friday

In this lesson, you'll learn all about natural energy fields. We'll discuss how energy can be manipulated using magnets, TENS, Feng Shui, and Therapeutic Touch. You'll learn how to center your consciousness, and you'll have the opportunity to try energy modulation. You'll even find out how to feel your own energy between your hands!

Week Five

Lesson 09 - 9

Wednesday

Today, we'll talk about how to identify pollutants in your environment. We'll discuss indoor pollutants and ways to clean indoor air. We'll talk about methods to purify your drinking water and allergy proof your indoor spaces. This lesson will help you gain an understanding of the relationship between your immune system and the health of your surroundings.

Lesson 10 - 10

Friday

In today's lesson, you'll discover how to use natural remedies for common emergencies, illnesses and injuries. Some of the topics we'll discuss include treatments for cuts, bruises, fractures, burns, breathing emergencies, fainting, and travel illnesses.

Week Six

Lesson 11 - 11

Wednesday

In this lesson, you'll begin to understand the effect that light, color, and music can have on your mood and behavior. You'll learn how to heal and relax by using practical applications of these therapies. You'll be able to use energies that are inherent in light, color, and sound to improve your overall well-being. We'll also discuss using chakras and colored light in healing.

Lesson 12 - 12

Friday

In our final lesson, you'll continue to learn how physical, emotional, and spiritual factors make up your whole being. You'll begin to understand the impact that these three sectors of your life can have on your stress level and healing rate. Once you make that connection, you'll begin to take charge of your own health and healing! We'll finish up with a discussion on what to expect when going to a natural health therapist.



Academic Affairs Office
COMMUNITY SERVICE OFFERING

Course No. OLMD.1718.038

Course Title: Health & Well-Being Bundle - Online

Instructor (print): Cyndie Koopsen, RN, BSN, MBA, HNB-BC, RN-BC, HWNC-BC and
Caroline Young, MPH

Kathy Bingham
[Signature]

Faculty Review Signature

Division Faculty Review

HSS

Discipline

10-9-18

Date

Approved ☒ Denied ☐

Reason *Certificate looks great*

Faculty Review Signature

Discipline

Date

Approved ☐ Denied ☐

Reason

Faculty Review Signature

Discipline

Date

Approved ☐ Denied ☐

Reason

Faculty Review Signature

Discipline

Date

Approved ☐ Denied ☐

Reason

[Signature]

AP&P Representative Signature

Date

10/15/18

Approved ☒ Denied ☐

Reason

[Signature]

Division Dean Signature

Date

10/15/18

Approved ☒ Denied ☐

Reason

Cathy Hart

C&CS Division Dean Signature

Date

Catherine Hart 11/2/18

Approved ☒ Denied ☐

Reason



Community Services Offering Outline 12-11-09

Facilities:

Audio/Video:

Other:

Need software installed:

ITS notified: _____
Date _____ Signature _____

ONLINE CLASS:

How offered? Independent study _____
Online instructor _____
Synchronous Only _____
Synchronous and Asynchronous _____
Number of required sessions _____
Hybrid _____
Number of required sessions online vs. face-to-face _____

Portal used, web address listed:

Enrollment: Start dates _____ Open Y N

Course Details

Certificate in Complementary and Integrative Health

(24 contact hours) Today's health care system is evolving in its approach to the health and care of a culturally and ethnically diverse client population. In the United States, the aging population, an increasing public awareness of major risk factors contributing to chronic illness, and the public's growing desire for alternative health care options are just a few of the factors behind the expanding interest in complementary and integrative health.

The demand for knowledgeable providers to meet the needs of this population is dramatically increasing, resulting in the development of new jobs and the creation of new services. To gain a broad understanding of these therapies and to stay current with emerging trends, health professionals who work with diverse populations will need continuing professional education. The ability to understand the many types of therapies available is essential to providing safe, effective care in any setting.

Program Benefits:

- The Certificate in Complementary and Integrative Health is designed to provide a multidisciplinary educational experience. This certificate will distinguish you as a knowledgeable, skilled, and committed professional in the field of complementary and integrative medicine. This program will:
- enhance your professional marketability;
 - build your skills and competencies;
 - fulfill continuing education requirements for many professionals; and
 - introduce you to an interdisciplinary, multicultural perspective on health care.

Career Opportunities:

The certification program will provide you with the knowledge and skills to effectively meet the needs of a diverse patient and client population in a wide range of careers. Today, opportunities exist in the fields of nursing, teaching, service, administration, and research. Opportunities also exist within government programs and agencies; public and private institutions that provide health, education, and social services; research centers; special interest groups; colleges and universities; and corporate human resources divisions.

Participants:

This certificate is relevant for registered nurses, nurse practitioners, licensed vocational nurses, practical nurses, nursing assistants, social workers, occupational therapists, recreation therapists, physical therapists, respiratory therapists, administrators, psychologists, marriage and family therapists, dietitians, educators, personal care assistants, volunteers, physicians, physician's assistants, chiropractors, clergy, physical fitness professionals, and adult children of aging parents.

Note: All healthcare providers are responsible for checking the "Accreditation" list to determine if this course awards contact hours for their profession.

Curriculum:

The Certificate of Complementary and Integrative Health consists of a total of thirteen lessons:

- Cultural Competence in Health Care
- Traditional Healing Systems
- Manual Bodywork Healing Therapies
- Understanding Chiropractic Care
- Yoga: An Integrative Practice for Life
- Acupuncture
- Natural Products: Nutraceuticals, Probiotics, Herbs, and Botanicals
- Aromatherapy: The Healing Power of Scent
- Naturopathy: A Natural System of Healing
- Animal Assisted Therapy
- The Chakra System
- Legal Issues in Complementary and Alternative Medicine (CAM)
- Ethical Issues in Complementary and Alternative Medicine (CAM)

Certificate in Integrative Mental Health

(20 contact hours) This groundbreaking certificate program addresses the dramatic shift taking place in the healthcare field as alternative, holistic, and integrative therapies are increasingly being used to treat mental health conditions.

Integrative mental health emphasizes treating the mind, body, and spirit. In this program, you'll learn how this new model of medical care combines scientifically proven alternative and complementary methods with medications and psychotherapy to address the physical, psychological, and spiritual needs of individuals with anxiety disorders, sleep disorders, attention deficit hyperactivity disorder (ADHD), post-traumatic stress disorder (PTSD) and mental conditions associated with aging, depression, chronic pain, and Alzheimer's disease. In addition, this program explores the treatment of bipolar disorders in children and adolescents.

Medications and conventional psychotherapy have their place in the treatment of individuals with mental health disorders. However, as you'll learn in this program, there is growing evidence of the effectiveness of other treatment approaches such as nutritional supplements, exercise, light therapy, pet therapy, guided imagery, massage and other manual therapies, music and art therapy, dance therapy, stress management techniques, healing touch, biofeedback, sleep hygiene, acupuncture, and spiritual counseling.

This program is ideal for professionals in nursing and other healthcare fields, as well as individuals interested in integrative mental health.

Program Benefits:

The Integrative Mental Health certificate program offers a multidisciplinary educational experience. Your certificate in Integrative Mental Health will distinguish you as a knowledgeable, skilled, and committed professional. This program will:

- enhance your professional marketability;
- build your skills and competencies;
- fulfill continuing education requirements for many professionals

Career Opportunities:

The Integrative Mental Health certificate program provides health care professionals and interested individuals in a wide range of careers with the knowledge and skills to effectively meet the needs of a culturally diverse patient and client population. Today, opportunities exist in the fields of nursing, social work, massage therapy, teaching, hospice care, administration, and research. Opportunities also exist within government programs and agencies; public and private institutions that provide health, education, and social services; research centers; special interest groups; colleges and universities; and corporate human resources divisions.

Certificate in Holistic and Integrative Health

(33 contact hours) Increasingly, today's consumers are seeking health care providers who focus on wellness and natural healing. As a result, the exciting and rewarding field of integrative health is growing rapidly.

In this 12-lesson Certificate in Holistic and Integrative Health program, designed for both health care professionals and consumers, you'll learn the fundamentals of this person-centered and person-empowered approach to health care. You'll cover topics including holistic stress management, health and the human spirit, energy healing, elements of meditation, healing environments, Chinese medicine, Ayurvedic medicine, humor and health, music therapy and sound healing, nutrition, therapeutic massage and bodywork, and healing effects of physical activity.

As you explore the diverse systems that fall under the umbrella of integrative health, you'll gain an awareness of the philosophies of health and healing that unite all of these systems. You'll discover the benefits of emphasizing wellness, building a strong relationship between provider and client, promoting self-healing, and using nutritional approaches and other natural healing techniques. Above all, you'll gain a new respect for human individuality and the healing power of the integrative health approach.

Program Benefits:

The Holistic and Integrative Health certificate program offers a multidisciplinary educational experience. Your certificate in Holistic and Integrative Health will distinguish you as a knowledgeable, skilled, and committed professional. This program will:

- enhance your professional marketability;
- build your skills and competencies;
- fulfill continuing education requirements for many professionals

Career Opportunities:

The Integrative Mental Health certificate program provides health care professionals and interested individuals in a wide range of careers with the knowledge and skills to effectively meet the needs of a culturally diverse patient and client population. Today, opportunities exist in the fields of nursing, social work, massage therapy, teaching, hospice care, administration, and research. Opportunities also exist within government programs and agencies; public and private institutions that provide health, education, and social services; research centers; special interest groups; colleges and universities; and corporate human resources divisions.

Participants:

This certificate is relevant for registered nurses, nurse practitioners, licensed vocational nurses, practical nurses, nursing assistants, social workers, occupational therapists, recreation therapists, physical therapists, respiratory therapists, administrators, psychologists, marriage and family therapists, dietitians, educators, personal care assistants, volunteers, physicians, physician's assistants, chiropractors, clergy, physical fitness professionals, and interested individuals.

Note: All healthcare providers are responsible for checking the "Accreditation" list to determine if this course awards contact hours for their profession.

Curriculum:

The Integrative Mental Health certificate program consists of a total of 9 courses:

- Anxiety Disorders: An Integrative Approach
- Bipolar Disorder in Children and Adolescents: An Integrative Approach
- Sleep Disorders: An Integrative Approach
- Mental Health and Aging
- Depression: An Integrative Approach
- Chronic Pain: An Integrative Approach to Effective Pain Management
- Alzheimers Disease: Mysteries and Possibilities
- Post Traumatic Stress Disorder (PTSD)
- ADHD: Attention Deficit Hyperactivity Disorder

Accreditation:

Accreditation:

ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

ALLEGRA Learning Solutions, LLC was awarded Accreditation with Distinction, the highest recognition awarded by the American Nurses Credentialing Center's Accreditation Program.

ALLEGRA Learning Solutions courses are acceptable for CE contact hours in all states.

Provider approved by the California Board of Registered Nursing, Provider #CEP 14693, for the stated number of contact hours.

ALLEGRA Learning Solutions courses are approved for continuing education credit for diabetes educators. All ANCC accredited courses are accepted for continuing education credit by the National Certification Board for Diabetes Educators (NCBDE). No individual in a position to control content for this activity has any conflicts of interest or relevant financial relationships to declare.

There is no commercial support being received for this activity.

Suite bundles are not eligible for partial drops or refunds. Transfers to other open sessions of the same course are available. Please refer to your school for additional details regarding drops, transfers, and refunds on Suite bundles.

Objective

Certificate in Complementary and Integrative Health

(24 contact hours) Enhance your professional marketability by gaining a broad understanding of complementary and integrative health care options.

Certificate in Holistic and Integrative Health

(33 contact hours) Increasingly, today's consumers are seeking health care providers who focus on wellness and natural healing. As a result, the exciting and rewarding field of integrative health is growing rapidly. In this 12-lesson Certificate in Holistic and Integrative Health program, designed for both health care professionals and consumers, you'll learn the fundamentals of this person-centered and person-empowered approach to health care. You'll cover topics including holistic stress management, health and the human spirit, energy healing, elements of meditation, healing environments, Chinese medicine, Ayurvedic medicine, humor and health, music therapy and sound healing, nutrition, therapeutic massage and bodywork, and healing effects of physical activity.

Certificate in Integrative Mental Health

(20 contact hours) This groundbreaking certificate program addresses the dramatic shift taking place in the healthcare field as alternative, holistic, and integrative therapies are increasingly being used to treat mental health disorders. Topics include anxiety disorders, bipolar disorders in children and adolescents, sleep disorders, attention deficit hyperactivity disorder (ADHD), post-traumatic stress disorder (PTSD), mental health and aging, chronic pain, and Alzheimer's disease. This program is ideal for nurses and other health professionals as well as individuals interested in integrative mental health and wellness.

Accreditation:

ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

ALLEGRA Learning Solutions, LLC was awarded Accreditation with Distinction, the highest recognition awarded by the American Nurses Credentialing Center's Accreditation Program.

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The Holistic and Integrative Health certificate program provides health care professionals and interested individuals in a wide range of careers with the knowledge and skills to effectively meet the needs of a culturally diverse patient and client population. Today, opportunities exist in the fields of nursing, social work, massage therapy, teaching, hospice care, administration, and research. Opportunities also exist within government programs and agencies; public and private institutions that provide health, education, and social services; research centers; special interest groups; colleges and universities; and corporate human resources divisions.

Participants:

This certificate is relevant for registered nurses, nurse practitioners, licensed vocational nurses, practical nurses, nursing assistants, social workers, occupational therapists, recreation therapists, physical therapists, respiratory therapists, administrators, psychologists, marriage and family therapists, dietitians, educators, personal care assistants, volunteers, physicians, physician's assistants, chiropractors, clergy, physical fitness professionals, and interested individuals.

Note: All healthcare providers are responsible for checking the "Accreditation" list to determine if this course awards contact hours for their profession.

Curriculum:

The Holistic and Integrative Health certificate program consists of a total of 12 courses:

- Holistic Stress Management
- Health and the Human Spirit
- Energy Healing
- Healing Elements of Meditation
- Place and Space: Healing Environments
- Traditional Chinese Medicine: An Ancient Approach to Healing
- Ayurvedic Medicine: Ancient Foundations of Health Care
- Humor and Health
- Music Therapy and Sound Healing
- Nutrition: An Integrative Approach
- Therapeutic Massage and Bodywork Healing Therapies
- Healing Effects of Physical Activity and Movement



Academic Affairs Office
COMMUNITY SERVICE OFFERING

Course No. OLMD.1819.002
Course Title: Healthy Living Suite - Online
Instructor (print): Donna Acosta, Katie Powell-Lee

Division Faculty Review

Ann Volk Ann Volk HS 10/1/18
Faculty Name (Printed) Faculty Review Signature Discipline Date
Approved X Denied _____ Reason _____

Faculty Name (Printed) Faculty Review Signature Discipline Date
Approved _____ Denied _____ Reason _____

Faculty Name (Printed) Faculty Review Signature Discipline Date
Approved _____ Denied _____ Reason _____

Faculty Name (Printed) Faculty Review Signature Discipline Date
Approved _____ Denied _____ Reason _____

Michael Hutchison Michael Hutchison 10/8/18
Name AP&P Representative (Printed) AP&P Representative Signature Date

Approved ✓ Denied _____ Reason _____

GREG BORMANN GREG BORMANN 10/9/18
Name Division Dean (Printed) Division Dean Signature Date

Approved X Denied _____ Reason _____

CATHY HART Catherine Hart 11/2/18
Name C&CS Division Dean (printed) C&CS Division Dean Signature Date

Approved ✓ Denied _____ Reason _____

Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: OLMD.1819.002

TITLE: Healthy Living Suite - Online

INSTRUCTOR: Donna Acosta, Katie Powell-Lee

HOURS: 72

NUMBER OF MEETINGS: 6 weeks

ENROLLMENT FEE: \$299

MATERIALS/SUPPLIES FEE: Included

Text / CDs / DVDs / Handouts

Materials provided for review: ☒ Y ☐ N

ENROLLMENT EXPECTED: 10 - 25

DESCRIPTION OF OFFERING: Target audience: Those interested in living a healthy lifestyle.
Recommended advisories/pre-requisites/instructor approval: N/A

Course description: In this program, you'll learn how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime. You'll learn how to save money and prepare home-cooked meals that are fast, easy, and delicious, and how to grow nutritious fruit and vegetables that can be used in your meals. Course includes: **Lose Weight and Keep It Off** - Do you want to lose weight and keep it off? Now you can! In this comprehensive course, you'll discover how to establish a healthy approach to weight loss and weight maintenance. You'll master how to set and achieve weight-loss and weight-maintenance goals that make sense for you. **Luscious, Low-Fat, Lighting-Quick Meals** - Have you ever wished you had a personal chef preparing luscious, low-fat meals for you? This course is the next best thing! You'll learn how to ferret out fat in recipes, and discover how to reduce fat without sacrificing flavor or texture. Explore how to use flavor profiling to expand your culinary horizons. Learn how to prepare casseroles, crock-pot dishes, vegan dishes, oven-fried foods, meat-based meals, and many other entrees that are both nutritious and delicious! **Start Your Own Edible Garden** - Grow delicious, nutritious fruit and vegetables in your own backyard! In this course, you'll learn how to give your garden a healthy start and keep it growing strong all season.

INSTRUCTOR BIOGRAPHY: Donna Acosta, RDN, ACE-Certified Health Coach, is a registered dietitian and nutrition educator. A lifetime learner, Donna is currently pursuing her master's degree in counseling. Her clinical expertise is in weight management, diabetes nutrition care, and cardiac rehabilitation management. Donna also has more than a decade of experience teaching cooking classes, which reflects her passion for eating healthfully—and enjoying every bite! She has developed and taught a variety of hospital- and community-based nutrition programs, including such clients as Warner Bros. Studios, Neutrogena, and Fluor-Daniel. She has also developed and taught dance-based exercise classes for the YMCA. As the wife of a husband with Type 2 diabetes, and the mother of three teenagers, Donna's focus is on helping others discover how feasible and delicious it can be to manage weight successfully and eat healthfully for a lifetime.

Katie Powell-Lee received a Masters of Landscape Architecture from the Harvard Graduate School of Design and a Bachelor of Arts from the University of Michigan. She has worked as a landscape designer for a range of projects from community parks in urban areas to wetland development. She has also been a professional gardener tending to spaces ranging from formal city gardens to sprawling estates with woodlands and meadows. In addition, Katie volunteers as a garden educator teaching edible gardening to children at an urban learning farm. Her work has been featured in many publications including *Tactical Operations* and the *Informal Settlement* and *A View on Harvard GSD* and has been exhibited at the International Architecture Biennale Rotterdam.

SPECIAL NEEDS:

Facilities:

Audio/Video:

Other:

Need software installed:

ITS notified:

Date

Signature

ONLINE CLASS:

How offered?

Independent study _____

Online instructor _____

Synchronous Only _____

Synchronous and Asynchronous ____X____

Number of required sessions ____6 weeks____

Hybrid _____

Number of required sessions online vs. face-to-face _____

Portal used, web address listed:

Enrollment: Start dates _____ every 6 weeks _____

Open Y N

Overview

In this program you'll learn how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime. You'll learn how to save money and prepare home-cooked meals that are fast, easy, and delicious, and how to grow nutritious fruit and vegetables that can be used in your meals.

Course Details

Lose Weight and Keep It Off

Do you want to lose weight and keep it off? Now you can! In this comprehensive course, you'll discover how to establish a healthy approach to weight loss and weight maintenance. You'll master how to set and achieve weight-loss and weight-maintenance goals that make sense for you.

Naturally, we'll begin with a discussion of the role of food in weight loss and weight maintenance. But we'll talk about far more than calories. From understanding food composition, portion sizes, and preparation methods, to meal composition and meal timing, you'll learn food basics—and beyond! You'll discover how to eat out without jeopardizing your weight loss or disappointing your taste buds. We'll also discuss the basics of planning and preparing meals at home, and uncover tips and tricks for navigating the social elements of eating.

You may already appreciate that exercise is part of successful weight loss and weight maintenance. You may even know the differences between cardiorespiratory exercise, strength training, and lifestyle activity. We'll review these terms, and more important, discuss how to find exercise and activity that's enjoyable *and* helps you meet your weight-loss and weight-maintenance goals. You'll also discover how to take exercise to the next level and uncover thought patterns that negatively affect exercise and activity. Then we'll identify ways to overcome the challenges to regular exercise and activity.

We'll determine the role of hydration in weight loss and explore how to overcome obstacles to good hydration. You'll see how your thoughts affect your weight and evaluate the role of body image, emotional eating, and more in your own life. We'll examine how important sleep is in weight loss, and you'll learn how to get better sleep and cope effectively with sleeplessness.

We'll also probe the effects of stress on the body relative to weight and how to apply stress management techniques for weight loss and weight maintenance. You'll determine how other factors that affect weight, like genetics, pregnancy, menopause, aging, and cravings may be affecting your weight loss efforts—and learn practical strategies you can use to minimize their effects.

And since you don't want to lose weight only to gain it back again, we'll determine the differences between weight loss and weight maintenance, and see how to master the obstacles to weight maintenance. By the end of this course, you'll know how to set appropriate and effective goals for eating, exercise, and many other elements that affect your weight. You'll have the skills you need to lose weight and keep it off for a lifetime!

Luscious, Low-Fat, Lighting-Quick Meals

Have you ever wished you had a personal chef preparing luscious, low-fat meals for you? This course is the next best thing! You'll learn how to ferret out fat in recipes, and discover how to reduce fat without sacrificing flavor or texture. Explore how to use flavor profiling to expand your culinary horizons. Learn how to prepare casseroles, crock-pot dishes, vegan dishes, oven-fried foods, meat-based meals, and many other entrees that are both nutritious and delicious!

You'll discover how to get in and out of the kitchen faster, including tips for grocery shopping, menu planning, food preparation, and quicker cooking. You'll also learn a dietitian's tricks of the trade for encouraging reluctant family members to eat more healthfully. You'll have the chance to try out over 50 exciting and easy lowered-fat recipes for tasty entrees, side dishes, desserts, and garnishes, with each recipe demonstrating a topic that's covered in the lessons.

Start Your Own Edible Garden

Grow delicious, nutritious fruit and vegetables in your own backyard! In this course, you'll learn how to give your garden a healthy start and keep it growing strong all season.

You'll begin by figuring out which type of garden is right for you. Not everyone has the same amount of time, space, or sunshine, so the first step to a great harvest is selecting the right crops. You'll explore climate considerations, learn how to read a zone hardiness map, and find out how to spot a micro-climate in your yard.

After that, you'll discover how to properly prepare a garden bed so your crops have the best opportunity to thrive. Since healthy soil is the key to a great garden, you'll see how to identify problems in pH and drainage and fix them. You'll even learn to understand fertilizers and make compost!

Along the way, you'll delve into the variety of crops you can select: leafy greens, root vegetables, fruit, herbs, and more. Each type of crop has specific needs, so you'll get tips on starting seeds, transplanting, pruning, and using container gardens and support structures. In addition, you'll learn what to watch out for so you can spot pests and diseases before they destroy your bounty. And you'll take the guesswork out of watering your garden as you explore a variety of irrigation options.

Whether you want to provide your family with nutritious food, save money, get some exercise, or just be more self-sufficient, this course will give you the skills and knowledge you need to be on your way to a successful harvest.

Suite bundles are not eligible for partial drops or refunds. Transfers to other open sessions of the same course are available. Please refer to your school for additional details regarding drops, transfers, and refunds on Suite bundles.



Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: OLMD.1819.003
TITLE: Medical Math - Online
INSTRUCTOR: Ben Sellers

Susan Lowrey [Signature] Academic Development 9/26/18
Faculty Name (Printed) Faculty Review Signature Discipline Date

Approved ☒ Denied ☐ Reason _____

Bonnell Curry [Signature] HSS 11/1/18
Faculty Name (Printed) Faculty Review Signature Discipline Date

Approved ☒ Denied ☐ Reason _____

Faculty Name (Printed) Faculty Review Signature Discipline Date

Approved _____ Denied _____ Reason _____

Faculty Name (Printed) Faculty Review Signature Discipline Date

Approved _____ Denied _____ Reason _____

Bonnell Curry [Signature] 11/1/18
Name AP&P Representative (Printed) AP&P Representative Signature Date

Approved ☒ Denied ☐ Reason _____

GREEN BORDMAN [Signature] 11/1/18
Name Division Dean (Printed) Division Dean Signature Date

Approved ☒ Denied ☐ Reason _____

CATHY HART [Signature] 11/2/18
Name C&CS Division Dean (printed) C&CS Division Dean Signature Date

Approved ☒ Denied ☐ Reason _____



Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: OLMD.1819.003

TITLE: Medical Math - Online

INSTRUCTOR: Ben Sellers

HOURS: 24 hours NUMBER OF MEETINGS: 6 weeks

ENROLLMENT FEE: \$115 MATERIALS/SUPPLIES FEE:

Text / CDs / DVDs / Handouts

Materials provided for review: ☒ Y ☐ N

ENROLLMENT EXPECTED: 10 - 25

DESCRIPTION OF OFFERING: Target audience: Those in the Healthcare related fields/professions
Recommended advisories/pre-requisites/instructor approval:

Course description: Master medical calculations in an engaging environment! In these fun and practical lessons, you'll gain the medical math skills you need for anything from calculating dosages to using scientific formulas. Whatever medical field you're in, the hands-on activities in this course will help you perform day-to-day math tasks quickly and easily.

First, you'll brush up your basic math skills. You'll begin with a review of fractions, decimals, and percentages, and then dive into measurement systems and conversions used in the medical field.

Next, you'll do dosage calculations for oral, parenteral, and intravenous medications. You'll explore three different methods you can use for dosage calculations: proportions, dimensional analysis, and the formula method. You'll also learn an easy formula that you can apply to many dosage calculations.

Finally, you'll get an introduction to basic statistics and probability. You'll find out how to interpret the latest medical findings for your patients, and journal articles will no longer be a mystery!

Whether you're new to the field of medicine or want to enhance your skills, this is the course for you. By the time you finish these lessons, you'll have a solid grounding in basic medical math, and you'll be ready to tackle any calculation confidently.

INSTRUCTOR BIOGRAPHY: Ben Sellers has more than 17 years of experience in teaching at all levels from elementary classes to college mathematics and statistics courses. He has taught college students, working professionals, adult learners, high school students, and homeschoolers, both online and in the traditional classroom. He has undergraduate and graduate degrees in the mathematical sciences and has been a mathematical and statistical consultant in industry and in education. He has taught a wide variety of students in the medical field, including lab technicians, nurses, pharmacists, and aspiring physicians.

SPECIAL NEEDS:

Facilities:

Audio/Video:

Other:

Need software installed:

Course Details

Master medical calculations in an engaging environment! In these fun and practical lessons, you'll gain the medical math skills you need for anything from calculating dosages to using scientific formulas. Whatever medical field you're in, the hands-on activities in this course will help you perform day-to-day math tasks quickly and easily.

First, you'll brush up your basic math skills. You'll begin with a review of fractions, decimals, and percentages, and then dive into measurement systems and conversions used in the medical field.

Next, you'll do dosage calculations for oral, parenteral, and intravenous medications. You'll explore three different methods you can use for dosage calculations: proportions, dimensional analysis, and the formula method. You'll also learn an easy formula that you can apply to many dosage calculations.

Finally, you'll get an introduction to basic statistics and probability. You'll find out how to interpret the latest medical findings for your patients, and journal articles will no longer be a mystery!

Whether you're new to the field of medicine or want to enhance your skills, this is the course for you. By the time you finish these lessons, you'll have a solid grounding in basic medical math, and you'll be ready to tackle any calculation confidently.

Syllabus

A new session of each course starts monthly. If enrolling in a series of two or more courses, please be sure to space the start date for each course at least two months apart.

All courses run for six weeks, with a two-week grace period at the end. Two lessons are released each week for the six-week duration of the course. You do not have to be present when lessons are released. You will have access to all lessons until the course ends. However, the interactive discussion area that accompanies each lesson will automatically close two weeks after the lesson is released. As such, we strongly recommend that you complete each lesson within two weeks of its release.

The final exam will be released on the same day as the last lesson. Once the final exam has been released, you will have two weeks to complete all of your course work, including the final exam.

Week One

Lesson 01 - Basic Math Refresher

Wednesday

Has it been a while since you multiplied fractions? Converted decimals to percents? Used exponents or powers of 10? Today we'll review these math topics—and more—because they're what medical professionals commonly need to use. You'll get lots of practice in this lesson, so if you're a little rusty, don't worry—you'll be back up to speed in no time!

Lesson 02 - Measurement Systems and Conversions

Friday

Do you remember how to convert centimeters to inches and pounds to kilograms? We'll cover the metric system along with the U.S. customary system of measurement. You'll become a master at making conversions within and between the two systems, and you'll learn how medical professionals use these measurements every day.

Week Two

Lesson 03 - Ratios, Rates, and Proportions

Wednesday

"Amoxicillin 500 mg PO b.i.d." What does this medication order mean? In Lesson 3, we'll unlock some of the jargon and abbreviations these orders use. You'll interpret ratios, determine rates, and set up and solve proportions—all of which will help you as you determine medication dosages and make other medical calculations.

Lesson 04 - Dimensional Analysis and Formulas

Friday

Can you convert liters per hour to milliliters per minute? Do you know how to calculate body surface area to use in a pediatric dosage calculation? You'll learn these skills and more in Lesson 4. We'll cover the basics of dimensional analysis and then use it to solve problems that are more complex. We'll also focus on several key formulas that medical professionals use. And you'll learn different ways to solve the same problem, so you can choose the method that's easiest and fastest for you!

Week Three

Lesson 05 - Oral Medications

Wednesday

What are the three forms of oral medications? Do you know how to calculate the dose of an oral liquid medication based on body weight? And what does "mEq" mean? In Lesson 5, we'll apply what you've learned in previous lessons as you master new skills. You'll calculate doses of oral medications in solid and liquid form. You'll also learn to dose oral medications based on body weight and body surface area.

Lesson 06 - Solutions and Dilutions

Friday

Can you interpret the percent strength of a solution and use it in a dosage calculation? Do you know how to prepare dilutions from stock solutions? In Lesson 6, you'll learn about solution strengths as ratios and percentages, and you'll practice the calculations necessary to prepare solutions.

Week Four

Lesson 07 - Parenteral Medications

Wednesday

Do you know how to reconstitute a powdered medication? Can you calculate dosages for medications that you have to inject? In Lesson 7, you'll learn to formulate doses of parenteral medications. You'll do calculations for liquid parenteral medications measured in milliliters and in units.

Lesson 08 - Intravenous Fluids

Friday

Have you ever calculated the flow rate for an intravenous infusion? What's an enteral infusion? In Lesson 8, you'll learn the basics of intravenous and enteral solutions and infusions. You'll learn to calculate the flow rates for both kinds of infusions. You'll also figure out how long it will take a solution to infuse.

Week Five

Lesson 09 - Intravenous Drug Calculations

Wednesday

What do IVP and IVPB mean? How do you calculate an IV flow rate based on a patient's body weight or body surface area? In Lesson 9, you'll learn how medical professionals give medications intravenously, and you'll practice calculating flow rates in different circumstances.

Lesson 10 - Pediatric and Geriatric Dosing

Friday

Should you round dosing calculations up or down for pediatric patients? What are the best dosing practices for children and older adults? In Lesson 10, you'll learn about special dosing concerns for your younger and older patients. You'll calculate doses for pediatric and geriatric patients using body weight and body surface area. We'll also cover additional age-specific issues, like daily fluid maintenance and dosing of patients with reduced kidney function.

Week Six

Lesson 11 - Descriptive Statistics

Wednesday

How do you measure what's typical or average in a data set? And what's a standard deviation? In Lesson 11, you'll learn basic statistics that you can apply in the medical field. You'll see how to use statistics to summarize a data set. You'll also understand how people use data and statistics to make decisions, improve quality, and develop best practices in medicine.

Lesson 12 - Probability, Data Collection, and Medical Research

Friday

How do you collect good data? What's a p-value, and what does $p < 0.05$ mean? In Lesson 12, you'll work with examples from the medical field as you calculate and interpret probabilities. You'll also learn about ways to collect data. When you've finished this lesson, it'll be easier for you to understand and evaluate research results.

Instructor Biography

Ben Sellers has more than 17 years of experience in teaching at all levels from elementary classes to college mathematics and statistics courses. He has taught college students, working professionals, adult learners, high school students, and homeschoolers, both online and in the traditional classroom. He has undergraduate and graduate degrees in the mathematical sciences and has been a mathematical and statistical consultant in industry and in education. He has taught a wide variety of students in the medical field, including lab technicians, nurses, pharmacists, and aspiring physicians.

Requirements

- Internet access
- Email
- One of the following browsers:
 - o Mozilla Firefox
 - o Microsoft Internet Explorer (9.0 or above)
 - o Google Chrome
 - o Safari
- Adobe PDF plug-in (a free download obtained at Adobe.com .)



Academic Affairs Office
COMMUNITY SERVICE OFFERING

Course No. OLMD.1819.001
Course Title: Health Care Entrepreneurship Bundle - Online
Instructor (print): Cyndie Koopsen & Caroline Young

Division Faculty Review

Faculty Name (Printed)

Faculty Review Signature

Discipline Date

Approved

Denied

Reason

Faculty Name (Printed)

Faculty Review Signature

Discipline

Date

Approved

Denied

Reason

Faculty Name (Printed)

Faculty Review Signature

Discipline

Date

Approved

Denied

Reason

Faculty Name (Printed)

Faculty Review Signature

Discipline

Date

Approved

Denied

Reason

Michael Hutchison
Name AP&P Representative (Printed)

AP&P Representative Signature

10/8/18
Date

Approved

Denied

Reason

GREG BORMANN
Name Division Dean (Printed)

Division Dean Signature

10/8/18
Date

Approved

Denied

Reason

CATHY HART
Name C&CS Division Dean (printed)

C&CS Division Dean Signature

11/2/18
Date

Approved

Denied

Reason



Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: OLMD.1819.001

TITLE: Health Care Entrepreneurship Bundle - Online

INSTRUCTOR: Cyndie Koopsen, RN, BSN, MBA, HNB-BC, HWNC-BC
Caroline Young, MPH

HOURS: 23

NUMBER OF MEETINGS: 6 weeks

ENROLLMENT FEE: \$118

MATERIALS/SUPPLIES FEE: Included
Text / CDs / DVDs / Handouts
Materials provided for review: Y N

ENROLLMENT EXPECTED: 10-25

DESCRIPTION OF OFFERING: Target audience: Healthcare Professionals
Recommended advisories/pre-requisites/instructor approval:

Course description: Have you dreamed of creating your own business in health and wellness? Becoming an entrepreneur in this growing field can provide you with independence, flexibility, personal fulfillment, control over your own life, and incredible financial rewards. In this innovative program, you'll learn how to make your dreams of building a health-related business a reality. This program will guide you through the steps to building your own business. You'll explore the different options for creating your business and learn how to develop a successful business plan that reflects your vision and allows you to compete in your target market. You'll gain information about financing your business, and see how to create an effective marketing strategy to help ensure your success. You'll also examine the secrets of successful entrepreneurs. Throughout the program, you'll get access to sample documents and worksheets. By the end, you'll have virtually everything you need to embark on creating your own health and wellness business. The Starting Your Own Business in Health and Healing certificate program provides health care professionals and interested individuals in a wide range of careers with the knowledge and skills to effectively meet the needs of a culturally diverse patient and client population. Today, opportunities exist in the fields of nursing, social work, massage therapy, teaching, hospice care, administration, and research. Opportunities also exist within government programs and agencies; public and private institutions that provide health, education, and social services; research centers; special interest groups; colleges and universities; and corporate human resources divisions.

This certificate is relevant for registered nurses, nurse practitioners, licensed vocational nurses, practical nurses, nursing assistants, social workers, occupational therapists, recreation therapists, physical therapists, respiratory therapists, administrators, psychologists, marriage and family therapists, dietitians, educators, personal care assistants, volunteers, physicians, physician's assistants, chiropractors, clergy, physical fitness professionals, and

interested individuals. **Note:** All healthcare providers are responsible for checking the "Accreditation" list to determine if this course awards contact hours for their profession.

INSTRUCTOR BIOGRAPHY: Cyndie Koopsen, RN, BSN, MBA, HNB-BC, RN-BC, HWNC-BC is a nurse who has cared for patients in acute care settings, community clinics, and the home. Her professional nursing career has involved nursing executive leadership and administration, staff development and education, community education and wellness, and holistic care. She has designed, developed, and presented numerous educational programs for audiences covering integrative health, promotion and wellness, and chronic disease management and prevention. She is the co-author of *Spirituality, Health, and Healing and Integrative Health: A Holistic Approach for Health Professionals*.

Caroline Young, MPH, has an extensive public health background that includes experience in research, workshop presentations in various areas of health care, and online and onsite teaching. She has expertise in holistic community health and wellness program design, development, marketing, implementation, and evaluation. She has also designed, developed, and presented integrative health programs for culturally diverse populations, senior populations, and faith communities. She is the co-author of *Spirituality, Health, and Healing and Integrative Health: A Holistic Approach for Health Professionals*.

These authors/presenters are the Co-CEOs of ALLEGRA Learning Solutions, LLC. They have no affiliation or financial involvement that conflicts with the material or information presented in this activity. No commercial support has been received for this activity. All applicable local, regional, state, and/or national laws and regulations have been followed in the development and delivery of this activity.

SPECIAL NEEDS:

Facilities:

Audio/Video:

Other:

Need software installed:

ITS notified:

Date

Signature

ONLINE CLASS:

How offered?

Independent study _____

Online instructor _____

Synchronous Only _____

Synchronous and Asynchronous ☒ X _____

Number of required sessions 23 hrs. _____

Hybrid _____

Number of required sessions online vs. face-to-face _____

Portal used, web address listed:

Enrollment:

Start dates

Open ☒ Y ☐ N

Course Details

Certificate in Starting Your Own Business in Health and Healing

(11 contact hours) Have you dreamed of creating your own business in health and wellness? Becoming an entrepreneur in this growing field can provide you with independence, flexibility, personal fulfillment, control over your own life, and incredible financial rewards. In this innovative program, you'll learn how to make your dreams of building a health-related business a reality.

This program will guide you through the steps to building your own business. You'll explore the different options for creating your business and learn how to develop a successful business plan that reflects your vision and allows you to compete in your target market. You'll gain information about financing your business, and see how to create an effective marketing strategy to help ensure your success.

You'll also examine the secrets of successful entrepreneurs. Throughout the program, you'll get access to sample documents and worksheets. By the end, you'll have virtually everything you need to embark on creating your own health and wellness business.

Program Benefits:

The Starting Your Own Business in Health and Healing certificate program offers a multidisciplinary educational experience. Your certificate in Starting Your Own Business in Health and Healing will distinguish you as a knowledgeable, skilled, and committed professional. This program will:

- enhance your professional marketability;
- build your skills and competencies;
- fulfill continuing education requirements for many professionals

Career Opportunities:

The Starting Your Own Business in Health and Healing certificate program provides health care professionals and interested individuals in a wide range of careers with the knowledge and skills to effectively meet the needs of a culturally diverse patient and client population. Today, opportunities exist in the fields of nursing, social work, massage therapy, teaching, hospice care, administration, and research.

Opportunities also exist within government programs and agencies; public and private institutions that provide health, education, and social services; research centers; special interest groups; colleges and universities; and corporate human resources divisions.

Participants:

This certificate is relevant for registered nurses, nurse practitioners, licensed vocational nurses, practical nurses, nursing assistants, social workers, occupational therapists, recreation therapists, physical therapists, respiratory therapists, administrators, psychologists, marriage and family therapists, dieticians, educators, personal care assistants, volunteers, physicians, physician's assistants, chiropractors, clergy, physical fitness professionals, and interested individuals.

Note: All healthcare providers are responsible for checking the "Accreditation" list to determine if this course awards contact hours for their profession.

Curriculum:

The Starting Your Own Business in Health and Healing certificate program consists of a total of 6 courses:

- Starting Your Own Business in Holistic and Integrative Health:
Preparing for the Change
- Choosing the Business Structure for your Health and Wellness Business
- Creating a Business Plan for Your Health and Wellness Business
- Financing Your Business in Health and Wellness
- Marketing Your Health and Wellness Business
- Secrets of Successful Healthcare Entrepreneurs

Certificate in Legal and Ethical Issues in Healthcare

(12 contact hours) Healthcare professionals face ethical and legal dilemmas every day of their professional lives. In this certificate, you'll explore the legal and ethical risks that result from factors in the medical industry, including ever-shrinking resources, shorter lengths of stay, high-acuity patients, the availability of more complex information, diverse patient populations, and the use of technology. The certificate provides an overview of the legal and ethical issues that are common in the world of medical care, including the most current issues arising from scientific and technological advances. You'll examine the legal implications of the Health Insurance Portability and Accountability Act (HIPAA), and consider the issues that arise from on-the-job situations such as medication errors, organ donation, and workplace violence. You'll also explore how the rise of social media has impacted the healthcare industry.

By the end of the program, you'll have a solid grasp of crucial topics in the healthcare industry that are important to anyone working in the medical field.

Program Benefits:

The Legal and Ethical Issues in Healthcare certificate program offers a multidisciplinary educational experience. Your certificate in Legal and Ethical Issues in Healthcare will distinguish you as a knowledgeable, skilled, and committed professional. This program will:

- enhance your professional marketability;
- build your skills and competencies;
- fulfill continuing education requirements for many professionals

Career Opportunities:

The Legal and Ethical Issues in Healthcare certificate program provides health care professionals and interested individuals in a wide range of careers with the knowledge and skills to effectively meet the needs of a culturally diverse patient and client population. Today, opportunities exist in the fields of nursing, social work, massage therapy, teaching, hospice care, administration, and research. Opportunities also exist within government programs and agencies; public and private institutions that provide health, education, and social services; research centers; special interest groups; colleges and universities; and corporate human resources divisions.

Participants:

This certificate is relevant for registered nurses, nurse practitioners, licensed vocational nurses, practical nurses, nursing assistants, social workers, occupational therapists, recreation therapists, physical therapists, respiratory therapists, administrators, psychologists, marriage and family therapists, dietitians, educators, personal care assistants, volunteers, physicians, physician's assistants, chiropractors, clergy, physical fitness professionals, and interested individuals.

Note: All healthcare providers are responsible for checking the "Accreditation" list to determine if this course awards contact hours for their profession.

Curriculum:

The Legal and Ethical Issues in Healthcare certificate program consists of a total of 8 courses:

- Legal Issues in Healthcare
- Ethical Foundations in Healthcare
- Contemporary Ethical Dilemmas in Healthcare
- HIPAA and Patient Privacy
- Medication Errors
- Social Media and Healthcare
- Organ and Tissue Donation and Recovery
- Workplace Violence in Healthcare

Accreditation:

ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

ALLEGRA Learning Solutions, LLC was awarded Accreditation with Distinction, the highest recognition awarded by the American Nurses Credentialing Center's Accreditation Program.

ALLEGRA Learning Solutions courses are acceptable for CE contact hours in all states.

Provider approved by the California Board of Registered Nursing, Provider #CEP 14693, for the stated number of contact hours.

ALLEGRA Learning Solutions courses are approved for continuing education credit for diabetes educators. All ANCC accredited courses are accepted for continuing education credit by the National Certification Board for Diabetes Educators (NCBDE). No individual in a position to control content for this activity has any conflicts of interest or relevant financial relationships to declare.

There is no commercial support being received for this activity.

Suite bundles are not eligible for partial drops or refunds. Transfers to other open sessions of the same course are available. Please refer to your school for additional details regarding drops, transfers, and refunds on Suite bundles.

Objective

Certificate in Starting Your Own Business in Health and Healing

(11 contact hours) Have you dreamed of creating your own business in health and wellness? In this innovative program, you'll learn how to make your dreams of building a health-related business a reality. You'll explore the different options for creating your business, learn how to develop a successful business plan, gain information about financing your business, and see how to create an effective marketing strategy. By the end, you'll have virtually everything you need to embark on creating your own health and wellness business.

Certificate in Legal and Ethical Issues in Healthcare

(12 contact hours) Healthcare professionals today are acutely aware of the need to understand the legal and ethical environment in which they practice. In this certificate, you'll explore the legal and ethical risks related to HIPPA rules, medication errors, social media and healthcare, organ donation, and workplace violence. By the end of the program, you'll have a solid grasp of crucial topics in the healthcare industry that are important to anyone working in a medical-related field.

Accreditation:

ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

ALLEGRA Learning Solutions, LLC was awarded Accreditation with Distinction, the highest recognition awarded by the American Nurses Credentialing Center's Accreditation Program.

ALLEGRA Learning Solutions courses are acceptable for CE contact hours in all states.

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Suite bundles are not eligible for partial drops or refunds. Transfers to other open sessions of the same course are available. Please refer to your school for additional details regarding drops, transfers, and refunds on Suite bundles.

Requirements

The **Certificate in Starting Your Own Business in Health and Healing** consists of a total of six lessons. You must complete all lessons to receive your certificate.

To complete each lesson, click on the lesson title that you would like to complete. When you are ready to take the final for each lesson, proceed to the Finals section and select the final you wish to take.

You must pass the final exam in all lessons with a score of 80% or higher AND complete the Evaluation Form in order to receive your Certificate of Completion. Finals are graded as Pass or No Pass. Receipt of your certificate indicates successful completion of the course and that you have passed all final exams with a score of 80% or greater. You may retake final exams as many times as necessary within the six week duration of the program at no additional charge.

The **Certificate in Legal and Ethical Issues in Healthcare** consists of a total of eight lessons. You must complete all lessons to receive your certificate.

To complete each lesson, click on the lesson title that you would like to complete. When you are ready to take the final for each lesson, proceed to the Finals section and select the final you wish to take.

You must pass the final exam in all lessons with a score of 80% or higher AND complete the Evaluation Form in order to receive your Certificate of Completion. Finals are graded as Pass or No Pass. Receipt of your certificate indicates successful completion of the course and that you have passed all final exams with a score of 80% or greater. You may retake final exams as many times as necessary within the six week duration of the program at no additional charge.

Instructor Bio

Cyndie Koopsen, RN, BSN, MBA, HNB-BC, RN-BC, HWNC-BC is a nurse who has cared for patients in acute care settings, community clinics, and the home. Her professional nursing career has involved nursing executive leadership and administration, staff development and education, community education and wellness, and holistic care. She has designed, developed, and presented numerous educational programs for audiences covering integrative health, promotion and wellness, and chronic disease management and prevention. She is the co-author of *Spirituality, Health, and Healing* and *Integrative Health: A Holistic Approach for Health Professionals*.

Caroline Young, MPH, has an extensive public health background that includes experience in research, workshop presentations in various areas of health care, and online and onsite teaching. She has expertise in holistic community health and wellness program design, development, marketing, implementation, and evaluation. She has also designed, developed, and presented integrative health programs for culturally diverse populations, senior populations, and faith communities. She is the co-author of *Spirituality, Health, and Healing* and *Integrative Health: A Holistic Approach for Health Professionals*.

These authors/presenters are the Co-CEOs of ALLEGRA Learning Solutions, LLC. They have no affiliation or financial involvement that conflicts with the material or information presented in this activity. No commercial support has been received for this activity. All applicable local, regional, state, and/or national laws and regulations have been followed in the development and delivery of this activity.



Academic Affairs Office
COMMUNITY SERVICE OFFERING

Course No. OLPF.1819.002
Course Title: Project Management Professional (PMP) Prep 1
Instructor (print): Tony Swaim

Division Faculty Review

Deborah Sullivan Ford [Signature] Bus & CS 10/25/18
Faculty Name (Printed) Faculty Review Signature Discipline Date

Approved X Denied _____ Reason _____

Faculty Name (Printed) Faculty Review Signature Discipline Date

Approved _____ Denied _____ Reason _____

Faculty Name (Printed) Faculty Review Signature Discipline Date

Approved _____ Denied _____ Reason _____

Faculty Name (Printed) Faculty Review Signature Discipline Date

Approved _____ Denied _____ Reason _____

Deborah Sullivan Ford [Signature] 10/25/18
Name AP&P Representative (Printed) AP&P Representative Signature Date

Approved X Denied _____ Reason _____

Laureano Flores [Signature] 10/30/18
Name Division Dean (Printed) Division Dean Signature Date

Approved X Denied _____ Reason _____

CATHY HART [Signature] 11/2/18
Name C&CS Division Dean (printed) C&CS Division Dean Signature Date

Approved X Denied _____ Reason _____

Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER:	OLPF.1819.002		
TITLE:	Project Management Professional (PMP) Prep I		
INSTRUCTOR:	Tony Swaim		
HOURS:	24	NUMBER OF MEETINGS:	6 weeks
ENROLLMENT FEE:	\$105	MATERIALS/SUPPLIES FEE:	Incl. in fee
		Text / CDs / DVDs / Handouts	
		Materials provided for review:	Y N

ENROLLMENT EXPECTED: 10 - 25

DESCRIPTION OF OFFERING: Target audience: Those wanting to prepare to take the Project Management Institute's (PMI) Project Management Professional (PMP) certification exam.
Recommended advisories/pre-requisites/instructor approval: N/A

Course description: Begin a well-paying career as a project manager by preparing to take--and pass--the PMP® certification exam. Learn how to prepare for the Project Management Institute's (PMI)® prestigious Project Management Professional (PMP)® certification exam. Master the first seven chapters of *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*, 6th edition--the essential resource for the PMP® certification exam. Find out about the 10 Project Management Knowledge Areas, five Process Groups, and 47 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you'll encounter on the PMP® exam. Use proven learning strategies to help absorb key terminology, concepts, and formulas.

This course, the first part of a two-course series, will demystify the *PMBOK® Guide*, including relationships between inputs, tools and techniques, and outputs. The course will also bring clarity to such topics as precedence diagramming, estimating, and scope management.

Course Revised January 2018 - Project Management Institute (PMI) recently updated the PMBOK Guide with changes to the Project Management Professional (PMP) exam taking effect March 26, 2018. This course has been recently updated to align with the PMBOK Guide – Sixth Edition and the current version of the PMP exam.

INSTRUCTOR BIOGRAPHY: Tony Swaim has helped many clients, colleagues, and students reach their professional and personal goals. He has been an online instructor since 1998 and has taught at colleges and universities across the United States since 1981. His focus areas are project management, Six Sigma, and supply chain management. Tony manages a successful consulting firm, and his industry experience includes 20 years of supply chain management. He earned a Doctorate in Business Administration from Kennesaw State University and holds professional certifications in six disciplines, including the Project Management Professional (PMP)® certification from the Project Management Institute (PMI)® and Certified Six Sigma Black Belt (CSSBB)® from the American Society for Quality (ASQ)®.

SPECIAL NEEDS:

Facilities:

Audio/Video:

Other:

Need software installed:

ITS notified: _____
Date Signature

ONLINE CLASS:

How offered? Independent study _____
Online instructor _____
Synchronous Only _____
Synchronous and Asynchronous _____
Number of required sessions _____
Hybrid _____
Number of required sessions online vs. face-to-face _____

Portal used, web address listed:

Enrollment: Start dates _____ Open Y N

Project Management Professional (PMP) Prep 1

DURATION OF ACCESS 6 Weeks

HOURS 24

DESCRIPTION Begin a well-paying career as a project manager by preparing to take--and pass--the PMP® certification exam.

Course Details

Learn how to prepare for the Project Management Institute's (PMI)® prestigious Project Management Professional (PMP)® certification exam. Master the first seven chapters of *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*, 6th edition--the essential resource for the PMP® certification exam. Find out about the 10 Project Management Knowledge Areas, five Process Groups, and 47 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you'll encounter on the PMP® exam. Use proven learning strategies to help absorb key terminology, concepts, and formulas.

This course, the first part of a two-course series, will demystify the *PMBOK® Guide*, including relationships between inputs, tools and techniques, and outputs. The course will also bring clarity to such topics as precedence diagramming, estimating, and scope management.

Course Revised January 2018

Project Management Institute (PMI) recently updated the PMBOK Guide with changes to the Project Management Professional (PMP) exam taking effect March 26, 2018. This course has been recently updated to align with the PMBOK Guide – Sixth Edition and the current version of the PMP exam.

1. Syllabus

A new session of each course starts monthly. If enrolling in a series of two or more courses, please be sure to space the start date for each course at least two months apart.

All courses run for six weeks, with a two-week grace period at the end. Two lessons are released each week for the six-week duration of the course. You do not have to be present when lessons are released. You will have access to all lessons until the course ends. However, the interactive discussion area that accompanies each lesson will automatically close two weeks after the lesson is released. As such, we strongly recommend that you complete each lesson within two weeks of its release.

The final exam will be released on the same day as the last lesson. Once the final exam has been released, you will have two weeks to complete all of your course work, including the final exam.

Week One

Lesson 01 - PMI, the *PMBOK® Guide*, and PMP® Certification

Wednesday

PMI, *PMBOK® Guide*, and Project Management Professional (PMP)® Certification

Lesson 02 - Projects and Project Management

Friday

Projects & Project Management

Week Two

Lesson 03 - Phases, Stakeholders, and Structures

Wednesday

Phases, Stakeholders, and Structures

Lesson 04 - *PMBOK® Guide's* Process Groups

Friday

PMBOK® Guide's Process Groups

Week Three

Lesson 05 - Process Interactions

Wednesday

Process Interactions

Lesson 06 - Develop Project Charter and Project Management Plan

Friday

Develop Project Charter and Project Management Plan

Week Four

Lesson 07 - Plan Scope Management, Collect Requirements, and Define Scope

Wednesday

Collect Requirements and Define Scope

Lesson 08 - Create WBS, Verify and Control Scope

Friday

Create WBS, Validate and Control Scope

Week Five

Lesson 09 - Plan Schedule Management, Define and Sequence Activities

Wednesday

Define and Sequence Activities

Lesson 10 - Estimate Activity Resources and Durations

Friday

Estimate Activity Resources and Durations

Week Six

Lesson 11 - Develop and Control Schedule

Wednesday

Develop and Control Schedule

Lesson 12 - Interpersonal Skills

Friday

Interpersonal Skills

Instructor Biography

Tony Swaim has helped many clients, colleagues, and students reach their professional and personal goals. He has been an online instructor since 1998 and has taught at colleges and universities across the United States since 1981. His focus areas are project management, Six Sigma, and supply chain management. Tony manages a successful consulting firm, and his industry experience includes 20 years of supply chain management. He earned a Doctorate in Business Administration from Kennesaw State University and holds professional certifications in six disciplines, including the Project Management Professional (PMP)® certification from the Project Management Institute (PMI)® and Certified Six Sigma Black Belt (CSSBB)® from the American Society for Quality (ASQ)®.



Academic Affairs Office
COMMUNITY SERVICE OFFERING

Course No. OLPF.1819.003
Course Title: Project Management Professional (PMP) Prep II
Instructor (print): Tony Swaim

Division Faculty Review

Deborah Sullivan Ford Deborah Sullivan Ford Basics 10/25/18
Faculty Name (Printed) Faculty Review Signature Discipline Date

Approved ☒ Denied ☐ Reason _____

Faculty Name (Printed) Faculty Review Signature Discipline Date

Approved _____ Denied _____ Reason _____

Faculty Name (Printed) Faculty Review Signature Discipline Date

Approved _____ Denied _____ Reason _____

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Approved _____ Denied _____ Reason _____

Deborah Sullivan Ford Deborah Sullivan Ford 10/25/18
Name AP&P Representative (Printed) AP&P Representative Signature Date

Approved ☒ Denied ☐ Reason _____

Laureano Flores Laureano Flores 10/30/18
Name Division Dean (Printed) Division Dean Signature Date

Approved ☒ Denied ☐ Reason _____

CATHY HART Catherine Hart 11/2/18
Name C&CS Division Dean (printed) C&CS Division Dean Signature Date

Approved ☒ Denied ☐ Reason _____



INSTRUCTOR BIOGRAPHY: Tony Swaim has helped many clients, colleagues, and students reach their professional and personal goals. He has been an online instructor since 1998 and has taught at colleges and universities across the United States since 1981. His focus areas are project management, Six Sigma, and supply chain management. Tony manages a successful consulting firm, and his industry experience includes 20 years of supply chain management. He earned a Doctorate in Business Administration from Kennesaw State University and holds professional certifications in six disciplines, including the Project Management Professional (PMP)® certification from the Project Management Institute (PMI)® and Certified Six Sigma Black Belt (CSSBB)® from the American Society for Quality (ASQ)®.

SPECIAL NEEDS:

Facilities:

Audio/Video:

Other:

Need software installed:

ITS notified:

Date

Signature

ONLINE CLASS:

How offered?

Independent study _____

Online instructor _____

Synchronous Only _____

Synchronous and Asynchronous _____

Number of required sessions _____

Hybrid _____

Number of required sessions online vs. face-to-face _____

Portal used, web address listed:

Enrollment:

Start dates _____

Open Y N

Project Management Professional (PMP) Prep II

DURATION OF ACCESS 6 Weeks

HOURS 24

Course Details

Prepare to take--and pass--the Project Management Institute's PMP® certification exam. Master chapters seven through 13 of *A Guide to the Project Management Body of Knowledge*, the most essential resource for the PMP® certification exam. Learn all about the 10 Project Management Knowledge Areas, five Process Groups, and 47 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you'll encounter on the PMP® exam. Use proven learning techniques to help you absorb key terminology, concepts, and formulas.

In this, the second part of our two-part certification preparation series, your instructor will continue to demystify the *PMBOK® Guide*, including relationships between inputs, tools and techniques, and outputs. You'll also gain a strong understanding of such topics as earned value management, risk management, simulation, sensitivity analysis, and make-or-buy analysis. In addition to learning about the *PMBOK® Guide*, you'll gain insight into PMI®'s code of professional responsibility and discover powerful techniques you can use to continue preparing for the PMP® exam after this course is over.

Course Revised February 2018

Project Management Institute (PMI) recently updated the PMBOK Guide with changes to the Project Management Professional (PMP) exam taking effect March 26, 2018. This course has been recently updated to align with the PMBOK Guide – Sixth Edition and the current version of the PMP exam.

Syllabus

A new session of each course starts monthly. If enrolling in a series of two or more courses, please be sure to space the start date for each course at least two months apart.

All courses run for six weeks, with a two-week grace period at the end. Two lessons are released each week for the six-week duration of the course. You do not have to be present when lessons are released. You will have access to all lessons until the course ends. However, the interactive discussion area that accompanies each lesson will automatically close two weeks after the lesson is released. As such, we strongly recommend that you complete each lesson within two weeks of its release.

The final exam will be released on the same day as the last lesson. Once the final exam has been released, you will have two weeks to complete all of your course work, including the final exam.

Week One

Lesson 01 - Project Cost Management I

Wednesday

Project Cost Management I

Lesson 02 - Project Cost Management II

Friday

Project Cost Management II

Week Two

Lesson 03 - Project Quality Management I

Wednesday

Project Quality Management I

Lesson 04 - Project Quality Management II

Friday

Project Quality Management II

Week Three

Lesson 05 - Human Resources Management

Wednesday

Human Resources Management

Lesson 06 - Communications Management

Friday

Communications Management

Week Four

Lesson 07 - Project Risk Management I

Wednesday

Project Risk Management I

Lesson 08 - Project Risk Management II

Friday

Project Risk Management II

Week Five

Lesson 09 - Procurement Management

Wednesday

Procurement Management

Lesson 10 - Project Stakeholder Management

Friday

Project Stakeholder Management

Week Six

Lesson 11 - Integration Management

Wednesday

Integration Management

Lesson 12 - Ethics and Professional Conduct

Friday

Ethics and Professional Conduct

Instructor Biography

Tony Swaim has helped many clients, colleagues, and students reach their professional and personal goals. He has been an online instructor since 1998 and has taught at colleges and universities across the United States since 1981. His focus areas are project management, Six Sigma, and supply chain management. Tony manages a successful consulting firm, and his industry experience includes 20 years of supply chain management. He earned a Doctorate in Business

Administration from Kennesaw State University and holds professional certifications in six disciplines, including the Project Management Professional (PMP)® certification from the Project Management Institute (PMI)® and Certified Six Sigma Black Belt (CSSBB)® from the American Society for Quality (ASQ)®.