



UNIVERSITY CATALOG
2011-2012
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POST UNIVERSITY CATALOG

2011–2012



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Phone: **203.596.4500** Fax: **203.756.5810**
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Post University is accredited by the New England Association of Schools and Colleges, Inc. through its Commission on Institutions of Higher Education and Licensed by the Connecticut Department of Higher Education.

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Fall Semester 2011

September 3	Saturday	Freshman Orientation Begins 8:30 a.m. Residence Halls Open for New Students 8:30 a.m.
September 4	Sunday	Freshman Orientation Continues 8:30 a.m.
September 5	Monday	Freshman Orientation Continues 8:30 a.m. Residence Halls Open for Returning Students 8:30 a.m.
September 6	Tuesday	Fall Semester Main Campus Classes Begin
September 14	Wednesday	Last Day to Add a MC Course/Change a Section
September 30	Friday	Last Day to Withdraw from a MOD 1 Course/Receive a Grade of 'W'
October 10	Monday	Student Midterm Break—No Classes
October 17	Monday	Filing Date for December Graduation Fall Semester Midterms
October 22	Saturday	Accelerated MOD1 Ends
October 24	Monday	Accelerated MOD2 Begins
November 4	Friday	Last Day to Drop a MC Course/Receive a Grade of 'W'
November 7	Monday	Registration for Spring Semester 2012
November 23	Wednesday	No Classes after 12:30 p.m. Residence Halls Close at 2 p.m.
November 24	Thursday	Thanksgiving Recess
November 25	Friday	University Closed
November 27	Sunday	Residence Halls Re-Open at 12 p.m.
November 28	Monday	Last Day to Withdraw from a MOD2 Course/Receive a Grade of 'W'
December 9	Friday	Last Day of Classes for Main Campus
December 10-11	Sat/Sun	Reading Days
December 12-15	Mon-Thu	Final Examinations
December 15	Thursday	Residence Halls Close at 5 p.m.
December 17	Saturday	Accelerated MOD2 Ends

Spring Semester 2012

January 1	Sunday	New Year's Day
January 9	Monday	Accelerated MOD3 Begins
January 15	Sunday	Residence Halls Open for Students at 10 a.m.
January 16	Monday	Martin Luther King Day/No Classes
January 17	Tuesday	Spring Semester Main Campus Classes Begin
January 25	Wednesday	Last Day to Add a Main Campus Course or Change a Section Last Day to Drop a Main Campus Course without a 'W'
February 10	Friday	Last Day to Withdraw from a MOD3 Course/Receive a Grade of 'W'
February 14	Tuesday	Filing Date for May Graduation
February 20	Monday	President's Day/No Classes
February 27	Monday	Spring Semester Midterms Begin
March 2	Friday	Residence Halls Close at 5 p.m.
March 3	Saturday	Accelerated MOD3 Ends
March 5	Monday	Accelerated MOD4 Begins
March 5-9	Mon-Fri	Main Campus Students/Spring Recess
March 11	Sunday	Residence Halls Reopen at 12 p.m.
March 23	Friday	Last Day to Drop a Main Campus Course/Receive a Grade of 'W'
April 6	Friday	No Classes after 12:30 p.m. Last Day to Withdraw from a MOD4 Course/Receive a Grade of 'W'
April 9	Monday	Registration for Fall Semester 2012
April 27	Friday	Last Day of Classes for Main Campus
April 28	Saturday	Accelerated MOD4 Ends
April 28-29	Sat-Sun	Reading Days
April 30	Monday	Accelerated MOD5 Begins
April 30-May 3	Mon-Thu	Final Examinations
May 3	Thursday	Residence Halls Close at 5 p.m.
May 6	Sunday	Commencement
June 1	Friday	Last Day to Withdraw from a MOD5 Course/Receive a Grade of 'W'
June 15	Friday	Filing Date for August Graduation
June 23	Saturday	Accelerated MOD5 Ends
June 25	Monday	Accelerated MOD6 Begins
July 27	Friday	Last Day to Withdraw from a MOD6 Course/Receive a Grade of 'W'
August 18	Saturday	Accelerated MOD6 Ends
August 27	Monday	Accelerated MOD1 Begins

The academic calendar is subject to change.

State Licensure and Accreditation

Post University is licensed by the State of Connecticut through the Department of Higher Education (DHE). The purpose of licensure by the State of Connecticut is to ensure that any new institution and its academic programs (traditional classroom and online) comply with the quality standards required to begin operations in the state. The regulations and standards used by the Connecticut DHE can be found at: **www.ctdhe.org**.

In addition to licensure, the State of Connecticut also ensures through its accreditation process that Post University continues to meet the quality standards established by the state. Post University's accreditation by the State of Connecticut carries with it authorization to award specified degrees.

Regional Accreditation

Post University is also accredited by the New England Association of Schools and Colleges (NEASC), Inc. through its Commission on Institutions of Higher Education.

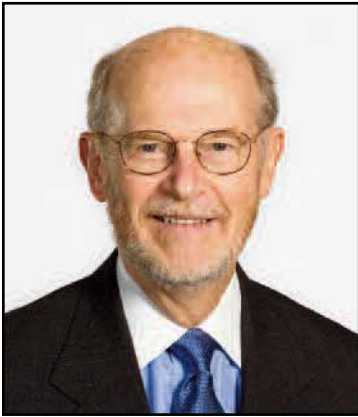
Accreditation of an institution of higher education by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one that has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the accreditation status by the NEASC should be directed to the administrative staff of the institution. Individuals may also contact:

Commission on Institutions of Higher Education
New England Association of Schools and Colleges
209 Burlington Road, Suite 201
Bedford, MA 01730-1433
781.271.0022
E-Mail: **cihe@neasc.org**

MESSAGE FROM THE PRESIDENT



Welcome to Post University. This catalog provides you with a snapshot of life at the University where we take pride in preparing students to become confident, competent and competitive members of the global workforce.

Our curriculum is designed to provide you with the knowledge, skills and experience you need to succeed in the career of your choice. In addition to courses that focus on your major, we also offer courses designed to help you develop your leadership and self-awareness skills. Our extensive general education curriculum enables you to explore more fully the richness of the humanities, social sciences and the arts.

At Post University, all courses are taught by faculty members who not only have advanced degrees, but bring years of relevant professional work experience to the classroom. With average class sizes of 16, you will have a chance to get to know your professors and your classmates as you work together to broaden your knowledge base and develop your skills. We also offer an extensive array of academic support services that are offered at no additional charge, and have created a First Year Experience that provides many opportunities for intellectual and social growth on our small, close-knit New England campus.

We offer competitive NCAA Division II Men's and Women's athletic programs, a Collegiate Sprint Football Team, Equestrian, Dressage and Western Riding Teams, and an extensive student activities program that is known for its creativity and inclusion. Our athletic programs, along with student government and club activities, offer many opportunities to take on leadership roles, as well as the ability to pursue individual interests.

We invite you to visit our campus, located in the hills of central Connecticut, and experience our friendly and inclusive Post University community firsthand. I look forward to meeting you and your family on campus soon.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom Samph".

Tom Samph, Ph.D.
President and CEO of Post University



Post University: A Great Place to Start Your Future

Founded in 1890, Post University is a student-focused, career-driven university committed to providing students with the knowledge, personal skills and experience required to be leaders in their chosen fields.

At Post University we offer an exciting, challenging environment where students not only learn about specific subjects, but they learn about themselves and the careers available to them. Perhaps most important, we have the resources and faculty needed to make sure all of our students get the personal attention they need to succeed. Our student to faculty ratio is 16:1, which creates an ideal environment for daily interaction between students and their professors and classmates.

Post University is accredited by the New England Association of Schools and Colleges, Inc., through its Commission on Institutions of Higher Education. We are licensed by the Connecticut Department of Higher Education to grant associate, baccalaureate and master's degrees in a number of areas including business, criminal justice, information technology, legal studies, sport management, equine business management and social services. Post University also offers 15 NCAA Division II men's and women's sports, as well as equestrian, dressage and Western riding teams. The University also competes in the Collegiate Sprint Football League against other well-known universities, such as Army, Navy, Princeton and Cornell.

Post University attracts students from all races, cultures, geographies and socio-economic backgrounds. Approximately two-thirds of Post University's 800 Main Campus students live on campus in one of six residence halls. Students are encouraged to live on campus and participate in the many social, athletic and community activities available to them. Post University also is home to more than 7,500 online students.

Post University is located on 58 acres in the suburbs of Waterbury, Connecticut. Our campus and surrounding community offer a safe, scenic, friendly and convenient home for our students. Our location in the heart of Connecticut provides convenient service from Amtrak's Northeast Corridor and Bradley International Airport in Hartford. In fact, we're just 90 minutes away from New York City and two hours away from Boston.

From academic programs run by faculty with extensive life experience in their respective fields, to campus activities and facilities to personalized attention, Post University is committed to providing students with what they need to achieve their career goals.

ABOUT THE POST UNIVERSITY ONLINE EDUCATION INSTITUTE (OEI)

Post University has been a student-focused, career-driven institution committed to helping students reach their personal and professional goals since 1890. In 1976, Post University began offering distance learning programs to help Vietnam Veterans return to a productive working life. Over time, Post University saw that the programs it offered Vietnam Veterans also fit the educational needs of many working adults looking to pursue or resume a college education. Post University began offering online education in 1996. The online program grew rapidly, and Post University became the first college in Connecticut and New England to offer certified and accredited accelerated degree programs fully online. Post University is now the largest provider of completely online education in Connecticut.

Through Post University's Online Education Institute (OEI), you can earn your undergraduate or graduate degree from an accredited four-year New England university, but you can complete course work entirely online. Classes are taught by professors who not only hold advanced degrees, but are seasoned professionals in their fields. They're not just teachers; they are experts at combining theory and practice. Our online degree programs feature courses grounded in the real world, making it possible to immediately apply what you learn in class to your career.

Students in our accelerated online degree programs receive the same quality education as our on-campus students. That means you will receive personalized attention from the day you enroll to the day you graduate. You also will have access to our academic support services, advising, tutoring and virtual library at no additional charge.

The mission of Post University is to provide students with the knowledge, personal skills and experiences required to become leaders in their chosen careers. We prepare students to become confident, competent and competitive participants in the global marketplace.

You are the driving force behind our mission. Everything we do is designed to help you meet your educational, personal and career objectives. We have carefully designed our programs to give you the leadership and practical skills you'll need to "hit the ground running" when you graduate.



Among the milestones in Post University's long and rich history was the transfer of control to a new Board of Trustees in 2004. Since 2004, Post University is a wholly-owned subsidiary of Post Education, Inc., a Delaware c-corp whose officers and owners are:

Thomas Samph, Ph.D., Chairman

Louis Marino, Secretary

Mark Jennings, Director

Andrew Hertzmark, Director

Bradley Palmer, Director

POST COLLEGE	MAIN CAMPUS	ONLINE	EVENING & WEEKEND
Undergraduate Degrees & Certificates			
B.S. In Biology	Main Campus		
B.S. in Computer Information Systems <i>Concentrations: Database, Software Development Management</i>	Main Campus	Online	
B.S. in Environmental Science	Main Campus		
B.S. in Environmental Studies	Main Campus		
B.S. in Equine Business Management <i>Concentrations: Hoof Trimming, Equine Massage, Marketing, Environmental Studies, Counseling, Psychology</i>	Main Campus		
Certificate in Game Design and Animation	Main Campus	Online	
SCHOOL OF BUSINESS	MAIN CAMPUS	ONLINE	EVENING & WEEKEND
Undergraduate Degrees & Certificates			
B.S. in Accounting	Main Campus	Online	Evening & Weekend
B.S. in Business Administration <i>Concentrations: Accounting, CIS, Entrepreneurship, Equine Studies*, Finance, International Business, Management, Marketing</i>	Main Campus	Online	Evening & Weekend
B.S. in Finance <i>Concentrations: Corporate Finance, Personal Finance</i>	Main Campus	Online	
B.S. in Management <i>Concentrations: Computer Information Systems, Entrepreneurship, Environmental Management*, Human Resource Management, International Management, Sport Management</i>	Main Campus	Online	
B.S. in Management for Registered Nurses		Online	
B.S. in Marketing <i>Concentrations: International Marketing, Sales Marketing</i>	Main Campus	Online	
B.S. in Sport Management	Main Campus	Online	
A.S. in Accounting	Main Campus	Online	Evening & Weekend
A.S. in Management		Online	Evening & Weekend
A.S. in Marketing		Online	
CPA Examination Course Requirements Certificate		Online	
Certificate in Finance	Main Campus	Online	
Certificate in Forensic Accounting	Main Campus	Online	
Certificate in H.R. Management		Online	Evening & Weekend
Graduate Degrees and Certificates			
Master of Business Administration / Corporate Innovation		Online	
Master of Business Administration / Entrepreneurship		Online	
Master of Business Administration / Finance		Online	
Master of Business Administration / Leadership		Online	
Master of Business Administration / Marketing		Online	
Master of Business Administration / Multidisciplinary		Online	
Master of Business Administration / Project Management		Online	
Master of Business Administration / Weekend MBA			Evening & Weekend
Graduate Certificate in Corporate Innovation		Online	
Graduate Certificate in Entrepreneurship		Online	
Graduate Certificate in Finance (GCF)		Online	
Graduate Certificate in Leadership		Online	
Graduate Certificate in Marketing		Online	
Graduate Certificate in Performance Management		Online	
Graduate Certificate in Project Management		Online	

DEGREES OFFERED

SCHOOL OF EDUCATION	MAIN CAMPUS	ONLINE	EVENING & WEEKEND
Undergraduate Degrees & Certificates			
B.S. In Child Studies	Main Campus	Online	
A.S. in Early Childhood Education	Main Campus	Online	
B.S. in Environmental Science	Main Campus	Online	
Certificate in Early Childhood Education Administration	Main Campus	Online	
Graduate Degrees & Certificates			
Master of Education in Higher Education Administration		Online	
Master of Education in Instructional Design & Technology		Online	
Master of Education in Teaching & Learning		Online	
SCHOOL OF PUBLIC SERVICE	MAIN CAMPUS	ONLINE	EVENING & WEEKEND
Undergraduate Degrees & Certificates			
B.S. in Criminal Justice <i>Concentrations: Forensic Science*, Law Enforcement</i>	Main Campus	Online	Evening & Weekend
B.S. in Human Services <i>Concentrations: Counseling, Criminal Justice, Human Services Management, Psychology, Sociology</i>	Main Campus	Online	Evening & Weekend
B.S. in Legal Studies <i>Concentrations: Corporate Law, Environmental Law*, Law and Technology, Law Office Administration, Trial: Civil and Criminal</i>	Main Campus	Online	Evening & Weekend
B.A. in Psychology <i>Concentrations: Human Development, Education and Health, Organizational Studies</i> <i>Minor: Forensic Psychology</i>	Main Campus	Online	
B.A. in Sociology <i>Concentrations: Counseling Services, Health and Community Services, Security Services</i>	Main Campus		
A.S. in Legal Studies		Online	
Certificate in Legal Nurse Consulting		Online	
Certificate in Paralegal (Legal Studies)	Main Campus	Online	
Graduate Degrees & Certificates			
Master of Human Services with a Clinical Counseling Concentration		Online	Evening & Weekend
Master of Human Services with an Alcohol & Drug Counseling Concentration		Online	
Master of Human Services with a Program Administration Concentration		Online	Evening & Weekend
Master of Public Administration		Online	

* Main Campus only

Application for Admissions

All undergraduate applicants for admission (e.g., freshman, transfer, Military, international) may submit an application in one of two ways:

- Obtain an application by contacting the Office of Admissions, then complete and return the application, along with a \$40 non-refundable application fee, and other required materials to the address below, or
- Complete and submit an application online at **www.Post.edu/apply**. The application fee is waived if you apply online.

If at any time you have questions about applying to Post University, please feel free to call Admissions at **1.800.345.2562** or e-mail us at **admissions@post.edu**.

Freshman Admissions

Along with submitting your application, you will need to:

- Have an official copy of your high school transcript forwarded to the Office of Admissions by either:
 - Downloading the transcript request form available at www.Post.edu/freshmen to authorize Post University's Office of Admissions to request your transcripts from your high school, or
 - Requesting your high school to submit your official transcript to the Office of Admissions

The transcript must indicate that you have satisfactorily completed your high school's graduation requirements. If you have not yet completed your high school's graduation requirements, the transcript must also include a list of courses being taken in the current semester. Upon completion of your high school graduation requirements, you must provide a final official high school transcript that includes the date of graduation.

- Have the results of the Scholastic Aptitude Test (SAT) or American College Test (ACT) forwarded to the Office of Admissions. Our school code for the SAT is 3698, and the school code for the ACT is 0580.
- Submit at least one letter of recommendation.

Visit our campus and meet with an Undergraduate Admissions Advisor in person, or schedule a phone interview if a visit is not possible. The recommendation of an Undergraduate Admissions Advisor is necessary in order to gain final acceptance to the University. Applicants may schedule a campus visit or phone interview by calling Admissions at **1.800.345.2562** or by filling out a campus visit form at **www.Post.edu/visit**.

If you have received a General Equivalency Diploma (GED), you must provide copies of the GED test results along with an official copy of course work completed at the high school level.

Please send your completed application and all other required materials to:

Jay Murray

Director of Admissions

Post University

P.O. Box 2540

800 Country Club Road

Waterbury, Connecticut 06723-2540

Telephone: **203.596.4555** or **800.345.2562**

Fax: **203.756.5810**

E-mail may be directed to: **admissions@post.edu**

Home-Schooled Students

In addition to completing the application form as described on the previous page, home-schooled students must take the following steps:

- Submit a secondary school transcript. If one is not available, we ask that you present Post University with a portfolio of the work you consider most indicative of your academic achievements. This may include two to three records, such as grades from community college courses, AP exam results, examples of independent research in mathematics, science or any other academic subjects, or proof of completing high school graduation requirements.
- Have the results of the Scholastic Aptitude Test (SAT) or American College Test (ACT) forwarded to the Office of Admissions. Home-school portfolios come to us without a basis for comparison. In this context, SAT and ACT scores take on added importance and help us to evaluate every student's academic preparedness. Our school code for the SAT is 3698 and the school code for the ACT is 0580.
- Essay/Personal Statement. We ask that you tell us why you chose home schooling and describe your experience.
- At least one letter of recommendation.

Advanced Placement

Credit is awarded to entering students if a grade of three, four, or five is achieved on the Advanced Placement Examination of the College Entrance Examination Board. Students may also receive advanced placement with credit by obtaining a passing grade on selected CLEP examinations. Upon taking the examination, the student should direct the CEEB to refer the test score report to:

Jay Murray

Director of Admissions
Post University
P.O. Box 2540
800 Country Club Road
Waterbury, Connecticut 06723-2540

Telephone: **203.596.4555** or **800.345.2562**

Fax: **203.756.5810**

E-mail may be directed to: admissions@post.edu

Academic Commitment to Excellence (ACE)

We recognize that some students may require additional academic support to strengthen their ability to meet the demands of college life. For these students, Post University has created an ACE Scholars Program. This program combines a week-long summer program with year-long academic support designed to strengthen academic skills. The ACE program focuses on three academic areas:

- Writing
- Reading Comprehension
- Mathematics

Additionally, ACE Scholars have the benefit of support services designed to assist them in the transition to a rewarding campus life at Post University. ACE students are required to live on campus during the academic year.

ACE Scholars Program Specifics

ACE Scholars are conditionally accepted to Post University based on the successful completion of the week-long ACE summer program. Students are eligible to enroll in the degree program of their choice, and are awarded one credit toward their degrees.

During this week, you will live on campus, attend classes and begin to make the transition to the demands of college life with other ACE Scholars. Resident Assistants and Peer Mentors provide academic support and peer counseling, and get you involved in a variety of college activities.

The ACE summer program curriculum is designed for intensive skill development, which is essential for success in your freshman year and beyond. ACE Scholars will develop the ability to think critically and manage their time, as well as enjoy all of the other aspects of college life.

What Happens After the ACE Summer Program?

After the summer program, ACE Scholars continue to receive year-round academic assistance, including academic tutoring, weekly advisory meetings with the program coordinator, regular visits to the Writing Center and mentoring through the ACE program.

By participating in this summer and year-long program, ACE students can start to build a strong academic foundation for a successful college career.

For more information on Post University's ACE Program, please contact Lucy Warren at lwarren@post.edu.

Undergraduate Transfer Admissions

At Post University, we have a flexible credit transfer policy that allows you to:

- Transfer in up to 90 credits, earned at an accredited institution, toward your bachelor's degree program
- Receive college credits for Military training and life experience
- Receive credits for DANTES, CLEP and ACE courses

At Post University, we will prepare a credit transfer evaluation at NO CHARGE and usually within 48 hours. To transfer to Post University, simply complete the steps below:

- Complete and return an application for admission along with a \$40 non-refundable application fee. You may also apply online. Students interested in the main campus should visit: <http://www.post.edu/maincampus/transferAdmissions.shtml>. Students interested in our Online Accelerated Degree Programs should visit: <http://www.post.edu/online/transfer-admissions.shtml>. If you submit an application online, the fee is waived.
- Arrange to have your official transcript(s) sent to the Office of Admission from all colleges and universities previously attended, regardless of whether credit has been earned. Post University will accept credits earned from another accredited institution providing the courses were successfully completed with a final grade of C- or better. No more than 75 credits can be accepted from a two-year college.

If you have earned less than 30 college credits:

- Please send an official copy of your high school transcript and results of the SAT or ACT exam to the Post University Office of Admissions. We do not require your high school transcript if you have earned more than 30 college credits. Download the Transcript Request Form at: <http://www.post.edu/transcriptrequest/>.
- Submit your scores from the Scholastic Aptitude Test (SAT) or the American College Test (ACT). If you have not taken the SAT or ACT, please arrange to do so. Post University's school code for the SAT is 3698. The code for the ACT is 0580. You do not have to submit these scores if you have more than 30 college credits.
- Schedule a personal interview with an admissions officer. A phone interview or a meeting with a University representative may be substituted when an on-campus visit isn't possible.

Please send your completed application and all other required materials to:

Jay Murray

Director of Admissions

Post University

P.O. Box 2540

800 Country Club Road

Waterbury, Connecticut 06723-2540

Telephone: 203.596.4555 or 800.345.2562

Fax: **203.756.5810**

E-mail may be directed to: **admissions@post.edu**

As is true for all accredited institutions, Post University reserves the right to award or withhold credit based on University standards and curriculum requirements.

If you have any questions regarding transferring credits, Post University's credit policy or the articulation agreements that Post University has with area community colleges, please contact the transfer admissions coordinator Michelle Leveillee at **203.596.8329** or email **mleveillee@post.edu**.

Readmission

Former Post University students who have been absent for two or more semesters and who now wish to continue their studies must apply for readmission by filing an Application for Admission with the Admissions Office. Former Post University students who have been away from the University for more than five years will also be required to fulfill the degree requirements of their selected major as stated in the current college catalog. If for any reason the University dismissed a student, the Admissions Committee will review the application for readmission, and the applicant may be required to submit additional information.

A student in good standing who has been absent from the University for fewer than two semesters may elect to return at any time by processing a registration form through the Office of the Registrar. A student who has been dismissed from the University, however, must reapply for admission regardless of the period of absence.

International Admissions

Post University welcomes international applicants. If your native language is not English, a TOEFL score of 500 (70 iBT) or above, or an IELTS score of 5.5 or above is required for acceptance to the University. In addition to standard admission requirements, international applicants must also submit all of the following original documents to the Post University Office of Admissions:

- An official English translation of all school records and proof of a high school diploma.
- A "Declaration of Finances" stating in U. S. dollars the amount of money available to the student for the first year of study, the source of income and a declaration of acknowledgment that the inclusion of false information is grounds for dismissal from the University. The Department of Homeland Security (DHS) requires that international students have sufficient funds available to cover their tuition and living expenses for at least 12 months.
- An original, official bank statement showing the ability to pay the cost of attendance.
- An official TOEFL score sent by Educational Testing Service (ETS). The reporting code number for Post University is 3698. Indicate this number on the TOEFL request form for official score reports so that the University can receive test results directly.

Once the required documentation has been submitted, the Office of Admissions will determine the student's academic admissibility.

Please send your completed application and all other required materials to:

Joshua Buland

Coordinator of International Student Services

Post University

P.O. Box 2540

800 Country Club Road

Waterbury, Connecticut 06723-2540

Telephone: **203.596.4603** or **800.345.2562**

Fax: **203.841.1118**

E-mail may be directed to: **JBuland@post.edu**

F-1 Visa Requirements

If you are admitted and financial support is certified, Post University will issue a Form I-20/Certificate of Eligibility, which the international student needs in order to apply for a United States F-1 student visa. Post University is currently enrolled in the DHS Student and Exchange Visitor Information System (SEVIS) for electronic tracking of international students.

Please note that you must pay the SEVIS I-901 fee to DHS prior to applying for a visa. The process of applying for and receiving an F-1 visa varies from country to country and may take as long as three months.

The issuance of a Form I-20 and F-1 student visa constitutes a legal agreement with the United States Government. According to the DHS, the definition of an F-1 student is a non-immigrant who is pursuing a "full course of study" towards a specific educational or professional objective at an academic institution in the United States. Once the educational or professional objectives have been attained, the F-1 student is expected by the United States Government to return to his or her residence abroad.

The F-1 student agrees to:

- Maintain full-time enrollment at all times except during the summer semester. Full-time enrollment is a minimum of 12 credits per semester;
- Follow the proper procedures with an assigned advisor to: transfer schools, change educational levels and/or majors, or extend his or her program;
- Engage in employment in the United States only with the express authorization of the Coordinator of International Student Services;
- Report all changes in status, including address, within 10 days, to the Office of International Student Services.

Admissions Decision Policy

Post University subscribes to a rolling admissions policy. The Office of Admissions makes every effort to notify candidates of their admission decision approximately three weeks after receiving a completed application. In some cases, the Admissions Committee may defer making a final decision until it has received a report of the candidate's midterm grades or until a personal interview takes place. If you have not heard back from us within three weeks, feel free to contact the Admissions Office to check the status of your application.

Accepted Student Reply Date

If you are planning to attend Post University, you may "save a seat" by submitting your deposit(s) within 30 days of receipt of your acceptance letter. Please print and fill out the Enrollment Deposit form & Housing Request form, and submit along with your deposit(s). All deposit(s) are credited toward your tuition.

All students who want to attend Post University in the fall must let us know by May 1st. However, due to our small campus size, we strongly advise you to let us know of your intention to start classes within 30 days of receipt of your acceptance letter by signing the letter and returning it with the required deposits.

Here's what you need to do:

- Return your Enrollment Deposit form.
- Submit a deposit of \$150 within 30 days. This deposit guarantees your enrollment in the University.

If you intend to live on campus, you must also submit your Housing form and include a room deposit of \$150.

All deposits are credited toward your tuition.

After May 1, admissions deposits are accepted subject to seating and residence hall availability.

Deferred Admissions

A student who is offered admission to Post University may defer enrollment for a maximum of two semesters. A student must submit the enrollment deposit to hold a place in the class and notify the Office of Admissions (in writing) of the intention to defer. Deferred admission is guaranteed provided the student does not enroll as a full-time or part-time student at any other college or university in the interim. A student may apply the enrollment deposit toward tuition up to and including one full year from the originally intended semester of entrance. The deposit is non-refundable.

Veteran Applicants

Post University's Veteran Education Transition Services (V.E.T.S.) Program was specially designed to meet the needs of Veterans who are looking to earn a college degree. The V.E.T.S. Program provides customized support for Veterans from application to graduation and beyond.

As a proud participant in the Yellow Ribbon Program, Post University works with Veterans to leverage their GI Bill Educational Benefits and provide other financial assistance to minimize or even eliminate their out-of-pocket expenses. We have lowered our tuition so it is covered under the GI Bill, and we cover the cost of textbooks. Veterans can also transfer their GI benefits to their dependents so that they may attend Post University with little or no out-of-pocket expenses.

Post University also is a member of Service Members Opportunity College (SOC) and is approved by all branches of the Military for tuition assistance and the payment of VA benefits. We offer college credit for Military and professional training as well as prior college course work, CLEP, DANTES, and DSST exams. Military transcripts and other college transcripts are evaluated on a case-by-case basis to ensure that participants receive the maximum allowable Post University college credit. To learn more, visit www.Post.edu/veterans.

Options for Veterans

Since Post University is a traditional, fully-accredited University with an excellent online program, we can meet the needs of Veterans in flexible ways. Veterans who want to earn a college degree from an accredited university have the option of:

- Enrolling as a full-time undergraduate student at our main campus in Waterbury, CT. This is a perfect option for Veterans who want to enjoy a traditional college experience on our beautiful New England campus. Students may choose to live on campus or nearby.
- Pursuing their undergraduate or graduate degree in an accelerated 8-week format—either on campus or through Post's Online Education Institute. This is a perfect option for Veterans who prefer to take courses completely online, or during evenings and weekends at one of four regional locations in Connecticut, or a combination of the two. To learn more about this option, visit www.Post.edu/veterans.

Regardless of which option you choose, Post University is committed to providing our nation's Veterans with the knowledge and skills they need to make the successful transition from the Military to the business world.

Veteran Admissions

Post University has a team of specially trained admissions counselors to meet the needs of Veterans. Working with all other offices at the University, your admissions counselor will provide admissions counseling, help determine the right degree for you based on your military experience and any transfer credits you may have. Your admissions counselor also will work with you to obtain any required high school and Military transcripts as well as college transcripts if you have them and schedule a campus visit and placement exams, etc.

To reach your admissions counselor, please call **800.345.2562**.

VA Benefits & Financial Aid

As part of our V.E.T.S. Program, you also will be assigned a specially trained tuition planner who will assist you in verifying your eligibility for VA Educational Benefits through VAOnce, help you complete the Free Application for Federal Student Aid (FAFSA) if desired, and work with you to make all other needed financial arrangements. Veterans who choose to live on campus may apply for financial aid to cover the cost of room and board, or use their monthly living expenses stipend to cover these costs.

Your admissions counselor will put you in touch with your personal tuition planner during the application process. To reach your Post University Admissions Counselor, call **800.345.2562**

Veteran Student Services

As a Post University student, you will have access to a wide array of student services, including some that are designed specifically to support the needs of veterans, such as PTSD support groups, substance abuse counseling, and access to DAV, VET Centers and the VA. For a complete list of Student Services available to all Post University Students, visit www.Post.edu/studentlife.

Veteran Student Life

As a Post University Main Campus student, you'll also have access to our full campus experience, including opportunities to take part in the school's competitive Division II sports teams, the University's Sprint Football program or Equestrian, Dressage and Western riding teams, and hundreds of other campus activities and programs.

If you choose to live on campus, you'll have the option of living in a dormitory with other Veterans. For more information on Post University's Student Life and Residence Halls, visit www.Post.edu/studentlife. To learn more about our athletics programs, visit www.posteagles.com.

Veteran Advising and Registration

At Post University, your academic advisor will support you throughout your entire degree program. Before you enroll, Post University will review your military transcripts and determine the maximum amount of credit you may transfer into your degree plan.

Your academic advisor also will work with you on your course scheduling to help you maximize the time you need to manage other responsibilities, such as work and family commitments. Finally, your advisor will help you register for courses, obtain tutoring services at no additional charge and schedule regular conferences to make sure you have what you need to be successful.

Veteran Career Services

As a Post University student, you will have access to all the benefits of our Career Services Office with a special focus on what you bring to the job market as a Veteran of the Armed Forces. We'll provide career counseling to determine your career goals after college, assist with résumé writing so your military experience and training translates into meaningful civilian job experience, provide job interview tips, help you obtain internships and co-op experiences to maximize employment and networking opportunities, and connect you to Veteran-friendly employers. For more information on the Post University Career Services Office, visit the Career Services section at www.Post.edu/careerservices.

Honors College

The mission of the Honors College at Post University is to provide academically talented and motivated students on our main campus a challenging program that fosters intellectual growth, inspires leadership and builds a foundation for lifelong learning.

Participants work closely with distinguished professors, guest lecturers, and other academically talented and motivated students in endeavors that emphasize critical thinking, analysis, research, writing, communication and problem-solving skills. The Honors College provides challenging courses, active learning, and individualized research opportunities, along with strong personalized academic advising. Students also will participate in innovative lectures, seminars, internships, field trips and other field experiences.

Honors College students may take part in any of our 15 Division II athletic programs; Collegiate Sprint Football League program; Dressage, Equestrian and Western riding teams, and many other campus activities and events.

Benefits of the Honors College

Earn an Honors Degree: Students earn a diploma that indicates they are graduates of the Honors College at Post University. An honors degree is widely recognized as evidence of a student's exceptional knowledge, skills, abilities and achievements.

Membership in National Honor Societies: Members of the Honors College at Post University enjoy membership in national honor societies, as well as student memberships in professional societies and associations in their fields of study.

Small Classes: Students will have the opportunity to work more closely with distinguished professors and other exceptional students in academically challenging courses as they explore and satisfy their intellectual curiosity through interaction, discussion and individualized study.

Special Activities: Honors College students at Post University participate in a range of special academic and social events including honors retreats, cultural events at theaters and museums, field trips, specialized internships, campus-wide recognition banquets, faculty dinners and more.

Graduate School Preparation: Although Post University is focused on preparing students for careers, our honors courses use a graduate school format, emphasizing the skills and abilities necessary for successful advanced study for those students who choose to continue their education after graduation.

Priority Course Registration: Honors students receive priority registration, ensuring first choice in their selection of courses and professors. Priority registration also allows honors students to develop individualized academic programs that support their personal goals.

Special Housing: During their freshman year, honors students will live in an "Honors College Learning Community" with other honors students. The environment is designed to support the academic interests and goals of the participants. Students also have the option of living in this community beyond their freshman year.

Honors College Admissions Criteria for Freshmen

Admission to the Honors College is highly competitive and is granted by the Honors College Committee. The Committee typically considers the factors listed below. Admission is not determined by any one criterion.

- Secondary School Academic Standing — cumulative GPA of 3.5 or higher
- Superior writing, analytical ability and critical thinking skills as demonstrated by University Placement Examinations and college admissions test scores
- Excellent recommendations from faculty and guidance counselors
- A record of leadership and/or positive involvement in high school and/or in the community
- Strong high school curriculum
- Advanced Placement courses
- College admission test scores with a combined score of 1200 or higher on the SAT and/or 28 or higher on the ACT
- An admission essay

Honors College Admissions Criteria for Upperclassmen and Transfer Students

Upperclassmen and transfer students may apply for admission to the Honors College at the completion of 15 college credits. The Honors College Committee typically considers the factors listed below. Admission is not determined by any one criterion.

- Undergraduate Grade Point Average of 3.5 or higher
- Superior writing, analytical ability and critical thinking skills as demonstrated by University Placement Examinations and College admissions test scores, and/or writing samples from previous courses
- Excellent recommendations from University faculty
- Strong Honors College interview
- A record of leadership and/or positive involvement in the University community
- Strong high school curriculum
- College admission test scores with a combined score of 1200 or higher on the SAT and/or 28 or higher on the ACT
- An admission essay

Members of the Honors College must complete a specified number of honors courses during their undergraduate program from an individualized combination of courses from the general education curriculum and specialized area of study, as well as community service/independent study projects.

Admission Process: Undergraduate Degree Program & Certificate Students

You may begin taking courses at Post University while completing the admissions process. You will be permitted to take up to 12 credits while completing the application process. However, you cannot matriculate and will not be eligible for financial aid until your entire application is complete. A completed application must include a copy of your official transcript and must demonstrate that you have met all academic requirements, including having a cumulative GPA of at least 2.0. Federal financial aid will not be granted until you have matriculated.

First-Time College Students

Applications for admission are available at <http://leads.post.edu/adpapp/index.aspx>

In addition to the application, you must submit your transcripts, as follows:

If you have never attended Post or any other college, you will need to either: 1) contact your high school and request that it forward your official school record, or 2) forward your GED high-school equivalency test scores to the Office of Admissions.

Post University requires students who will be matriculating at the University to provide an official copy of their high school transcript with a posted graduation date or proof of successful completion of a GED program. An appropriate substitute for a high school transcript is proof of successful completion of a home schooling program. Students who are currently enrolled at a high school may submit a transcript, including currently enrolled courses for admissions purposes, but an official high school transcript with the graduation date must be provided to the University before matriculation.

Students applying to Post University must be enrolled in, or have successfully completed at least 16 credits, in a college preparatory program. High schools and GED accreditation must be recognized by a state, regional, or other accrediting agency that is recognized by the U.S. Department of Education.

An official copy of a transcript is a transcript that is certified by the student's high school with a signature and stamped with the school's seal. The transcript must arrive in a sealed envelope from the student's high school and must bear the student's high school graduation date. Transcripts that are delivered without being in a sealed envelope by the high school will not be considered official.

Transfer College Students

Students who have matriculated at an accredited college or university and have earned more than 12 credits at that institution are required to present official transcripts for evaluation and are not required to provide a high school transcript.

If you have a cumulative grade point average of 2.0 or higher from an accredited two-year or four-year educational institution, credits from courses with a grade of C- or above may be transferred.

Official high school or college transcripts should be submitted directly to Admissions. You may authorize Post University to obtain these transcripts on your behalf by downloading the Transcript Request form at: <http://www.post.edu/transcript> and either faxing it to Admissions at **203.765.5810** or mailing it to:

Post University Online

Office of Admissions
800 Country Club Road
P.O. Box 2540
Waterbury, CT 06723

Use one form for each institution you'd like us to contact on your behalf in order to obtain your official transcripts.

Post University evaluates potential transfer credits upon receipt of official transcripts. You can get a head start on the evaluation process by submitting unofficial transcripts of grades and credits for prior coursework to Admissions, with a statement indicating where you are in the application process.

To complete the application for admission, please visit <http://leads.post.edu/adpapp/index.aspx>.

Admission of Home-Schooled Applicants

For the purpose of this policy, a home-schooled student is defined as someone who has completed a secondary school education in a home school setting that is treated as a home school or private school under state law.

Home-schooled students who have completed a home based secondary education and are at least 18 years of age are eligible for admission to Post University and Post University's Accelerated Degree Program upon satisfaction of all the University's standard admission requirements.

The applicant should submit transcripts, a high school study plan and a state secondary completion credential in aid of the admissions application if such documents exist. However, not all states, including Connecticut, require or issue transcripts, a high school study plan, or a state secondary school credential. In the absence of such documents, the student may self certify completion of a home schooled secondary education. Self certification satisfies the admission requirements for a high school diploma and transcripts.

Students who provide self-certification will also be required to submit a writing sample for review. If the student is utilizing financial aid Post University will verify that their FAFSA reflects that the student was home-schooled. Any student found falsifying information will not be admitted to Post University.

Home school applicants are strongly encouraged to seek a personal interview with a Post University admissions counselor.

Home school applicants denied admission to the University may appeal that decision to the Provost or his designee.

If and when the State of Connecticut enacts laws or issues policies regarding home-schooled students or their admission to State licensed colleges and universities, this policy will be revised and reissued to ensure compliance with Connecticut State Regulations.

Please send your completed application and all other required materials to:

Post University Online**Office of ADP Admissions**

800 Country Club Road

P.O. Box 2540

Waterbury, CT 06723

E-mail: admissions@post.edu

Telephone: **800.345.2562** or **203.596.4500**

Fax: **203.596.4602**

Matriculation Policy

To be considered a matriculated undergraduate student, either online or at a regional location, you must have completed these steps:

- Submit an application form;
- Declare a major;
- Submit an official high school diploma, GED or official high school transcript;
- Submit an Intent to Enroll form for the current term

If you have completed a minimum of 12 credits at a regionally or nationally accredited college or university, you can submit an official transcript from that institution instead.

Post University has a rolling admissions policy, allowing decisions to be made as soon as the candidate's file is complete. In addition to the requirements outlined above, the candidate must have the recommendation of an Admissions advisor, which is gained through an admissions interview conducted by telephone.

Acceptance to Post University Online is based on an evaluation of the candidate's qualifications and the recommendation of an Admissions advisor. All decisions are made without regard to race, creed, color, religion, national origin, handicap, or sexual orientation.

PLEASE NOTE: Students who have attended other colleges or universities will need to request their academic transcripts be sent to the Office of Admissions before they can be matriculated.

Non-matriculated students are not eligible for financial aid.

Additional Information

Contact:

Post University Online

Office of ADP Admissions

800 Country Club Road

P.O. Box 2540

Waterbury, CT 06723

E-mail: admissions@post.edu

Telephone: **800.345.2562** or **203.596.4500**

Fax: **203.596.4602**

Admission Process: Graduate Students

Applications for the graduate programs are available at <http://leads.post.edu/adpapp/index.aspx>.

The completed application, along with official transcripts of all previously completed college or university-level work must be submitted to the Post University Office of Admissions. In addition to submitting the application form and all official transcripts, applicants must provide additional evidence of admissibility including at least two letters of recommendation attesting to the applicant's ability to undertake and complete graduate work. **Note:** applicants submitting an electronic application must submit all official transcripts, and letters of recommendation via mail.

Application materials should be mailed to:

Post University Graduate Admissions

800 Country Club Road

Post Office Box 2540

Waterbury, CT 06723-2540

Acceptance and Matriculation

To be considered a matriculated graduate online or regional location student at Post University, a student must have:

- Completed a graduate application.
- Submitted an official transcript from the institution that granted the student's baccalaureate degree (we will accept the transcripts from all institutions attended, but require an official transcript from the institution from where the student graduated).
- Attained an undergraduate GPA of 3.0 or above (For exceptions to this requirement, see Acceptance with Conditions and Matriculation section below).
- Provided two letters of recommendation from academics or professionals attesting to the applicant's ability to undertake and complete graduate work.
- Completed a minimum 3-5 years of full-time work experience (this requirement does not apply to the MS in Human Services program).
- Submitted a current résumé (this is required for all students).

Acceptance with Conditions and Matriculation

For those students who do not meet the Standard Acceptance and Matriculation criteria, the following standard applies:

For students with an undergraduate GPA below 3.0 but above 2.5:

- Submit the same materials as listed in Standard Acceptance and Matriculation.
- Once accepted the student must receive a 3.0 (B) grade or better for both of the first two courses taken in the program, or they will be dismissed from the program.
- Student must have at least (see table below) years of progressive/diverse work experience (preference given to those in a supervisory or management role).
- Submit a résumé documenting career accomplishments and employment record (Does not refer to the MSHSV program).

For students with GPAs below a 2.5 undergraduate GPA:

- Student must have at least (see table below) years of progressive/diverse work experience.
- Student must submit everything from the Standard Acceptance and Matriculation and Acceptance with Conditions and Matriculation criteria,
- Petition to be reviewed by the Program Director / Manager (Director / Manager may request any additional information or may require additional coursework.)

Program	2.5-2.99 GPA	2.0-2.49 GPA
MBA	7-10 Years	15 Years (3 years of management experience)
M. ED	5-7 Years	7+ years
MPA	7-10 Years	10+ years
MSHSV	NA	NA

The student must maintain a minimum 3.0 GPA to attain admission to degree status. Once admitted to a graduate degree program, the student is matriculated in that particular program of study. Once the student is matriculated, all course work must be taken at Post University. Credits earned at another institution will not be accepted.

Non-Matriculated Students

Students who are not enrolled in a program of study are considered non-matriculated students and are limited to taking no more than two courses.

Transfer Students

Students applying to the graduate program must meet the same admission criteria appropriate to the program of study that grants the degree (see Acceptance with Conditions and Matriculation section above). The student must submit a transcript of completed graduate work at an accredited college or university. Post University will accept no more than nine credits (i.e., three courses at three credits each) at a 3.0 GPA or higher. Transfer students (regardless of the Institution transferring from) must have the appropriate work experience as stipulated in the admission policy for the respective program as noted in this document.

Provisional Acceptance

Applicants not meeting the GPA admission criteria stated above may, with the approval of the Program Director / Manager, enroll in up to three graduate courses on a provisional basis. The student must maintain a minimum 3.0 GPA and meet other stated criteria to attain admission to degree status. Once admitted to a graduate degree program, the student is matriculated in that particular program of study. Once the student is matriculated, all course work must be taken at Post University. Credits earned at another institution will not be accepted.

Credit by Transfer

Post University accepts a maximum of nine (9) academic credits with grades of "B" or better in transfer from other accredited institutions. No other forms of credit, such as "life experience," portfolios, or credit by proficiency examination, will be accepted. A student seeking to transfer credit must submit an official transcript, indicating the academic course(s) taken and the credit granted, and a catalog description of the course(s). Acceptance of the course credit in transfer will be determined by the faculty (or their designee) from that program of study. The student may also be asked to submit a copy of the course syllabus in those instances where the catalog description lacks sufficient definition.

Note: Transfer credits for required courses in certificate programs will not be accepted. Prerequisite courses may be waived on a case-by-case basis.

Admission to Certificate Programs

Students applying for a graduate certificate program must meet the same admission criteria appropriate to the program of study that grants the certificate (see Acceptance with Conditions and Matriculation section above).

Students may not transfer any credits into a certificate program.

Once admitted into a certificate program, the student must maintain a 3.0 GPA to receive the certificate.

Certificate students must attend the appropriate Graduate School orientation program upon acceptance into that program.

Should the student decide to enter the full degree program (either while in the certificate program, or upon completion of the certificate program) the student will need to initiate a transfer process by contacting his/her academic advisor.

International Applicants

International applicants must meet all regular requirements for admission (see page 24). In addition, applicants must submit a satisfactory score of 500 or higher on the Test of English as a Foreign Language (TOEFL) written exam, a score of 70 or higher on the TOEFL iBT (Internet-based test) exam, or a score of 5.5 or high on the IELTS exam, and provide a Declaration of Finance form, which documents the individual's financial responsibility. Applicants must also provide an original, official bank statement proving the ability to pay the cost of attendance. Qualified applicants who cannot demonstrate financial responsibility will not be admitted. At present, there is no financial aid available for non-U.S. students. All foreign documents and transcripts must be translated into English at the student's expense and verified by the educational institution in the home country or a U.S. academic credential evaluation agency. The University reserves the right to require additional evidence of competency or to require that students admitted to the graduate program take courses to develop their English language skills.

Application Deadlines

Admission decisions are conducted on a rolling basis throughout the academic year.

Admissions Appeals

Applicants who are denied admission to the graduate program may request a review of this decision. Such requests must be made in writing to the program director, and should include additional academic information such as scores from standardized tests. Depending upon the nature of the appeal, the director will consult with the Graduate Studies Committee for a final decision determination.

ADP EVENING & WEEKEND LOCATIONS

Post University Accelerated Degree Programs offers evening and weekend part-time programs at the following locations:

Waterbury (Main Campus)

800 Country Club Road
P.O. Box 2540
Waterbury, CT 06723
Telephone: 800.345.2562 or 203.596.4500
Fax: 203.596.4602

Danbury

Ability Beyond Disability Building
4 Berkshire Boulevard
Bethel, CT 06801

Meriden

Four Points by Sheraton
275 Research Parkway
Meriden, CT 06450

Norwalk

426 Main Avenue
Norwalk, CT 06851

Post University is committed to providing equal opportunities for education and full participation for students with qualified disabilities by making reasonable accommodations.

The University provides a 504/ADA Coordinator, whose office is located in the lower level of the Traurig Library. This individual works directly with students, faculty and staff to assure that students' needs are met. Any student wishing to disclose the nature of his or her disability in order to receive accommodations should:

- Make an appointment to speak with the Disabilities Coordinator, Caitlyn Whitmoyer, at **cwhitmoyer@post.edu**. This should be done in a timely manner prior to the beginning of each academic semester or module.
- Provide documentation stating the student was evaluated by a qualified professional and that the disability substantially limits a major life activity.

Post University believes that the University has the legal/ethical responsibility to provide access so that students with disabilities have the same program opportunities to succeed as their fellow students.

TUITION & FEES FOR MAIN CAMPUS STUDENTS

Tuition for Full-Time Main Campus Students

Please refer to the Financial Aid section for financial aid requirements and eligibility.

Full-time main campus students are those who register for courses starting in September and/or January and who take at least 12, but no more than 18, credits per semester. Annual fees are as follows:

Tuition 2011-2012:	\$24,800
Residence Hall Room:	\$5,400
Okinaga Hall Room:	\$6,600
Board/Meals:	\$4,450
Student Service Fee:	\$1,000
Technology Fee:	\$100

The University Board plan consists of 19 meals per week. Students living off campus may also participate in the University's meal plan. Additional information may be obtained from the Student Services Office.

The Student Service Fee supports extracurricular experiences for Post University students. This includes the Student Government Association, which supports student clubs and organizations and their programs such as leadership training and residence hall councils; the Programming Board, which provides artists and entertainment for the entire campus; and additional services that support students outside the classroom.

The Technology Fee is paid by full-time students for technological accommodations and equipment provided at the University.

Tuition for Part-Time Main Campus Students

Students enrolled for fewer than 12 credit hours per semester are classified as part-time students. The tuition for part-time students is as follows:

Tuition 2011-2012

Campus Day Course Fee:	\$825/ credit
Auditing Fee:	\$412.50/credit
Senior Citizens cost per course:	\$300

A senior citizen (a person 62 years of age or older) may enroll in one or more credit courses on a space-available basis. Proof of age is required.

Books and Supplies

The cost of books and supplies will depend on the program of study, and can be ordered through our online bookstore.

The annual estimate for books and supplies is \$1000-\$1500.

Additional Fees that May Apply to You

Single Room Surcharge Fee: \$600/semester

The University room charge is based on standard double occupancy. Based on availability, single rooms may be requested. Students who live in a room without a roommate will be billed a single room surcharge. Additional information can be obtained from the Residence Life Office at reslife@post.edu or 203.596.4540.

Health Insurance Fee: \$259

All full-time students must have health insurance coverage. Students will be automatically enrolled in University's insurance plan unless they complete a waiver that indicates they already have insurance coverage on or before the first day of classes. Visit www.Post.edu/healthforms to fill out the online waiver form. Information about the plan will be sent to all students in June. Payment for coverage is due July 15.

TUITION & FEES FOR MAIN CAMPUS STUDENTS

Lab/Studio Fees: \$75-\$100 per 3-credit course

Laboratory and studio courses carry a fee that is used to cover expendable supplies. The fee for these courses will appear on your account.

Orientation Fee: \$100

New, full-time students pay an orientation fee in their first semester at the University.

Orientation Fee - International Students: \$375

New, full-time international students pay an orientation fee their first semester at the University.

Application Fee: \$40

Application for admission to the University must be accompanied by a \$40 application fee. The application fee will be waived for students applying via our online form.

Undergraduate Graduation Fee: \$90

This fee covers the cost of your cap and gown and other graduation-related expenses and is charged in your senior year.

Late Registration Fee: \$50

As courses become available for registration, the University will determine registration dates.

Declined Credit Card or Returned Check Fee(s)

First time declined: \$25

Second time declined: \$50

Third time declined: \$75

SEVIS Fee: \$200

A non-refundable fee paid to the US Government for F-1 students.

Transcript Copies

Official per copy: \$10

Unofficial per copy: \$3

Deposits

In order to ensure a position in a starting class, new students must send in a deposit as described below within thirty (30) days after they have been accepted to the University. Deposits are applied towards a student's tuition.

New student deposit

Students who will live on campus: \$300

Students who will live off campus: \$150

Deposits are NOT refundable after May 1st.

Late Payment Fee: \$50

Payment of fees is due by July 15th and December 15th, or monthly as determined in a monthly payment plan agreement. Students must pay their fees on or before the set due dates or they will be charged a late payment fee. If circumstances are such that payments cannot be made by the scheduled date, it is critical that the student contact the Office of Student Accounts to make special payment arrangements. These arrangements must be agreed to in writing between the student and the Office of Student Accounts no later than one week prior to the payment due date. An account that is not current will result in (1) denial of registration for courses, (2) withholding of transcripts and degrees, (3) assessment of a late fee and (4) assessment of 1.5% per month interest on all open balances of 30 days or more.

Exceptions to Interest Charged on Open Balances

Interest will not be charged if 100% of any student's open balance is covered by financial aid, all paperwork has been completed and aid is received within 45 days.

Interest will be charged only on the difference between what is owed and what is covered by financial aid as long as all paperwork is complete.

Interest will not be charged if students are using work-study funds or are employed as a student worker with the Residential Life Department to settle account balances and have completed the necessary payroll documentation for direct funding to their Post University accounts.

Interest will not be charged if students have signed payment plans on file and continue to make payments in accordance with their agreements

Please note: the University reserves the right to change tuition, fees and cost at any time.

Payment Schedule

Payments are due to Post University by July 15 for the Fall Semester and December 15 for the Spring Semester.

Monthly Payment Plan

In order to facilitate the payment of annual charges, Post University offers students a monthly payment plan. These charges include tuition, room, board and other fees less any deposits and financial aid. A monthly payment plan agreement may be obtained from the Office of Student Finance. An established and approved monthly payment plan for up to ten months requires payment be made by the 15th of each month. Details of the Post University Monthly Payment Plan are forwarded to students in April. The semester fee for these Monthly Payment Plans is \$25.00.

Monthly Statements

Monthly statements will be mailed to the billing address on file and will indicate the open balance and activity on your account for the prior month. If you are on a monthly payment plan as described above, please follow the terms of the agreement. Any balance not covered by a monthly payment plan is due and payable within thirty (30) days.

If there are outstanding balances, students may not register for classes, receive grades, graduate or receive transcripts of courses from the University until all amounts due the University or any affiliated organization have been paid. Any outstanding balances, along with all expenses, are subject to collection for as long as they are outstanding.

Tuition Refunds

Since faculty and staff salaries are made in advance of course activities and the cost of the physical campus are fixed, Post University must have a limited refund policy. Only after a student's written notice of withdrawal is received by the Registrar will a refund be considered. The date of receipt by the Registrar will be the official withdrawal date. The Registrar will determine the period of attendance and the Office of Student Accounts will calculate the refund and/or repayments to the federal, state and Post University financial aid programs.

Refund of Title IV Federal Aid

For Title IV recipients who withdraw, the University calculates the return of Title IV funds to the Federal Government. The return of Title IV federal funds is calculated on a prorated basis from the student's date of withdrawal. The University will return on a prorated basis a student's Title IV financial assistance if withdrawal occurs before the 9th week (60%) of the semester.

Room Deposits

Room deposits are non-refundable.

Cancellation, Withdrawal, Medical Withdrawal, Dismissal

Students who cancel or withdraw for personal or medical reasons or are dismissed (collectively referred to as “withdraw”) will receive a refund of tuition, room and board charges in accordance with the following schedule:

Tuition:

100% of tuition charges will be credited if the student officially withdraws within the first week of the semester.

50% of tuition charges will be credited if the student officially withdraws within the second week of the semester.

No credit of tuition will be granted if a student withdraws beyond the second week of the semester.

All students who drop below full-time status (fewer than 12 credit hours) after the established add/drop date will still be considered a full-time student by the University.

Room:

Students who withdraw will be credited room charges according to the following schedule:

Within the:

1st week	80%
2nd week	60%
3rd week	40%
4th week	20%

Board:

In case of withdrawal before the end of a term, charges for board will be prorated on a weekly basis.

How to Pay Your Bill:

Please make all checks payable to: Post University.

Please send all checks to:

Office of Student Finance

Post University
800 Country Club Road
P.O. Box 2540
Waterbury, CT 06723-2540

The following credit cards are accepted for payment: MasterCard, Visa, American Express and Discover.

For all questions concerning tuition, fees or payment arrangements please contact the Office of Student Finance by calling **800.345.2562** between 8:00 a.m. to 5:00 p.m., Monday through Friday.

All students must arrange with a Post University tuition planner about how payments for courses will be made. A Tuition Planner is assigned to each student, and the planner makes contact about payment plans. There are several alternative payment options you can use:

- Federal financial aid is available to those who meet the Basic Eligibility Requirements as outlined by the U.S. Department of Education.
- Individual payments can be made at the time of registration by credit card, check, or money order.
- Employer reimbursement is accepted and requires a letter on company stationery from the applicant's employer documenting this commitment of direct payment to the school.
- Students who receive employer tuition reimbursement directly must make acceptable payment arrangements with the University.

Most major credit cards—Visa, Discover, American Express, and MasterCard—are accepted, and a payment plan is available. For information about billing and payments, contact the Student Accounts Office at **203.596.4575**.

For information on Financial Aid eligibility, please refer to pages 38-47.

Undergraduate Tuition

The 2011-2012 undergraduate tuition rate is \$490 per credit hour. Financial Aid assistance is available to those who qualify.

Graduate Tuition

Master of Business Administration (MBA) Tuition

The 2011-2012 MBA tuition rate is \$625 per credit hour. Tuition is due for payment prior to the first day of classes.

Master of Education (M.Ed.) Tuition

The M.Ed. tuition rate for the 2010—2011 academic year is \$500 per credit hour. Currently, all Post University Online M.Ed. courses are three credit hours. Tuition is due for payment prior to the first day of classes.

M.Ed. Course Materials Costs

- \$858 = Total course materials cost for the degree concentration
- \$78 = Average course materials cost per course
- Military program students have their course materials bundled as part of their tuition
- Students receiving financial assistance should budget course materials costs into their financial aid packages
- To see a detailed listing of the course materials (books and technology) used in each course go to <http://www.post.edu/online/degrees/med-highered/tuition.shtml> and download the course materials PDF.

Note: these course materials and their costs are accurate as of November 22, 2010.

Technology purchased during program (not available at the Post University online bookstore):

- EDU520: \$98.85 for Personal Learning Environment web domain and site hosting for three years (special ordering/activation link provided during course)

Master of Human Services (MS-HSV) Tuition

The 2010-2011 MS-HSV tuition rate is \$500 per credit hour. Tuition is due for payment prior to the first day of classes.

Master of Public Administration (MPA) Tuition

The 2010-2011 MPA tuition rate is \$500 per credit hour. Tuition is due for payment prior to the first day of classes.

Tuition Refunds

To drop or withdraw from an online course, you must send an e-mail to online@post.edu. No other form of communication will be accepted for drops or withdrawals. Tuition refunds will be made according to the following schedule:

- 100% of tuition will be credited for online courses if notice of the drop is received by Friday 5 p.m. EST prior to the beginning of classes.
- \$150.00 per course will be charged for online courses if notice of the drop is received by 5 p.m. EST of the first Friday of the module.
- No tuition refunds will be granted for withdrawals after 5 p.m. EST of the first Friday of the module.

Financial and academic deadlines are often different. Always contact the proper office before making any changes to your schedule. The contact numbers for these offices are:

- Office of the Registrar: 203.596.4613
- Office of Student Accounts: 800.345.2562
- Office of Financial Aid: 800.345.2562

Post University reserves the right to make changes to tuition or tuition policies at any time.

Military Programs Tuition for Active Duty Personnel

With Post University Online, Active Duty personnel members of the Armed Forces—Military Members, Active Guard Reserves, and Dependents—can earn a professional certificate or undergraduate degree entirely online – while incurring little or no out-of-pocket expenses. Post University also has lowered the cost for its graduate programs for Military students.

The Department of Defense has standardized its Tuition Assistance (TA) program among all branches of the Military. For Active Duty Military members, Military Tuition Assistance will cover up to 100% of tuition costs for all courses offered by nationally-or regionally-accredited institutions, as follows:

The maximum amount paid for Tuition Assistance: 100% Tuition and Fees not to exceed:

- \$250 per Semester Credit Hour (\$750 per course)
- \$4500 per Fiscal Year (6 undergraduate courses per Fiscal year)

Post University has lowered its tuition, eliminated all fees and covered the cost of books, so you can earn your degree at little or no cost to you.

Undergraduate Tuition	\$750 per course	Covered by Military Tuition Assistance Benefit
Fees	\$0	Waived by Post University
Textbooks	\$0	Covered by Post University
Graduate Tuition	\$1,197 per course	Covered by Military Tuition Assistance Benefits and GI Bill Top-Up Program Benefits*
Fees	\$0	Waived by Post University
Textbooks	\$0	Covered by Post University

Please refer to the Post University website for the most up-to-date military tuition information at www.post.edu/military.

Post University qualifies for the DoD TA program and is listed in the Defense Activity for Non-Traditional Education Support (DANTES) Catalog of Nationally & Regionally Accredited Distance Learning Programs. This catalog can be found in each base/installation education office. An Education Services Officer (ESO) should be able to advise you on program eligibility.

Military Programs Tuition for Veterans

As part of our V.E.T.S. Program, you will be assigned a specially-trained tuition planner who will assist you in verifying your eligibility for VA Educational Benefits through the VA. Your tuition planner also will work with you in completing the Free Application for Federal Student Aid (FAFSA) if desired, and help you make all other needed financial arrangements. Tuition planners will not advise you to which benefit is best for you. That decision must be made between the Veteran Student, the Dependent Student and the VA. For more information on determining which benefit is best for you visit www.va.gibill.gov.

Post University Accelerated Degree Programs offers the following Tuition Benefits to Veterans:

Undergraduate Tuition	\$750 per course	Covered by Military Tuition Assistance Benefit
Fees	\$0	Waived by Post University
Textbooks	\$0	Covered by Post University
Graduate Tuition	\$1,197 per course	Covered by Military Tuition Assistance Benefits and GI Bill Top-Up Program Benefits*
Fees	\$0	Waived by Post University
Textbooks	\$0	Covered by Post University

Please refer to the Post University website for the most up-to-date military tuition information at www.post.edu/military.

*Post University Accelerated Degree Programs are listed in the Defense Activity for Non-Traditional Education Support (DANTES) catalog, which enables students to receive tuition reimbursement support available under DANTES for the Army, Navy, Marine Corps, Army Reserves, Air Force Reserves, Coast Guard and the Air National Guard.

**Post University welcomes students from the military who are making use of military aid or Montgomery G.I. Bill benefits to cover their education costs. Visit the official GI Bill website at www.gibill.va.gov for eligibility and application information.

To begin this process, please call **800.345.2562** or send an e-mail to milprog@post.edu.

You also can explore the VA website for more information on tuition assistance options by visiting www.vba.va.gov/VBA.

Post University is a proud participant in the Yellow Ribbon Program!

For more information about tuition for Service Members (Active, Guard, Reserve), Veterans and Military Dependents, please visit www.Post.edu/military.

The University's financial aid staff will work with you and your family to develop a plan to make your education affordable. To develop the most comprehensive plan that utilizes all available resources, we encourage students and parents to apply for all available scholarships, federal aid, grants and loans. Our financial aid staff can deliver a financial aid award letter to you in as few as 7 to 10 days after you have completed and submitted all required financial aid forms. Financial Aid commitments are made on a first-come, first-served basis.

If you are interested in using financial aid, please complete your FAFSA as quickly as possible. To maintain financial aid awards, students must demonstrate Satisfactory Academic Progress (SAP). Students must refer to the Post University catalog to understand the specific requirements for meeting SAP.

A vast majority of students today use some combination of the following to finance their education and day-to-day living expenses:

- Loans
- Scholarships
- Federal Financial Aid through the filing of a Free Application for Federal Student Aid (FAFSA)
- Payment plans

Contacting Financial Aid

All inquiries regarding financial aid should be addressed to:

Main Campus Students

Office of Student Finance
Post University
P.O. Box 2540
800 Country Club Road
Waterbury, Connecticut 06723-2540
Telephone **203.596.4527**
E-mail: **finaid@post.edu**.

ADP Students

ADP Office of Student Finance
Post University
P.O. Box 2540
800 Country Club Road
Waterbury, Connecticut 06723-2540
Telephone: **800.345.2562**
Email: **PostAdpFinancialAid@post.edu**

Free Application for Federal Student Aid (FAFSA)

We encourage all our students and their families to apply for federal financial aid by completing the Free Application for Student Aid (FAFSA) as early as possible in the application process. The FAFSA is available beginning January 1st of each year. When you complete the FAFSA, you must include Post University's OPE school code, which is 001401.

For fall admissions, it is best to apply by February 15. All other applicants are advised to apply for financial aid immediately after submitting a Post University admissions application. Financial Aid is awarded on a first-come, first-served basis. For best results, follow the steps outlined below:

- The Free Application for Student Aid (FAFSA) form: Students and parents can easily apply for the FAFSA electronically via www.fafsa.ed.gov. This is the most efficient and effective way to apply for federal financial aid. You will need to include Post University's OPE school code, which is 001401, on this application.
- IRS Form(s) 1040 and Attached Schedules may be requested if you are selected for verification. At a minimum, students and parents will need their W-2 forms from all jobs held last year in order to complete the FAFSA accurately.
- If you need any assistance in completing the steps above, please contact the Post University Financial Aid Office at **203.596.4527** or **finaid@post.edu**. We will be happy to assist you at no charge.

Once you have submitted your FAFSA with our school code, we will receive an institutional student aid report within about 5–7 days from the Federal Government, which determines your financial need through its own methodology. We then will send you a financial aid award letter outlining the financial plan options that are available to you at Post University.

Applying for Financial Aid: How it Works

Once you submit your application for admission, you will be advised to apply immediately for financial aid. Follow these steps to help you through the financial aid process:

Step 1: Apply for a PIN. Go to www.pin.ed.gov to establish a personal identification number (PIN). This will allow you to electronically sign your Free Applications for Financial Aid (FAFSA) once completed. Students and parents have four options for creating a PIN: 1) create their own PINs, 2) request that Federal Student Aid generate a PIN for them that will then displayed on the screen in real-time, 3) request that the PIN be e-mailed to you, 4) request to have the PIN sent through postal mail. For all options except option 4, the PIN is usually issued in real-time so that the student or parent can use it immediately to sign the original, renewal or corrected FAFSA application electronically.

Step 2: File your FAFSA. This application determines your eligibility for federal, state, and institutional aid; it must be completed every academic year. You may file your FAFSA online by visiting www.fafsa.ed.gov. You will need to list the Post University OPE school code 001401 on the form to ensure we receive the data necessary to calculate your financial aid package.

Step 3: Review your Student Aid Report (SAR). You will receive your SAR within seven to ten days after submitting your FAFSA electronically. Follow the instructions on the SAR to make corrections or updates. If you need assistance with your SAR, contact the Federal Student Aid Information Center at 1-800-4-FED-AID.

Step 4: Complete the verification process. Your FAFSA may be selected for data verification. This verification must be completed before financial aid funds can be disbursed. A letter with instructions and a form will be mailed to selected students. A verification worksheet can be downloaded at www.Post.edu/verification. Verification happens prior to award letter and the Tuition Planner notifies the student and sends all necessary documentation.

Step 5: Review your award letter. Post University will send you an award letter outlining the financial aid for which you qualify for the current academic year. Please review this letter and contact the Financial Aid office with any questions at **1.800.345.2562**.

Step 6: Sign your promissory note. If your financial aid award includes a Stafford Loan, and you choose to accept it, you will be required to sign a Master Promissory Note (MPN) concerning repayment of the loan. You will be able to sign the MPN online.

Step 7: Complete your entrance interview. Federal loan borrowers are required to complete an entrance interview. This can be done online at <https://studentloans.gov/myDirectLoan/index.action>. Exit counseling is also required upon graduation or withdrawal.

Step 8: Reminder: You must be matriculated and enrolled at least half time to be eligible for financial aid.

NOTE: IRS Forms and schedules may be requested if you are selected for verification.

The U.S. Department of Education selects 30 percent of a school's FAFSA applications for verification, which means the selected students will have to prove that the information they reported on the Financial Aid Form is correct. If selected, the student will be asked to verify the following information:

- Adjusted gross income for the base year
- Tax paid for the base year
- Number of family members in the household
- Number of family members enrolled in post-secondary education at least half-time
- Certain untaxed income and benefits received

Your financial aid tuition planner will advise and assist you with this process.

Once we receive the results of your FAFSA submission, our financial aid staff will send you an award letter outlining the financial plan options available to you. **NOTE:** At minimum, students will need W-2 forms from all jobs held in the prior year in order to accurately complete the FAFSA.

NOTE: At minimum, students will need W-2 forms from all jobs held in the prior year in order to accurately complete the FAFSA.

Types of aid determined by your FAFSA include:

- Federal grant programs
 - Federal Pell Grants
- Federal student loan programs
 - Low-interest options that are repaid after graduation
 - Federal Stafford Loan

NOTE: Post University's eight-week online modules do not necessarily coincide with the beginning or end of a traditional 16-week semester, and online students may start at the beginning of any module. Please contact the Financial Aid Office at 1.800.345.2562, or e-mail Financial Aid at PostADPFinancialAid@post.edu for help on filling out your FAFSA form.

NOTE: The following loan options may be available to Post University Online Students applying for additional funding:

- Federal Plus Loans
 - For parents of dependent undergraduate students
 - For graduate or professional students
 - For additional information, contact the Financial Aid office at 1.800.345.2562
- Private Educational Loans
 - Credit-based consumer loans used to pay education-related expenses
 - For additional information, contact the Financial Aid office at 1.800.345.2562 or visit our website.

NOTE: If you were awarded or received financial aid at another institution during the current academic year, you will need to contact the Student Aid office for instructions on how to cancel your aid at the other institution. For additional information, contact the Financial Aid office at 1.800.345.2562.

If you have any questions, please contact the office of financial aid directly at **1.800.345.2562**.

Federal Financial Aid Award Letter

As quickly as 7 to 10 days after you apply for federal financial aid on the website www.fafsa.ed.gov, our financial aid staff can issue an official financial aid award letter. This letter will outline the federal financial aid for which you qualify. Your financial aid may include some or all of the following:

- Federal, state and institutional funds that do not have to be repaid.
- Self-help aid such as Federal Work Study. These monies go directly to the student and are not used to pay direct costs to the University unless we have written instructions to do so.
- Loans, which are disbursed to the University and must be repaid. Loans may come in a variety of forms, such as the Parent Loan for Undergraduate Students (PLUS) as well as other alternative financing options for which the student, family and/or friends may apply.

Once you receive your financial aid award letter, you and your parents or guardians have 14 days to sign and return the letter. Award letters may be faxed and/or mailed to the Office of Student Finance.

Main Campus

Office of Student Finance
Post University
P.O. Box 2540
800 Country Club Road
Waterbury, Connecticut 06723-2540
Telephone: **203.596.4527**
E-mail: **finaid@post.edu**
Fax: **203.841.1157**

ADP Students

ADP Office of Student Finance
Post University
P.O. Box 2540
800 Country Club Road
Waterbury, Connecticut 06723-2540
Telephone: **800.345.2562**
Email: **PostAdpFinancialAid@post.edu**

Post University participates in a number of federally-funded financial aid programs:

Federal Pell Grants

Financial assistance received through this grant program need not be repaid. To qualify, students must be enrolled at Post University at least half-time and must not have previously earned a bachelor's degree.

Federal Supplemental Educational Opportunity Grants (SEOG)

Financial assistance received through this grant program does not have to be repaid. To be considered for this grant, a student must be enrolled at Post University at least half-time and must not have previously earned a bachelor's degree. This program is a campus-based program administered by the Financial Aid Office. The grant amount is based on student financial need and availability of funds.

Federal Work-Study (FWS) Program

FWS jobs are part-time jobs on campus or with non-profit agencies that allow students to earn money toward their educational expenses. An award received through the FWS Program is paid directly to the student unless other arrangements have been made. The student must be enrolled full time. During the academic year, the student can work up to 20 hours per week. During vacation periods and summer months, the student may work up to 35 hours per week. The student is compensated at an hourly rate established by the Financial Aid Office and commensurate with the work performed.

Stafford Loan (Subsidized)

The Stafford Loan is a variable rate loan made to students through the William D. Ford Federal Direct Lending Program. Assistance received under this program must be repaid.

Students with a demonstrated financial need must be enrolled at least half time and may borrow up to \$3,500 while earning up to 30 credits, \$4,500 while earning from 31 to 60 credits, and up to \$5,500 per year while earning 61 or more credits—to an aggregate total of \$23,000 as undergraduate students. Repayment begins six months after students graduate, leave college or attend college less than half time.

Stafford Loan (Unsubsidized)

The unsubsidized Stafford Loan is a variable rate loan made to students through the William D. Ford Federal Direct Lending Program. Assistance received under this program must be repaid. Students are eligible for this program with no demonstrated need or marginal need to borrow.

Students must be enrolled at least half time and may borrow up to \$3,500 while earning up to 30 credits, \$4,500 while earning 31 to 60 credits, and up to \$5,500 per year while earning 61 or more credits—to an aggregate total of \$23,000 as undergraduate students.

Repayment begins six months after students graduate, leave college or attend college less than half time. The program is similar to the subsidized Stafford Loan, except that the interest accrues while the student is attending school. Students, if they choose, may pay the interest while they are in school.

For more information on these Federal Loan Programs, visit <https://studentloans.gov/myDirectLoan/index.action>.

Federal Parent Loan for Undergraduate Students (PLUS)

This program covers the cost of attendance that traditional forms of financial aid do not cover. By capturing any remaining balance in affordable fixed monthly payments, the PLUS loan program has assisted thousands of parents nationwide with helping make education affordable. During or before completing the FAFSA form, parents may become pre-approved for the PLUS loan through discussions with a financial aid staff member. For those with poor credit, the University strongly recommends applying with a co-signer. Please note: most financial institutions will allow a co-signer to apply and later be lifted off the loan after a successful payment history has been established. For details, check with the lender.

Veterans' Benefits

A Veteran who wishes to apply for benefits must first be admitted to the University and matriculated in a degree program. Upon admission, Veterans should bring copies of their DD214 form (separation papers), their letter of acceptance to the University as well as their marriage certificates and dependent children's birth certificates, if any, to the Office of the Registrar. After application for benefits is made and a Veteran is registered, the Office of the Registrar will provide certification of enrollment for that term to the Veterans' Administration.

Eligibility for VA benefits is on a term-by-term basis. Veteran students who do not make satisfactory academic progress (below a 2.0 GPA) will be informed, upon enrollment if they will be placed on academic probation. They will be given one term after in which to return to satisfactory progress, or Veteran benefits will be terminated. This does not affect the student's enrollment in Post University.

A Veteran is paid benefits for actual credit hours in attendance. The Veteran must report any change of status after registration.

Federal Financial Aid Discrepancies

Please be aware that every time your award is increased or decreased, there will be a difference in your student account and that these are not necessarily discrepancies. Please contact the Financial Aid Office at **203.596.4527** if you have any questions.

Connecticut State Scholarship

Capitol Scholarship

The Capitol Scholarship Program provides state grants to help students pay for college. It is not a merit program; priority is given to those who are least able to contribute to college costs. The Connecticut Department of Higher Education administers the program. A FAFSA application is required for consideration. All inquiries and applications should be directed to the Capitol Scholarship Program, Connecticut Department of Higher Education, 61 Woodland Street, Hartford, CT 06105-2326 (860.947.1855).

Post University Scholarships

In addition to its participation in federal and state financial aid programs, Post University offers several scholarships. Scholarship awards have no repayment obligation. However, students are required to maintain specific academic standards to keep their award. Scholarships are often included as part of a total financial aid package. A number of programs are available to students who have demonstrated exceptional talents and academic abilities. A minimum CGPA must be maintained to receive these scholarships for a maximum of 8 continuous semesters/4 academic award years.

Post Scholars Scholarship

Matriculated students who demonstrate outstanding academic excellence by earning a grade point average of at least 3.9 upon graduation are named Post University Scholars, and are eligible to receive an additional 10 percent tuition discount beyond the 10 percent Alumni grant on a master's degree program at the University. The Post University Scholars tuition grant is contingent on the student maintaining a GPA of 3.5 or better as a graduate student. Post University Scholars who drop below a 3.5 GPA in any given module will forfeit the additional 10% tuition grant.

Honors Scholarship

- Annual scholarship award, \$12,000
- Must maintain a 3.0 CGPA
- Renewable for a maximum of 8 continuous semesters/4 academic award years

This is an academic/achievement-based scholarship. To be eligible, a student must have a minimum GPA of 3.5 and an 1800 SAT (3 scores) or 28 ACT score.

Trustee Scholarship

- Annual scholarship award, \$10,000
- Must maintain a 2.0 CGPA
- Renewable for a maximum of 8 continuous semesters/4 academic award years

This is an academic/achievement-based scholarship. To be eligible, a student must have a minimum GPA of 3.0 and a 1600 SAT (3 scores) or 23 ACT score.

Presidential Scholarship

- Annual scholarship award, \$8,000
- Must maintain a 2.0 CGPA
- Renewable for a maximum of 8 continuous semesters/4 academic award years

This is an academic/achievement-based scholarship. To be considered, a student must have a cumulative GPA of 2.5 and a 1400 SAT (3 scores) or 21 ACT score.

Post University Scholarship

- Annual scholarship award, \$6,000
- Must maintain a 2.0 CGPA
- Renewable for a maximum of 8 continuous semesters/4 academic award years

Annual Scholarship Award

This is an achievement-based award, based on academic achievement and leadership qualities demonstrated through participation in various service organizations. The scholarship will be awarded to students who have a minimum cumulative GPA of 2.0 and a 1200 SAT or 20 ACT score.

Leadership Scholarship

- Annual scholarship award, \$4,000
- Must maintain a 2.0 CGPA
- Renewable for a maximum of 8 continuous semesters/4 academic award years

Returning Student Scholarships

- Awards range from \$100–\$500
- Non-renewable
- Must reapply annually

These returning student scholarships may be awarded to students who demonstrate high scholastic achievement throughout their University careers through an annual application process. Applications are available the second week of March each academic award year and are due by the date noted on the annual application. See your Student Finance Specialist in the Office of Student Finance for an application. Available scholarships include:

Alumni Association Scholarship
Charles H. Zwicker Scholarship
Christopher Love Scholarship
Damon Palladino Scholarship
Edward/Rose Taurig Scholarship
Edwin Angevine Scholarship
Equine Resource Scholarship
J.P. Morgan Chase Scholarship
Joseph & Christin Alix Scholarship
Louis D. Taurig Scholarship
Maureen A. Gouldin Scholarship
Max Taurig Scholarship
Phyllis DeLeo & Jay Alix Scholarship
Post Family Scholarship
Raymond A. LaMoy Athletic Scholarship
Rose Taurig Endowment Scholarship
Rose Taurig Female Athlete Scholarship

Athletic Scholarships

- Annual scholarship in varying award amounts and number of semesters
- To be determined by our professional coaching staff in accordance with NCAA Division II regulations and guidelines

Grant in Aid

This award is given to our students demonstrating the greatest need. The amount is determined on a case-by-case basis, dependant on the information submitted on the student FAFSA application. A FAFSA form is required in order to receive this need- based award. Renewable if needed and 2.0 CGPA is demonstrated.

Sibling Discount

This is an annual award that offers a 25% discount off the current year's tuition (only) and is split between the total number of "full-time main campus students" attending the University per academic award year. This is renewable so long as all students maintain full-time and main campus status, and carry a CGPA of 2.0.

Alumni Discount

This is a renewable award that is given to our students having at least one parent (step-parents accepted) that can be verified as a graduate of the University. The amount is 10% off of the current year's tuition (only). The student must maintain a 2.0 CGPA.

Sacred Heart High School Grant

- Annual scholarship award \$4000
- Must maintain a 2.0 CGPA
- Renewable for a maximum of 8 continuous semesters/4 academic award years

This scholarship is available to those students who have graduated from Sacred Heart High School in Waterbury CT. The graduation date can be no longer than two academic years prior to admission to the University.

Military Discount Grant

- Annual scholarship award \$9,800
- Must maintain a 2.0 CGPA
- Renewable for a maximum of 8 continuous semesters/4 academic award years

This scholarship is for "Active Duty" or "Reserve" Military service men and women. Proof of enlistment may be required.

Post College Foundation

Post College Foundation, Inc. invites annual scholarship applications from students entering any year of an undergraduate or graduate degree program in business or the arts and sciences at Post University, residing in northwest Connecticut and carrying a minimum 2.0 CGPA. An application and essay are required. Please see your Student Finance Specialist in the Office of Student Finance for details and an application.

Post University offers the following scholarships to ADP students. Scholarship awards have no repayment obligation. However, students are required to maintain specific academic standards to keep their award. Scholarships are often included as part of a total financial aid package. A minimum CGPA must be maintained to receive these scholarships.

Alumni Discount

This is a renewable award that is given to our students having at least one parent (step-parents accepted) that can be verified as a graduate of the University. The amount is 10% off of the current year's tuition (only). The student must maintain a 2.0 CGPA.

Post Scholars Scholarship

Matriculated students who demonstrate outstanding academic excellence by earning a grade point average of at least 3.9 upon graduation are named Post University Scholars, and are eligible to receive an additional 10 percent tuition discount beyond the 10 percent Alumni grant on a master's degree program at the University. The Post University Scholars tuition grant is contingent on the student maintaining a GPA of 3.5 or better as a graduate student. Post University Scholars who drop below a 3.5 GPA in any given module will forfeit the additional 10% tuition grant.

Students who need to secure a loan to cover a portion of their college education have a number of options. The best way to determine your financial aid options is to complete the FAFSA (Free Application for Student Aid). The FAFSA is available beginning on January 1st of each year. Students looking to enroll in the Fall should complete the FAFSA no later than February 15. When you complete the FAFSA, you must include Post University's OPE school code, which is 001401.

During or prior to completing the FAFSA, parents may also be pre-approved for a Parent Loan for Undergraduate Students (PLUS) through discussions with a Post University student finance specialist.

In addition to applying for federally-subsidized loans using the FAFSA, students or their parents may apply for loans at interest rates and terms that are set by the U.S. Department of Education.

Go to **<http://www.post.edu/maincampus/loans.shtml>** to download the following forms:

- Apply for a Student/Parent Loan
- Access the Entrance/Exit Loan Counseling website

Visit the above website to download the following forms:

- Request for Transcript of Tax Return
- Dependent Verification Worksheet
- Independent Verification Worksheet
- Request for Review of Changes of Income

Accelerated Degree Program classes are offered in eight-week modules, starting six times per year.

2011-2013 Course schedules for Post University Online may be downloaded at:

<http://www.post.edu/online/courseSchedule.shtml>

2011-2012 Course schedules for Post University Evening & Weekend Programs may be downloaded at:

<http://www.post.edu/locations/courseSchedule.shtml>

Main Campus Academic Advising

Post University's Academic Advising program is an integral part of the University's academic support services. It provides each student with personalized and proactive coaching provided by a member of Post University's faculty. Our goal, simply put, is to help you reach your goals.

Once a student selects a major, the Advising Center assigns a faculty member to serve as that student's advisor. The student also may request a specific faculty advisor.

Post University's academic advisors assist students in selecting majors, scheduling courses, and interpreting and fulfilling academic policies and procedures. They also often serve as mentors, providing students with practical advice and guidance on how best to achieve their academic, personal and career goals.

The Advising Center is located in the Traurig Library.

Main Campus Advisors

Suzanne Koulouris, Academic Advisor
203.596.4606

Chris DiStiso, Academic Advisor
203.596.4627

Caitlyn Whitmoyer, Academic Advisor
203.596.4539

ADP Academic Advising

At Post University, our Accelerated Degree Program students have access to the same academic support services as our full-time on-campus students, including access to Academic Advising, Tutoring, Writing Center support, and our Virtual Library—all at no additional charge.

Your Academic Advisors know one of your life goals is to graduate from Post University, and we are here to help as you journey from prospective student, to current student, to graduate.

Our Academic Advising staff provides friendly, proactive coaching so students stay on track to succeed, reach their academic goals, and graduate.

How Your Advisor Can Assist You

Academic Advisors assist their advisees in selecting majors, scheduling courses, and interpreting and fulfilling academic policies and procedures. Our students benefit from individual attention and interaction with their Academic Advisors. You are encouraged to contact your Advisor periodically to ensure you are on the right track. We recommend contacting us:

- At least once a year with your proposed academic schedule
- Periodically to check in to be sure the records of the University match your records
- Whenever you have a question, concern or need assistance

Advising Contacts

Stephanie Staffey, Director of Advising
Advises Non-Matriculated Students

sstaffey@post.edu
203.596.6197

Trudi Hope, Assistant Director of Advising
Advises MPA Students

thope@post.edu
203.591.5622

Jennifer Owens, Assistant Director of Advising
Advises Accounting Certificate, Finance, Computer
Information Systems Students

jowens@post.edu
203.591.5160

Regional Programs

Steven Paternoster, Regional Site Students

spaternoster@post.edu
203.591.7317

Online Programs

Gail Babington, Business Administration	gbabington@post.edu 203.591.5665
Emily Cole, Psychology	ecole@post.edu 203.591.5573
Michael Corsetti, Accounting	mcorsetti@post.edu 203.591.5610
Jamie Covello, Criminal Justice	jcovello@post.edu 203.591.5239
Nicole Depaola, Business Administration	ndepaola@post.edu 203.591.5601
Erica Fitzgerald, Business Administration	efitzgerald@post.edu 203.591.5152
Marie Gaffney, Legal Studies	mgaffney@post.edu 203.591.5240
Jennifer Hardwick, Legal Studies	jhardwick@post.edu 203.591.5635
Matthew Harrington, Military Advisor BA-PSY, BS-CIS	mharrington@post.edu 203.591.5626
Keith Hudson, Master of Business Administration Business Graduate Certificates	khudson@post.edu 203.591.5612
Laura McCarthy, Master of Human Services	lmccarthy@post.edu 203.591.5639
Lou Pacelli, Military Advisor, Business Administration	lpacelli@post.edu 203.591.5637
Danielle Proto, Management, Marketing, Mgt for RNs, HR Cert	dproto@post.edu 203.591.5572
Sarah Rosato, Military Advisor, Business Administration	srosato@post.edu 203.591.5636
Marie Russell, Early Childhood Education, Child Studies	mrussell@post.edu 203.591.5670
Cindy Teixeira, Early Childhood Education, Child Studies	cteixeira@post.edu 203.591.7312
Nakia Washington, Human Services	nwashington@post.edu 203.591.5145
Stephanie Williams, Early Childhood Education, Child Studies	swilliams@post.edu 203.596.4583
Michael Wynn, Master of Education, Sport Management Yeshiva Students	mwynn@post.edu 203.596.4683

For General questions please e-mail adpadvisor@post.edu, or call **1.888.801.7373**.

Common services include:

- Verify records for accuracy
- Assist with changing or declaring a major, minor, concentration or degree level
- Help with course planning
- Confirm that electives chosen meet requirements
- Conduct transfer evaluations
- Provide a referral to another department
- Assist in understanding University policy and help with compliance
- Prepare final "degree audit" prior to graduation

How do you register for classes?

- Visit <http://register.post.edu/campusweb/> to register for online and regional classes
- You must register online for classes in the Accelerated Degree Programs.
- To meet graduation goals, it is a vital aspect of your program to plan out your academic schedule as far as you are able (through the last advertised MOD), and to register as soon as MODs are online and available for registration
- Payment or payment arrangements must be made prior to registration. Please contact the Office of Student Accounts before registering

You are encouraged to register at least two weeks prior to the start of classes.

Who can you turn to for more help?

For questions about registration, billing and financial aid questions:

- For Registration: Office of the Registrar: 203.596.4613; online@post.edu
- For Billing: Student Accounts: 203.596.4575; studentaccounts@post.edu
- For Financial Aid: Financial Aid: 203.596.4527; PostADPFinancialAid@post.edu
- Career Services: For questions about internships or career goals: 203.596.4504

The ADP Advising Guide can be found in the Helpful Links section of the Advising page of the website at <http://www.post.edu/online/advising.shtml>. This is an invaluable resource that may answer most of your Advising questions.

Library/Virtual Library

The Traurig Library and Learning Resources Center is home to a wealth of resources, including a book collection of more than 61,116 volumes (10,943 of which are government documents); more than 400 periodical titles and a growing media collection; a government documents depository that includes an extensive federal government publications collection; specialized collections of legal reference sources and the University archives.

Post University also has reciprocal borrowing agreements with academic libraries throughout the state. By participating in iCONN, the State Digital Library Project, our students have access to an extensive variety of library collections.

Virtual Library

Links to the following library resources can be found at <http://www.post.edu/online/library.shtml>.

Traurig Library Catalog

Check to see if we have the materials you need and if they are available for circulation. If you can't find what you are looking for, contact a librarian to inquire about an Inter-library loan at library@post.edu.

Ebscohost

Ebscohost consists of 14 databases which offer access to more than 3,000 journals across all disciplines including business, sociology, human services, psychology and more. Many of these journals are full text.

Connecticut Virtual Library

Known as ICONN, these databases include local, national and international newspapers, business journals, and history resources among others. Make sure to click on the "Link to individual databases," and then choose which particular one you'd like to search.

LexisNexis®

This comprehensive database provides resources for legal, business and in-depth world news. There is a green tab link to Lexis located on the Blackboard site. LexisNexis can only be accessed through Blackboard. There is a link to Lexis on each student's Blackboard page.

Reference USA

Search for detailed information regarding more than 13 million businesses in the United States, start your search by clicking on the "Business" link.

Encyclopedia Britannica Online

To search the academic version of this encyclopedia on or off campus, go to <http://search.eb.com> and use the following:

USERID: postu

PASSWORD: 2gw6

Tutoring Center

The University Learning Center offers individualized tutoring services in a wide variety of subjects to all full-time and part-time Post University students. Peer tutors assist students in many subjects including accounting, finance, statistics, algebra, biology, sociology and English. In addition to offering course-specific learning strategies, tutors also assist with organizational skills and study skills.

All services are provided in a welcoming environment where students are encouraged to ask questions, seek out additional information, and challenge themselves to reach new academic heights. These services are offered at no additional cost to students.

Tutors are available at the University Learning Center (ULC) during the center's normal operating hours. However, to guarantee a subject-specific tutor will be available, students can visit the ULC, call or e-mail for an appointment.

University Learning Center

North Hall 116

Monday - Thursday 8:30 am to 9 pm

Friday 8:30 am to 5 pm / Extended hours during exam periods

Phone: **203.596.4686**

Email: ulc@post.edu

Online Tutoring Services

Post University also provides its Accelerated Degree Program students access to online tutoring services 24 hours a day, 7 days a week. To obtain online tutoring, please visit www.tutor.com/post. These services are available to you at no additional cost. Students on our main campus should visit the University Tutoring Center for information on online tutoring.

Writing Center

North Hall 116

Monday-Friday 8:30 a.m.-5 p.m.

203.596.4629 or 203.591.5695

E-mail: writingcenter@post.edu

Post University is dedicated to developing and improving the written communication skills of all our students. The University Writing Center supports this dedication by working with students to improve their writing and presentation skills.

The Writing Center works with students across the curriculum and in all majors providing feedback in writing style and tone, as well professional and academic standards. The Writing Center's goal is to provide students with the necessary personal tools and feedback they need to attain academic success.

The Writing Center helps students learn to:

- Brainstorm and generate ideas for writing
- Understand the writing process and develop writing strategies that work
- Identify ways to improve writing and think clearly
- Revise, edit and proofread their own writing
- Understand and use grammar correctly
- Prepare a research paper
- Properly cite sources and avoid plagiarism
- Use appropriate styles and tones of writing
- Develop and deliver presentations in PowerPoint and other programs

Students are asked to schedule an appointment for an individualized meeting by calling or stopping by the Writing Center.

Prospective Students Needing Advice on Selecting a Program

To be considered for federal financial aid, students must be enrolled in an eligible degree program. Prospective students who are having difficulty selecting a major should work closely with the Academic Advising Office and the Office of Admissions to identify a major that meets their career needs and objectives. There also are resources available in the Office of Career Services to assist potential students to assess individual preferences and strengths and to explore career options.

The Office of Career Services can be reached at **203.596.4504**.

The Academic Affairs Office works with faculty, staff and students to maintain and improve the quality of students' educational experiences and academic support services at the University. The office also serves as the focal point for dialogue in the formulation and maintenance of University policies, procedures and guidelines for all academic affairs of the University.

Our goals are:

- To offer students a curriculum that prepares them for the rapidly changing world of work.
- To support students in pursuit of their academic career goals.
- To instill in students the principles of critical thinking, lifelong learning, service to society, and an appreciation of global perspectives.
- To support faculty in their teaching, scholarship, service, and student mentoring roles.
- To continually build a dynamic and sustainable learning community for on-campus and online learners of all ages.

The Academic Curriculum

The graduate and undergraduate curricula at Post University are designed to prepare you for lifelong learning and a successful career in the 21st century. Post University is organized into three major divisions:

Main Campus:

Students enrolled at the Main Campus in Waterbury, Connecticut, generally attend classes as full-time students in two fifteen-week semesters. Students may live on campus or commute to campus for their classes.

Undergraduate Accelerated Degree Programs (ADP):

Students enrolled in the undergraduate ADP Division take accelerated courses scheduled in six eight-week modules each year. Depending on the degree program they're pursuing, ADP students have the option of fulfilling their course requirements completely online, during evenings and weekends at the University's main campus in Waterbury or at one of its regional sites in Danbury, Meriden or Norwalk—or choosing a combination of online and on-campus learning.

Graduate Accelerated Degree Programs (ADP):

Post University offers four Accelerated Master's Degree Programs: Master of Human Services (MS-HSV), offered online and during evening and weekend hours at one of our four regional locations in Connecticut; the Master of Business Administration (MBA), Master of Education (M.Ed.), and the Master of Public Administration (MPA) degree programs are offered completely online.

Academic Policies and Procedures

The academic policies and procedures at Post University are designed to ensure the maintenance of standards while meeting the needs of a diverse student body.

For information related to course registration, student records, schedule changes and transcripts, visit:

www.Post.edu/registrar.

Major

Students typically declare a major field of study when admitted to the University. Students may change their major at any time by filing a request through the Office of the Registrar. Available majors are identified in the Academic Programs or Online Degrees sections of the website.

Double Major

Students may fulfill the requirements for two majors at the baccalaureate level. Both majors will be listed on the transcript. If the majors are under different degrees (B.S. or B.A.), the student must decide which degree will appear on the diploma. Students receive only one degree. Students must declare their major or double major prior to graduation. Completion of a double major may increase the length of time necessary for a student to graduate.

Dual Degrees

In order to earn two degrees simultaneously, a student must obtain permission from his/her advisor and the Provost. Prior to graduation, the student will complete two (2) Applications for Graduation, pay two graduation fees, and receive two diplomas as long as two different degrees are completed (B.S. and B.A.).

Minors

Students pursuing a baccalaureate degree may elect a minor, which entails a minimum of 15 credits in a discipline approved by the academic advisor. Students who wish to declare a minor may do so by contacting the Office of the Registrar. Students must declare a minor prior to applying for graduation.

Second Baccalaureate Degree

In certain instances, it is possible for students to complete the work for two distinct baccalaureate degrees successively. A minimum of an additional 39 credits is required beyond the traditional 120-credit baccalaureate program. Students must satisfactorily complete all of the requirements outlined in each of the two baccalaureate programs. A form is available for this purpose in the Office of the Registrar and must be signed by the student's academic advisor. If the student graduates and wishes to return to the University to receive another degree at a later time, the student's GPA starts anew.

En-Route Associate Degree

Associate degree recipients who continue in a baccalaureate program within two years will be considered to have taken an "en route" degree. As such, their Cumulative Grade Point Average (CGPA) will be carried forward to their baccalaureate work. Associate degree recipients who subsequently enroll in a baccalaureate program after an absence of two or more years will be considered as newly admitted for baccalaureate study. As such, their CGPA earned in the course of their studies toward an associate degree will not be carried forward to their baccalaureate studies.

Residence Requirements

Candidates for a baccalaureate degree must earn at least their last 30 credits at Post University and must satisfy all degree requirements. This must include at least 15 credit hours in the major. Candidates for an associate degree must earn at least their last 30 credits at Post University and must satisfy all degree requirements, including at least 9 credit hours in the major.

Grade Point Average (GPA) Computation

A student's term Grade Point Average (GPA) is calculated by multiplying the graded credit hours attempted ("A-F" Grades) by the quality point value of each grade received. This result is the number of quality points earned. The total quality points earned are then divided by the total number of graded credit hours attempted. The Cumulative Grade Point Average (CGPA) is based on all course work completed to date.

Grading Policies

The following grades are used on academic records and carry the quality points indicated:

GRADE	QUALITY POINT VALUE	APPROXIMATE NUMERICAL EQUIVALENT
A	4.0	95 - 100
A-	3.7	90 - 94
B+	3.3	87 - 89
B	3.0	83 - 86
B-	2.7	80 - 82
C+	2.3	77 - 79
C	2.0	73 - 76
C-	1.7	70 - 72
D+	1.3	67 - 69
D	1.0	63 - 66
D-	0.7	60 - 62
F	0.0	Below 60

The following notations may appear on a student's transcript in lieu of a grade:

AU: **AUDIT** — The student elected not to receive credit for the course

UW: **UNOFFICIAL WITHDRAWAL** — If a student stops attending classes and fails to notify the University in writing that they are withdrawing from the University, the student will continue to be considered enrolled and will receive earned grades for the course(s).

If a Main Campus (day) student completes a semester and fails to return for the next semester without providing notification to the University, the student is considered to have been administratively withdrawn from the University. If an ADP student completes a MOD but fails to return for the next two MODs without providing notification of withdrawal from the University, the student is considered to have been administratively withdrawn from the University. In each case, unless the University has obtained written confirmation from the student that he or she intends to continue the program by enrolling in the subsequent semester or MOD, the student will be withdrawn administratively and the requirements for the Return of Title IV aid and reporting of enrollment status of less than half time to the National Student Loan Data System will apply.

Students may be withdrawn from any or all classes or from the University by the appropriate University administrator if they display unjustifiable behavior, disrupt or impede the learning of other students, fail to answer University summons or refuse to pay balances after due notification.

IN: **INCOMPLETE** — The student is being allowed additional time to complete the requirements of the course. An instructor will approve an "Incomplete" grade if the student has done substantial work in the course but has been prevented from completing the course in the allotted time by circumstances beyond his or her control. The instructor will specify the conditions that must be satisfied for the awarding of a final grade in a written contract signed by the instructor, the Provost and the Registrar. If an "IN" is granted, all work must be completed within two (2) weeks. The instructor may, however, establish an earlier deadline. An Incomplete not made up by the specified date automatically reverts to the default grade assigned by the instructor on the original "Incomplete" contract.

M: **MILITARY WITHDRAWAL** — Students who, during the course of an academic term, enter active Military service (including National Guard and Reserve active duty) and are not in attendance at the end of the term will receive course credit as follows:

- If withdrawal is during the first four (4) full weeks of the term, no course credit shall be awarded, no grades shall be granted and the term shall not be counted as a term in residence. Full refund of tuition, room and board will be granted.
- If withdrawal is after the first four (4) weeks of the term and before the last two (2) weeks of the term, no course credit shall be awarded. The transcript or record shall note either WM (withdrawal/military) or IN (incomplete) for courses in progress at the time of activation, and the term shall count as a term in residence. When a student selects the withdrawal option, a full refund for tuition will be awarded.
- If withdrawal is during the last two (2) full weeks of the term, full course credit shall be awarded, grades attained at the time of withdrawal shall be granted and the term shall count as a term of residence. Students enlisted in the National Guard or the Military Reserves are to be allowed a reasonable time to make up academic work lost while participating in required training.

P: **PASS** — "P" grades are not included in the computation of the term or cumulative average. Credit hours are, however, included in the hours earned.

W: **WITHDREW** — The student withdrew from the course.

Pass/Fail Option

Main campus students may take one elective course with a pass/fail option. Students wishing to do so must declare their intention when registering. The decision, once taken, is irrevocable.

Grade Changes

No grade will be changed six (6) months after the conclusion of the term in which the course was taken. No grade will be changed after a degree has been awarded.

Grade Reports

Main Campus Students who are at risk of failing a course will be notified at the mid-term of the semester. Final grade reports are mailed to a student's home within two weeks of the end of the semester, or 21 days after the end of the MOD.

University Policy for Final Grade Appeals by Student

Informal Appeal of Grade: If a student has a question or complaint about a final course grade, the student should first try to work out the issue with the instructor on an informal basis.

Step 1 of Appeal: If not satisfied, the student can appeal the final course grade by notifying the instructor of the question/grievance IN WRITING via the student's Post University e-mail address, within fifteen (15) calendar days of the end of the semester or MOD. Supporting documentation must be included at this time. A copy must be forwarded to the Academic Program Manager (APM) in charge of the program, or the appropriate Dean, if the Program does not have an APM.

Step 2 of Appeal: The Instructor must respond to the student in writing, via Post University e-mail address, within fifteen (15) calendar days of receipt of the appeal with a grade change or an appropriate explanation of the original grade given. A copy should be sent to the APM in charge of the course in question.

Step 3 of Appeal: If the matter is still not resolved, the student should appeal in writing, via Post University e-mail address, to the Academic Program Manager in charge of the course in question. All supporting documentation, including any forms, etc., should be included. (If the instructor is an APM or if no APM is assigned to the course subject, go directly to step 5.)

Step 4 of Appeal: Having reviewed all supporting material, including the justification by the instructor, the APM will respond to the student's concerns within fifteen (15) calendar days via Post University e-mail.

Step 5 of Appeal: If the student is still not satisfied, then they should appeal in writing to the Dean of the school in which the course is housed and represents the instructor being grieved. APMs should forward all supporting documentation, including notes from any meetings, with said student or instructor, to the Dean for his/her review. The Dean should respond in writing, via Post University e-mail address, to the student with his/her final decision within fifteen (15) calendar days of being notified by the Academic Program Manager.

All grade change forms must be forward to the Office of the Registrar.

THE DECISION OF THE DEAN IS FINAL.

Honors**Post Scholars: Full-Time Main Campus and ADP Students**

Matriculated students who demonstrate outstanding academic excellence by earning a grade point average of at least 3.9 upon graduation are named Post University Scholars, and are eligible to receive an additional 10 percent tuition discount beyond the 10 percent Alumni grant on a master's degree program at the University. The Post University Scholars tuition grant is contingent on the student maintaining a GPA of 3.5 or better as a graduate student. Post University Scholars who drop below a 3.5 GPA in any given module will forfeit the additional 10% tuition grant.

President's List: Full-time Main Campus Students

Matriculated students who demonstrate exceptional academic excellence by earning a grade point average of at least 3.75, while carrying a minimum of 12 credits in a semester or 2-MOD period, will be named to the President's List for that period. Grades of C or IN are not eligible.

Dean's List: Full-Time Main Campus Students

Matriculated students who demonstrate excellence by earning a grade point average of at least 3.5 while carrying a minimum of 12 credits in a semester or 2-MOD period will be named to the University Dean's List for that period. Grades of C or IN are not eligible.

Dean's List: Part-Time Main Campus Students

Matriculated students who demonstrate excellence by earning a grade point average of at least 3.5, while carrying a minimum of 24 credits between September 1 and August 31 or over 4 modules, will be named to a special University Dean's List. Grades of C or IN are not eligible.

Degree Honors

To qualify for honors, baccalaureate candidates must have earned a minimum of 60 credit hours in residence at Post University and achieved a cumulative grade point average of at least 3.50.

Summa Cum Laude – 3.90 to 4.00 **Magna Cum Laude** – 3.75 to 3.89 **Cum Laude** – 3.50 to 3.74

Honorary Organizations**Alpha Chi (Main Campus & ADP Students)**

Post University sponsors the Connecticut Gamma Chapter of Alpha Chi, the National Honor Society for students matriculating for the bachelor's degree. Membership is offered to juniors and seniors who are in the upper 10% of their class and who have earned a minimum of 30 credits at Post University. Eligibility is determined twice a year, in December and June.

Phi Theta Kappa (Main Campus & ADP Students)

Post University sponsors the Omega Rho Chapter of Phi Theta Kappa, the National Honor Society for associate degree students. Membership is offered when a cumulative grade point average of at least 3.5 is acquired after 15 credits of course work at Post University. Eligibility is determined twice a year in December and June.

National Criminal Justice Honor Society

Post University sponsors the Iota Psi chapter of Alpha Psi Sigma, the National Criminal Justice Honor Society. Undergraduate students shall be enrolled in the institution represented by the chapter, have declared a major, minor or equivalent in the criminal justice or related field, have completed three full time semesters or its equivalent, have a minimum GPA of 3.2 on a 4.0 scale and rank in the top 35% of their class. A minimum of four courses of the above course work shall be in the criminal justice field.

**Who's Who in American Colleges and Universities
(Main Campus Students)**

For a student to be recommended for inclusion in "Who's Who in American Colleges and Universities," he or she must have a minimum cumulative grade point average of 2.75. Only junior and senior students are eligible.

Transcript of Record

An "official" transcript is one bearing the seal of Post University and the signature of the Registrar. An official transcript is not given to a student or graduate of Post University but is mailed directly to the institution or individuals considering the applicant for admission or employment. An "unofficial" transcript may be given directly to the student or the graduate upon request and is stamped "Unofficial" or "Student Copy."

Students may have an official transcript mailed to other institutions, prospective employers or other authorized agencies by completing the Transcript Request form. The request must reach the office at least one week before the transcript is to

be issued. Due to the volume of requests made in December and May, transcript requests may take up to two (2) weeks to process at that time. Transcripts, grade reports, certifications or other information about a student may be withheld for failure to meet financial obligations or to return University property.

Degree Audit and Application for Graduation

Post University awards degrees in May, August and December. Commencement exercises are held in May. Students may participate in the graduation ceremony provided that: (1) they are within 6 credits of their degree into which they are enrolled; and (2) they have a minimum 2.0 grade point average. Students anticipating a December graduation must complete their degree requirements by the end of the fall term or MOD2.

Potential graduates must meet with their advisors prior to their last semester or MOD to make sure they have completed all required courses. While faculty advisors may assist each student in the selection of courses, the responsibility for fulfilling the requirements of the program and all University academic requirements rests with the individual student. Potential graduates must submit an application for graduation and the \$75 nonrefundable graduation fee by February 15 for May graduation, June 15 for August graduation and October 15 for December graduation. In addition, undergraduate students must submit a \$90 nonrefundable graduation fee and graduate students must submit a \$115 fee. Failure to submit the completed application and fee to the Office of the Registrar by the specified dates will mean a delay in graduation.

Graduation application forms can be downloaded at <http://www.post.edu/online/registrarForms.shtml>.

Graduation Requirements

In order to receive a degree from Post University, students must:

- Be matriculated in a program.
- Satisfactorily complete all degree program requirements: at least 60 credit hours for an associate degree; at least 120 credit hours for a Bachelor of Science or a Bachelor of Arts degree; or the required number of credits for a Master degree.
- Achieve a cumulative GPA of not less than 2.0.
- Fulfill the residence requirement for the degree program they are pursuing
- Pay in-full all charges and fees incurred while in attendance at the University.
- Complete an Application for Graduation and pay a non-refundable graduation fee.

Alternative Credit Options

Post University provides an opportunity for students to demonstrate college-level proficiency in certain subjects where learning has occurred in non-traditional ways, such as advanced placement courses, correspondence study, independent study, on-the-job training, or work experience. Students earn course credits by examination or portfolio, but no grade is assigned.

Advanced Placement

The University recognizes advanced standing for superior secondary school performance as indicated by scores of 5, 4, or 3 on the Advanced Placement (AP) examinations. The Director of Academic Advising makes decisions regarding the acceptance of AP examinations for advanced standing.

Standardized Examinations

CLEP: The College-Level Examination Program (CLEP) offers examinations in courses, mostly at the introductory level. Students may earn three to six credits per exam passed.

DANTES: DANTES affords students the option to take examinations in introductory and upper-level courses, including technological areas. Examinees receive three college credits per exam based on a pass/fail formula score.

The CLEP and DANTES examinations are given off-campus. For information concerning sites and dates, consult the Director of Academic Advising. The maximum number of credits that may be earned through any combination of CLEP, DANTES, or Credit for Life Work Experience is 15 toward an associate degree and 30 toward a baccalaureate degree.

Competency Examinations

Students who believe they have sufficient professional experience, training or academic background to satisfy a course's requirements may request to take a competency examination. Matriculated students are awarded three (3) credits per exam passed. Students interested in this possibility should consult their advisor or the Director of Academic Advising.

Credit for Life Work Experience

Post University awards matriculated students credits for life experiences upon review of a student portfolio. To receive college course credit for experiential learning, a student can apply for the Credit for Life/Work Experience Portfolio Program. This process allows students to earn three credits per course based on their work/volunteer experiences. Students can earn up to a maximum of 12 credits in this manner. Information regarding policies and procedures is available from the academic advising department.

Academic Degree Progress Standards

Periodically, the University will conduct a review to determine if students who are having academic difficulty are still in good standing. Students who fall below the required standards may be placed on warning, probation, suspension or be dismissed. Each case is reviewed and, whenever possible, students are given the opportunity to continue with their education. In order to receive financial aid and continue studies, students must meet the following minimum academic standards:

Total Credits	CGPA
0-30	1.50
31-45	1.60
46-60	1.70
61-75	1.80
76-90+	2.00

Academic Warning

Students whose average falls below 2.0 will be notified after participation in two modules. Failure to make necessary improvement could jeopardize the student's enrollment at the University.

Probation

Students who fail to maintain satisfactory academic progress toward a degree are placed on academic probation. Students on probation may not enroll for more than twelve credits in a given semester or 2-MOD period and they may also be required to retake courses in which they performed poorly. Students placed on academic probation will be notified in writing by the Office of the Registrar.

Suspension

Students who are not living up to their academic obligations may be suspended from the University. Suspended students may be allowed to return to the University if they can demonstrate that they have recommitted themselves to the completion of a degree program. Students taking courses at another accredited institution during suspension must have the courses approved by Post University; otherwise, no credit will be granted for these courses by Post University. Notification of suspension will be sent by certified mail from the Office of the Registrar to the student's home address. The student may appeal the suspension in writing to the Provost. An Academic Appeals Committee will convene to discuss the merits of the appeal and either uphold the suspension or grant reinstatement to the student.

Dismissal

The University reserves the right to dismiss students who, in the opinion of University authorities, (a) are not suited to the program in which they are registered; (b) conduct themselves in a manner prejudicial to the interests of the University or hostile to the welfare of students or faculty; and (c) do not adhere to the University's academic or social regulations. Students who have been dismissed from the University may not take courses at the University whether on the main campus or within the Accelerated Degree Programs division.

Readmission

Main campus students who have been dismissed for unsatisfactory scholarship may apply for readmission after one term. Students are encouraged to first successfully complete courses at another college before applying for readmission to Post University.

ADP students are not required to take courses at another institution.

Academic Dishonesty

The entire University community must adhere to the highest standards of academic integrity. Academic dishonesty consists of plagiarism, cheating, unauthorized copying of computer discs, willful introduction of viruses, and willful interruption of systems and may also include unintentional complicity in others' academic dishonesty. Any reported cases will be directed to the Provost, who will refer these cases to an academic dishonesty panel, which is comprised of faculty, staff and students. Confirmed dishonesty may result in the assignment of a failing grade or other penalties.

Assessment

Post University is committed to the development and delivery of the highest quality instructional experiences. To achieve this and other quality-related educational objectives, the University engages in studies to evaluate educational outcomes. Students may, from time to time, may be required to participate in these studies.

Attendance

Although Post University is not an attendance-taking institution, regular class participation is essential to the educational process. Failure to participate in class or complete assignments may result in a failing grade. Students may drop a class during the first week of the term or semester. After the first week of classes and before the final 1/3 of the term or semester, the student may withdraw from a course with a grade of "W". This is not an earned grade and will not affect the student's grade point average. During the last 1/3 of the term or semester, students may not withdraw from a class unless they are officially withdrawing from the University.

Auditing a Course

Students who wish to enroll in a class without receiving academic credit may audit the course. Audit status must be declared during the registration period and requires the permission of the instructor. Audit status, once declared, may not be changed. The cost to audit a course is half the current rate of tuition.

Taking Courses at Another University

Post University students who wish to take courses at another accredited college or university and transfer the credits earned at that institution to Post University must have permission from the Office of the Registrar. Students must be aware that taking a course at another university in which they received an "F" grade at Post University will not change their grade point average. A minimum grade of "C-" will be accepted for the transfer of credit.

First-Year Placement: Full-Time Main Campus Students

First-year students are placed in English and mathematics courses according to their individual abilities as demonstrated through the University testing program. The University administers placement tests at specified times during the summer and at the beginning of the fall and spring semesters at no charge to students. Based on these placement tests, students may be required to take courses that will contribute to their success at the University.

Please contact the Office of Admissions for a list of upcoming testing dates at **800.345.2562** or **admissions@post.edu**.

Residence Life

Post University's Residence Life Program was carefully designed to provide undergraduate students with a safe and secure environment in which they can excel academically and socially. We offer planned programming as well as many informal opportunities for students to get to know each other better.

The Office of Residence Life seeks to develop the whole person and assist each student in achieving his or her greatest potential. We embrace and foster understanding and acceptance of differences and similarities by celebrating each individual's contribution to the campus community. We strive to promote this vision through individual enrichment and leadership development opportunities. Residence Life can be reached at **203.596.4540**.

First Year Experience

The First Year Experience Program is designed for first year students to enhance their experience and ease their transition to University life.

There are two types of learning communities within the First Year Experience program: commuter and residential. The residential students live together in designated residence halls and are enrolled in four common college courses during their first year at Post University. The commuter students share four common courses with the members of their community. For both groups, this enables them to work collaboratively with their peers to encourage student involvement and leadership. It also promotes faculty and student interaction outside of the classroom while offering high-quality programs and resources to help our students succeed.

Peer Educators are assigned to each learning community that will work, together with their students, to ensure academic success throughout the academic year. Peer Educators are upperclassmen that have earned higher than a 3.0 cumulative GPA. The Peer Educators live in the same building as the students in their group. Each Peer Educator holds seven hours a week of tutoring for students.

Campus Mailroom

The Post University Mailroom is located in East Hall on the first floor in the Facilities Department.

Students living on campus should be sure to sign up for a mailbox. Simply visit the mailroom and a box will be assigned to you. Please instruct family and friends to address all mail, as follows:

Your Name

Post University
800 Country Club Drive
PO Box 2450
Waterbury, CT 06723-2450

The mailroom is the place to pick up and send mail, including UPS packages. Students are required to pay standard mailing and shipping charges. Stamps are available for purchase in the mailroom. Shipping costs vary depending on the size, weight and destination of your package.

To find out the Campus Mailroom's current hours of operation, please visit: <http://www.post.edu/maincampus/mailroom.shtml>.

Campus Dining

Post University offers a variety of food choices in its Dining Hall, which is located in the Leever Center. For more information you may visit www.dineoncampus.com/post/.

Campus Activities

Students enrolled at Post University are encouraged to participate in an array of on-campus activities and events. Although we're a small campus, we have many opportunities for students to get involved and take on leadership roles that not only will enhance their campus experience but will also build valuable career skills. Students who don't find exactly what they're looking for are welcome to suggest a new club or activity; we're happy to work with you to turn your idea into a reality.

Campus Events

A listing of current campus events can be found at www.Post.edu/events.

Student Clubs

Accounting Society
Art Club
Chinese Culture Club
CIS Club
Criminal Justice Society
Dynasty Step Squad/Smooove Legacy
Equine Club
F.B.L.A (Future Business Leaders of America)
Lacrosse Club
Military Club
Newman Club
Post Pride
P.S.C.C (Post Social Coordinating Committee)
Spirit Squad
Sustainability Committee

Student Government Association

The Student Government Association (SGA) is the official vehicle for student expression at Post University. Elected each year in April, the four executive officers and the senators represent various University constituencies and all clubs and organizations. Executive Officers must maintain a 2.5 CGPA and Senators a 2.25 CGPA. The SGA oversees all student organizations and provides funding for all active clubs. All students are invited to attend meetings. SGA is advised by the appointed Administrative Advisor who is a member of the Student Services staff, and two faculty advisors. Visit www.Post.edu/sga for a listing of current board members and senate officers.

Multicultural Student Affairs Office

The mission of the Multicultural Student Affairs Office is to offer an array of multicultural programs that emphasize the culture and diversity of the students at the University and provide year-round support services to students to empower them to become successful college graduates.

The Multicultural Student Affairs Advisor works directly with all students who fall into the categories of traditionally under-represented groups. The office serves as an advocate for students, offers services that help students with their adaptation to life at Post University and works very closely with both the Academic Affairs and Student Services divisions. The office is located on the main floor of the Student Center, and students are encouraged to drop in with any problem or issue they encounter.

Contact information:

Lucy J. Warren
Director, Multicultural Student Affairs
203.596.4661

Campus Safety

The Office of Campus Safety and Security at Post University is dedicated to protecting the safety and security of our students, faculty and staff. Your safety is our number one priority. That's why we're available 24 hours a day, 7 days a week and can be reached by calling **203.596.4502**.

Our office works closely with all campus departments and various student groups. Here's how Post University students, faculty and staff can help us be effective:

- Report the presence of any unusual or questionable individuals or occurrences to the Office of Campus Safety and Security at once.

- Take advantage of the crime prevention programs offered by the Campus Safety and Security Office.
- Schedule a meeting with the Director of Campus Safety and Security if you have any safety-related concerns. The Director of Campus Safety's office hours are Monday-Friday, 7 a.m. to 3 p.m.
- Carry your Post University photo identification (ID) card at all times.

Photo Identification Cards

Post University photo identification cards (IDs) are an essential part of our safety and security program. Students must carry the ID card at all times and produce it when requested by authorized campus officials.

The ID gives students access to campus events and facilities, including the Dining Hall. Students are responsible for their ID card at all times. The lending or alteration of ID cards is a considered a serious violation of University policy. Other ID card regulations are listed on the back of each student ID.

New students will have an opportunity to have their ID picture taken in the Office of Campus Safety and Security on the day they come for placement testing or registration. The ID will then be in the Orientation Packet students receive when they come to New Student Orientation.

Students who miss having their picture taken at the time of testing/registration can come to Post during the summer or during the first week of classes.

Vehicle Registration

All vehicles operated or parked on campus must be registered with the Office of Campus Safety and Security. To park on campus, vehicles must have a Post University decal displayed in the lower left side of the driver's front window.

All students should register their vehicles when they register for classes. They must present a valid insurance ID card at the time of registration.

Also, students who wish to appeal parking tickets may contact the Director of Campus Safety and Security.

Campus Safety

East Hall Annex
800 Country Club Road, P.O. Box 2540
Waterbury, CT 06723-2540
Phone: **(203) 596-4501**
Fax: **(203) 596-4542**
Email: **btansley@post.edu**

Important Phone Numbers

Campus Safety Emergency: **203-596-4502 (24 hours)**
On campus call: **4502**
Campus Safety Office: **203-596-4501** (7:00am to 3:00pm)
Gate House: **203-596-4543**
In case of a power failure, call the campus safety cell phone at: **203.228.1930**
Counseling Center Emergency: **203.228.8706**

Uniform Crime Reports

In accordance with the State of Connecticut Campus Safety Act of 1990, Post annually participates in the Connecticut Uniform Crime Report (UCR) program. We utilize the Uniform Crime Reporting methodology. The Safety and Security Office maintains annual statistics, broken down by semesters, on campus crime. The crime rate is derived from dividing

the number of reported incidents by the total number of students, faculty and staff. Our continuing goal, and our commitment to you, is to eliminate crimes on campus. For campus crime stats go to: <http://ope.ed.gov/security>.

Student Health Services

At Post University we are serious about our students' health. Our Health Services office is staffed by two registered nurses, and the University physician is available on a weekly basis.

Our medical staff is here to provide students with access to:

- On-site medical care
- Education and information related to health and wellness
- Access to information on other health specialists and facilities near campus

Students wishing to make individual appointments with our physician should do so through Carol Enright, Director of Health Services, who is located in the Health Services Office and can be reached at:

Phone: **203.596.4503**

Fax: **203.596.4542**

E-mail: **cenright@post.edu**

The Health Services Office is conveniently located in the East Hall Annex and is open Monday through Friday during the academic year. Summer hours and semester break hours are posted well in advance.

Student Health Insurance Requirements

All full-time students must have health insurance coverage. Students will be automatically enrolled in the University's insurance plan unless they complete a waiver on or before the first day of fall classes. Information about the University's plan is sent to all students in June.

New or transfer students enrolling for the Spring semester must provide proof of insurance by faxing a copy of their insurance card to 203.596.4599 or by providing a copy of their insurance card to the Office of Student Finance located in Hess Hall, room 116. Students who do not have insurance must enroll in the University's insurance plan prior to starting classes.

Immunization Requirements

Full-time students are required to have a complete physical examination, signed by a physician, along with an updated immunization record on file in the Health Services Office prior to beginning classes each year. Students who have not met Connecticut state immunization requirements will not be able to attend classes.

All students are required by the State of Connecticut to show proof of:

- Two measles, mumps, rubella and varicella (chicken pox) vaccine dates

Students who live on campus also must show proof of:

- The Meningococcal Meningitis Vaccine

Connecticut State Law requires that students be vaccinated against meningitis as a condition for living in the University's residence halls and apartments.

Immunization Recommendations

The Hepatitis B Vaccine is recommended by the CDC, ACHA and NCAA. To learn more about Hepatitis B and the vaccine, download the Hepatitis B and Vaccination Fact Sheet or contact your physician, local Health Department, the U.S. Centers for Disease Control and Prevention (CDC) website at: www.cdc.gov/ncidod/diseases/hepatitis/b or the American College Health Association (ACHA) website at: www.acha.org.

Where to get the required vaccines:

- Your physician or local health department
- Your hospital's travel clinic

In the Waterbury area call: **203.574.4187**

Travel and Immunization Clinic

140 Grandview Avenue Suite Lo-1
Waterbury, CT 06708
(Call for an Appointment)

Counseling Center

The Counseling Center's goal is to provide counseling services to students so that they can develop their unique strengths and achieve their full potential in their academic, personal and professional lives.

The Counseling Center provides students with an opportunity to explore, in a confidential setting, their problems and concerns with a professional psychotherapist. In addition, through the Counseling Center, students have access to psychiatric services. These services are available throughout the year at no additional cost.

College is a time of inner and interpersonal change, challenge and growth. This is a wonderful, yet stressful time of life. The Counseling Center is available to support students with a variety of issues, such as:

- Difficulties with roommates
- Adjustment to college
- Depression
- Anxiety and stress
- Loneliness
- Lack of self-confidence
- Eating problems
- Anger management
- Abuse issues
- Concerns about or excessive use of alcohol or drugs
- Academic problems
- Future Decisions
- Cultural/ethnic concerns
- Family problems
- Grief and loss issues
- Problems with intimate relationships
- Sleep problems
- Questions regarding sexuality or sexual orientation
- Interpersonal problems

Appointments may be made by visiting the Counseling Center in the Leever Student Center, or by calling **203.596.4585**, or e-mailing us at **Counseling@post.edu**.

Meet the Counseling Center Staff

Lisa Antel, LCSW, is the Director of the Counseling Center. She has been working with Post students since the spring of 2001 and provides 30 hours of service to the University per week. Lisa received her B.A. from Bates College and her M.S.W. from Smith College. Lisa may be reached at Post at **203.596.4585**.

George Hayes, Jr., MSW, provides 8 hours of service per week, working primarily with substance use and abuse issues. George received his B.S. and M.S.W from Springfield College. He received his CADC from the Connecticut Certification Board, Inc. George may be reached at **203.596.4585**.

Dr. Robert McWilliam provides psychiatric services to Post students in his office in Woodbury, CT, which is a short drive from campus. Dr. McWilliam holds a B.A. and a M.D. from the University of Vermont. Psychiatric appointments with Dr. McWilliam can be arranged through your counselor.

Visit www.Post.edu/counseling for additional information on:

- Commonly asked questions
- Students in distress: A Guide for Faculty & Staff
- Available resources
- Available services
- Staff, faculty and administration guidelines/resources

Counseling Center Location and Hours

The Counseling Center is located on the first floor of the Leever Student Center, the last door on your left before the stairs that lead to the student mailboxes.

The Counseling Center is open five days a week. The door will be closed if we are not in the office or if we are seeing a student. If the door is open, feel free to drop in.

Monday:	Lisa Antel, LCSW	8:00 a.m.-4:00 p.m.
	George Hayes, M.S.W	3:00 p.m.-8:00 p.m.
Tuesday:	Lisa Antel, LCSW	8:00 a.m.-4:00 p.m.
Wednesday:	Lisa Antel, LCSW	8:00 a.m.-8:00 p.m.
Thursday:	Lisa Antel, LCSW	8:00 a.m.-2:00 p.m.
Friday:	George Hayes, M.S.W	3:00 p.m.-6:00 p.m.

In a crisis situation, please call 203.228.8706.

Confidentiality

Your privacy will be respected. Your communication and interactions with the Counseling Center will be confidential and will not be divulged to University administration, faculty, staff, friends, family members or others without your written consent. No record will be kept by the University that you attended counseling. Federal Confidentiality laws and regulations prohibit Counseling Center clinicians from complying with any request for information or even acknowledge whether or not an individual is or ever was in counseling without the individual's written consent. Exceptions to this policy are as follows:

- If information is shared that someone is suicidal or homicidal.
- If there is suspicion of physical, emotional, sexual abuse or neglect involving a child under the age of 18 or an adult over the age of 65, or of anyone who is disabled.
- If a court order authorizes us to release information. A subpoena does not authorize us to release information unless it is accompanied by a court order or proper written authorization to release information provided by the client.

Campus Store

Regular Hours of Operation

Monday	8:30 a.m.-4:00 p.m.
Tuesday	8:30 a.m.-4:00 p.m.
Wednesday	8:30 a.m.-2:00 p.m.
Thursday	8:30 a.m.-2:00 p.m.
Friday	Closed
Saturday	Closed

The Post University Campus Store's mission is to provide a wide range of essential goods and services in support of student and academic needs. You may also visit our Online Bookstore at **www.postbookstore.com**.

The Post University Campus Store is located in the Leever Student Center. We stock general school supplies, Post University apparel and gifts, stationery items and snacks.

We have extended hours for the start of all regular and accelerated degree programs. Please contact us for more details.

Contact Information

Phone: **203.596.4580**

Fax: **203.596.4598**

E-mail: **bookstore@post.edu**

Address: 800 Country Club Road
Waterbury, CT 06708

Additional Services and Products

- Check cashing
- Gift certificates

Campus Merchandise

- School supplies
- Snacks
- Post apparel
- Post memorabilia
- Stamps

Accepted Methods of Payment

- Cash
- Personal check
- MasterCard
- Visa
- Discover
- Amex
- Post University gift certificate

Post University also sells apparel and other Post University merchandise through the University's online store at http://www.post.edu/campus_store/.

Textbook Ordering Through the Online Bookstore

Students should order textbooks two (2) weeks prior to the start date of the course in order to insure that a text will be available for that class. It is the students' responsibility to place their order with the Online Bookstore at **www.postbookstore.com**. Students may have the order shipped to their homes or shipped to the University and picked up at the Mail Room at East Hall. Students who do not order textbooks two weeks in advance may be moved to a waiting list.

Textbook Refund Policy

Textbooks purchased from our Online Bookstore may be returned to the Online Bookstore provided that:

- Book returns are within 21 days of the start of the semester
- Books are in original condition
- Wrapped items or sealed CDs are NOT opened.
- Books are accompanied by valid sales receipts

Textbook Buyback Policy

The Campus Store no longer sponsors a textbook buyback program. Students can sell back their books through the Online Bookstore at **www.postbookstore.com**.

All books must be in good shape. Bindings must be in good condition with all pages intact. Study guides and workbooks must be like new, with less than 3 pages written in. If your text was sold as part of a package containing both the book and a computer disc, an audiotape or a workbook, these items must be included.

The Online Bookstore will buy current editions, provided they are not overstocked and the professor has ordered the book for use in the next term.

Current edition textbooks not purchased on our campus or not being used by a professor in the following term, may be sold back if the book is "in demand" nationally. In this case, you will be paid the current market price.

Policy Governing Information Technologies**ICT Support**

For detailed information on the many ICT support services available to all students, please visit **www.Post.edu/ICT**.

Contact ICT Support

Phone: **203.591.5671**

Email: **ICT@post.edu**

Television, Phones, Computers, and the Post Network

All residence hall rooms are equipped with phone, cable TV and computer Internet access. Students must provide their own equipment (phone, computer, television) to access the Post University information network. If assistance is needed with any of these items, the members of the ICT staff may be reached directly by dialing any one of the following extensions: for software/hardware technicians between the hours of 8:00 a.m.-5:00p.m. please call Chris Medeiros at **203.596.4592** and/or Brandon Jacobs at **203.596.4694**. For support between the hours of 5:00 p.m. and 9:30 p.m. you may call **203.596.4596**. Students are asked to leave clear and accurate messages with their needs and requests, a daytime phone number, and their residence hall room number so that every attempt can be made to address reported issues in a 24-hour time frame. Questions may also be submitted to the Help Desk at **ICT@Post.edu**.

Cable Television Use

The Post University residence halls are equipped with standard cable access. We have contracted with the local cable company to provide basic cable. Premier channels are not included in the package, nor available for an additional cost. Students must provide their own television set with coaxial connectors and a coaxial cable to access cable service.

Computer Use

The act of logging on the network and/or use of Post University LAN to access the Internet indicates your acceptance of the following terms and conditions.

Post University treats policy violations of computing facilities, equipment, software, information resources and network privileges seriously. Any such problems must be reported to Residence Life staff or directly to ICT. Failure to comply with this policy will result in disciplinary action including loss of computing privileges, fine/restitution and other sanctions deemed necessary by the sanctioning board. Alleged violations of the policy shall be processed according to the judicial processes outlined in the Student Handbook. Post University may also prosecute abuse under the Computer Fraud and Abuse Act of 1986 or other appropriate laws.

All Post University students are given a username and password to access the University LAN. This username and password remain in effect throughout the student's tenure at the University and is deleted upon termination (withdrawal, dismissal or graduation).

Each year, prior to the start of fall classes, the University reviews student mailbox use and storage limits. A user account may be deleted if the student is not registered prior to the first week in August. If the student re-enrolls, a mailbox will be

re-established on the network for campus use. The University reserves the right to access user mailboxes and deactivate or restrict use of campus e-mail accounts at any time. Each residence hall room is equipped with a network jack, and students are encouraged to purchase personal computers and to use them in their residence hall rooms. It is the responsibility of the students to ensure that proper care is taken in protecting their computer and the data stored therein.

To enjoy the privileges of Post University e-mail and Internet access, each network user is expected to meet certain responsibilities and honor certain limitations.

If a user is found to have knowingly violated a network responsibility, his or her network access may be suspended. Depending on the seriousness of the violation, the user may also be subject to other University disciplinary actions. Violations of federal or state laws will result in referral to the appropriate legal authorities.

The following list of responsibilities applies to the use of all University-owned computers, as well as the use of the Post email system and the Internet with a personally-owned computer. (Additional responsibilities may be associated with specific networks and computers at Post University.)

Users must operate within the appropriate federal or state laws and Post University policies and must not engage in any conduct that presents a risk to the operating integrity of the systems and their accessibility to other users.

Users must abide by the terms of all software licensing agreements and copyright laws. Users must not make copies of, download or make available on the network, any copyrighted material, unless permitted by a license. Users must not use the network resources of Post University to gain or attempt to gain unauthorized access to remote computers, networks or systems.

Users may not use Post University Networks to access, produce or distribute pornography either on the Internet or on Post University networks.

Any network traffic exiting Post University is subject not only to provisions of this policy but also to the acceptable use policies of any network through which, or into which, it flows.

Users must notify the ICT Office, system administrators and the appropriate authorities about violations of computer laws and policies, as well as about potential loopholes in the security of its computer systems and networks.

Users are to respect the rights of other users, including their rights as set forth in other Post University policies for students, faculty and staff. These rights include, but are not limited to: privacy, freedom from harassment and safety of tangible and intellectual property.

Users may not place on any University-owned computer system any type of information or software that infringes upon the rights of another person or gives unauthorized access to another computer account or system.

Users may not misrepresent themselves or their data on the network.

Users are responsible for the use of their own accounts. No user may give anyone else access to his or her account, or use a Post University computer account assigned to another user. A user must not attempt to obtain a password for another user's computer account.

Users are responsible for the security of their passwords. This includes making sure no one else knows it. A user who suspects someone knows his or her password should contact ICT to have that password changed.

Users must not attempt to monitor other users' data communications, nor read, copy, download, change or delete other users' files or software without permission of the owner(s).

Users must not attempt to circumvent data protection schemes or exploit security loopholes.

Users must not deliberately perform acts that are wasteful of computing resources or that unfairly monopolize resources to the exclusion of other users.

Users must not deliberately perform acts that will seriously impair the operation of computers, terminals, peripherals or networks. This includes, but is not limited to, tampering with components of a local area network (LAN) or the high-speed network, otherwise blocking communication lines or interfering with the operational readiness of a computer.

Users must not run or install, or give to another user, a program that could result in the eventual damage to a file or computer system and/or the reproduction of itself on any of the computer systems of Post University. This is directed towards, but not limited to, the classes of programs known as computer viruses, Trojan horses and worms.

Users must not use Post University computer systems or networks for solicitation of funds or for commercial purposes. This includes solicitations for charitable or community organizations.

Users must not use Post University networks to distribute chain letters. Students who violate these conditions face University judicial action.

Policy Statement Regarding Anti-Virus Software

Because of the inherent dangers associated with the introduction of viruses into computer systems, Post University requires that all students have their computers scanned by the ICT department prior to connecting their PC to the University network. Students who are authorized to attach their personal computers to the University network must ensure that their computer has virus protection to the same level as University-owned equipment. This means that students must have current anti-virus software installed and running on their computers and that information about new viruses and new virus definition files are downloaded on a daily or weekly basis. Expired software or out-of-date definition files is equal to having no anti-virus protection.

Currently, it is each student's responsibility to purchase, install and update his or her own anti-virus software. If, upon scanning, the ICT department determines that anti-virus software is missing or out-of-date, Post University reserves the right to deny service to the network until the issue is resolved. Once the ICT department determines that the proper virus protection exists on the computer and that the computer is virus-free, it will issue a verification notice, and the student will be connected to the network.

The University reserves the right to enter a student's room if it is believed that the computer within the room is infected and disabling the University network, the student is running software that has the potential to disable the network or the student is exhibiting malicious behavior such that the campus network is compromised. Every effort will be made to contact the student prior to entering the student's room. The University also reserves the right to take a single or series of computers off-line to ensure the protection of the University system.

Cell Phone Usage

The use of cell phones has become a prevalent and an important part of our society. While the ability to communicate through a wireless network is an important communication technology, it is important that usage by students, faculty and staff does not disrupt the routine or the academic mission of the University.

In keeping with this philosophy, the following are times that the University requests that all cell phones be turned off or turned to silent mode and that no cell phone conversations or text messaging should take place:

- While students are attending class
- While working in open areas of University offices
- While engaged in University meetings or while attending University events

In addition, students may not leave class to have a cell phone conversation.

All cell phones must be turned off or on silent mode in restricted areas. However, if it is necessary to accept a call, the individual should leave the restricted area for the duration of the call.

The mission of the Office of the Registrar is to provide helpful academic information and services to the students, faculty and administration at Post University. The office performs the following functions for the University: registers students, maintains student academic records, certifies students for graduation, provides students with transcripts of their academic work, manages NCAA compliance regulations, certifies enrollment for veteran and active military students, certifies enrollment for student in-school deferment requests, verifies student enrollments to lending institutions and insurance companies and files all required federal and state reports.

Student Records

The Office of the Registrar is responsible for the maintenance of a student's permanent academic record, including a history of all course work attempted, grades received, transfer credit granted and honors awarded. It also tracks participation in University-recognized activities and sports.

Outside Access to Student Records

The University will not release directory information on currently-enrolled students to individuals or organizations outside the University except those that have provided the student any type of financial aid, including loans.

Family Educational Right to Privacy Act (FERPA)

The Office of the Registrar, in accordance with federal (FERPA) and state laws, has designated certain types of student information as public or directory information. The University respects students' rights to privacy and will do its best to protect that privacy. However, the following information may be disclosed:

Standard Directory Information: student's name, address, telephone number, dates of attendance, full/part time status, class standing, academic major, and degree(s) earned. The following additional information is also classified as Directory Information: participation in officially-recognized activities and sports, weight and height of athletic team members, awards received, photographs of students and e-mail addresses.

Currently-enrolled students have the right to request that Post University not release address and telephone information to individuals or organizations outside the University (though the University is required to provide information to organizations that have provided the student any type of financial aid, including loans). A student who wishes to have his/her address and phone number restricted should contact the Office of the Registrar. Request for Confidential Status of Directory Information forms must be completed and placed on file in the Office of the Registrar. Once completed, this form may be changed, modified, or withdrawn at any time by the student.

Students may have access to their University records by submitting a written, dated request to the Office of the Registrar. The office will inform students when and where the records may be inspected. A fee will be charged for the duplication of a requested record.

If a student has waived his or her right of access to a particular document or record, only then do the parents have a right to access that particular document or record.

Course Registration

Returning students register prior to the start of each semester or MOD may register in person at the Office of the Registrar or online at register.post.edu/campusweb/. Whether students register in person or online, they must communicate with their academic advisor prior to registration. New Main Campus students will register at the time of their scheduled placement exam, or prior to the start of the semester. No credit will be given for a course unless the student is officially registered in that course prior to the close of the add/drop period.

Course Loads for Undergraduate Students

Main Campus students enrolled for 12 or more credits each semester are considered full-time students. Main Campus students registered for 11 or fewer credits are considered part-time students. The maximum course load is 18 credits. Main Campus students wishing to register for 18 credits or more a term (August–December or January–May) must have a minimum cumulative GPA of 3.0 or permission from the Provost. In no instance will a student be permitted to carry more than 21 credits.

ADP students enrolled for 12 or more credits during two consecutive MODs are considered full-time students. ADP

students enrolled in 11 or fewer credits during two consecutive MODs are considered part-time students. The maximum course load is 18 credits. Enrolled ADP students wishing to register for 18 credits or more a term (August – December or January – May) must have a minimum cumulative GPA of 3.0 or permission from the Provost. In no instance will a student be permitted to carry more than 21 credits.

Students must take into account the time commitment required to complete their course work when planning their schedules. Students should anticipate that for every credit they are enrolled in, they will be expected typically to spend three hours preparing for class. Thus, a three-credit course at Post will require the student to budget at least nine (9) hours each week.

Course Loads for International Students

An international student attending the University in F-1 status is required by immigration regulations to be “pursuing a full course of study” in order to maintain his/her immigration status. For undergraduate students, “a full course of study” is full-time, or 12 credit hours. If a student wishes to reduce his or her course load to fewer than 12 credits, the student must first consult with the International Student Advisor and then his or her Academic Advisor. The student must obtain the Academic Advisor’s signature on the “Add/Drop” form and submit a copy of the form to the International Student Advisor before the add/drop date. There are limited, but important, exceptions to the “full course of study” requirement:

1. Annual Vacation.
2. Illness or Medical Condition. This is a medical, emotional or physical problem documented by a doctor or counselor.
3. Academic Reasons. Initial difficulties with the English language, initial difficulties with reading requirements, unfamiliarity with American teaching methods, or improper course level placement must be documented by the student’s instructor or Academic Advisor.

International students in their final semester of study may take fewer than 12 credits if no more are required for him or her to complete the degree. Any drop below a full course load will be reported to the Department of Homeland Security.

Course Loads for Graduate Students

For ADP graduate students, six (6) credits in a period of enrollment (2 MODs) is considered full time, and three (3) credits in a period of enrollment is considered part time.

ADP students wishing to register for more than six (6) credits each MOD must have a minimum cumulative GPA of 3.0 or permission of the Provost.

Schedule Changes

Students may make changes to their schedule during the “add/drop” period at the start of a term or MOD. A schedule change consists of adding or dropping a course or changing from one course section to another.

Main Campus Students

Students may add a course or make a section change during the first week of a semester. The student’s schedule changes must be approved by his or her advisor.

ADP Students

The deadline for students to make changes to their schedule with no penalty is the Friday prior to the start of classes at 5 p.m. EST. The student’s advisor must approve schedule changes.

Add/Drop Request

To add or drop a course, students must complete the Add/Drop Form. For more information about Post University’s Add/Drop policies, read the Registration Information document and download the Add/Drop Form at **www.Post.edu/adddrop**.

IMPORTANT: Students should not stop attending classes for any non-emergency reason without first submitting the completed Add/Drop Form. Otherwise, they will be academically withdrawn and will not receive a refund. They may also receive an ‘F’ for the course.

If you are considering dropping or withdrawing from one or more courses, please consult the Tuition Refund Policy in the Financial Aid section of this catalog.

Add/Drop Policy: Main Campus Students

Students may drop a course without any entry being made on their transcript during the first week of a term. If withdrawal occurs after the first week, but before the end of the second week following the mid-term date (as indicated on the Academic Calendar), a grade of "W" will be recorded. Students may not withdraw from a course(s) after that date. Students wishing to withdraw must submit a withdrawal form to the Registrar's Office. Those who fail to do so will receive a grade of "F."

If a student must withdraw from all courses, an action tantamount to withdrawing from the University, he or she must do so by officially notifying the Registrar's Office. Official notification occurs when the student provides the designated school office (the Registrar's Office) with written or oral notification of the withdrawal. The Registrar's Office will require that the student confirm the oral notification of withdrawal in writing.

Add/Drop Policy: ADP Students

Post University ADP students who wish to make schedule changes must do so prior to 5 p.m. EST on the Friday before a MOD starts to add and drop courses with no additional fees and receive a full refund for tuition and fees charged. Thereafter, students may continue to add and drop courses until the end of the Add/Drop period, but will be charged an administrative fee of \$150 for each course dropped. No entry will be made to a student's transcript prior to the end of the Add/Drop period, which is Friday 5 p.m. EST the end of the first week of a MOD. Students are responsible for confirming drops in writing or e-mail from the Office of the Registrar prior to end of the Add/Drop Period. Those who fail to do so will receive a grade of "F."

If a student must withdraw from all courses, an action tantamount to withdrawing from the University, he or she must do so by officially notifying the Registrar's Office. Official notification occurs when the student provides the designated school office (the Registrar's Office) with written or oral notification of the withdrawal. The Registrar's Office will require that the student confirm the oral notification of withdrawal in writing.

Students receiving financial aid should consult with the Office of Student Finance to determine how their award package may be affected by adding, dropping or withdrawing from courses. The Office of Student Finance makes disbursements after the end of the Add/Drop Period in order to determine a student's enrollment status and eligibility.

Repeating a Course

Main Campus Students

Students may repeat a course as often as they wish. When a course is repeated, each repetition appears on the transcript, but only the most recent grade is included in the Cumulative Grade Point Average (CGPA).

ADP Students

Students may repeat courses already taken under the following circumstances:

1. Improving an already received passing grade or to gain additional knowledge. Students may repeat a course one time only. Students who have passed a course and wish to retake the course may be eligible for Federal Financial Aid through Title IV for retaking the course once. Please check with a University financial aid representative to see if you qualify.
2. Repeating a class after receiving a failing grade. Students may wish to repeat a course to gain additional knowledge or improve on a previous passing performance. Students are limited to repeating a failed course taken at Post University an additional two times. Students wishing to retake a failing course a third time must obtain permission from the appropriate academic dean. Students may be eligible for Federal Financial Aid through Title IV for each course that is repeated. Please check with a University financial aid representative to see if you qualify.
3. Retaking a failed Post University course at another institution. Students must obtain prior permission from the appropriate dean for their degree program to retake a failed course at another accredited institution. The grade for a course taken at another institution will not appear on a student transcript or be calculated into their Cumulative Grade Point Average (CGPA). The failed Post University course will remain on the student record.

When a course is repeated, the repetition appears on the transcript, but only the most recent grade is included in the Cumulative Grade Point Average (CGPA). Please be aware that you only earn credit once for a course that is repeated.

Unofficial Withdrawal

If a student stops attending classes and fails to notify the University in writing that they are withdrawing from the University, the student will continue to be considered enrolled and will receive earned grades for the course(s).

If a Main Campus (day) student completes a semester and fails to return for the next semester without providing notification to the University, the student is considered to have been administratively withdrawn from the University. If an ADP student completes a MOD but fails to return for the next two MODs without providing notification of withdrawal from the University, the student is considered to have been administratively withdrawn from the University. In each case, the date of last attendance will be considered the last day of the semester or MOD in which the student was enrolled. The student is withdrawn administratively and the requirements for the Return of Title IV aid apply unless the University has obtained written confirmation from the student that he or she intends to continue the program by attending the subsequent semester.

Withdrawal from the University

A student may provide official notification of his or her intent to withdraw from the University by following the proper procedures for withdrawing from Post. Official notification from the student is any official notification that is provided in writing or orally to the designated school official, i.e. the Registrar's Office. The withdrawal date will be the date the student begins the school withdrawal process. Students who notify the Registrar's Office orally may also be asked to complete an official University withdrawal form. Should the student withdraw from the University prior to the end of the semester, the official transcript will reflect a "W" (withdrawal) from all courses.

Students may be withdrawn from any or all classes or from the University by the appropriate University administrator if they display unjustifiable behavior, disrupt or impede the learning of other students, fail to answer University summons, or refuse to pay balances after due notification. Students who have been administratively withdrawn from the University may not register for courses offered by the University, whether on-ground or online.

Withdrawal for Military Leave

Students who, during the course of an academic term enter active military service, including National Guard and Reserve active duty, and are not in attendance at the end of the term, will receive course and residence credit as follows:

1. If withdrawal is during the first four full weeks of the term, no course credit shall be awarded, no grades shall be granted, and the term shall not be counted as a term in residence. Full refund of tuition, room and board will be granted.
2. If withdrawal is after the first four weeks of the term and before the last two weeks of the term, no course credit shall be awarded. The transcript or record shall note either WM (withdrawal/military) or IN (incomplete) for courses in progress at the time of activation, and the term shall count as a term in residence. When a student selects the withdrawal option, a full refund for tuition will be awarded.
3. If withdrawal is during the last two full weeks of the term, full course credit shall be awarded, grades attained at the time of withdrawal shall be granted, and the term shall count as a term of residence. Students enlisted in the National Guard or the Military Reserves are to be allowed a reasonable time to make up academic work lost while participating in required training.

Taking Courses at another University

Post University students who wish to take courses at another accredited college or university and transfer the credit earned to Post must have permission from the Registrar's Office prior to enrolling in another institution. The form for this purpose is available in the Registrar's Office, and online. Students must be aware that taking a course at another university in which they received an "F" grade at Post will not change the student's grade point average. A minimum grade of "C-" will be accepted for the transfer credit. If matriculated students wish to register concurrently at another institution for a course during the regular academic year, they must follow the procedures outlined above.

The mission of the Career Services Office is to empower students to make informed career decisions through diverse and comprehensive services, which can lead to successful employment and/or continued education. To enhance potential and marketability, students are encouraged to take advantage of all career counseling services early in their college careers. The Office of Career Services is a member of the National Association of Schools and Employers (NACE), National Career Development Association (NCDA) and the Connecticut Cooperative Education and Internship Association (CCEIA). These memberships provide our staff with updated resources that help deliver comprehensive career counseling services and assessments to students, alumni, staff and the community.

Career Counseling

The Career Counseling office offers:

- One-on-one sessions and classroom curriculum designed to develop comprehensive academic and career plans for each student.
- Workshops on topics such as résumé writing, interviewing, job search strategies, choosing a major, dining etiquette and graduate school.
- Connections with alumni and local companies representing a variety of career fields.
- Assessments on personal interests, traits, values and skills and guidance as they relate to résumé and cover letter content.
- Counseling for students and alumni who are undergoing career changes or who need to update their résumés.
- Assistance in utilizing technology to secure valuable career information and job opportunities.
- Resources and links to a variety of top job search engines and internship resources.

Placement Assistance

Through Placement Assistance you have access to Career Post, a dynamic online portal that connects Post University students and alumni with employer profiles and contact information, full- and part-time job and internship postings, work study listings, professional portfolio management and a variety of other career resources including internship, co-op, part-time and full-time job placement assistance.

Please note: If you are interested in obtaining a co-op, internship or a practicum site, please make an appointment with the Office of Career Services one semester or two MODs prior to the semester you wish to complete the experience.

The Career and Self-Awareness Curriculum

Post University has developed a unique curriculum to support students as they embark on their college and career paths. This series of seminars prepares students for academic and personal success at Post University and beyond, and lays the foundation for lifelong learning and career success. Students earn a total of six (6) credit hours towards graduation between their freshman and senior years.

Office Hours/Contact Us

Career Services Office Hours:

Monday - Friday
10:00 a.m. - 4:00 p.m.

Contact Information:

Dr. Mary O. Rigali, Sc.D.
Director of Career Services
careerdev@post.edu
Phone: **203.596.4504**

Career Services

Post University
P.O. Box 2540
800 Country Club Road
Waterbury, CT 06723
Fax: **203.596.4618**

Internships

Internships have become a vital tool for gaining valuable work experience before graduation and securing a full-time position in the field of your choice after graduation. They help answer the question “How can I get a job that requires experience if no one will give me a job without having experience?”

Internships are paid or unpaid positions at a company where students may gain valuable experience and build their résumés. Quite a few people get their full-time jobs upon graduation at the same companies where they had successful internships while in college.

Internships are part-time positions, generally 10-20 hours per week. They are performed for credit and many are paid, depending on the organization’s internship policies. Students gain valuable experience and build their résumés while still enrolled in a degree program.

Internship Guidelines for Main Campus Students

Requirements:

- Apply for internships one semester before starting work
- Complete CSA 200
- Achieve a minimum GPA 2.5
- Secure a site by add/drop deadline
- Meet with your academic advisor
- Determine your needs for securing a site
- Review your schedule to see what times you are available during the week for 10-20 hours per week
- Ensure you can perform the work and have enough time for classes, athletics, studies and other work, if applicable
- Secure transportation between school/home and site paperwork for class registration (course description and number)
- Identify organizations (sites) you wish to target
- Prepare résumé and cover letter for desired position
- Send copies to the Career Services Office to review and adjust if necessary
- Prepare for interview; visit Career Services to practice
- Meet with professor to get site approval and syllabus
- Fill out internship/co-op eligibility form and get all authorized signatures
- Register for class (internship/practicum)
- Receive Internship Packet from Career Services and review information
- Contact Career Services with any questions at **203.596.4504** or **careerdev@post.edu**

Providing Opportunities

Do you work for an organization that would benefit from the work of a Post University intern? To learn more about Post’s Internship Program, please contact Dr. Mary O. Rigali, Director of Career Services, at **careerdev@post.edu**.

The mission of the Post University intercollegiate athletics program is twofold: to support the University's focus on career development through academic preparation, and to play an integral role in fostering self-awareness, leadership skills and personal development. You may visit the Post University Athletics website at www.posteagles.com.

We subscribe to the NCAA's belief in and commitment to the student-athlete: "The collegiate model of athletics in which students participate as an avocation, balancing their academic, social and athletics experiences." Post believes in the importance of physical activities in the development of the student-athlete and encourages your participation. Our athletic program creates an environment that enhances an individual's personal and academic development, builds competitive spirit and excellence in performance, and emphasizes teamwork and leadership—important characteristics identified in the overall mission of the University.

Overview

The Post University Department of Intercollegiate Athletics competes in the National Collegiate Athletic Association (NCAA) on the Division II level. The school is also a member of the Central Atlantic Collegiate Conference (CACC) and the Eastern College Athletic Conference (ECAC). Competition within the CACC and the ECAC occurs within New England and Mid-Atlantic states. The Eagles compete in the Collegiate Sprint Football League against Army, Navy, Princeton, Penn, Cornell and Mansfield University.

In 2011-2012, the Eagles' men's and women's swimming teams joined the Metropolitan Swimming and Diving Conference for its third year of competition, with the team earning the program's first win last season.

Post University athletics routinely participate in post-season play, and our coaches strive to develop student-athletes who graduate as individuals who understand leadership.

The Post University Drubner Center, our fully operational sport facility, includes a gymnasium/basketball court, two tennis courts, two racquetball courts, two weight rooms, a batting cage, a cardiovascular workout room and a four-lane swimming pool. The Drubner Center is the home site for volleyball games in the fall, as well as men's and women's basketball in the winter.

In the fall our soccer and Sprint football teams play at La Moy Field. This is one of the finest fields in the northeast featuring a brand new synthetic field turf surface. The multi-purpose field also serves as host for women's lacrosse and softball in the spring.

The newly-renovated Municipal Stadium is home to Eagles baseball. This stadium has a 30-year history of hosting minor-league professional baseball. Nearby Hop Brook Lake and Park, run by the U.S. Army Corps of Engineers, provides an ideal locale for Post University cross-country meets. The 536-acre park has recreation opportunities, abundant wildlife and a peaceful atmosphere, all within walking distance of our campus. The more than seven miles of hiking, biking and running trails are meticulously maintained. It is a rich resource for every student at Post University.

Post University offers an extensive intramural program. Basketball, racquetball, tennis, volleyball, WIFFLE ball, ultimate Frisbee and flag football are only some of what we offer. Intramurals enjoy the use of all the facilities across the campus and we encourage participation. Intramurals are also a great way to meet new people—and have some fun.

Athletic Programs

In the fall, cross-country, men and women's soccer, women's volleyball, and women's tennis have their CACC season. Each team is eligible for post-season play, and winning a conference championship results in a trip to the NCAA Tournament.

In 2010, our golf team won its 5th straight CACC Conference championship, and was the first to advance to the NCAA Tournament as an at-large selection. Our softball team won the CACCs in 2003 and made the tournament in each of the last seven years. Our baseball program, coached by AJ McNamara, was the 2010 CACC Championship runner up.

The men's soccer team is one of the best in the conference including winning the 2008 CACC title, one of three conference championships. The women's soccer program has been to the CACC Playoffs three times. The women's volleyball team has gone to the CACC finals three times in four seasons. In 2005, women's volleyball, men's soccer, women's soccer, and men and women's cross-country all participated in the conference championships. Post was one of just two member schools to see the women's soccer, men's soccer, and women's volleyball teams make the championships.

Our cross-country program is coming off a successful 2010 season with the women's team going undefeated in the regular season and the men's team finishing second three times. Both teams practice at Hop Brook Park.

The Drubner Center is home to Post's men's and women's basketball teams, and on a game night it becomes the loudest spot in the region. Our men's team has won a CACC Championship in 2003. This season, head coach Al Sokaitis was named CACC Coach of the Year after leading the Eagles to their best record since the 2002–2003 season. Our women's basketball team showed much improvement last season by earning the most wins in four years. Post also offers a sub-varsity program for students to improve their game and their chances of walking onto the varsity squad.

The women's lacrosse team is heading into its third season of competition and last season featured the top goalkeeper among all Division II programs. The men's and women's tennis program is continuing to develop as a threat among CACC schools.

There are three club sports at the school: Equestrian, Western and Dressage. All students are welcome to participate. The dressage team, while new to the school, has already seen one team member go to the national championships, and our equestrian club is one of the best programs in the northeast.

Summary

Post University athletics routinely participate in post-season play, and our coaches strive to develop student-athletes who will graduate as experienced team players with an understanding of the value of shared efforts and the role of outstanding leadership.

Our coaches push players up and down the lineup to accomplish their best, both on and off the field. This attentive and focused preparation allows Post University student-athletes to graduate equipped with the tools and skills to realize their ambitions.



The Office of Alumni Affairs is pleased to serve more than 15,000 Post University graduates from more than 30 states and 15 different countries.

As a Post University alumni, you have access to the University's online career database, Career Post, and are eligible to receive a 10 percent tuition discount on a graduate degree program at Post University.

Keep in Touch

Please update us on your professional life, family life, etc. by completing our online Alumni Update Form at www.Post.edu/alumni or by sending your information to:

Post University Alumni Affairs

800 Country Club Road
Waterbury, Connecticut 06708.

Don't forget to "Friend" us on Facebook, follow us on Twitter (@postuniversity) and visit the Post University blog at <http://blog.post.edu>.



The Academic Curriculum

Today's job market requires graduates to be more than just experts in their fields. They need to be able to apply and adapt a wide array of skills and experiences to fit the changing needs of the market. To make sure our students have the knowledge and skills they need to succeed in a competitive job market, our curriculum has three main components.

Major Courses: Focus and Depth

These courses provide an opportunity to understand your field in greater depth. In short, these are the “nuts and bolts” courses you'll need to land a job in the career of your choice.

General Education Core

As a career-oriented university with a strong tradition in the liberal arts, Post University is committed to providing you with a firm foundation in the sciences, social sciences, arts and humanities. The general education core at Post University provides you with the ability to make connections across disciplines so you're better prepared to respond to a diverse and constantly changing global marketplace.

The ability to choose those courses that pique your interest is an important feature of the Post General Education Core.

Career and Self-Awareness Core

In order to be successful in life, people need to understand who they are and what they want to achieve. Our career program offers seminar classes designed to help students enhance self-awareness, build confidence and develop a strong sense of direction.

This collection of short courses offered during your academic studies is intended to provide you with the experiences to become a self-aware, lifelong learner. These courses include personal assessment tools with detailed diagnostic feedback including specific career information, computer simulations, self-study exercises as well as in-class discussion and discovery. All of these activities are supported in the classroom and online through interactive exercises, using a new individualized, career-based resource program available only at Post University.

Leadership Course

At Post, we are committed to preparing students to be successful in their careers and stand out among their peers. A critical element of this learning process is a leadership course that includes an interdisciplinary perspective on foundations underlying all organizations. These include management, leadership, domestic and international economics, ethics, social responsibility, entrepreneurship, marketing, e-commerce, information technology, human resource management, accounting, investments, money and personal finances. The skills learned are essential for success in any career, whether in a for-profit or non-profit business, or government organization. The ability to apply the principles learned in this course will help set Post University students apart as leaders in their fields.

Internship and Cooperative Education Opportunities

At Post, students can take advantage of a robust co-op and internship program where they have opportunities to participate in real-life work situations related to their field of study before they graduate.

Why? Because that's what students need to compete and win in today's competitive job market. According to The National Association of Colleges and Employers (NACE), 47% of employers prefer that candidates gain experience through an internship or cooperative education program prior to graduation, and a recent survey conducted by The College Placement Council revealed that 64% of respondents listed work/Co-Op experience as an important pre-screening criteria when selecting college graduates.

Our co-op and internship program gives Post students a real edge over their competition. Not only do our students get a chance to put their classroom learning to the test, but they get opportunities to meet prospective employers, network with people in their field, test-drive their intended career, and build their résumés with concrete examples of how they've made the connection between theory and practice.

Writing Across the Curriculum

Because the ability to communicate ideas is a key for success in today's marketplace, Post University has instituted a writing-across-the-curriculum policy that requires a writing assignment in every course offered by the University. The Post University Writing Center is open to all students who want to improve their skills and/or get feedback on their writing.

A.S. in Accounting Curriculum

General Education	27 crs	Major, Core and Concentrations	30 crs
Common Core	12 crs	Major Requirements	27 crs
ENG110 College Writing	3 crs	ACC111 Financial Accounting	3 crs
ENG120 College Writing II	3 crs	ACC211 Managerial Accounting	3 crs
COM107 Intro to Communications	3 crs	ACC215 Spreadsheet & General Ledger Applications	3 crs
CIS112 Introduction to Computing	3 crs	MGT105 Principles of Management	3 crs
		MKT101 Principles of Marketing	3 crs
Liberal Arts	6 crs	BUS204 Business Law I	3 crs
Elective	3 crs	ECO201 Macroeconomics	3 crs
Elective	3 crs	ACC200 Level or Higher Elective	3 crs
		ACC200 Level or Higher Elective	3 crs
Science	3 crs	Unrestricted Business Elective	3 crs
Elective	3 crs	Elective	3 crs
Math	3 crs	Career and Self-Awareness	3 crs
MAT120 College Algebra	3 crs	CSA101 Exploring Self: Inside Out	3 crs
Unrestricted Electives	3 crs		
Elective	3 crs		
Grand Total			60 crs

This program is offered on our Main Campus, Online, and during Evening and Weekends.

A.S. in Management Curriculum

General Education	30 crs.	Major, Core and Concentrations	30 crs.
Common Core	12 crs.	Major Requirements	30 crs.
ENG110 College Writing	3 crs.	ACC111 Financial Accounting	3 crs.
ENG120 College Writing II	3 crs.	ACC211 Managerial Accounting	3 crs.
<i>Prerequisite: ENG110</i>		<i>Prerequisite: ACC111</i>	
COM107 Intro to Communications	3 crs.	BUS204 Business Law I	3 crs.
CIS112 Introduction to Computing	3 crs.	ECO201 Macroeconomics	3 crs.
		ECO202 Microeconomics	3 crs.
Liberal Arts	6 crs.	MKT101 Principles of Marketing	3 crs.
Elective	3 crs.	MGT105 Principles of Management	3 crs.
Elective	3 crs.	MGT201 Human Resource Management	3 crs.
		<i>Prerequisite: MGT105</i>	
Science	3 crs.	MGT221 Entrepreneurship,	3 crs.
Elective	3 crs.	Creativity and Innovation	
		Level 200 or Higher Business Elective	3 crs.
Math	3 crs.	Career and Self Awareness	3 crs.
MAT120 College Algebra	3 crs.	CSS101 Learning Across the Lifespan	3 crs.
Unrestricted Elective	3 crs.		
Elective	3 crs.		
Grand Total			60 crs.

This program is offered Online and during Evenings and Weekends.

A.S. in Management Fast Facts

Students In This Accelerated Degree Program:	334	Occupations	
2010-2011 Program Completers:	42	This degree will prepare you for careers including,	
2010-2011 Program Completers In Normal Time:	43%*	but not limited to, the ones listed below.	
<small>*ADP students who do not transfer in any credits and take one course each module will complete this program in 3.5 years.</small>		Sales Managers	http://www.onetonline.org/link/summary/11-2022.00
Average Program Completion Time:	28 Months	Social and Community Service Managers	http://www.onetonline.org/link/summary/11-9151.00
Average Number Of Transferred Credits:	27	General and Operations Managers	http://www.onetonline.org/link/summary/11-1021.00
Job Placement: 100% of program graduates are employed		Managers, All Other	http://www.onetonline.org/link/summary/11-9199.00
Tuition & Fees 2011-2012:		Industrial Production Managers	http://www.onetonline.org/link/summary/11-3051.00
Program Cost:	\$29,400*	Construction Managers	http://www.onetonline.org/link/summary/11-9021.00
Approximate Program Text Book Cost:	\$2,400*	Transportation, Storage, and Distribution Managers	http://www.onetonline.org/link/summary/11-3071.00
<small>* This is the tuition cost using current tuition rates for the entire 60-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.</small>		Cost Estimators	http://www.onetonline.org/link/summary/13-1051.00
Median Loan Debt:		Administrative Services Managers	http://www.onetonline.org/link/summary/11-3011.00
Number of Borrowers: 157			
Federal	Private Loans	Institutional Loans	
(Amount Borrowed)	(Amount Borrowed)	(Amount Owed)	
\$7,692	\$212	\$0	

A.S. in Marketing Curriculum

General Education	30 crs.	Major, Core and Concentrations	30 crs.
Common Core	12 crs.	Major Requirements	30 crs.
ENG110 College Writing	3 crs.	ACC111 Financial Accounting	3 crs.
ENG120 College Writing II	3 crs.	BUS204 Business Law I	3 crs.
<i>Prerequisite: ENG110</i>		BUS205 Business Law II	3 crs.
COM107 Intro to Communications	3 crs.	ECO201 Macroeconomics	3 crs.
CIS112 Introduction to Computing	3 crs.	ECO202 Microeconomics	3 crs.
Liberal Arts	6 crs.	MGT105 Principles of Management	3 crs.
Elective	3 crs.	MKT101 Principles of Marketing	3 crs.
Elective	3 crs.	MKT201 Retailing	3 crs.
Science	3 crs.	<i>Prerequisite: MKT101</i>	
Elective	3 crs.	MKT203 Sales and Techniques of Selling	3 crs.
Math	3 crs.	<i>Prerequisite: MKT101</i>	
MAT120 College Algebra	3 crs.	MAT220 Statistics	3 crs.
<i>Prerequisite: MAT101 or placement examination</i>		<i>Prerequisite: MAT120 or placement examination</i>	
Unrestricted Elective	3 crs.	Career and Self Awareness	3 crs.
Elective	3 crs.	CSS101 Learning Across the Lifespan	3 crs.
Grand Total			60 crs.

This program is offered Online.

A.S. in Marketing Fast Facts

Students In This Accelerated Degree Program:	95	Occupations	
2010-2011 Program Completers:	12	This degree will prepare you for careers including,	
2010-2011 Program Completers In Normal Time:	75%*	but not limited to, the ones listed below.	
<small>*ADP students who do not transfer in any credits and take one course each module will complete this program in 3.5 years.</small>		Advertising and Promotions Managers	
Average Program Completion Time:	26 Months	http://www.onetonline.org/link/summary/11-2011.00	
Job Placement: 100% of program graduates are employed		Marketing Managers	
		http://www.onetonline.org/link/summary/11-2021.00	
Tuition & Fees 2011-2012:		Sales Managers	
Program Cost:	\$29,400*	http://www.onetonline.org/link/summary/11-2022.00	
Approximate Program Text Book Cost:	\$2,400*	Business Operations Specialists, All Other	
<small>* This is the tuition cost using current tuition rates for the entire 60-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.</small>		http://www.onetonline.org/link/summary/13-1199.00	
		Market Research Analysts	
		http://www.onetonline.org/link/summary/19-3021.00	

Median Loan Debt:

Number of Borrowers: 28

Federal (Amount Borrowed)	Private Loans (Amount Borrowed)	Institutional Loans (Amount Owed)
\$14,117	\$0	\$0

A.S. in Early Childhood Education Curriculum

General Education	30 crs	Major, Core and Concentrations	30 crs
Common Core	12 crs	Major Requirements	30 crs
ENG110 College Writing	3 crs	CHS111 Foundations in ECE	3 crs
ENG120 College Writing II	3 crs	CHS199 Practicum I	3 crs
<i>Prerequisite: ENG110</i>		<i>Prerequisite: CHS111 or Permission of ECE Academic Program Manager</i>	
COM107 Intro to Communications	3 crs	PSY201 Child Development	3 crs
CIS112 Introduction to Computing	3 crs	<i>Prerequisite: PSY101</i>	
Liberal Arts	6 crs	CHS201 Creative Activities OR	3 crs
Elective*	3 crs	<i>Prerequisite: CHS111 or Permission of ECE Academic Program Manager</i>	
Elective*	3 crs	CHS252 Social Studies in ECE Classroom	3 crs
Science	3 crs	<i>Prerequisite: CHS111</i>	
Elective**	3 crs	CHS203 Children's Literature & Language Arts	3 crs
Math	3 crs	<i>Prerequisite: CHS111</i>	
MAT105 Quantitative Methods OR	3 crs	CHS208 Teaching the Exceptional Child	3 crs
MAT120 College Algebra		<i>Prerequisite: CHS111</i>	
<i>Prerequisite: MAT101 or placement examination</i>		CHS250 Math, Science & Technology	3 crs
		in the ECE classroom	
Unrestricted Elective	3 crs	<i>Prerequisite: CHS111</i>	
Elective	3 crs	CHS254 Health, Safety & Nutrition	3 crs
Career and Self Awareness	3 crs	<i>Prerequisite: CHS111</i>	
CSS101 Learning Across the Lifespan	3 crs	CHS298 Practicum II	3 crs
		<i>Prerequisite: CHS199 or Permission of ECE Academic Program Manager</i>	
		CHS299 Practicum III	
		<i>Prerequisite: Permission of ECE Academic Program Manager</i>	
		Leadership Course	3 crs
		LCS105 Elements of Organizations	3 crs
Grand Total			60 crs

This program is offered on our Main Campus and Online.

* Recommended: SOC101, PSY101

** Recommended: BIO120

A.S. in Early Childhood Education Main Campus Fast Facts**Students In This Accelerated Degree Program:** 28**2010-2011 Program Completers:** 1**2010-2011 Program Completers In Normal Time:** 0%*

* Students who do not transfer in any credits typically complete this program within 2.5 years.

Job Placement: 0% of program graduates are employed**Tuition & Fees 2011-2012:****Program Cost:** \$29,400***Room and Board:** \$19,700***Approximate Program Text Book Cost:** \$2,400*

* This is the program cost for the entire 60-credit degree program using current tuition and room and board rates. Program costs will vary depending on transfer credits and financial aid amounts.

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

Preschool Teachers, Except Special Education<http://www.onetonline.org/link/summary/25-2011.00>**Teacher Assistants**<http://www.onetonline.org/link/summary/25-9041.00>**Childcare Workers**<http://www.onetonline.org/link/summary/39-9011.00>**Median Loan Debt:****Number of Borrowers:** 27**Federal** **Private Loans** **Institutional Loans**

(Amount Borrowed)

(Amount Borrowed)

(Amount Owed)

\$11,887

\$25

\$0

A.S. in Early Childhood Education Online Fast Facts**Students In This Accelerated Degree Program:** 651**2010-2011 Program Completers:** 16**2010-2011 Program Completers In Normal Time:** 38%*

*ADP students who do not transfer in any credits and take one course each module will complete this program in 3.5 years.

Average Program Completion Time: 27 Months**Average Number Of Transferred Credits:** 16**Job Placement:** 100% of program graduates are employed**Tuition & Fees 2011-2012:****Program Cost:** \$29,400***Approximate Program Text Book Cost:** \$2,400*

* This is the tuition cost using current tuition rates for the entire 60-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

Preschool Teachers, Except Special Education<http://www.onetonline.org/link/summary/25-2011.00>**Teacher Assistants**<http://www.onetonline.org/link/summary/25-9041.00>**Childcare Workers**<http://www.onetonline.org/link/summary/39-9011.00>**Median Loan Debt:****Number of Borrowers:** 418**Federal** **Private Loans** **Institutional Loans**

(Amount Borrowed)

(Amount Borrowed)

(Amount Owed)

\$5,476

\$10

\$0

A.S. in Legal Studies Curriculum

General Education	30 crs.	Major, Core and Concentrations	30 crs.
Common Core	12 crs.	Major Requirements	30 crs.
ENG110 College Writing	3 crs.	LAW101 Introduction to Law	3 crs.
ENG120 College Writing II	3 crs.	LAW105 Estate Admin. & Probate Practice	3 crs.
<i>Prerequisite: ENG110</i>		LAW201 Real Estate Law & Practice	3 crs.
COM107 Intro to Communications	3 crs.	LAW203 Civil Litigation Practice	3 crs.
CIS112 Introduction to Computing	3 crs.	LAW205 Legal Research	3 crs.
Liberal Arts	6 crs.	BUS204 Business Law I	3 crs.
100/200 Level Elective	3 crs.	BUS205 Business Law II	3 crs.
100/200 Level Elective	3 crs.	LAW460 Legal Studies Internship OR	3 crs.
Science	3 crs.	LAW425 Legal Writing AND LAW440 Legal Ethics	6 crs.
100/200 Level Elective	3 crs.	200-level or higher Elective*	3 crs.
Math	3 crs.	200-level or higher Elective*	3 crs.
MAT105 Quantitative Methods OR	3 crs.	Leadership Course	3 crs.
MAT120 College Algebra	3 crs.	LCS105 Elements of Organizations	3 crs.
		Career and Self-Awareness	3 crs.
		CSS101 Learning Across the Lifespan	3 crs.
Grand Total			60 crs.

*18-credits of the courses in the major in any A.S. degree MUST be at 200-level or higher and Courses above 200-level can only be ELECTIVES

This program is offered Online.

A.S. in Legal Studies Fast Facts

Students In This Accelerated Degree Program:	163	Occupations
2010-2011 Program Completers:	5	This degree will prepare you for careers including, but not limited to, the ones listed below.
2010-2011 Program Completers In Normal Time:	80%*	Paralegals and Legal Assistants
<small>*ADP students who do not transfer in any credits and take one course each module will complete this program in 3.5 years.</small>		http://www.onetonline.org/link/summary/23-2011.00
Average Program Completion Time:	25 Months	Law Clerks
Average Number Of Transferred Credits:	12	http://www.onetonline.org/link/summary/23-2092.00
Job Placement: 100% of program graduates are employed		Title Examiners, Abstractors, and Searchers
		http://www.onetonline.org/link/summary/23-2093.00
Tuition & Fees 2011-2012:		Legal Support Workers, All Other
Program Cost:	\$29,400*	http://www.onetonline.org/link/summary/23-2099.00
Approximate Program Text Book Cost:	\$2,400*	
<small>* This is the tuition cost using current tuition rates for the entire 60-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.</small>		

Median Loan Debt:

Number of Borrowers: 120

Federal (Amount Borrowed)	Private Loans (Amount Borrowed)	Institutional Loans (Amount Owed)
\$9,282	\$1,950	\$0

B.S. in Accounting Curriculum

General Education	60 crs	Major, Core and Concentrations	54 crs
Common Core	12 crs	Designated Writing Course	3 crs
ENG110 College Writing	3 crs	BUS311 Managerial Communications	3 crs
ENG120 College Writing II	3 crs		
COM107 Intro to Communications	3 crs	Business Core	15 crs
CIS112 Introduction to Computing	3 crs	ACC111 Financial Accounting	3 crs
		ECO201 Macroeconomics	3 crs
Liberal Arts	24 crs	MGT105 Principles of Management	3 crs
Elective	3 crs	FIN201 Principles of Finance	3 crs
Elective	3 crs	MKT101 Principles of Marketing	3 crs
Elective	3 crs		
Elective	3 crs	Major Requirements	33 crs
Elective	3 crs	ACC211 Managerial Accounting	3 crs
Elective	3 crs	ACC215 Spreadsheet & General Ledger Applications	3 crs
Elective	3 crs	ACC301 Cost Accounting	3 crs
Elective	3 crs	ACC303 Intermediate Accounting I	3 crs
Elective	3 crs	ACC330 Federal Income Taxes	3 crs
		ACC340 Intermediate Accounting II	3 crs
Math	6 crs	ACC430 Accounting Information Systems	3 crs
MAT120 College Algebra	3 crs	ACC440 Auditing	3 crs
MAT220 Statistics	3 crs	ACC450 Advanced Accounting I OR	3 crs
		ACC451 Advanced Accounting II	
Science	3 crs	ACC300/400 Level Elective	3 crs
Elective	3 crs	ACC300/400 Level Elective	3 crs
Unrestricted Electives*	15 crs	Unrestricted Business Elective	
Elective	3 crs	Elective	3 crs
Elective	3 crs		
Elective	3 crs	Career and Self-Awareness	6 crs
Elective	3 crs	CSA101 Exploring Self: Inside Out	3 crs
Elective	3 crs	CSA260 Professional Success Seminar	1 cr
		CSA400 Career Capstone	2 crs
Grand Total			120 crs

This program is offered on our Main Campus, Online and during Evenings and Weekends.

B.S. in Accounting Main Campus and Online Fast Facts on following page.

*** Recommended Electives**

BUS205 Business Law II	3 crs
BUS340 Business Ethics	3 crs
ECO202 Microeconomics	3 crs
FIN302 Corporate Finance	3 crs
MAT230 Quantitative Analysis	3 crs

B.S. in Accounting Main Campus Fast Facts

Students In This Accelerated Degree Program: 57
2010-2011 Program Completers: 4
2010-2011 Program Completers In Normal Time: 100%*
* Students who do not transfer in any credits typically complete this program within 5 years.
Job Placement: 50% of program graduates are employed

Tuition & Fees 2011-2012:

Program Cost: \$104,000*
Room and Board: \$39,400*
Approximate Program Text Book Cost: \$4,800*

* This is the program cost for the entire 120-credit degree program using current tuition and room and board rates. Program costs will vary depending on transfer credits and financial aid amounts.

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

Accountants and Auditors

<http://www.onetonline.org/link/summary/13-2011.00>

Budget Analysts

<http://www.onetonline.org/link/summary/13-2031.00>

Credit Analysts

<http://www.onetonline.org/link/summary/13-2041.00>

Financial Examiners

<http://www.onetonline.org/link/summary/13-2061.00>

Tax Examiners, Collectors, and Revenue Agents

<http://www.onetonline.org/link/summary/13-2081.00>

Median Loan Debt:

Number of Borrowers: 54

Federal (Amount Borrowed)	Private Loans (Amount Borrowed)	Institutional Loans (Amount Owed)
\$15,018	\$95	\$0

B.S. in Accounting Online Fast Facts

Students In This Accelerated Degree Program: 391
2010-2011 Program Completers: 30
2010-2011 Program Completers In Normal Time: 83%*
*ADP students who do not transfer in any credits and take one course each module will complete this program in 7 years.
Average Program Completion Time: 24 Months
Average Number Of Transferred Credits: 56
Job Placement: 86% of program graduates are employed

Tuition & Fees 2011-2012:

Program Cost: \$58,800*
Approximate Program Text Book Cost: \$4,800*

* This is the tuition cost using current tuition rates for the entire 120-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

Accountants and Auditors

<http://www.onetonline.org/link/summary/13-2011.00>

Budget Analysts

<http://www.onetonline.org/link/summary/13-2031.00>

Credit Analysts

<http://www.onetonline.org/link/summary/13-2041.00>

Financial Examiners

<http://www.onetonline.org/link/summary/13-2061.00>

Tax Examiners, Collectors, and Revenue Agents

<http://www.onetonline.org/link/summary/13-2081.00>

Median Loan Debt:

Number of Borrowers: 277

Federal (Amount Borrowed)	Private Loans (Amount Borrowed)	Institutional Loans (Amount Owed)
\$12,884	\$218	\$0

B.S. in Biology Curriculum

General Education	61 crs	Major, Core and Concentrations	50-52 crs
Common Core	12 crs	Designated Writing Course	3 crs
ENG110 College Writing	3 crs	SCI311 Writing in the Sciences	3 crs
ENG120 College Writing II	3 crs		
COM107 Intro to Communications	3 crs	Major Core	45-47 crs
CIS112 Introduction to Computing	3 crs	BIO144 General Biology II	3 crs
		BIO144L General Biology II Lab	1 cr
Liberal Arts	24 crs	CHM115 General Chemistry I	3 crs
Elective	3 crs	CHM115L General Chemistry I Lab	1 cr
Elective	3 crs	PHY115 Physics I	3 crs
Elective	3 crs	PHY115L Physics I Lab	1 cr
Elective	3 crs	PHY116 Physics II	3 crs
Elective	3 crs	PHY116 Physics II Lab	1 cr
Elective	3 crs	BIO203 Anatomy and Physiology I	3 crs
Elective	3 crs	BIO203L Anatomy and Physiology I Lab	1 cr
Elective	3 crs	BIO313 Biochemistry	3 crs
		BIO230 Microbiology	3 crs
Math	6 crs	BIO230L Microbiology Lab	1 cr
MAT120 College Algebra	3 crs	BIO360 Ecology	3 crs
MAT220 Statistics	3 crs	BIO311 Cell Biology	3 crs
		BIO311L Cell Biology Lab	1 cr
Science	4 crs	BIO306 Genetics	3 crs
BIO143 General Biology I	3 crs	BIO498 Independent Study/Internship	1-3 crs
BIO143L General Biology I Lab	1 cr	MAT250 Calculus I	3 crs
Unrestricted Electives	15 crs	Directed Electives	3 crs
Elective	3 crs	300/400 Level Elective	3 crs
Elective	3 crs		
Elective	3 crs	Career and Self-Awareness	6 crs
Elective	3 crs	CSA101 Exploring Self: Inside Out	3 crs
Elective	3 crs	CSA260 Professional Success Seminar	1 cr
		CSA400 Career Capstone	2 crs
Leadership Course	3 crs		
LCS105 Elements of Organizations	3 crs		

Grand Total**121-124 crs**

This program is offered on our Main Campus.

B.S. in Biology Main Campus Fast Facts on following page.

B.S. in Biology Main Campus Fast Facts

Students In This Accelerated Degree Program:

65

2010-2011 Program Completers:

2

2010-2011 Program Completers In Normal Time:

100%*

* Students who do not transfer in any credits typically complete this program within 5 years.

Job Placement: 100% of program graduates are employed

Tuition & Fees 2011-2012:

Program Cost:

\$104,000*

Room and Board:

\$39,400*

Approximate Program Text Book Cost:

\$4,800*

* This is the program cost for the entire 120-credit degree program using current tuition and room and board rates. Program costs will vary depending on transfer credits and financial aid amounts.

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

Natural Sciences Managers

<http://www.onetonline.org/link/summary/11-9121.00>

Biological Scientists, All Other

<http://www.onetonline.org/link/summary/19-1029.00>

Life Scientists, All Other

<http://www.onetonline.org/link/summary/19-1099.00>

Median Loan Debt:

Number of Borrowers: 67

Federal

Private Loans

Institutional Loans

(Amount Borrowed)

(Amount Borrowed)

(Amount Owed)

\$17,777

\$15

\$4,800

B.S. in Business Administration Curriculum

General Education	60 crs	Major, Core and Concentrations	54 crs
Common Core	12 crs	Designated Writing Course	3 crs
ENG110 College Writing	3 crs	BUS311 Managerial Communications	3 crs
ENG120 College Writing II	3 crs		
COM107 Intro to Communications	3 crs	Business Core	15 crs
CIS112 Introduction to Computing	3 crs	ACC111 Financial Accounting	3 crs
		ECO201 Macroeconomics	3 crs
Liberal Arts	24 crs	MGT105 Principles of Management	3 crs
Elective	3 crs	MKT101 Principles of Marketing	3 crs
Elective	3 crs	FIN201 Principles of Finance	3 crs
Elective	3 crs		
Elective	3 crs	Major Requirements	18 crs
Elective	3 crs	ACC211 Managerial Accounting	3 crs
Elective	3 crs	IBA301 Principles of International Business	3 crs
Elective	3 crs	ECO202 Microeconomics	3 crs
Elective	3 crs	BUS204 Business Law I	3 crs
Elective	3 crs	BUS411 Business Policy Seminar	3 crs
		MAT230 Quantitative Analysis	3 crs
Math	6 crs		
MAT120 College Algebra	3 crs	Concentration	15 crs
MAT220 Statistics	3 crs	Concentration Course	3 crs
		Concentration Course	3 crs
Science	3 crs	Concentration Course	3 crs
Elective	3 crs	Concentration Course	3 crs
		Concentration Course	3 crs
Unrestricted Electives	15 crs		
Elective	3 crs	Unrestricted Business Elective	3 crs
Elective	3 crs	Elective	3 crs
Elective	3 crs		
Elective	3 crs	Career and Self-Awareness	6 crs
Elective	3 crs	CSA101 Exploring Self: Inside Out	3 crs
		CSA260 Professional Success Seminar	1 cr
		CSA400 Career Capstone	2 crs

Grand Total **120 crs**

This program is offered on our Main Campus, Online and during Evenings and Weekends.

B.S. in Business Administration Concentrations and Fast Facts on following pages.

B.S. in Business Administration Concentrations

Accounting	15 crs	Marketing	15 crs
ACC301 Cost Accounting	3 crs	MKT315 Marketing Management	3 crs
ACC303 Intermediate Accounting I	3 crs.	MKT342 Marketing Research	3 crs
ACC330 Federal Income Taxes	3 crs.	MKT404 Consumer Behavior	3 crs
ACC Elective	3 crs.	MKT Elective	3 crs
ACC Elective	3 crs.	MKT Elective	3 crs
Finance	15 crs	Computer Information Systems	15 crs
FIN302 Corporate Finance	3 crs	CIS312 End-User Computing (Application Design I)	3 crs
FIN305 Analysis of Financial Statements	3 crs	MGT347 Systems Management	3 crs
FIN411 International Financial Management	3 crs	CIS412 End-User Systems Design (Application Design II)	3 crs
ECO303 Money and Banking	3 crs	CIS370 Global E-Commerce	3 crs
FIN Elective	3 crs	CIS Elective	3 crs
Management	15 crs	Entrepreneurship	15 crs
MGT201 Human Resource Management	3 crs	MGT221 Entrepreneurship, Creativity, & Innovation	3 crs
MGT405 Organizational Behavior	3 crs	MGT306 Small Business Management	3 crs
MGT408 Organizational Theory and Development	3 crs	FIN305 Analysis of Financial Statements	3 crs
MGT Elective	3 crs	MGT416 Managing a Growing Business	3 crs
MGT Elective	3 crs	MKT305 OR MKT342 OR FIN407	3 crs
International Business	15 crs	Equine	15 crs
IBA305 International Business Law	3 crs	EQU161 Horse Care & Management	3 crs
MKT311 International Marketing	3 crs	EQU162 Facilities Design & Operation	3 crs
FIN411 International Financial Management	3 crs	EQU251 Anatomy & Physiology of the Horse	3 crs
IBA421 International Management	3 crs	EQU252 Equine Nutrition	3 crs
IBA Elective	3 crs	EQU Elective	3 crs

B.S. in Business Administration Main Campus Fast Facts

Students In This Accelerated Degree Program:	135
2010-2011 Program Completers:	8
2010-2011 Program Completers In Normal Time:	100%*
<small>* Students who do not transfer in any credits typically complete this program within 5 years.</small>	
Job Placement:	80% of program graduates are employed

Tuition & Fees 2011-2012:

Program Cost:	\$104,000*
Room and Board:	\$39,400*
Approximate Program Text Book Cost:	\$4,800*

* This is the program cost for the entire 120-credit degree program using current tuition and room and board rates. Program costs will vary depending on transfer credits and financial aid amounts.

Median Loan Debt:

Number of Borrowers: 130

Federal	Private Loans	Institutional Loans
<small>(Amount Borrowed)</small>	<small>(Amount Borrowed)</small>	<small>(Amount Owed)</small>
\$16,821	\$30	\$2,000

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

Sales Managers

<http://www.onetonline.org/link/summary/11-2022.00>

Social and Community Service Managers

<http://www.onetonline.org/link/summary/11-9151.00>

General and Operations Managers

<http://www.onetonline.org/link/summary/11-1021.00>

Managers, All Other

<http://www.onetonline.org/link/summary/11-9199.00>

Industrial Production Managers

<http://www.onetonline.org/link/summary/11-3051.00>

Construction Managers

<http://www.onetonline.org/link/summary/11-9021.00>

Transportation, Storage, and Distribution Managers

<http://www.onetonline.org/link/summary/11-3071.00>

Cost Estimators

<http://www.onetonline.org/link/summary/13-1051.00>

Administrative Services Managers

<http://www.onetonline.org/link/summary/11-3011.00>

B.S. in Business Administration Online Fast Facts

Students In This Accelerated Degree Program:	1,961
2010-2011 Program Completers:	73
2010-2011 Program Completers In Normal Time:	92%*
<small>*ADP students who do not transfer in any credits and take one course each module will complete this program in 7 years.</small>	
Average Program Completion Time:	24 Months
Average Number Of Transferred Credits:	55
Job Placement:	81% of program graduates are employed

Tuition & Fees 2011-2012:

Program Cost:	\$58,800*
Approximate Program Text Book Cost:	\$4,800*

* This is the tuition cost using current tuition rates for the entire 120-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.

Median Loan Debt:

Number of Borrowers: 694

Federal	Private Loans	Institutional Loans
<small>(Amount Borrowed)</small>	<small>(Amount Borrowed)</small>	<small>(Amount Owed)</small>
\$9,856	\$90	\$1,400

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

Sales Managers

<http://www.onetonline.org/link/summary/11-2022.00>

Social and Community Service Managers

<http://www.onetonline.org/link/summary/11-9151.00>

General and Operations Managers

<http://www.onetonline.org/link/summary/11-1021.00>

Managers, All Other

<http://www.onetonline.org/link/summary/11-9199.00>

Industrial Production Managers

<http://www.onetonline.org/link/summary/11-3051.00>

Construction Managers

<http://www.onetonline.org/link/summary/11-9021.00>

Transportation, Storage, and Distribution Managers

<http://www.onetonline.org/link/summary/11-3071.00>

Cost Estimators

<http://www.onetonline.org/link/summary/13-1051.00>

Administrative Services Managers

<http://www.onetonline.org/link/summary/11-3011.00>

B.S. in Child Studies Curriculum

General Education	60 crs	Major, Core and Concentrations	54 crs
Common Core	12 crs	Designated Writing Course	3 crs
ENG110 College Writing	3 crs	CHS450 Observation, Assessment & Individualization	3 crs
ENG120 College Writing II	3 crs		
COM107 Intro to Communications	3 crs	Major Core	33 crs
CIS112 Introduction to Computing	3 crs	CHS111 Foundations Of ECE	3 crs
		CHS201 Creative Activities	3 crs
Liberal Arts	24 crs	CHS203 Children's Literature & Language Arts	3 crs
SOC101 Principles of Sociology	3 crs	CHS208 Teaching the Exceptional Child	3 crs
PSY101 Fundamentals of Psychology I	3 crs	CHS250 Math, Science & Technology	3 crs
SOC312 Race and Ethnicity	3 crs	in the ECE classroom	
Elective*	3 crs	CHS252 Social Studies in ECE Classroom	3 crs
Elective	3 crs	CHS254 Health, Safety & Nutrition	3 crs
Elective	3 crs	CHS299 Practicum	3 crs
Elective	3 crs	CHS320 Emergent Literacy	3 crs
Elective	3 crs	CHS425 Curriculum Approaches in ECE	3 crs
		CHS490 Capstone: Student Teaching	3 crs
Math	6 crs	Behavioral Science Core	15 crs
MAT120 College Algebra OR	3 crs	PSY260 Educational Psychology	3 crs
MAT105 Quantitative Methods		PSY310 Learning Theory	3 crs
MAT220 Statistics	3 crs	PSY320 Language Development in Young Children	3 crs
Science	3 crs	SOC211 Sociology of Marriage and the Family	3 crs
Elective	3 crs	300/400 Elective	3 crs
Unrestricted Electives	15 crs	Career and Self-Awareness	6 crs
Elective	3 crs	CSA101 Exploring Self: Inside Out	3 crs
Elective	3 crs	CSA260 Professional Success Seminar	1 cr
Elective	3 crs	CSA400 Career Capstone	2 crs
Elective	3 crs		
Elective	3 crs	Leadership Course	3 crs
		LCS105 Elements of Organizations	3 crs
Grand Total			120 crs

This program is offered on our Main Campus and Online.

*** Recommended Elective**

PSY201 Child Development 3 crs

B.S. in Child Studies Main Campus Fast Facts**Students In This Accelerated Degree Program:** 25**2010-2011 Program Completers:** 0*

* This program was introduced in 2009.

2010-2011 Program Completers In Normal Time: N/A*

* Students who do not transfer in any credits typically complete this program within 5 years.

This program was introduced in 2009.

Job Placement: N/A - This program was introduced in 2009.**Occupations**

This degree will prepare you for careers including, but not limited to, the ones listed below.

Preschool Teachers, Except Special Education

<http://www.onetonline.org/link/summary/25-2011.00>

Home Economics Teachers, Postsecondary

<http://www.onetonline.org/link/summary/25-1192.00>**Tuition & Fees 2011-2012:****Program Cost:** \$104,000***Room and Board:** \$39,400***Approximate Program Text Book Cost:** \$4,800*

* This is the program cost for the entire 120-credit degree program using current tuition and room and board rates. Program costs will vary depending on transfer credits and financial aid amounts.

Median Loan Debt:**Number of Borrowers:** 21

Federal	Private Loans	Institutional Loans
(Amount Borrowed)	(Amount Borrowed)	(Amount Owed)
\$15,146	\$20	\$0

B.S. in Child Studies Online Fast Facts**Students In This Accelerated Degree Program:** 229**2010-2011 Program Completers:** 2**2010-2011 Program Completers In Normal Time:** 100%*

*ADP students who do not transfer in any credits and take one course each module will complete this program in 7 years.

Average Program Completion Time: 27 Months**Average Number Of Transferred Credits:** 12**Job Placement:** 100% of program graduates are employed**Occupations**

This degree will prepare you for careers including, but not limited to, the ones listed below.

Preschool Teachers, Except Special Education

<http://www.onetonline.org/link/summary/25-2011.00>

Home Economics Teachers, Postsecondary

<http://www.onetonline.org/link/summary/25-1192.00>**Tuition & Fees 2011-2012:****Program Cost:** \$58,800***Approximate Program Text Book Cost:** \$4,800*

* This is the tuition cost using current tuition rates for the entire 120-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.

Median Loan Debt:**Number of Borrowers:** 133

Federal	Private Loans	Institutional Loans
(Amount Borrowed)	(Amount Borrowed)	(Amount Owed)
\$8,858	\$13	\$0

B.S. in Computer Information Systems (CIS) Curriculum

General Education	60 crs	Major, Core and Concentrations	51 crs
Common Core	12 crs	Designated Writing Course	3 crs
ENG110 College Writing	3 crs	CIS311 Technical Writing in CIS	3 crs
ENG120 College Writing II	3 crs		
COM107 Intro to Communications	3 crs	Major Core	33 crs
CIS112 Introduction to Computing	3 crs	CIS200 Programming Fundamentals VBI	3 crs
		CIS230 Programming VBII OR	3 crs
		CIS240 Programming in C++	
Liberal Arts	24 crs	CIS312 End-User Computing (Application Design I)	3 crs
Elective	3 crs	CIS412 End-User Systems Design (Application Design II)	3 crs
Elective	3 crs	CIS450 Seminar in CIS OR	3 crs
Elective	3 crs	CIS398 Internship in CIS	
Elective	3 crs	CIS Elective	3 crs
Elective	3 crs	CIS Elective	3 crs
Elective	3 crs	CIS Elective	3 crs
Elective	3 crs	300/400 CIS Elective	3 crs
		300/400 CIS Elective	3 crs
Math	6 crs	ACC111 Financial Accounting	3 crs
MAT120 College Algebra	3 crs	MGT105 Principles of Management	3 crs
MAT220 Statistics	3 crs	MGT347 Systems Management	3 crs
		MKT101 Principles of Marketing	3 crs
Science	3 crs	Directed Electives	3 crs
Elective	3 crs	300/400 Level Elective	3 crs
		300/400 Level Elective	3 crs
Unrestricted Electives	15 crs		
Elective	3 crs	Career and Self-Awareness	6 crs
Elective	3 crs	CSA101 Exploring Self: Inside Out	3 crs
Elective	3 crs	CSA260 Professional Success Seminar	1 cr
Elective	3 crs	CSA400 Career Capstone	2 crs
		Leadership Course	3 crs
		LCS105 Elements of Organizations	3 crs

Grand Total**120 crs**

This program is offered on our Main Campus and Online.

B.S. in Computer Information Systems (CIS) Concentrations

Database Management	15 crs	Software Development Management	15 crs
CIS351 Web I	3 crs	CIS213 Project Management I	3 crs
CIS356 Systems Analysis II	3 crs.	CIS314 Project Management II	3 crs
CIS424 DBII	3 crs.	CIS356 Systems Analysis II	3 crs
CIS427 DBIII	3 crs.	CIS303 Software Engineering I	3 crs
CIS429 DBIV	3 crs.	CIS404 Software Engineering II	3 crs

B.S. in Computer Information Systems (CIS) Main Campus Fast Facts

Students In This Accelerated Degree Program:	29
2010-2011 Program Completers:	1
2010-2011 Program Completers In Normal Time:	100%*
<small>* Students who do not transfer in any credits typically complete this program within 5 years.</small>	
Job Placement:	100% of program graduates are employed

Tuition & Fees 2011-2012:

Program Cost:	\$104,000*
Room and Board:	\$39,400*
Approximate Program Text Book Cost:	\$4,800*

* This is the program cost for the entire 120-credit degree program using current tuition and room and board rates. Program costs will vary depending on transfer credits and financial aid amounts.

Median Loan Debt:

Number of Borrowers: 28

Federal	Private Loans	Institutional Loans
<small>(Amount Borrowed)</small>	<small>(Amount Borrowed)</small>	<small>(Amount Owed)</small>
\$22,584	\$212	\$3,844

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

Computer and Information Systems Managers

<http://www.onetonline.org/link/summary/11-3021.00>

Computer Systems Analysts

<http://www.onetonline.org/link/summary/15-1051.00>

Database Administrators

<http://www.onetonline.org/link/summary/15-1061.00>

Network and Computer Systems Administrators

<http://www.onetonline.org/link/summary/15-1071.00>

Network Systems & Data Communications Analysts

<http://www.onetonline.org/link/summary/15-1081.00>

Computer Specialists, All Other

<http://www.onetonline.org/link/summary/15-1099.00>

B.S. in Computer Information Systems (CIS) Online Fast Facts

Students In This Accelerated Degree Program:	244
2010-2011 Program Completers:	7
2010-2011 Program Completers In Normal Time:	86%*
<small>*ADP students who do not transfer in any credits and take one course each module will complete this program in 7 years.</small>	
Average Program Completion Time:	28 Months
Average Number Of Transferred Credits:	51
Job Placement:	70% of Program Graduates are employed

Tuition & Fees 2011-2012:

Program Cost:	\$58,800*
Approximate Program Text Book Cost:	\$4,800*

* This is the tuition cost using current tuition rates for the entire 120-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.

Median Loan Debt:

Number of Borrowers: 129

Federal	Private Loans	Institutional Loans
<small>(Amount Borrowed)</small>	<small>(Amount Borrowed)</small>	<small>(Amount Owed)</small>
\$8,040	\$162	\$0

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

Computer and Information Systems Managers

<http://www.onetonline.org/link/summary/11-3021.00>

Computer Systems Analysts

<http://www.onetonline.org/link/summary/15-1051.00>

Database Administrators

<http://www.onetonline.org/link/summary/15-1061.00>

Network and Computer Systems Administrators

<http://www.onetonline.org/link/summary/15-1071.00>

Network Systems & Data Communications Analysts

<http://www.onetonline.org/link/summary/15-1081.00>

Computer Specialists, All Other

<http://www.onetonline.org/link/summary/15-1099.00>

B.S. in Criminal Justice Curriculum

General Education	60 crs	Major, Core and Concentrations	51 crs
Common Core	12 crs	Designated Writing Course	6 crs
ENG110 College Writing	3 crs	CRJ311 Effective Communication for Criminal Justice Professionals	3 crs
ENG120 College Writing II	3 crs		
COM107 Intro to Communications	3 crs		
CIS112 Introduction to Computing	3 crs	Major Core	27 crs
Liberal Arts	24 crs	CRJ101 Introduction to Criminal Justice	3 crs
Elective	3 crs	CRJ209 Criminal Law	3 crs
Elective	3 crs	CRJ302 Criminal Procedure	3 crs
Elective	3 crs	CRJ355 Research Methods in Criminal Justice	3 crs
Elective	3 crs	CRJ356 Statistical Methods in Criminal Justice	3 crs
Elective	3 crs	CRJ404 Theoretical Criminology	3 crs
Elective	3 crs	CRJ405 Advanced Seminar in Criminal Justice	3 crs
Elective	3 crs	CRJ401 Ethics & Discretion in CRJ	3 crs
Elective	3 crs	CRJ Elective	3 crs
Elective	3 crs		
Math	6 crs	Concentration	18 crs
MAT105 Quantitative Methods	3 crs	CRJ Elective300/400 level	3 crs
MAT220 Statistics	3 crs	CRJ Elective or Concentration	3 crs
		CRJ Elective or Concentration	3 crs
Science	3 crs	CRJ Elective or Concentration	3 crs
Elective	3 crs	CRJ Elective or Concentration	3 crs
		CRJ Elective or Concentration	3 crs
Unrestricted Electives	15 crs	Directed Electives	3 crs
Elective	3 crs	Directed Elective	3 crs
Elective	3 crs		
Elective	3 crs	Career and Self-Awareness	6 crs
Elective	3 crs	CSA101 Exploring Self: Inside Out	3 crs
Elective	3 crs	CSA260 Professional Success Seminar	1 cr
		CSA400 Career Capstone	2 crs
Leadership Course	3 crs		
LCS105 Elements of Organizations	3 crs		

Grand Total **120 crs**

This program is offered on our Main Campus and Online.

B.S. in Criminal Justice Concentrations

Forensic Science	18-19 crs	Law Enforcement	18 crs
BIO143 General Biology I	3 crs	CRJ332 White Collar Crime	3 crs
BIO143L General Biology I Lab	1 cr	CRJ102 Intro to Law Enforcement	3 crs
BIO180 Forensics	3 crs	CRJ201 Juvenile Justice	3 crs
BIO180L Forensics Lab	2 crs	LAW101 Introduction to Law	3 crs
BIO280 Forensics II	3 crs	CRJ309 Police Admin. & Mgt.	3 crs
BIO290 Chemistry & Physics in Forensics	3 crs	Elective	3 crs
Science or CRJ Elective	3-4 crs		

B.S. in Criminal Justice Main Campus Fast Facts

Students In This Accelerated Degree Program:	167
2010-2011 Program Completers:	5
2010-2011 Program Completers In Normal Time:	100%*

* Students who do not transfer in any credits typically complete this program within 5 years.

Job Placement: 100% of program graduates are employed

Tuition & Fees 2011-2012:

Program Cost:	\$104,000*
Room and Board:	\$39,400*
Approximate Program Text Book Cost:	\$4,800*

* This is the program cost for the entire 120-credit degree program using current tuition and room and board rates. Program costs will vary depending on transfer credits and financial aid amounts.

Median Loan Debt:

Number of Borrowers: 161

Federal	Private Loans	Institutional Loans
(Amount Borrowed)	(Amount Borrowed)	(Amount Owed)
\$16,200	\$70	\$5,000

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

First-Line Supervisors/Managers of Police and Detectives

<http://www.onetonline.org/link/summary/33-1012.00>

Managers, All Other

<http://www.onetonline.org/link/summary/11-9199.00>

Correctional Officers and Jailers

<http://www.onetonline.org/link/summary/33-3012.00>

Detectives and Criminal Investigators

<http://www.onetonline.org/link/summary/33-3021.00>

Police and Sheriff's Patrol Officers

<http://www.onetonline.org/link/summary/33-3051.00>

B.S. in Criminal Justice Online Fast Facts

Students In This Accelerated Degree Program:	573
2010-2011 Program Completers:	19
2010-2011 Program Completers In Normal Time:	79%*

*ADP students who do not transfer in any credits and take one course each module will complete this program in 7 years.

Average Program Completion Time: 24 Months

Average Number Of Transferred Credits: 65

Job Placement: 93% of program graduates are employed

Tuition & Fees 2011-2012:

Program Cost:	\$58,800*
Approximate Program Text Book Cost:	\$4,800*

* This is the tuition cost using current tuition rates for the entire 120-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.

Median Loan Debt:

Number of Borrowers: 241

Federal	Private Loans	Institutional Loans
(Amount Borrowed)	(Amount Borrowed)	(Amount Owed)
\$9,454	\$180	\$1,949

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

First-Line Supervisors/Managers of Police and Detectives

<http://www.onetonline.org/link/summary/33-1012.00>

Managers, All Other

<http://www.onetonline.org/link/summary/11-9199.00>

Correctional Officers and Jailers

<http://www.onetonline.org/link/summary/33-3012.00>

Detectives and Criminal Investigators

<http://www.onetonline.org/link/summary/33-3021.00>

Police and Sheriff's Patrol Officers

<http://www.onetonline.org/link/summary/33-3051.00>

B.S. in Environmental Science Curriculum

General Education	61 crs	Major, Core and Concentrations	53-55 crs
Common Core	12 crs	Designated Writing Course	3 crs
ENG110 College Writing	3 crs	SCI311 Writing in the Sciences	3 crs
ENG120 College Writing II	3 crs		
COM107 Intro to Communications	3 crs	Major Core	50-52 crs
CIS112 Introduction to Computing	3 crs	BIO144 General Biology II	3 crs
		BIO144L General Biology II Lab	1 cr
Liberal Arts	24 crs	BIO226 Botany	3 crs
Elective	3 crs	BIO360 Ecology	3 crs
Elective	3 crs	CHM115 General Chemistry I	3 crs
Elective	3 crs	CHM115L General Chemistry I Lab	1 cr
Elective	3 crs	CHM116 General Chemistry II	3 crs
Elective	3 crs	CHM116L General Chemistry II Lab	1 cr
Elective	3 crs	CHM310 Environmental Chemistry	3 crs
Elective	3 crs	CHM310L Environmental Chemistry Lab	1 cr
Elective	3 crs	PHY115 Physics I	3 crs
		PHY115L Physics I Lab	1 cr
Math	6 crs	PHY116 Physics II	3 crs
MAT120 College Algebra	3 crs	PHY116L Physics II Lab	1 cr
MAT220 Statistics	3 crs	ENV121 Environmental Science	3 crs
		ENV121L Environmental Science Lab	1 cr
Science	4 crs	ENV200 Environmental Policy	3 crs
BIO143 General Biology I	3 crs	ENV201 Environmental Ethics	3 crs
BIO143L General Biology I Lab	1 cr	ENV430 Sustainable Development	3 crs
		ENV301 Soils in our Environment	3 crs
Unrestricted Electives	15 crs	ENV420 Ecological Field Methods	3 crs
Elective	3 crs	ENV498 Ind. Study/Internship	1-3 crs
Elective	3 crs		
Elective	3 crs	Career and Self-Awareness	6 crs
Elective	3 crs	CSA101 Exploring Self: Inside Out	3 crs
Elective	3 crs	CSA260 Professional Success Seminar	1 cr
		CSA400 Career Capstone	2 crs
Leadership Course	3 crs		
LCS105 Elements of Organizations	3 crs		
Grand Total			123-125 crs

This program is offered on our Main Campus.

B.S. in Environmental Science Main Campus Fast Facts**Students In This Accelerated Degree Program:**

5

2010-2011 Program Completers:

0

2010-2011 Program Completers In Normal Time:

N/A*

* Students who do not transfer in any credits typically complete this program within 5 years.

Job Placement: N/A**Tuition & Fees 2011-2012:****Program Cost:**

\$104,000*

Room and Board:

\$39,400*

Approximate Program Text Book Cost:

\$4,800*

* This is the program cost for the entire 120-credit degree program using current tuition and room and board rates. Program costs will vary depending on transfer credits and financial aid amounts.

Median Loan Debt:**Number of Borrowers:** 5**Federal****Private Loans****Institutional Loans**

(Amount Borrowed)

(Amount Borrowed)

(Amount Owed)

\$9,454

\$20

\$3,400

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

Environmental Scientists and Specialists, Including Health

<http://www.onetonline.org/link/summary/19-2041.00>

Climate Change Analysts

<http://www.onetonline.org/link/summary/19-1031.00>

B.S. in Environmental Studies Curriculum

General Education	61 crs	Major, Core and Concentrations	51-53 crs
Common Core	12 crs	Designated Writing Course	3 crs
ENG110 College Writing	3 crs	SCI311 Writing in the Sciences	3 crs
ENG120 College Writing II	3 crs		
COM107 Intro to Communications	3 crs	Major Core	39-41 crs
CIS112 Introduction to Computing	3 crs	BIO144 General Biology II	3 crs
		BIO144L General Biology II Lab	1 cr
Liberal Arts	24 crs	BIO260 Ecology	3 crs
Elective	3 crs	CHM115 General Chemistry I	3 crs
Elective	3 crs	CHM115L General Chemistry I Lab	1 cr
Elective	3 crs	PHY115 Physics I	3 crs
Elective	3 crs	PHY115L Physics I Lab	1 cr
Elective	3 crs	ENV121 Environmental Science	3 crs
Elective	3 crs	ENV121L Environmental Science Lab	1 cr
Elective	3 crs	CHM310 Environmental Chemistry	3 crs
Elective	3 crs	CHM310L Environmental Chemistry Lab	1 cr
		ENV201 Environmental Ethics	3 crs
Math	6 crs	ENV430 Sustainable Development	3 crs
MAT120 College Algebra	3 crs	ENV420 Ecological Field Methods	3 crs
MAT220 Statistics	3 crs	ENV498 Ind. Study/Internship	1-3 crs
		ECO201 Macro Economics	3 crs
Science	4 crs	MGT105 Principles of Management	3 crs
BIO143 General Biology I	3 crs		
BIO143L General Biology I Lab	1 cr	Directed Electives	9 crs
		300/400 Level Elective	3 crs
Unrestricted Electives	15 crs	300/400 Level Elective	3 crs
Elective	3 crs	300/400 Level Elective	3 crs
Elective	3 crs		
Elective	3 crs	Career and Self-Awareness	6 crs
Elective	3 crs	CSA101 Exploring Self: Inside Out	3 crs
Elective	3 crs	CSA260 Professional Success Seminar	1 cr
		CSA400 Career Capstone	2 crs
Leadership Course	3 crs		
LCS105 Elements of Organizations	3 crs		

Grand Total**121-123 crs**

This program is offered on our Main Campus.

B.S. in Environmental Studies Main Campus Fast Facts**Students In This Accelerated Degree Program:**

15

2010-2011 Program Completers:

0

2010-2011 Program Completers In Normal Time:

N/A*

* Students who do not transfer in any credits typically complete this program within 5 years.

Job Placement: N/A**Tuition & Fees 2011-2012:****Program Cost:**

\$104,000*

Room and Board:

\$39,400*

Approximate Program Text Book Cost:

\$4,800*

* This is the program cost for the entire 120-credit degree program using current tuition and room and board rates. Program costs will vary depending on transfer credits and financial aid amounts.

Median Loan Debt:**Number of Borrowers:** 14**Federal****Private Loans****Institutional Loans**

(Amount Borrowed)

(Amount Borrowed)

(Amount Owed)

\$10,892

\$35

\$6,986

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

Environmental Scientists and Specialists, Including Health

<http://www.onetonline.org/link/summary/19-2041.00>

Conservation Scientists

<http://www.onetonline.org/link/summary/19-2041.01>

B.S. in Equine Business Management Curriculum

General Education	60 crs	Major, Core and Concentrations	51 crs
Common Core	12 crs	Designated Writing Course	3 crs
ENG110 College Writing	3 crs	BUS311 Managerial Communications OR	3 crs
ENG120 College Writing II	3 crs	SCI311 Writing in the Sciences	
COM107 Intro to Communications	3 crs		
CIS112 Introduction to Computing	3 crs		
Liberal Arts	24 crs	Major Core	27 crs
Elective	3 crs	EQU161 Horse Care & Management	4 crs
Elective	3 crs	EQU162 Facilities Design & Operation	4 crs
Elective	3 crs	EQU251 Anatomy & Physiology of the Horse	3 crs
Elective	3 crs	EQU252 Equine Nutrition	3 crs
Elective	3 crs	EQU340 Equine Business Ethics	3 crs
Elective	3 crs	EQU403 Equine Senior Seminar	3 crs
Elective	3 crs	EQU100, EQU101, EQU170 or EQU270	1 cr
Elective	3 crs	EQU300 or 400 Elective	3 crs
Elective	3 crs	EQU300 or 400 Elective	3 crs
Elective	3 crs		
Math	6 crs	Equine Business Concentration	12 crs
MAT120 College Algebra OR	3 crs	ACC111 Financial Accounting OR	3 crs
MAT105 Quantitative Methods		ACC215 Spreadsheet & General Ledger Applications	
MAT220 Statistics	3 crs	BUS205 Business Law II	3 crs
		MGT105 Principles of Management	3 crs
		MKT101 Principles of Marketing	3 crs
Science	3 crs	Directed Electives	9 crs
Elective	3 crs	300/400 Level Elective	3 crs
Unrestricted Electives	15 crs	300/400 Level Elective	3 crs
Elective	3 crs	300/400 Level Elective	3 crs
Elective	3 crs		
Elective	3 crs	Career and Self-Awareness	6 crs
Elective	3 crs	CSA101 Exploring Self: Inside Out	3 crs
Elective	3 crs	CSA260 Professional Success Seminar	1 cr
		CSA400 Career Capstone	2 crs
Leadership Course	3 crs		
LCS105 Elements of Organizations	3 crs		

Grand Total**120 crs**

This program is offered on our Main Campus.

B.S. in Equine Business Management Concentrations

Counseling	15 crs	Hoof Trimming	15 crs
HSV301 Interviewing Methods	3 crs	EQU306 Equine Locomotion	3 crs
HSV303 Introduction to Counseling	3 crs	EQU315 Hoof Trimming I: Principles and Practices	3 crs
HSV309 Theories of Counseling	3 crs	EQU416 Hoof Trimming II: Rehabilitation	3 crs
HSV330 Group Counseling	3 crs	EQU401 Equine Medical Management	3 crs
SOC/HSV364 Human Behavior in the Social Environment	3 crs	EQU403 Equine Internship	3 crs
Communication	15 crs	Management	15 crs
COM105 Intro to Communications Theory	3 crs	MKT105 Introduction to Marketing	3 crs
COM208 Interpersonal Communication	3 crs	MGT201 Human Resource Management	3 crs
COM301 Mass Media and Society	3 crs	MGT221 Entrepreneurship	3 crs
COM375 Public Relations	3 crs	MGT306 Small Business Management	3 crs
Plus at least one of the following: CIS350, COM398, Communications Elective		MGT450 Management Seminar	3 crs
Environmental Studies	15 crs	Plus at least one of the following: MKT305, MGT405, MGT435	
ENV120 Environmental Science as a Global Concern	3 crs	Marketing	15 crs
ENV200 Environmental Policy	3 crs	MKT204 Advertising	3 crs
ENV201 Environmental Ethics	3 crs	MKT203 Sales Techniques	3 crs
ENV320 Strategies for Sustainable Development	3 crs	MKT305 Marketing on the Internet	3 crs
Plus at least one of the following: ENV315, LAW/ENV405, EQU/ENV460 Internship		CIS350 Web Design	3 crs
Equine Massage	15 crs	Plus at least one of the following: Art Elective, MGT306, MGT450	
EQU306 Equine Locomotion	3 crs	Psychology	15 crs
EQU317 Equine Massage I: Principles and Practices	3 crs	PSY201 Child Development	3 crs
EQU418 Equine Massage II: Rehabilitation	3 crs	PSY203 Adolescent Psychology	3 crs
EQU401 Equine Medical Management	3 crs	PSY305 Theories of Personality	3 crs
EQU403 Equine Internship	3 crs	PSY309 Theories of Counseling & Psychotherapy	3 crs
		Plus at least one of the following: PSY330 or Psychology Elective	

B.S. in Equine Business Management Main Campus Fast Facts

Students In This Accelerated Degree Program:	58	Occupations	
2010-2011 Program Completers:	7	This degree will prepare you for careers including, but not limited to, the ones listed below.	
2010-2011 Program Completers In Normal Time:	100*	Animal Breeders	http://www.onetonline.org/link/summary/45-2021.00
* Students who do not transfer in any credits typically complete this program within 5 years.		First-Line Supervisors/Managers of Animal Husbandry and Animal Care Workers	http://www.onetonline.org/link/summary/45-1011.00
Job Placement: 88% of program graduates are employed		Animal Trainers	http://www.onetonline.org/link/summary/39-2011.00
Tuition & Fees 2011-2012:			
Program Cost:	\$104,000*		
Room and Board:	\$39,400*		
Approximate Program Text Book Cost:	\$4,800*		
* This is the program cost for the entire 120-credit degree program using current tuition and room and board rates. Program costs will vary depending on transfer credits and financial aid amounts.			

Median Loan Debt:

Number of Borrowers: 51

Federal (Amount Borrowed)	Private Loans (Amount Borrowed)	Institutional Loans (Amount Owed)
\$19,748	\$90	\$927

B.S. in Finance Curriculum			
General Education	60 crs	Major, Core and Concentrations	54 crs
Common Core	12 crs	Designated Writing Course	3 crs
ENG110 College Writing	3 crs	BUS311 Managerial Communications	3 crs
ENG120 College Writing II	3 crs		
COM107 Intro to Communications	3 crs	Business Core	15 crs
CIS112 Introduction to Computing	3 crs	ACC111 Financial Accounting	3 crs
		ECO201 Macroeconomics	3 crs
Liberal Arts	24 crs	MGT105 Principles of Management	3 crs
Elective	3 crs	FIN201 Principles of Finance	3 crs
Elective	3 crs	MKT101 Principles of Marketing	3 crs
Elective	3 crs		
Elective	3 crs	Major Requirements	21 crs
Elective	3 crs	ACC211 Managerial Accounting	3 crs
Elective	3 crs	ECO202 Microeconomics OR	3 crs
Elective	3 crs	ECO303 Money and Banking	
Elective	3 crs	FIN302 Corporate Finance	3 crs
Elective	3 crs	FIN401 Insurance and Risk Management	3 crs
		FIN403 Investment Management	3 crs
Math	6 crs	FIN411 International Financial Management	3 crs
MAT120 College Algebra	3 crs	MAT230 Quantitative Analysis	3 crs
MAT220 Statistics	3 crs		
		Concentration	9 crs
Science	3 crs	Concentration Course	3 crs
Elective	3 crs	Concentration Course	3 crs
		Concentration Course	3 crs
Unrestricted Electives	15 crs		
Elective	3 crs	Career and Self-Awareness	6 crs
Elective	3 crs	CSA101 Exploring Self: Inside Out	3 crs
Elective	3 crs	CSA260 Professional Success Seminar	1 cr
Elective	3 crs	CSA400 Career Capstone	2 crs
Elective	3 crs		
Unrestricted Business Elective	3 crs	Directed Elective	3 crs
Elective	3 crs	Elective	3 crs
Grand Total			120 crs

This program is offered on our Main Campus and Online.

B.S. in Finance Concentrations			
Corporate Finance	9 crs	Personal Finance	9 crs
FIN405 Seminar in Finance	3 crs	FIN306 Personal Financial Planning	3 crs
FIN407 Mergers and Acquisitions	3 crs	FIN406 Seminar in Personal Finance	3 crs
BUS411 Business Policy Seminar	3 crs	BUS411 Business Policy Seminar	3 crs

B.S. in Finance Main Campus Fast Facts**Students In This Accelerated Degree Program:**

23

2010-2011 Program Completers:

3

2010-2011 Program Completers In Normal Time:

100%*

* Students who do not transfer in any credits typically complete this program within 5 years.

Job Placement: Data not yet available.**Tuition & Fees 2011-2012:****Program Cost:**

\$104,000*

Room and Board:

\$39,400*

Approximate Program Text Book Cost:

\$4,800*

* This is the program cost for the entire 120-credit degree program using current tuition and room and board rates. Program costs will vary depending on transfer credits and financial aid amounts.

Median Loan Debt:**Number of Borrowers:** 19**Federal**

(Amount Borrowed)

\$9,454

Private Loans

(Amount Borrowed)

\$60

Institutional Loans

(Amount Owed)

\$0

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

General and Operations Managers<http://www.onetonline.org/link/summary/11-1021.00>**Budget Analysts**<http://www.onetonline.org/link/summary/13-2031.00>**Credit Analysts**<http://www.onetonline.org/link/summary/13-2041.00>**Financial Analysts**<http://www.onetonline.org/link/summary/13-2051.00>**Loan Officers**<http://www.onetonline.org/link/summary/13-2072.00>**Financial Specialists, All Other**<http://www.onetonline.org/link/summary/13-2099.00>**Personal Financial Advisors**<http://www.onetonline.org/link/summary/13-2052.00>**B.S. in Finance Online Fast Facts****Students In This Accelerated Degree Program:**

37

2010-2011 Program Completers:

2

2010-2011 Program Completers In Normal Time:

100%*

*ADP students who do not transfer in any credits and take one course each module will complete this program in 7 years.

Average Program Completion Time:

27 Months

Average Number Of Transferred Credits:

51

Job Placement: Data not yet available.**Tuition & Fees 2011-2012:****Program Cost:**

\$58,800*

Approximate Program Text Book Cost:

\$4,800*

* This is the tuition cost using current tuition rates for the entire 120-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.

Median Loan Debt:**Number of Borrowers:** 23**Federal**

(Amount Borrowed)

\$13,971

Private Loans

(Amount Borrowed)

\$0

Institutional Loans

(Amount Owed)

\$0

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

General and Operations Managers<http://www.onetonline.org/link/summary/11-1021.00>**Budget Analysts**<http://www.onetonline.org/link/summary/13-2031.00>**Credit Analysts**<http://www.onetonline.org/link/summary/13-2041.00>**Financial Analysts**<http://www.onetonline.org/link/summary/13-2051.00>**Loan Officers**<http://www.onetonline.org/link/summary/13-2072.00>**Financial Specialists, All Other**<http://www.onetonline.org/link/summary/13-2099.00>**Personal Financial Advisors**<http://www.onetonline.org/link/summary/13-2052.00>

B.S. in Human Services Curriculum

General Education	60 crs	Major, Core and Concentrations	51 crs
Common Core	12 crs	Designated Writing Course	3 crs
ENG110 College Writing	3 crs	HSV450 Senior Seminar in Human Services Administration	3 crs
ENG120 College Writing II	3 crs		
COM107 Intro to Communications	3 crs		
CIS112 Introduction to Computing	3 crs	Major Core	27 crs
Liberal Arts	24 crs	HSV101 Introduction to Human Services	3 crs
Elective	3 crs	HSV260 Social Welfare	3 crs
Elective	3 crs	HSV364 Human Behavior in the Social Env.	3 crs
Elective	3 crs	HSV365 Intervention Methods	3 crs
Elective	3 crs	HSV400 Ethical/Legal Issues in Human Services	3 crs
Elective	3 crs	HSV405 Human Service Administration	3 crs
Elective	3 crs	HSV460/461 Human Services Practicum	6 crs
Elective	3 crs	HSV341 Research Methodology for the Social Sciences	3 crs
Elective	3 crs		
Elective	3 crs	Concentration Courses	15 crs
Math	6 crs	Concentration Course	3 crs
MAT120 College Algebra OR	3 crs	Concentration Course	3 crs
MAT105 Quantitative Methods		Concentration Course	3 crs
MAT220 Statistics	3 crs	Concentration Course	3 crs
		Concentration Course	3 crs
Science	3 crs	Directed Electives	6 crs
Elective	3 crs	300/400 Level Elective	3 crs
		300/400 Level Elective	3 crs
Unrestricted Electives	15 crs	Career and Self-Awareness	6 crs
Elective	3 crs	CSA101 Exploring Self: Inside Out	3 crs
Elective	3 crs	CSA260 Professional Success Seminar	1 cr
Elective	3 crs	CSA400 Career Capstone	2 crs
Elective	3 crs		
Elective	3 crs		
Leadership Course	3 crs		
LCS105 Elements of Organizations	3 crs		

Grand Total **120 crs**

This program is offered on our Main Campus, Online, and during Evenings and Weekends.

B.S. in Human Services Concentrations

Health, Education, & Comm. Services	15 crs	Health & Community Services	15 crs
PSY101 Fundamentals of Psychology I	3 crs	SOC101 Principles of Sociology	3 crs
PSY102 Fundamentals of Psychology II	3 crs	SOC211 Sociology of Marriage and the Family	3 crs
PSY306 Abnormal Psychology	3 crs	SOC301 Social Problems	3 crs
PSY Elective	3 crs	SOC317 Alcohol & Drugs	3 crs
PSY Elective	3 crs	SOC324 Deviant Behavior	3 crs

B.S. in Human Services Concentrations (Cont.)

Management	15 crs	Criminal Justice	15 crs
MGT105 Principles of Management	3 crs	CRJ101 Introduction to Criminal Justice	3 crs
MGT201 Human Resource Management	3 crs	CRJ103 Introduction to Corrections	3 crs
MGT350 Public Management	3 crs	CRJ331 Community Corrections	3 crs
MGT405 Organization Behavior	3 crs	Criminal Justice Elective	3 crs
MGT Elective	3 crs	Criminal Justice Elective	3 crs
Counseling	15 crs		
HSV301 Interviewing Methods	3 crs	HSV303 Intro to Counseling	3 crs
HSV309 Theories of Counseling	3 crs	HSV330 Group Counseling	3 crs
HSV368 Crisis Intervention	3 crs		

B.S. in Human Services Main Campus Fast Facts

Students In This Accelerated Degree Program:	69	Occupations
2010-2011 Program Completers:	1	This degree will prepare you for careers including, but not limited to, the ones listed below.
2010-2011 Program Completers In Normal Time:	100%*	Social and Community Service Managers http://www.onetonline.org/link/summary/11-9151.00
* Students who do not transfer in any credits typically complete this program within 5 years.		Social and Human Service Assistants http://www.onetonline.org/link/summary/21-1093.00
Job Placement:	Data not yet available.	Community and Social Service Specialists, http://www.onetonline.org/link/summary/21-1099.00
Tuition & Fees 2011-2012:		All Other http://www.onetonline.org/link/summary/21-1099.00
Program Cost:	\$104,000*	
Room and Board:	\$39,400*	
Approximate Program Text Book Cost:	\$4,800*	
* This is the program cost for the entire 120-credit degree program using current tuition and room and board rates. Program costs will vary depending on transfer credits and financial aid amounts.		

Median Loan Debt:

Number of Borrowers: 67

Federal (Amount Borrowed)	Private Loans (Amount Borrowed)	Institutional Loans (Amount Owed)
\$17,860	\$139	\$0

B.S. in Human Services Online Fast Facts

Students In This Accelerated Degree Program:	288	Occupations
2010-2011 Program Completers:	7	This degree will prepare you for careers including, but not limited to, the ones listed below.
2010-2011 Program Completers In Normal Time:	86%*	Social and Community Service Managers http://www.onetonline.org/link/summary/11-9151.00
*ADP students who do not transfer in any credits and take one course each module will complete this program in 7 years.		Social and Human Service Assistants http://www.onetonline.org/link/summary/21-1093.00
Average Program Completion Time:	26 Months	Community and Social Service Specialists, http://www.onetonline.org/link/summary/21-1099.00
Average Number Of Transferred Credits:	51	All Other http://www.onetonline.org/link/summary/21-1099.00
Job Placement:	100% of program graduates are employed	
Tuition & Fees 2011-2012:		
Program Cost:	\$58,800*	
Approximate Program Text Book Cost:	\$4,800*	
* This is the tuition cost using current tuition rates for the entire 120-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.		

Median Loan Debt:

Number of Borrowers: 23

Federal (Amount Borrowed)	Private Loans (Amount Borrowed)	Institutional Loans (Amount Owed)
\$13,971	\$0	\$0

B.S. in Legal Studies Curriculum

General Education	60 crs	Major, Core and Concentrations	51 crs
Common Core	12 crs	Designated Writing Course	3 crs
ENG110 College Writing	3 crs	LAW425 Legal Writing	3 crs
ENG120 College Writing II	3 crs		
COM107 Intro to Communications	3 crs	Major Core	27 crs
CIS112 Introduction to Computing	3 crs	LAW101 Introduction to Law	3 crs
		LAW105 Estate Admin. & Probate Practice	3 crs
Liberal Arts	24 crs	LAW201 Real Estate Law & Practice	3 crs
Elective	3 crs	LAW203 Civil Litigation Practice	3 crs
Elective	3 crs	LAW205 Legal Research	3 crs
Elective	3 crs	LAW209 Family Law & Practice	3 crs
Elective	3 crs	LAW301 Bankruptcy Law & Practice	3 crs
Elective	3 crs	LAW306 E-Commerce: The Legal Context	3 crs
Elective	3 crs	LAW307 Business Organizations & Practice	3 crs
Elective	3 crs	LAW310 Patent, Trademark & Copyright Law	3 crs
Elective	3 crs	LAW325 E-Government: The New Legal Environment of Business	3 crs
Math	6 crs	LAW405 Environmental Law & Practice	3 crs
MAT105 Quantitative Methods	3 crs	LAW440 Legal Ethics	3 crs
MAT220 Statistics	3 crs		
Science	3 crs	Directed Electives	9 crs
Elective	3 crs	300/400 Level Elective	3 crs
		300/400 Level Elective	3 crs
Unrestricted Electives	15 crs	Legal Studies Internship Recommended	3 crs
Elective	3 crs		
Elective	3 crs	Career and Self-Awareness	6 crs
Elective	3 crs	CSA101 Exploring Self: Inside Out	3 crs
Elective	3 crs	CSA260 Professional Success Seminar	1 cr
Elective	3 crs	CSA400 Career Capstone	2 crs
Elective	3 crs		
		Leadership Course	3 crs
		LCS105 Elements of Organizations	3 crs
Grand Total			120 crs

This program is offered on our Main Campus, Online, and during Evenings and Weekends.

B.S. in Legal Studies Concentrations

Corporate Law	9 crs	Law & Technology	9 crs
LAW307 Business Organizations & Practice	3 crs	LAW306 E-Commerce: The Legal Context	3 crs
LAW325 E-Government: The New Legal Environment of Business	3 crs	LAW310 Patent, Trademark & Copyright Law	3 crs
BUS205 Business Law II (Corporate Law)	3 crs	LAW325 E-Government: The New Legal Environment of Business	3 crs
Law Office Administration	9 crs	Trial: Civil & Criminal	9 crs
BUS205 Business Law II (Corporate Law)	3 crs	CRJ209 Criminal Law	3 crs
MGT306 Small Business Mgt.	3 crs	CRJ302 Criminal Procedure	3 crs
ACC211 Managerial Accounting	3 crs	LAW Elective	3 crs

B.S. in Legal Studies Concentrations (Cont.)**Environmental Law**

ENV121 Environmental Science: A Global Concern

ENV200 Environmental Policy

ENV220 Env. Impact Assessment

9 crs

3 crs

3 crs

3 crs

Electives / No Concentration

LAW306 E-Commerce: The Legal Context

LAW307 Business Organizations & Practice

LAW310 Patent, Trademark & Copyright Law

LAW325 E-Government: The New Legal

Environment of Business

BUS205 Business Law II (Corporate Law)

LAW315 Fraud Prevention and Examination

3 crs

3 crs

3 crs

3 crs

3 crs

3 crs

B.S. in Legal Studies Main Campus Fast Facts**Students In This Accelerated Degree Program:****48****2010-2011 Program Completers:****4****2010-2011 Program Completers In Normal Time:****75%***

* Students who do not transfer in any credits typically complete this program within 5 years.

Job Placement: Data not yet available.**Tuition & Fees 2011-2012:****Program Cost:****\$104,000*****Room and Board:****\$39,400*****Approximate Program Text Book Cost:****\$4,800***

* This is the program cost for the entire 120-credit degree program using current tuition and room and board rates. Program costs will vary depending on transfer credits and financial aid amounts.

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

Paralegals and Legal Assistants

<http://www.onetonline.org/link/summary/23-2011.00>

Law Clerks

<http://www.onetonline.org/link/summary/23-2092.00>

Title Examiners, Abstractors, and Searchers

<http://www.onetonline.org/link/summary/23-2093.00>

Legal Support Workers, All Other

<http://www.onetonline.org/link/summary/23-2099.00>**Median Loan Debt:****Number of Borrowers:** 49**Federal**

(Amount Borrowed)

Private Loans

(Amount Borrowed)

Institutional Loans

(Amount Owed)

\$20,100**\$140****\$2,436****B.S. in Legal Studies Online Fast Facts****Students In This Accelerated Degree Program:****311****2010-2011 Program Completers:****21****2010-2011 Program Completers In Normal Time:****81%***

*ADP students who do not transfer in any credits and take one course each module will complete this program in 7 years.

Average Program Completion Time:**26 Months****Average Number Of Transferred Credits:****49****Job Placement:** 81% of program graduates are employed**Tuition & Fees 2011-2012:****Program Cost:****\$58,800*****Approximate Program Text Book Cost:****\$4,800***

* This is the tuition cost using current tuition rates for the entire 120-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

Paralegals and Legal Assistants

<http://www.onetonline.org/link/summary/23-2011.00>

Law Clerks

<http://www.onetonline.org/link/summary/23-2092.00>

Title Examiners, Abstractors, and Searchers

<http://www.onetonline.org/link/summary/23-2093.00>

Legal Support Workers, All Other

<http://www.onetonline.org/link/summary/23-2099.00>**Median Loan Debt:****Number of Borrowers:** 232**Federal**

(Amount Borrowed)

Private Loans

(Amount Borrowed)

Institutional Loans

(Amount Owed)

\$12,313**\$263****\$1,949**

B.S. in Management Curriculum			
General Education	60 crs	Major, Core and Concentrations	54 crs
Common Core	12 crs	Designated Writing Course	3 crs
ENG110 College Writing	3 crs	BUS311 Managerial Communications	3 crs
ENG120 College Writing II	3 crs		
COM107 Intro to Communications	3 crs	Business Core	15 crs
CIS112 Introduction to Computing	3 crs	ACC111 Financial Accounting	3 crs
		ECO201 Macroeconomics	3 crs
Liberal Arts	24 crs	MGT105 Principles of Management	3 crs
Elective	3 crs	FIN201 Principles of Finance	3 crs
Elective	3 crs	MKT101 Principles of Marketing	3 crs
Elective	3 crs		
Elective	3 crs	Major Requirements	18 crs
Elective	3 crs	MGT201 Human Resource Management	3 crs
Elective	3 crs	MGT347 Systems Management	3 crs
Elective	3 crs	MGT405 Organizational Behavior	3 crs
Elective	3 crs	MGT450 Seminar in Management	3 crs
Elective	3 crs	ECO202 Microeconomics OR	3 crs
Math	6 crs	BUS204 Business Law I	
MAT120 College Algebra	3 crs	BUS411 Business Policy Seminar	3 crs
MAT220 Statistics	3 crs		
		Concentration	15 crs
Science	3 crs	Concentration Course	3 crs
Elective	3 crs	Concentration Course	3 crs
		Concentration Course	3 crs
Unrestricted Electives	15 crs	Concentration Course	3 crs
Elective	3 crs	Concentration Course	3 crs
Elective	3 crs		
Elective	3 crs	Career and Self-Awareness	6 crs
Elective	3 crs	CSA101 Exploring Self: Inside Out	3 crs
Elective	3 crs	CSA260 Professional Success Seminar	1 cr
		CSA400 Career Capstone	2 crs
Unrestricted Business Elective	3 crs		
Elective	3 crs		
Grand Total			120 crs

This program is offered on our Main Campus, Online, and during Evenings and Weekends.

B.S. in Management Concentrations

Human Resource Management	15 crs	International Management	15 crs
MGT411 Seminar in Human Res. Mgt.	3 crs	IBA301 Prin. of International Business	3 crs
Choose any four of the following:		Choose any four of the following:	
MGT303 Labor/Management Relations	3 crs	CIS440	3 crs
MGT305 Managing a Diverse Workforce	3 crs	FIN411 International Financial Management	3 crs
MGT307 Compensation and Benefits	3 crs	IBA320 International Logistics	3 crs
MGT308 Training and Development	3 crs	IBA325 Managing Culture & International Human Resources	3 crs
ENV315 General Occ. Safety and Health	3 crs	IBA421 International Management	3 crs
IBA325 Managing Culture & International Human Resources	3 crs		
Environmental Management	15 crs	Sport Management	15 crs
ENV121 Environmental Science: A Global Concern	3 crs	SMG101 Foundations of Sport Management	3 crs
Choose any four of the following:		SMG151 Sport in Society	3 crs
ENV200 Environmental Policy	3 crs	SMG301 Sport Marketing	3 crs
ENV201 Environmental Ethics	3 crs	SMG451 Sport Management Co-op	3 crs
ENV430 Strategies for Sustainable Development	3 crs	Choose one of the following:	
ENV315 General Occ. Safety and Health	3 crs	SMG201 Sport & Athletic Admin	3 crs
ENV405 Environmental Law & Practice	3 crs	SMG251 Sport Event & Facility Management	3 crs
		SMG351 Sport Law	3 crs
		SMG401 Sport Economics	3 crs
Entrepreneurship	15 crs	Computer Information Systems	15 crs
MGT221 Entrepreneurship, Creativity, & Innovation	3 crs	CIS312 End-User Computing (Application Design I)	3 crs
MGT306 Small Business Management	3 crs	Choose any four non-programming CIS Electives	12 crs
FIN305 Analysis of Financial Statements	3 crs		
MGT416 Managing a Growing Business	3 crs		
Choose one of the following:		General Management	15 crs
MKT305 Marketing on the Internet	3 crs	Students should consult their faculty advisor to choose five management electives.	
MKT342 Marketing Research	3 crs		
FIN407 Business Valuations for Mergers & Acquisitions	3 crs		

B.S. in Management Main Campus Fast Facts**Students In This Accelerated Degree Program:**

72

2010-2011 Program Completers:

7

2010-2011 Program Completers In Normal Time:

100%*

* Students who do not transfer in any credits typically complete this program within 5 years.

Job Placement: Data not yet available.**Tuition & Fees 2011-2012:****Program Cost:**

\$104,000*

Room and Board:

\$39,400*

Approximate Program Text Book Cost:

\$4,800*

* This is the program cost for the entire 120-credit degree program using current tuition and room and board rates. Program costs will vary depending on transfer credits and financial aid amounts.

Median Loan Debt:**Number of Borrowers:** 66**Federal**
(Amount Borrowed)**Private Loans**
(Amount Borrowed)**Institutional Loans**
(Amount Owed)

\$17,760

\$104

\$4,722

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

Sales Managers<http://www.onetonline.org/link/summary/11-2022.00>**Social and Community Service Managers**<http://www.onetonline.org/link/summary/11-9151.00>**General and Operations Managers**<http://www.onetonline.org/link/summary/11-1021.00>**Managers, All Other**<http://www.onetonline.org/link/summary/11-9199.00>**Industrial Production Managers**<http://www.onetonline.org/link/summary/11-3051.00>**Construction Managers**<http://www.onetonline.org/link/summary/11-9021.00>**Transportation, Storage, and Distribution Managers**<http://www.onetonline.org/link/summary/11-3071.00>**Cost Estimators**<http://www.onetonline.org/link/summary/13-1051.00>**Administrative Services Managers**<http://www.onetonline.org/link/summary/11-3011.00>**B.S. in Management Online Fast Facts****Students In This Accelerated Degree Program:**

143

2010-2011 Program Completers:

20

2010-2011 Program Completers In Normal Time:

65%*

*ADP students who do not transfer in any credits and take one course each module will complete this program in 7 years.

Average Program Completion Time:

33 Months

Average Number Of Transferred Credits:

50

Job Placement: 100% of program graduates are employed**Tuition & Fees 2011-2012:****Program Cost:**

\$58,800*

Approximate Program Text Book Cost:

\$4,800*

* This is the tuition cost using current tuition rates for the entire 120-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.

Median Loan Debt:**Number of Borrowers:** 77**Federal**
(Amount Borrowed)**Private Loans**
(Amount Borrowed)**Institutional Loans**
(Amount Owed)

\$13,965

\$192

\$0

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

Sales Managers<http://www.onetonline.org/link/summary/11-2022.00>**Social and Community Service Managers**<http://www.onetonline.org/link/summary/11-9151.00>**General and Operations Managers**<http://www.onetonline.org/link/summary/11-1021.00>**Managers, All Other**<http://www.onetonline.org/link/summary/11-9199.00>**Industrial Production Managers**<http://www.onetonline.org/link/summary/11-3051.00>**Construction Managers**<http://www.onetonline.org/link/summary/11-9021.00>**Transportation, Storage, and Distribution Managers**<http://www.onetonline.org/link/summary/11-3071.00>**Cost Estimators**<http://www.onetonline.org/link/summary/13-1051.00>**Administrative Services Managers**<http://www.onetonline.org/link/summary/11-3011.00>

B.S. in Management for Registered Nurses Curriculum

General Education

ACC111 Financial Accounting	3 crs
BUS204 Business Law I	3 crs
ECO201 Macroeconomics	3 crs
FIN201 Principles of Finance	3 crs
MAT220 Statistics	3 crs
MGT105 Principles of Management	3 crs
MGT201 Human Resource Management	3 crs
MGT303 Labor/Management Relations	3 crs
MGT347 Systems Management	3 crs
BUS411 Business Policy Seminar	3 crs
MKT101 Principles of Marketing	3 crs
CSS101 Learning Across the Lifespan	3 crs

Management Concentration

MGT308 Training and Development	3 crs
MGT408 Organizational Theory and Development	3 crs
MGT221 Entrepreneurship, Creativity, and Innovation	3 crs
MGT405 Organizational Behavior	3 crs
MGT450 Seminar in Management	3 crs

Unrestricted Electives

Elective	3 crs
Elective	3 crs
Elective	3 crs

Common Core

ENG110 College Writing	3 crs
ENG120 College Writing II	3 crs
COM107 Intro to Communications	3 crs
CIS112 Introduction to Computing	3 crs
MAT120 College Algebra	3 crs

Humanities Electives

Elective	3 crs
Elective	3 crs

This program is offered Online.

B.S. in Marketing Curriculum			
General Education	60 crs	Major, Core and Concentrations	54 crs
Common Core	12 crs	Designated Writing Course	3 crs
ENG110 College Writing	3 crs	BUS311 Managerial Communications	3 crs
ENG120 College Writing II	3 crs		
COM107 Intro to Communications	3 crs	Business Core	15 crs
CIS112 Introduction to Computing	3 crs	ACC111 Financial Accounting	3 crs
		ECO201 Macroeconomics	3 crs
Liberal Arts	24 crs	MGT105 Principles of Management	3 crs
Elective	3 crs	FIN201 Principles of Finance	3 crs
Elective	3 crs	MKT101 Principles of Marketing	3 crs
Elective	3 crs		
Elective	3 crs	Major Requirements	21 crs
Elective	3 crs	ACC211 Managerial Accounting	3 crs
Elective	3 crs	ECO202 Microeconomics	3 crs
Elective	3 crs	IBA301 Principles of International Business	3 crs
Elective	3 crs	MKT301 Business To Business Marketing	3 crs
Elective	3 crs	MKT315 Marketing Management	3 crs
Math	6 crs	MKT342 Marketing Research	3 crs
MAT120 College Algebra	3 crs	MKT404 Consumer Behavior	3 crs
MAT220 Statistics	3 crs		
		Directed Electives	12 crs
Unrestricted Electives	15 crs	MKT300/400 Level Elective	3 crs
Elective	3 crs	MKT300/400 Level Elective	3 crs
Elective	3 crs	MKT300/400 Level Elective	3 crs
Elective	3 crs	MKT300/400 Level Elective	3 crs
Elective	3 crs		
Elective	3 crs	Career and Self-Awareness	6 crs
Unrestricted Business Elective	3 crs	CSA101 Exploring Self: Inside Out	3 crs
Elective	3 crs	CSA260 Professional Success Seminar	1 cr
		CSA400 Career Capstone	2 crs
Grand Total			120 crs

This program is offered on our Main Campus and Online.

B.S. in Marketing Concentrations			
International Marketing	9 crs	Sales Management	9 crs
MKT311 International Marketing	3 crs	MKT203 Sales & Techniques of Selling	3 crs
BUS320 Logistics Management	3 crs	MKT320 Sales Management	3 crs
BUS411 Business Policy Seminar	3 crs	BUS411 Business Policy Seminar	3 crs
General Marketing	9 crs		
Three Courses Upon Advisement	3 crs each		

B.S. in Marketing Main Campus Fast Facts**Students In This Accelerated Degree Program:**

36

2010-2011 Program Completers:

1

2010-2011 Program Completers In Normal Time:

0%*

* Students who do not transfer in any credits typically complete this program within 5 years.

Job Placement: Data not yet available.**Tuition & Fees 2011-2012:****Program Cost:**

\$104,000*

Room and Board:

\$39,400*

Approximate Program Text Book Cost:

\$4,800*

* This is the program cost for the entire 120-credit degree program using current tuition and room and board rates. Program costs will vary depending on transfer credits and financial aid amounts.

Median Loan Debt:**Number of Borrowers:** 32**Federal**

(Amount Borrowed)

Private Loans

(Amount Borrowed)

Institutional Loans

(Amount Owed)

\$18,251

\$10

\$3,500

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

Advertising and Promotions Managers<http://www.onetonline.org/link/summary/11-2011.00>**Marketing Managers**<http://www.onetonline.org/link/summary/11-2021.00>**Sales Managers**<http://www.onetonline.org/link/summary/11-2022.00>**Business Operations Specialists, All Other**<http://www.onetonline.org/link/summary/13-1199.00>**Market Research Analysts**<http://www.onetonline.org/link/summary/19-3021.00>**B.S. in Marketing Online Fast Facts****Students In This Accelerated Degree Program:**

54

2010-2011 Program Completers:

3

2010-2011 Program Completers In Normal Time:

33%*

*ADP students who do not transfer in any credits and take one course each module will complete this program in 7 years.

Average Program Completion Time:

22 Months

Average Number Of Transferred Credits:

57

Job Placement: Data not yet available.**Tuition & Fees 2011-2012:****Program Cost:**

\$58,800*

Approximate Program Text Book Cost:

\$4,800*

* This is the tuition cost using current tuition rates for the entire 120-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.

Median Loan Debt:**Number of Borrowers:** 29**Federal**

(Amount Borrowed)

Private Loans

(Amount Borrowed)

Institutional Loans

(Amount Owed)

\$15,730

\$4

\$0

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

Advertising and Promotions Managers<http://www.onetonline.org/link/summary/11-2011.00>**Marketing Managers**<http://www.onetonline.org/link/summary/11-2021.00>**Sales Managers**<http://www.onetonline.org/link/summary/11-2022.00>**Business Operations Specialists, All Other**<http://www.onetonline.org/link/summary/13-1199.00>**Market Research Analysts**<http://www.onetonline.org/link/summary/19-3021.00>

B.A. in Psychology Curriculum

General Education	60 crs	Major, Core and Concentrations	54 crs
Common Core	12 crs	Designated Writing Course	3 crs
ENG110 College Writing	3 crs	PSY341 Research Method for the Soc Sc.	3 crs
ENG120 College Writing II	3 crs		
COM107 Intro to Communications	3 crs	Major Core	15 crs
CIS112 Introduction to Computing	3 crs	PSY101 Fundamentals of Psychology I	3 crs
		PSY102 Fundamentals of Psychology II	3 crs
Liberal Arts	24 crs	PSY305 Theories of Personality	3 crs
Elective	3 crs	PSY306 Abnormal Psychology	3 crs
Elective	3 crs	PSY310 Learning Theory	3 crs
Elective	3 crs	PSY315 Psychological Tests & Measurements	3 crs
Elective	3 crs	PSY340 Neuropsychology	3 crs
Elective	3 crs	PSY403 Sensation and Perception	3 crs
Elective	3 crs	PSY421 Proseminar	3 crs
Elective	3 crs		
Elective	3 crs	Concentration Courses	12 crs
Math	6 crs	Elective	3 crs
MAT120 College Algebra	3 crs	Elective	3 crs
MAT220 Statistics	3 crs	Elective	3 crs
		Level 300/400 Elective	3 crs
Science	3 crs	Directed Electives	9 crs
Elective	3 crs	Elective	3 crs
		Elective	3 crs
Unrestricted Electives	15 crs	Elective	3 crs
Elective	3 crs		
Elective	3 crs	Career and Self-Awareness	6 crs
Elective	3 crs	CSA101 Exploring Self: Inside Out	3 crs
Elective	3 crs	CSA260 Professional Success Seminar	1 cr
Elective	3 crs	CSA400 Career Capstone	2 crs
Leadership Course	3 crs		
LCS105 Elements of Organizations	3 crs		

Grand Total**120 crs**

This program is offered on our Main Campus and Online.

B.A. in Psychology Concentrations

Human Development, Education, & Health	12 crs	Organizational Studies	12 crs
PSY201 Child Development	3 crs	PSY220 Cross-Cultural Psychology	3 crs
PSY203 Adolescent Psychology	3 crs	PSY301 Social Psychology	3 crs
PSY260 Educational Psychology	3 crs	PSY307 Drugs and Behavior	3 crs
PSY307 Drugs and Behavior	3 crs	MGT405 Organizational Behavior OR	3 crs
		MKT404 Consumer Behavior	

B.A. in Psychology Concentrations (Cont.)

Forensic Psychology Minor	15 crs
PSY102 Fundamentals of Psychology II*	3 crs
PSY240 Forensic Psychology	3 crs
PSY341 Research Methodology for the Social Sciences*	3 crs
PSY395 Special Topics in Forensics Psychology	3 crs
Forensic Psych Elective	3 crs

* PSY341 and PSY102 are part of the requirements for the degree plan. Electives are either PSY201, PSY203, PSY301, and PSY305

B.A. in Psychology Main Campus Fast Facts

Students In This Accelerated Degree Program:	80
2010-2011 Program Completers:	4
2010-2011 Program Completers In Normal Time:	100%*

* Students who do not transfer in any credits typically complete this program within 5 years.

Job Placement: 100% of program graduates are employed

Tuition & Fees 2011-2012:

Program Cost:	\$104,000*
Room and Board:	\$39,400*
Approximate Program Text Book Cost:	\$4,800*

* This is the program cost for the entire 120-credit degree program using current tuition and room and board rates. Program costs will vary depending on transfer credits and financial aid amounts.

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

Managers, All Other

<http://www.onetonline.org/link/summary/11-9199.00>

Industrial-Organizational Psychologists

<http://www.onetonline.org/link/summary/19-3032.00>

Psychologists, All Other

<http://www.onetonline.org/link/summary/19-3039.00>

Median Loan Debt:

Number of Borrowers: 78

Federal	Private Loans	Institutional Loans
(Amount Borrowed)	(Amount Borrowed)	(Amount Owed)
\$15,826	\$46	\$5,000

B.A. in Psychology Online Fast Facts

Students In This Accelerated Degree Program:	155
2010-2011 Program Completers:	0*
2010-2011 Program Completers In Normal Time:	N/A*

*This program was introduced in 2010.

*ADP students who do not transfer in any credits and take one course each module will complete this program in 7 years. This program was introduced in 2010.

Job Placement: N/A*

This program was introduced in 2010.

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

Managers, All Other

<http://www.onetonline.org/link/summary/11-9199.00>

Industrial-Organizational Psychologists

<http://www.onetonline.org/link/summary/19-3032.00>

Psychologists, All Other

<http://www.onetonline.org/link/summary/19-3039.00>

Tuition & Fees 2011-2012:

Program Cost:	\$58,800*
Approximate Program Text Book Cost:	\$4,800*

* This is the tuition cost using current tuition rates for the entire 120-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.

Median Loan Debt:

Number of Borrowers: 82

Federal	Private Loans	Institutional Loans
(Amount Borrowed)	(Amount Borrowed)	(Amount Owed)
\$5,474	\$200	\$1,400

B.S. in Sport Management Curriculum

General Education	60 crs	Major, Core and Concentrations	54 crs
Common Core	12 crs	Designated Writing Course	3 crs
ENG110 College Writing	3 crs	BUS311 Managerial Communications	3 crs
ENG120 College Writing II	3 crs		
COM107 Intro to Communications	3 crs	Business Core	15 crs
CIS112 Introduction to Computing	3 crs	ACC111 Financial Accounting	3 crs
		ECO201 Macroeconomics	3 crs
Liberal Arts	24 crs	MGT105 Principles of Management	3 crs
Elective	3 crs	MKT101 Principles of Marketing	3 crs
Elective	3 crs	FIN201 Principles of Finance	3 crs
Elective	3 crs		
Elective	3 crs	Major Requirements	24 crs
Elective	3 crs	SMG101 Foundations of Sport Management	3 crs
Elective	3 crs	SMG151 Sport in Society	3 crs
Elective	3 crs	SMG201 Sport & Athletic Admin	3 crs
Elective	3 crs	SMG251 Sport Event & Facility Management	3 crs
Elective	3 crs	SMG301 Sport Marketing	3 crs
Math	6 crs	SMG351 Sport Law	3 crs
MAT120 College Algebra	3 crs	SMG401 Sport Economics	3 crs
MAT220 Statistics	3 crs	SMG451 Sport Management Co-op	3 crs
Science	3 crs	Directed Electives	9 crs
Elective	3 crs	300/400 Level Elective	3 crs
		300/400 Level Elective	3 crs
Unrestricted Electives	15 crs	300/400 Level Elective	3 crs
Elective	3 crs		
Elective	3 crs	Career and Self-Awareness	6 crs
Elective	3 crs	CSA101 Exploring Self: Inside Out	3 crs
Elective	3 crs	CSA260 Professional Success Seminar	1 cr
Elective	3 crs	CSA400 Career Capstone	2 crs
Unrestricted Business Elective	3 crs		
Elective	3 crs		
Grand Total			120 crs

This program is offered on our Main Campus and Online.

B.S. in Sport Management Main Campus Fast Facts**Students In This Accelerated Degree Program:**

91

2010-2011 Program Completers:

4

2010-2011 Program Completers In Normal Time:

100%*

* Students who do not transfer in any credits typically complete this program within 5 years.

Job Placement: Data not yet available.**Tuition & Fees 2011-2012:****Program Cost:**

\$104,000*

Room and Board:

\$39,400*

Approximate Program Text Book Cost:

\$4,800*

* This is the program cost for the entire 120-credit degree program using current tuition and room and board rates. Program costs will vary depending on transfer credits and financial aid amounts.

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

Coaches and Scouts<http://www.onetonline.org/link/summary/27-2022.00>**General and Operations Managers**<http://www.onetonline.org/link/summary/11-1021.00>**Managers, All Other**<http://www.onetonline.org/link/summary/11-9199.00>**Recreation Workers**<http://www.onetonline.org/link/summary/39-9032.00>**Median Loan Debt:****Number of Borrowers:** 88**Federal**

(Amount Borrowed)

Private Loans

(Amount Borrowed)

Institutional Loans

(Amount Owed)

\$11,324

\$89

\$2,000

B.S. in Sport Management Online Fast Facts**Students In This Accelerated Degree Program:**

114

2010-2011 Program Completers:

0*

*This program was introduced in 2009.

2010-2011 Program Completers In Normal Time:

N/A*

*ADP students who do not transfer in any credits and take one course each module will complete this program in 7 years. This program was introduced in 2009.

Job Placement: N/A*

This program was introduced in 2009.

Tuition & Fees 2011-2012:**Program Cost:**

\$58,800*

Approximate Program Text Book Cost:

\$4,800*

* This is the tuition cost using current tuition rates for the entire 120-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

Coaches and Scouts<http://www.onetonline.org/link/summary/27-2022.00>**General and Operations Managers**<http://www.onetonline.org/link/summary/11-1021.00>**Managers, All Other**<http://www.onetonline.org/link/summary/11-9199.00>**Recreation Workers**<http://www.onetonline.org/link/summary/39-9032.00>**Median Loan Debt:****Number of Borrowers:** 54**Federal**

(Amount Borrowed)

Private Loans

(Amount Borrowed)

Institutional Loans

(Amount Owed)

\$5,474

\$2

\$0

B.A. in Sociology Curriculum

General Education	60 crs	Major, Core and Concentrations	51 crs
Common Core	12 crs	Designated Writing Course	3 crs
ENG110 College Writing	3 crs	SOC420 Issues in Contemporary Sociology	3 crs
ENG120 College Writing II	3 crs		
COM107 Intro to Communications	3 crs	Major Core	21 crs
CIS112 Introduction to Computing	3 crs	PHL203 Ethics	3 crs
		SOC101 Principles of Sociology	3 crs
Liberal Arts	24 crs	SOC301 Social Problems	3 crs
Elective	3 crs	SOC310 Social Stratification	3 crs
Elective	3 crs	SOC340 Sociological Theory	3 crs
Elective	3 crs	SOC341 Research Methods	3 crs
Elective	3 crs	SOC398 Internship	3 crs
Elective	3 crs		
Elective	3 crs	Concentration	15 crs
Elective	3 crs	Concentration Course	3 crs
Elective	3 crs	Concentration Course	3 crs
Elective	3 crs	Concentration Course	3 crs
Math	6 crs	Concentration Course	3 crs
MAT120 College Algebra OR	3 crs	Concentration Course	3 crs
MAT105 Quantitative Methods			
MAT220 Statistics	3 crs	Directed Electives	12 crs
		300/400 Level Elective	3 crs
Science	3 crs	300/400 Level Elective	3 crs
Elective	3 crs	300/400 Level Elective	3 crs
		300/400 Level Elective	3 crs
Unrestricted Electives	15 crs		
Elective	3 crs	Career and Self-Awareness	6 crs
Elective	3 crs	CSA101 Exploring Self: Inside Out	3 crs
Elective	3 crs	CSA260 Professional Success Seminar	1 cr
Elective	3 crs	CSA400 Career Capstone	2 crs
Elective	3 crs		
		Leadership Course	3 crs
		LCS105 Elements of Organizations	
Grand Total			120 crs

This program is offered on our Main Campus.

B.A. in Sociology Concentrations

Security Services	15 crs	Health and Community Services	15 crs
SOC322 Criminology	3 crs	SOC317 Alcohol & Drugs	3 crs
SOC330 Juvenile Delinquency	3 crs	SOC321 Aging	3 crs
Interdisciplinary Elective	3 crs	SOC326 Medical Sociology	3 crs
Interdisciplinary Elective	3 crs	Interdisciplinary Elective	3 crs
Interdisciplinary Elective	3 crs	Interdisciplinary Elective	3 crs
Counseling Services	15 crs		
HSV301 Interviewing Methods	3 crs		
HSV303 Introduction to Counseling	3 crs		
HSV309 Theo. Counseling & Psychology	3 crs		
HSV330 Group Counseling	3 crs		
HSV368 Crisis Intervention Counseling	3 crs		

B.A. in Sociology Main Campus Fast Facts

Students In This Accelerated Degree Program:

19

2010-2011 Program Completers:

2

2010-2011 Program Completers In Normal Time:

100%*

* Students who do not transfer in any credits typically complete this program within 5 years.

Job Placement: Data not yet available.

Tuition & Fees 2011-2012:

Program Cost:

\$104,000*

Room and Board:

\$39,400*

Approximate Program Text Book Cost:

\$4,800*

* This is the program cost for the entire 120-credit degree program using current tuition and room and board rates. Program costs will vary depending on transfer credits and financial aid amounts.

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

Managers, All Other

<http://www.onetonline.org/link/summary/11-9199.00>

Sociologists

<http://www.onetonline.org/link/summary/19-3041.00>

Median Loan Debt:

Number of Borrowers: 20

Federal	Private Loans	Institutional Loans
(Amount Borrowed)	(Amount Borrowed)	(Amount Owed)
\$12,313	\$49	\$0

Master of Business Administration Curriculum**MBA Preparatory Course**

BUS500 MBA Preparatory Course

MBA Program Foundation Courses**9 crs**

BUS501 Economic Foundations of Applied Accounting and Finance

3 crs

BUS504 Integrated Marketing Mix Strategies

3 crs

BUS505 Organizational Creativity, Discovery, and Innovation

3 crs

MBA Core Courses**18 crs**

BUS508 The Future of Leadership and Management II

3 crs

BUS510 Financial Modeling

3 crs

BUS515 Organizational Dynamics and Effectiveness

3 crs

BUS520 Competitive Intelligence

3 crs

BUS525 Business Strategy and Planning

3 crs

BUS530 Project Management

3 crs

Concentration**12 crs****Capstone Course and Culminating Experience****6 crs**

BUS698 Capstone Research Course

3 crs

BUS699 Capstone Course

3 crs

Grand Total**45 crs**

This program is offered on Online, the Weekend MBA is offered during Evenings and Weekends.

Master of Business Administration Concentrations**Corporate Innovation****12 crs**

BUS660 Leadership and Change Management

3 crs

BUS665 Unleashing and Sustaining Innovation in Organizations

3 crs

BUS670 Complexity of the Innovative Process: Multidimensional
Aspects of Innovation

3 crs

BUS675 Financial Tools for Managing Innovation

3 crs

Entrepreneurship**12 crs**

BUS610 New Venture Creation

3 crs

BUS615 New Product Development and Management

3 crs

BUS620 Financing the New Venture

3 crs

BUS625 Acquisitions in New Business Formation

3 crs

Finance**12 crs**

BUS631 Managing Financial Institutions

3 crs

BUS632 Advanced Financial Statement Analysis

3 crs

BUS633 Investment Management and Analysis

3 crs

PAD634 Public Finance Policy and Application

3 crs

Master of Business Administration Concentrations (Cont.)**Leadership 12 crs**

BUS660 Leadership and Change Management	3 crs
BUS668 Virtuous Leadership	3 crs
BUS669 Innovating Leadership and Management	3 crs
BUS670 Complexity of the Innovative Process: Multidimensional Aspects of Innovation	3 crs

Marketing 12 crs

BUS615 New Product Development and Management	3 crs
BUS617 Matching Value Propositions to Buyer Behaviors	3 crs
BUS618 Integrated Marketing for Managers	3 crs
BUS619 Driving Growth through CRM and SLM	3 crs

Multidisciplinary - Elective Courses (Choose four courses from the list below) 12 crs

BUS610 New Venture Creation	3 crs
BUS615 New Product Development and Management	3 crs
BUS617 Matching Value Propositions to Buyer Behaviors	3 crs
BUS618 Integrated Marketing for Managers	3 crs
BUS619 Driving Growth through CRM and SLM	3 crs
BUS620 Financing the New Venture	3 crs
BUS625 Acquisitions in New Business Formation	3 crs
BUS631 Managing Financial Institutions	3 crs
BUS632 Advanced Financial Statement Analysis	3 crs
BUS633 Investment Management and Analysis	3 crs
PAD634 Public Finance Policy and Application	3 crs
BUS660 Leadership and Change Management	3 crs
BUS665 Unleashing and Sustaining Innovation in Organizations	3 crs
BUS668 Virtuous Leadership	3 crs
BUS669 Innovating Leadership and Management	3 crs
BUS670 Complexity of the Innovative Process: Multidimensional Aspects of Innovation	3 crs
BUS675 Financial Tools for Managing Innovation	3 crs

Project Management 12 crs

BUS604 Virtual Teams and Organizations	3 crs
BUS623 Project and Risk Management	3 crs.
BUS638 Issues and Applications in Project Management	3 crs
BUS675 Financial Tools for Managing Innovation	3 crs

Weekend MBA 12 crs

BUS618 Integrated Marketing for Managers	3 crs
BUS633 Investment Management and Analysis	3 crs
BUS665 Unleashing and Sustaining Innovation in Organizations	3 crs
BUS668 Virtuous Leadership	3 crs

Master of Business Administration Online Fast Facts

Students In This Accelerated Degree Program:

482

2010-2011 Program Completers:

37

2010-2011 Program Completers In Normal Time:

97%*

* MBA students who do not transfer in any credits and take one course each module will complete this program in 2.5 years.

Average Program Completion Time:

20 Months

Tuition & Fees 2011-2012:

Program Cost:

\$28,125*

Approximate Program Text Book Cost:

\$1,500*

* This is the tuition cost using current tuition rates for the entire 45-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.

Median Loan Debt:

Number of Borrowers: 273

Federal

(Amount Borrowed)

\$13,714

Private Loans

(Amount Borrowed)

\$6

Institutional Loans

(Amount Owed)

\$0

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

Chief Executives

<http://www.onetonline.org/link/summary/11-9021.00>

Management Analysts

<http://www.onetonline.org/link/summary/11-3071.00>

Managers, All Other

<http://www.onetonline.org/link/summary/11-9199.00>

Sales Managers

<http://www.onetonline.org/link/summary/11-2022.00>

Social and Community Service Managers

<http://www.onetonline.org/link/summary/11-9151.00>

General and Operations Managers

<http://www.onetonline.org/link/summary/11-1021.00>

Industrial Production Managers

<http://www.onetonline.org/link/summary/11-3051.00>

Construction Managers

<http://www.onetonline.org/link/summary/11-9021.00>

Transportation, Storage, and Distribution Managers

<http://www.onetonline.org/link/summary/11-3071.00>

Cost Estimators

<http://www.onetonline.org/link/summary/13-1051.00>

Administrative Services Managers

<http://www.onetonline.org/link/summary/11-3011.00>

First-Line Supervisors/Managers of Office and

Administrative Support Workers

<http://www.onetonline.org/link/summary/43-1011.00>

Marketing Managers

<http://www.onetonline.org/link/summary/11-2021.00>

Business Operations Specialists, All Other

<http://www.onetonline.org/link/summary/13-1199.00>

Market Research Analysts

<http://www.onetonline.org/link/summary/19-3021.00>

Public Relations Specialists

<http://www.onetonline.org/link/summary/27-3031.00>

Master of Education Curriculum

M.Ed. Core Courses	12 crs
EDU505 Future of Education	3 crs
EDU510 The Cognitive Science of Teaching & Learning	3 crs
EDU515 Measurement and Metrics	3 crs
EDU520 Digitally-Mediated Teaching & Learning	3 crs
Concentration	12 crs
M.Ed. Capstone	9 crs
EDU697 Capstone Research Methods	3 crs
EDU698 Readings, Research & Planning for Capstone Project	3 crs
EDU699 Capstone Project	3 crs
Grand Total	33 crs

This program is offered on Online.

Master of Education Concentrations

Higher Education Administration	12 crs
EDU643 Teaching the Adult Learner	3 crs
EDU644 The New Post Secondary Student	3 crs
EDU645 Administration & Leadership of Higher Education	3 crs
EDU647 Higher Education Policy, Politics and Pressing Issues	3 crs
Instructional Design & Technology	12 crs
EDU623 Designing Learning Environments	3 crs
EDU624 E-learning Design for Diverse Learners	3 crs
EDU625 Integrating Learning and Technology	3 crs
EDU627 Assessing, Budgeting, and Evaluating Technology	3 crs
Teaching & Learning Concentration	12 crs
EDU603 Curriculum 2.0	3 crs
EDU604 Diversity issues in 21st Century Education	3 crs
EDU605 Differentiated Instruction	3 crs
EDU607 Assessing and Managing Learning	3 crs

Master of Education Online Fast Facts

Students In This Accelerated Degree Program:

177

2010-2011 Program Completers:

11

2010-2011 Program Completers In Normal Time:

91%*

* M.Ed. students who do not transfer in any credits and take one course each module will complete this program in 2 years.

Average Program Completion Time:

18 Months

Average Number Of Transferred Credits:

3

Tuition & Fees 2011-2012:

Program Cost:

\$16,500*

Approximate Program Text Book Cost:

\$1,100*

* This is the tuition cost using current tuition rates for the entire 33-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.

Median Loan Debt:

Number of Borrowers: 103

Federal

(Amount Borrowed)

Private Loans

(Amount Borrowed)

Institutional Loans

(Amount Owed)

\$7,191

\$10

\$0

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

Education Teachers, Postsecondary

<http://www.onetonline.org/link/summary/25-1081.00>

Adult Literacy, Remedial Education, and GED

Teachers and Instructors

<http://www.onetonline.org/link/summary/25-3011.00>

Teachers and Instructors, All Other

<http://www.onetonline.org/link/summary/25-3099.00>

Education Administrators, All Other

<http://www.onetonline.org/link/summary/11-9039.00>

Elementary School Teachers, Except Special Education

<http://www.onetonline.org/link/summary/25-2021.00>

Special Education Teachers, Preschool,

Kindergarten, and Elementary School

<http://www.onetonline.org/link/summary/25-2041.00>

Middle School Teachers, Except Special and

Vocational Education

<http://www.onetonline.org/link/summary/25-2022.00>

Secondary School Teachers, Except Special and

Vocational Education

<http://www.onetonline.org/link/summary/25-2031.00>

Education Administrators, Preschool and Child

Care Center/Program

<http://www.onetonline.org/link/summary/11-9031.00>

Education Administrators, Elementary and

Secondary School

<http://www.onetonline.org/link/summary/11-9032.00>

Education Administrators, Postsecondary

<http://www.onetonline.org/link/summary/11-9033.00>

Instructional Coordinators

<http://www.onetonline.org/link/summary/25-9031.00>

Instructional Designers and Technologists

<http://www.onetonline.org/link/summary/25-9031.01>

Master of Human Services Curriculum

Core Requirements	25 crs
HSV500 Sociology of Human Services	3 crs.
HSV502 Human Services Ethics and Diversity	3 crs.
HSV504 Human Development Through the Lifecycle	3 crs.
HSV510 Human Services Policy	3 crs.
HSV512 Applied Research Methods in Human Services	3 crs.
HSV593 Field Practicum I	3 crs.
HSV594 Field Practicum II	3 crs.
HSV698 Readings, Research & Planning	2 crs.
HSV699 Human Services Capstone Project	2 crs.
Concentration	12 crs
Grand Total	37 crs

This program is offered on Online.

Master of Human Services Concentrations

Clinical Counseling	12 crs
HSV520 Theories of Counseling	3 crs.
HSV521 Family Systems Theory	3 crs.
HSV522 Group Therapy	3 crs.
HSV524 Psychopathology and Psychological Assessment	3 crs.
Alcohol & Drug Counseling	12 crs
HSV530 Biology of Addiction	3 crs.
HSV532 Theories of Alcohol & Drug Counseling	3 crs.
HSV534 Psychopathology of Addiction	3 crs.
HSV536 Group and Family Treatment in Addictions	3 crs.
Program Administration (Students must choose 4 Management courses)	12 crs
BUS501 Economic Foundations of Applied Accounting and Finance	3 crs.
BUS505 Organizational Creativity, Discovery, and Innovation	3 crs.
BUS508 The Future of Leadership and Management II	3 crs.
BUS510 Financial Modeling	3 crs.
BUS525 Business Strategy and Planning	3 crs.
BUS530 Project Management	3 crs.
BUS660 Leadership and Change Management	3 crs.
BUS665 Unleashing and Sustaining Innovation in Organizations	3 crs.

Master of Human Services Online Fast Facts

Students In This Accelerated Degree Program:

451

2010-2011 Program Completers:

30

2010-2011 Program Completers In Normal Time:

83%*

* MSHSV students who do not transfer in any credits and take one course each module will complete this program in 2 years.

Average Program Completion Time:

22 Months

Tuition & Fees 2011-2012:

Program Cost:

\$18,500*

Approximate Program Text Book Cost:

\$1,300*

* This is the tuition cost using current tuition rates for the entire 37-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

Social and Community Service Managers

<http://www.onetonline.org/link/summary/11-9151.00>

Social and Human Service Assistants

<http://www.onetonline.org/link/summary/21-1093.00>

Community and Social Service Specialists, All

Other

<http://www.onetonline.org/link/summary/21-1099.00>

Median Loan Debt:

Number of Borrowers: 348

Federal

(Amount Borrowed)

\$12,240

Private Loans

(Amount Borrowed)

\$20

Institutional Loans

(Amount Owed)

\$0

Master of Public Administration Services Curriculum

MPA Core Courses	15 crs
BUS501 Economic Foundations of Applied Accounting and Finance	3 crs
BUS505 Organizational Creativity, Discovery, and Innovation	3 crs
BUS508 The Future of Leadership and Management II	3 crs
BUS515 Organizational Dynamics and Effectiveness	3 crs
BUS530 Project Management	3 crs
Core Courses	18 crs
PAD601 The History & Future of Public Administration	3 crs
PAD616 Public Policy	3 crs
PAD625 Labor Law & Labor Relations	3 crs
PAD634 Public Finance Policy and Application	3 crs
PAD645 Risk Management for Public Administrators	3 crs
PAD656 Readings and Research in Public Administration	3 crs
MPA Capstone	4 crs
MPA698 Graduate Seminar and Capstone Project I	2 crs
MPA699 Graduate Seminar and Capstone Project II	2 crs
Grand Total	37 crs

This program is offered on Online.

Master of Public Administration Services Online Fast Facts

Students In This Accelerated Degree Program:	26	Occupations
2010-2011 Program Completers:	0*	This degree will prepare you for careers including, but not limited to, the ones listed below.
<small>* This program was introduced in 2010.</small>		Chief Executives
2010-2011 Program Completers In Normal Time:	N/A*	http://www.onetonline.org/link/summary/11-1011.00
<small>* MPA students who do not transfer in any credits and take one course each module will complete this program in 2 years. This program was introduced in 2010.</small>		Chief Sustainability Officers
Tuition & Fees 2011-2012:		http://www.onetonline.org/link/summary/11-1011.03
Program Cost:	\$18,500*	General Operations Managers
Approximate Program Text Book Cost:	\$1,300*	http://www.onetonline.org/link/summary/11-1021.00
<small>* This is the tuition cost using current tuition rates for the entire 33-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.</small>		Legislators
Median Loan Debt:		http://www.onetonline.org/link/summary/11-1031.00
Number of Borrowers: 11		Transportation, Storage, and Distribution Managers
Federal	Private Loans	http://www.onetonline.org/link/summary/11-3071.00
(Amount Borrowed)	(Amount Borrowed)	Postmasters and Mail Superintendents
\$8,100	\$0	http://www.onetonline.org/link/summary/11-9131.00
		Social and Community Service Managers
		http://www.onetonline.org/link/summary/11-9151.00
		Managers, all others
		http://www.onetonline.org/link/summary/11-9199.00

Gaming and Animation Certificate Curriculum

GAM217 Introduction to Video Games	3 crs
GAM247 Interactive Computer Graphics	3 crs
GAM257 Fundamentals of Game Programming	3 crs
GAM301 Game Design and Animation I	3 crs
GAM401 Game Design and Animation II	3 crs

Grand Total **15 crs**

This program is offered on Main Campus and Online.

CPA Examination Course Requirements Certificate

Program requirements are different for each state. Please visit
<http://www.post.edu/online/degrees/cpacertificate/index.shtml> for more information.

Finance Certificate Curriculum

ACC111 Financial Accounting	3 crs	FIN201 Principles of Finance	3 crs.
ECO201 Macroeconomics	3 crs	FIN302 Corporate Finance	3 crs.
ECO202 Microeconomics	3 crs	FIN305 Analysis of Financial Statements	3 crs.
ECO303 Money and Banking	3 crs	FIN403 Investment Management	3 crs.
MGT105 Principles of Management	3 crs	FIN411 International Financial Management	3 crs.

Grand Total**15 crs**

This program is offered on Main Campus and Online.

Finance Certificate Main Campus Fast Facts

Students In This Accelerated Degree Program: 2

2010-2011 Program Completers: 1

2010-2011 Program Completers In Normal Time: N/A*

* Students who do not transfer in any credits typically complete this program within 5 years.

Tuition & Fees 2011-2012:

Program Cost:

\$24,750*

Approximate Program Text Book Cost:

\$1,000*

* This is the program cost for the entire 15-credit certificate program using current tuition rates. Program costs will vary depending on transfer credits and financial aid amounts.

Median Loan Debt:

Number of Borrowers: 2

Federal (Amount Borrowed)	Private Loans (Amount Borrowed)	Institutional Loans (Amount Owed)
\$7,863	\$3	\$0

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

General and Operations Managers

<http://www.onetonline.org/link/summary/11-1021.00>

Budget Analysts

<http://www.onetonline.org/link/summary/13-2031.00>

Credit Analysts

<http://www.onetonline.org/link/summary/13-2041.00>

Financial Analysts

<http://www.onetonline.org/link/summary/13-2051.00>

Loan Officers

<http://www.onetonline.org/link/summary/13-2072.00>

Financial Specialists, All Other

<http://www.onetonline.org/link/summary/13-2099.00>

Personal Financial Advisors

<http://www.onetonline.org/link/summary/13-2052.00>

Finance Certificate Online Fast Facts

Students In This Accelerated Degree Program: 21

2010-2011 Program Completers: 3

2010-2011 Program Completers In Normal Time: 67%

Tuition & Fees 2011-2012:

Program Cost:

\$14,700*

Approximate Program Text Book Cost:

\$1,000*

* This is the tuition cost using current tuition rates for the entire 15-credit certificate program. Program costs will vary depending on transfer credits and financial aid amounts.

Median Loan Debt:

Number of Borrowers: 10

Federal (Amount Borrowed)	Private Loans (Amount Borrowed)	Institutional Loans (Amount Owed)
\$9,454	\$3	\$0

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

General and Operations Managers

<http://www.onetonline.org/link/summary/11-1021.00>

Budget Analysts

<http://www.onetonline.org/link/summary/13-2031.00>

Credit Analysts

<http://www.onetonline.org/link/summary/13-2041.00>

Financial Analysts

<http://www.onetonline.org/link/summary/13-2051.00>

Loan Officers

<http://www.onetonline.org/link/summary/13-2072.00>

Financial Specialists, All Other

<http://www.onetonline.org/link/summary/13-2099.00>

Personal Financial Advisors

<http://www.onetonline.org/link/summary/13-2052.00>

Forensic Accounting Certificate Curriculum

CRJ101 Introduction to Criminal Justice	3 crs	And one of the following:	
CRJ209 Criminal Law OR	3 crs	CRJ326 Computer Forensics OR	3 crs
CRJ211 Criminal Investigation		CRJ346 Electronic Investigations OR	
CRJ332 White Collar Crime	3 crs	ACC425 Computer Control and Audit OR	
ACC315 Fraud Prevention & Examination	3 crs	ACC430 Accounting Information Systems	
ACC325 Forensic Accounting	3 crs		

Grand Total**18 crs**

This program is offered on Main Campus and Online.

Forensic Accounting Certificate Main Campus Fast Facts

Students In This Accelerated Degree Program:	2
2010-2011 Program Completers:	1
2010-2011 Program Completers In Normal Time:	100%

Tuition & Fees 2011-2012:

Program Cost:	\$14,850*
Approximate Program Text Book Cost:	\$600*

* This is the program cost for the entire 18-credit certificate program using current tuition rates. Program costs will vary depending on transfer credits and financial aid amounts.

Median Loan Debt:

Number of Borrowers: 1

Federal (Amount Borrowed)	Private Loans (Amount Borrowed)	Institutional Loans (Amount Owed)
\$0	\$219	\$0

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

Accountants and Auditors

<http://www.onetonline.org/link/summary/13-2011.00>

Budget Analysts

<http://www.onetonline.org/link/summary/13-2031.00>

Credit Analysts

<http://www.onetonline.org/link/summary/13-2041.00>

Financial Examiners

<http://www.onetonline.org/link/summary/13-2061.00>

Tax Examiners, Collectors, and Revenue Agents

<http://www.onetonline.org/link/summary/13-2081.00>**Forensic Accounting Certificate Online Fast Facts**

Students In This Accelerated Degree Program:	79
2010-2011 Program Completers:	7
2010-2011 Program Completers In Normal Time:	57%

Tuition & Fees 2011-2012:

Program Cost:	\$8,820*
Approximate Program Text Book Cost:	\$600*

* This is the tuition cost using current tuition rates for the entire 18-credit certificate program. Program costs will vary depending on transfer credits and financial aid amounts.

Median Loan Debt:

Number of Borrowers: 50

Federal (Amount Borrowed)	Private Loans (Amount Borrowed)	Institutional Loans (Amount Owed)
\$9,454	\$10	\$0

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

Accountants and Auditors

<http://www.onetonline.org/link/summary/13-2011.00>

Budget Analysts

<http://www.onetonline.org/link/summary/13-2031.00>

Credit Analysts

<http://www.onetonline.org/link/summary/13-2041.00>

Financial Examiners

<http://www.onetonline.org/link/summary/13-2061.00>

Tax Examiners, Collectors, and Revenue Agents

<http://www.onetonline.org/link/summary/13-2081.00>

Human Resource Management Certificate Curriculum

General Education Requirements	9 crs.
MGT105 Principles of Management	3 crs
MGT201 Human Resources Management	3 crs.
MGT411 Seminar in Human Resources Management	3 crs.

Electives (Choose any 3 of the following)	9 crs.
ENV315 General Occupational Safety and Health	3 crs.
IBA325 Managing Culture and International Human Resources	3 crs.
MGT303 Labor/Management Relations	3 crs.
MGT305 Managing a Diverse Workforce	3 crs.
MGT307 Compensation and Benefits	3 crs.
MGT308 Training and Development	3 crs.

Grand Total **18 crs**

This program is offered Online and during Evenings and Weekends.

Human Resource Management Certificate Online Fast Facts

Students In This Accelerated Degree Program:	120
2010-2011 Program Completers:	29
2010-2011 Program Completers In Normal Time:	52%

Tuition & Fees 2011-2012:

Program Cost: \$8,820*

Approximate Program Text Book Cost: \$600*

* This is the program cost for the entire 18-credit certificate program using current tuition rates. Program costs will vary depending on transfer credits and financial aid amounts.

Occupations

This degree will prepare you for careers including, but not limited to, the ones listed below.

Social and Community Service Managers
<http://www.onetonline.org/link/summary/11-9151.00>

Social and Human Service Assistants
<http://www.onetonline.org/link/summary/21-1093.00>

Community and Social Service Specialists,
 All Other
<http://www.onetonline.org/link/summary/21-1099.00>

Early Childhood Education Certificate Curriculum

CHS111 Foundations in ECE	3 crs	CHS199 Practicum I	3 crs
CHS201 Creative Activities	3 crs	CHS203 Children's Literature & Language Arts	3 crs
CHS298 Practicum II	3 crs	PSY101 Fundamentals of Psychology I	3 crs
PSY201 Child Development	3 crs		

Grand Total**21 crs**

This program is offered on our Main Campus and Online.

Early Childhood Education Certificate Online Fast Facts

Students In This Accelerated Degree Program:	208	Occupations
2010-2011 Program Completers:	10	This degree will prepare you for careers including,
2010-2011 Program Completers In Normal Time:	30%	but not limited to, the ones listed below.
		Preschool Teachers, Except Special Education
		http://www.onetonline.org/link/summary/25-2011.00
Tuition & Fees 2011-2012:		Teacher Assistants
Program Cost:	\$10,290*	http://www.onetonline.org/link/summary/25-9041.00
Approximate Program Text Book Cost:	\$700*	Childcare Workers
* This is the tuition cost using current tuition rates for the entire 21-credit certificate program. Program costs will vary depending on transfer credits and financial aid amounts.		http://www.onetonline.org/link/summary/39-9011.00

Median Loan Debt:

Number of Borrowers: 117

Federal	Private Loans	Institutional Loans
(Amount Borrowed)	(Amount Borrowed)	(Amount Owed)
\$5,321	\$0	\$0

Early Childhood Education Administration Certificate Curriculum

ACC111 Financial Accounting	3 crs	CHS208 Teaching the Exceptional Child	3 crs
CHS307 Child Care Administration	3 crs	MGT105 Principles of Management	3 crs
Elective	3 crs		

Grand Total**15 crs**

This program is offered on our Main Campus and Online.

Early Childhood Education Administration Certificate Online Fast Facts

Students In This Accelerated Degree Program:	14	Occupations
2010-2011 Program Completers:	1	This degree will prepare you for careers including,
2010-2011 Program Completers In Normal Time:	0%	but not limited to, the ones listed below.
		Preschool Teachers, Except Special Education
		http://www.onetonline.org/link/summary/25-2011.00
Tuition & Fees 2011-2012:		Teacher Assistants
Program Cost:	\$7,350*	http://www.onetonline.org/link/summary/25-9041.00
Approximate Program Text Book Cost:	\$500*	Childcare Workers
* This is the tuition cost using current tuition rates for the entire 15-credit certificate program. Program costs will vary depending on transfer credits and financial aid amounts.		http://www.onetonline.org/link/summary/39-9011.00

Legal Nurse Consulting Certificate Curriculum

ACC111 Financial Accounting	3 crs
CIS112 Introduction to Computing	3 crs
LAW101 Introduction to Law	3 crs
LAW203 Civil Litigation Practice	3 crs
LAW205 Legal Research	3 crs
LAW415 Personal Injury Law	3 crs
LAW430 Medical Malpractice	3 crs
LAW425 Legal Writing	3 crs
LAW Elective	3 crs
LAW398 Internship	3 crs

Grand Total **30 crs**

This program is offered Online.

Legal Nurse Consulting Certificate Online Fast Facts

Students In This Accelerated Degree Program:	8	Occupations
2010-2011 Program Completers:	1	This degree will prepare you for careers including,
2010-2011 Program Completers In Normal Time:	100%	but not limited to, the ones listed below.
Tuition & Fees 2011-2012:		Legal Support Workers, All Other
Program Cost:	\$14,700*	http://www.onetonline.org/link/summary/23-2099.00
Approximate Program Text Book Cost:	\$1,000*	
* This is the tuition cost using current tuition rates for the entire 30-credit certificate program. Program costs will vary depending on transfer credits and financial aid amounts.		

Median Loan Debt:

Number of Borrowers: 7

Federal (Amount Borrowed)	Private Loans (Amount Borrowed)	Institutional Loans (Amount Owed)
\$9,454	\$0	\$0

Paralegal Certificate Curriculum

LCS105 Elements of Organizations	3 crs.	BUS204 Business Law I	3 crs.
BUS205 Business Law II	3 crs.	CIS112 Introduction to Computing	3 crs.
LAW101 Introduction to Law	3 crs.	LAW105 Estate Admin. & Probate Practice	3 crs.
LAW201 Real Estate Law & Practice	3 crs.	LAW203 Civil Litigation Practice	3 crs.
LAW205 Legal Research	3 crs.	LAW460 Legal Studies Internship OR	3 crs.
		LAW425 Legal Writing & LAW440 Legal Ethics	6 crs.

Grand Total

30-33 crs

This program is offered on our Main Campus and Online.

Paralegal Certificate Main Campus Fast Facts

Students In This Accelerated Degree Program:	2	Occupations
2010-2011 Program Completers:	0	This degree will prepare you for careers including,
2010-2011 Program Completers In Normal Time:	N/A	but not limited to, the ones listed below.
		Paralegals and Legal Assistants
		http://www.onetonline.org/link/summary/23-2011.00
Tuition & Fees 2011-2012:		Law Clerks
Program Cost:	\$24,750*	http://www.onetonline.org/link/summary/23-2092.00
Approximate Program Text Book Cost:	\$1,000*	Title Examiners, Abstractors, and Searchers
* This is the tuition cost using current tuition rates for the entire 30-credit certificate program. Program costs will vary depending on transfer credits and financial aid amounts.		http://www.onetonline.org/link/summary/23-2093.00
		Legal Support Workers, All Other
		http://www.onetonline.org/link/summary/23-2099.00
Median Loan Debt:		
Number of Borrowers: 2		
Federal	Private Loans	Institutional Loans
(Amount Borrowed)	(Amount Borrowed)	(Amount Owed)
\$34,063	\$219	\$0

Paralegal Certificate Online Fast Facts

Students In This Accelerated Degree Program:	157	Occupations
2010-2011 Program Completers:	7	This degree will prepare you for careers including,
2010-2011 Program Completers In Normal Time:	100%	but not limited to, the ones listed below.
		Paralegals and Legal Assistants
		http://www.onetonline.org/link/summary/23-2011.00
Tuition & Fees 2011-2012:		Law Clerks
Program Cost:	\$13,230*	http://www.onetonline.org/link/summary/23-2092.00
Approximate Program Text Book Cost:	\$900*	Title Examiners, Abstractors, and Searchers
* This is the tuition cost using current tuition rates for the entire 30-credit certificate program. Program costs will vary depending on transfer credits and financial aid amounts.		http://www.onetonline.org/link/summary/23-2093.00
		Legal Support Workers, All Other
		http://www.onetonline.org/link/summary/23-2099.00
Median Loan Debt:		
Number of Borrowers: 7		
Federal	Private Loans	Institutional Loans
(Amount Borrowed)	(Amount Borrowed)	(Amount Owed)
\$9,358	\$10	\$0

Corporate Innovation Graduate Certificate Curriculum

Graduate Certificate in Corporate Innovation Prerequisite Course* 3 crs.

BUS505 Organizational Creativity, Discovery and Innovation 3 crs.

** BUS505 is a prerequisite course that must be taken by anyone applying for the Corporate Innovation Certificate. This course will be waived for Post University MBA students or graduates as this course is a part of the MBA online curriculum.*

Graduate Certificate in Corporate Innovation Core Courses 12 crs

BUS660 Leadership and Change Management 3 crs.

BUS665 Unleashing and Sustaining Innovation in Organizations 3 crs.

BUS670 Complexity of the Innovation Process 3 crs.

BUS675 Financial Tools for Managing Innovations 3 crs.

Grand Total 12 crs

This program is offered Online.

Entrepreneurship Graduate Certificate Curriculum

Graduate Certificate in Entrepreneurship Prerequisite Course* 3 crs.

BUS501 Economic Foundations of Applied Accounting and Finance 3 crs.

** BUS501 is a prerequisite course that will be waived for Post MBA graduates*

Graduate Certificate in Entrepreneurship Core Courses 12 crs

BUS504 Integrated Marketing Mix Strategies 3 crs.

BUS510 Financial Modeling 3 crs.

BUS520 Competitive Intelligence 3 crs.

BUS610 New Venture Creation OR 3 crs.

BUS625 Acquisitions in New Business Formation

Grand Total 12 crs

This program is offered Online.

Finance Graduate Certificate Curriculum

Graduate Certificate in Finance Prerequisite Course* 6 crs.

BUS501 Economic Foundations of Applied Accounting and Finance 3 crs.

BUS510 Financial Modeling 3 crs

** BUS501 and BUS510 are prerequisite courses that will be waived for Post University MBA graduates*

Graduate Certificate in Finance Core Courses 12 crs

BUS631 Managing Financial Institutions 3 crs.

BUS632 Advanced Financial Statement Analysis 3 crs.

BUS633 Investment Management and Analysis 3 crs.

PAD634 Public Finance Policy and Application 3 crs.

Grand Total 12 crs

This program is offered Online.

Leadership Graduate Certificate Curriculum

Graduate Certificate in Leadership Prerequisite Course*	6 crs
BUS508 The Future of Management and Leadership II	3 crs
BUS510 Financial Modeling	3 crs

** BUS508 and BUS510 are prerequisite courses that must be taken by anyone applying for the Leadership Certificate. However, both of these courses will be waived for Post University MBA students or graduates since they are part of the MBA curriculum.*

Graduate Certificate in Leadership Core Courses	12 crs
BUS660 Leadership and Change Management	3 crs.
BUS668 Virtuous Leadership	3 crs.
BUS669 Innovating Leadership and Management	3 crs.
BUS670 Complexity of the Innovative Process	3 crs.

Grand Total	12 crs
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This program is offered Online.

Marketing Graduate Certificate Curriculum

Graduate Certificate in Marketing Prerequisite Course*	3 crs
BUS504 Marketing Mix Strategies	3 crs

** BUS504 is a prerequisite course that must be taken by anyone applying for the Graduate Certificate in Marketing. However, this course will be waived for Post MBA students or graduates since it is part of the MBA curriculum.*

Graduate Certificate in Marketing Core Courses	12 crs
BUS615 New Product Development	3 crs.
BUS617 Matching Value Propositions to Buyer Behaviors	3 crs.
BUS618 Integrated Marketing for Managers	3 crs.
BUS619 Driving Growth Through CRM and SLM	3 crs.

Grand Total	12 crs
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This program is offered Online.

Performance Management Graduate Certificate Curriculum

Graduate Certificate in Performance Management Core Courses	12 crs
BUS508 The Future of Management and Leadership II	3 crs.
BUS515 Organizational Dynamics and Effectiveness	3 crs.
BUS665 Unleashing and Sustaining Innovation in the Organization	3 crs.
BUS661 Benchmarking, Measuring and Rewarding Performance	3 crs.
Grand Total	12 crs

This program is offered Online.

Project Management Graduate Certificate Curriculum

Graduate Certificate in Project Management Prerequisite Course*	3 crs
BUS530 Project Management	3 crs
<i>* BUS530 is a prerequisite course that must be taken by anyone applying for the Leadership Certificate. However, this course will be waived for Post University MBA students or graduates since it is part of the MBA curriculum.</i>	
Graduate Certificate in Project Management Core Courses	12 crs
BUS604 Virtual Teams and Organizations	3 crs.
BUS623 Project and Risk Management	3 crs.
BUS638 Issues and Applications in Project Management	3 crs.
BUS675 Financial Tools for Managing Innovation	3 crs.

Grand Total	12 crs
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This program is offered Online.

ACCOUNTING COURSE DESCRIPTIONS

ACC111 Financial Accounting - 3 credits

This course is for the student to learn about accounting as an information development and communications function that supports economic decision-making. The course will help students perform financial analysis; derive information for personal or organizational decisions; and understand business, governmental, and other organizational entities.

ACC211 Managerial Accounting - 3 credits

This course provides a practical understanding of the use of accounting by management in planning and controlling operations in all functions of the enterprise and in choosing among alternative courses of action. *Prerequisite: ACC111*

ACC215 Spreadsheet and General Ledger Applications – 3 credits

Students taking this course will use General Ledger and Spreadsheet software to accomplish standard, basic accounting and bookkeeping tasks. Typical general ledger software tasks will include: Entering transactions in general and special journals, the preparation of trial balances, adjusting and closing entries, and Financial Statements. Supporting schedules for general ledger accounts and financial statements will also be included. Spreadsheet applications will typically include: Creation of spreadsheets in professionally correct formats; file creation, updating and maintenance; setting up calculations and auditing their accuracy; formatting of data and reports; preparation of standard accounting reports and working papers. *Prerequisite: ACC111, not to be taken concurrently*

ACC301 Cost Accounting - 3 credits

This course covers fundamental principles and procedures of cost determination in manufacturing, service, and not-for-profit organizations. Emphasis is placed upon the concepts and classification of product costs (direct materials, direct labor, and manufacturing overhead), as well as the recording and accumulating of such costs within job order and process cost accounting systems. A research paper or computer project is required. *Prerequisite: ACC111, ACC211 or ACC111 and departmental permission.*

ACC303 Intermediate Accounting I – 3 credits

This course introduces the fundamental accounting concepts that underlie the structure and content of the statements that disclose the financial record of business organizations. Methods used to value a business' current assets including cash, accounts receivable and inventory are studied. *Prerequisite: ACC211 or ACC111 and departmental permission.*

ACC305 Analysis of Financial Statements - 3 credits

Modern investing and lending decisions are based on financial statement analysis. Investing and lending decisions require the application of thorough analysis to carefully evaluate data. Sound information is obtained by an understanding of the data from which it is derived as well as by the application of tools of analysis to aid in its extraction and evaluation. The course focuses on understanding the data that are analyzed, as well as the methods by which they are analyzed and interpreted. *Prerequisite: ACC211 or ACC303*

ACC315 Fraud Prevention and Examination – 3 credits

This course covers the principles and methodology of fraud prevention, detection, deterrence and investigation. The course includes such topics as skimming, cash larceny, check tampering, register disbursement schemes, billing schemes, payroll and expense reimbursement schemes, non-cash misappropriations, corruption, financial management fraud, and interviewing witnesses. *Prerequisite: ACC111*

ACC325 Forensic Accounting - 3 credits

Forensic accounting is the application of accounting methods and financial techniques to assist in solving economic-based crimes. Course topics include the accounting and legal fundamentals of forensic accounting, reconstructing income, money laundering, litigation services provided by accountants, dispute resolution, evidence management, commercial damage control, litigation support, computing economic damages, bankruptcy, divorce, identity theft, organized crime, terrorism investigations, electronic data and digital forensics analysis, cybercrime and business valuations. *Prerequisite: ACC111*

ACC330 Federal Income Taxes – 3 credits

This course concentrates on the federal income taxation of individuals. It provides students with the knowledge to complete individual income tax returns while enhancing their awareness of the complexities and sources of tax law. *Prerequisite: ACC303 and Junior or Senior status*

ACC340 Intermediate Accounting II – 3 credits

This course continues the study of accounting for businesses started in ACC303. It reviews the valuation methods applied to non-current assets, liabilities, and shareholders' equity. *Prerequisite: ACC303*

ACC341 Intermediate Accounting III – 3 credits

This course studies the accounting treatment of leases, pension and post-employment benefits, income taxes, cash flows, accounting changes and error correction. *Prerequisite: ACC340 or ACC303 and departmental permission*

ACC350 Taxation of Corporations – 3 credits

This course concentrates on the federal income taxation of corporations and introduces the federal tax regulations pertaining to partnerships, S corporations, estates, trusts and gifts. *Prerequisite: ACC330*

ACC425 Computer Control and Audit - 3 credits

This course is an introduction to the fundamentals of auditing and controlling computer information systems. Emphasis is placed on the design and application of controls within computer information systems. This course may be used as an Accounting elective. *Prerequisite: CIS112, 12 credits of Accounting, Junior or Senior status and permission of advisor for Accounting majors.*

ACC430 Accounting Information Systems- 3 credits

This course introduces the system flow of financial information in the contexts of the system development process and the actual applications of computer technology to record keeping and information gathering functions. Applications studied include procurement and receiving, inventory control, accounts payable, marketing and shipping, billing and collections, etc. The course includes case studies and a hands-on computer project. *Prerequisites: CIS112, 12 credits of Accounting, Junior or Senior status and permission of advisor for Accounting majors.*

ACC440 Auditing – 3 credits

This course develops an understanding of the nature of auditing, its code of ethics, and its role in society, the Sarbanes-Oxley Act and the practice of professional, governmental, and internal auditing within companies. *Prerequisite: ACC303, 12 credits of accounting, and Junior or Senior status*

ACC450 Advanced Accounting I – 3 credits

The focus in this course is on the accounting for partnerships, multi location branches, goodwill and business mergers and acquisitions. *Prerequisite: ACC303, 12 credits of accounting, and Junior or Senior status*

ACC451 Advanced Accounting II – 3 credits

The focus in this course is on the accounting for foreign currency transactions, financial statements denominated in a foreign currency, business segments, interim reporting, Securities and Exchange Commission requirements, trusts, bankruptcies, non profits and government organizations. *Prerequisite: ACC303, 12 credits of accounting, and Junior or Senior status*

ART COURSE DESCRIPTIONS

ART-designated courses qualify as Humanities or Liberal Arts electives.

ART101 Art History I - 3 credits

This course provides an introduction to the history of the visual arts from prehistory to the early Renaissance. Major works in architecture, sculpture, painting, and graphic arts are covered in chronological order.

ART102 Art History II - 3 credits

This course provides an introduction to the history of the visual arts from the Renaissance to the Twentieth-Century. It presents a chronological coverage of architecture, sculpture, painting, and graphic arts, stressing the characteristics that identify periods and styles.

ART105 Drawing I - 3 credits

A foundation drawing course which concentrates on developing basic skills. The course examines varied media in the study of figure, still life, landscape, abstract, and an introduction to color as it relates to drawing. *Studio fee required.*

ART110 Design I - 3 credits

This is a foundation course centering on design elements (shape, line, texture, color, space). Principles of organization with problems in structure are explored. *Studio fee required.*

ART114 Beginning Photography - 3 credits

This course provides an introduction to the photographic process. Basic darkroom procedures and fundamental camera skills are included. Design and aesthetic theory are discussed. Simple adjustable camera required. *Studio fee required.*

ART115 Three-Dimensional Design - 3 credits

This course will provide the study and investigation of three-dimensional space using line, plane, volumes, form and negative space. Through the exploration and arrangement of objects in space, the student will solve problems involving content, surface, texture, scale, mass, color, space and composition, and visual impact. The objective of this course is for the student to gain a better understanding of three-dimensional design and awareness of form in space.

ART200 Painting I - 3 credits

This is an introduction to painting for the beginning student. Working from the figure, still life, and inventive forms, students explore painting materials, techniques, and concepts on a basic level. Both acrylic and oil mediums are used. *Studio fee required.*

ART201 Painting II - 3 credits

This course is a continuation of Painting I. The emphasis is on more complex problems of color, form, and figure. *Prerequisite: ART200. Studio fee required.*

ART205 Drawing II - 3 credits

This course is a continuation of Drawing I, exploring more difficult drawing problems in traditional media and subject matter, as well as contemporary drawing problems and solutions such as abstraction. *Prerequisite: ART105. Studio fee required.*

ART210 Digital Photography - 3 credits

This course is a basic introduction to Digital Photography for both beginner and intermediate skill levels. The course is designed to show students how to use a digital camera and computer photo editing software to capture, edit, and manipulate images and to develop excellent photographic and aesthetic practices as students learn the basic and advanced techniques to improve their photography. Topics include: understanding the digital camera, file formats, composition, focusing and metering, depth of field, sharpness, lighting and flash, white balance, lens and filters, equipment essentials, image editing techniques and printing images. *Prerequisite: ART114*

ART211 Design II - 3 credits

This course is a continuation of Design I, exploring more complex design elements of color, line, space, texture, shape, and materials. *Prerequisite: ART110. Studio fee required.*

ART221 Ceramics I - 3 credits

This course exposes students to a variety of techniques and concepts related to ceramic hand building. Both functional and non-functional objects are used to demonstrate coil, slab, and pinch techniques. Emphasis is placed on

the three-dimensional concepts of texture, form, color, balance, and design. The acquisition of technical skills and aesthetic awareness is assessed on an individual basis. *Studio fee required.*

ART222 Ceramics II - 3 credits

This course is a continuation of Ceramics I, exploring more difficult ceramic problems in a variety of techniques and concepts related to ceramic hand building. It provides an examination of the physical properties of clay with an emphasis on the development of personal imagery. An extension of this experience includes combinations of media. *Studio fee required.*

ART305 History of Architecture - 3 credits

This course introduces students to the evolution of architectural styles in the Western world. Consideration is given to the historical, religious, social, political, and structural problems that influenced the development of these styles.

ART307 Advanced Painting III

This is an advanced level painting course designed to allow more advanced painting problems. Historical and contemporary issues will be investigated with an emphasis on personal growth and the development of self exploration and creative expression. May be repeated once for credit. *Pre-requisites: ART200, ART201 or permission of Professor. Studio fee required.*

ART310 Cartooning I - 3 credits

An introduction to the history of cartooning and the basics of creating cartoons and cartoon characters. This course combines learning the process of concept, layout, sketching, inking and coloring to complete a cartoon based project. Projects will include, but not be limited to: comic strips, comic books, panels, caricature, editorial illustration and new media.

ART313 Video I - 3 credits

This course offers an introduction to video production with an emphasis on the commercial use as well as experimentation and video art. While employing various techniques, both studio and portable, such as video taken with a camera, found footage and non linear editing, students will be asked to create a series of short videos. Concepts in video making and its origins will be explored while students learn the basic techniques through creative problem solving in the video medium.

ART320 Life Drawing - 3 credits

This course focuses on the human figure as subject. There is emphasis on a variety of approaches to drawing the figure, including use of a live model. Dynamics, proportion, volume, anatomy, and structure, as well as fashion figure proportion, garment, and fashion illustration are investigated. Prerequisite: Previous drawing training. *Studio fee required.*

ART321 Advanced Ceramics III

This is an advanced level ceramics course designed to allow more advanced handbuilding and wheel throwing. Historical and contemporary issues will be investigated with an emphasis on personal growth and the development of self exploration and creative expression. May be repeated once for credit. *Pre-requisites: ART221, ART222 or permission of Professor. Studio fee required.*

ART407 Advanced Painting IV

This is an advanced level painting course designed to allow more advanced painting problems. Historical and contemporary issues will be investigated with emphasis on personal growth and the development of self exploration and creative expression. May be repeated once for credit. *Pre-requisites: ART200, ART201 & ART307 or permission of Professor. Studio fee required.*

ART422 Advanced Ceramics IV

This is an advanced level ceramics course designed to allow more advanced handbuilding and wheel throwing. Historical and contemporary issues will be investigated with an emphasis on personal growth and the development of self

exploration and creative expression. May be repeated once for credit. *Pre-requisites: ART221, ART222, and ART321 or permission of professor. Studio fee required.*

BIOLOGY COURSE DESCRIPTIONS

BIO-designated courses qualify as Natural Science or Liberal Arts electives. BIO150, BIO160, BIO435, and BIO498 may not be used to fulfill the general education science elective requirement.

BIO120 Concepts of Biology - 3 credits

This survey course assists students in understanding the basic and unifying principles of life. Students focus on a wide variety of topics including structure and function, organization, diversity, biochemistry, evolution, behavior, ecology, and population dynamics.

BIO121 Human Biology - Health and Disease - 3 credits

This one-semester course focuses on the human systems (integument, nervous, muscular, skeletal, digestive, circulatory, excretory, respiratory, reproductive, endocrine, and immune). Students learn about normal structure and function, and then they apply these concepts and principles to a study of major abnormalities in each system (skin cancer, rheumatoid arthritis, muscular dystrophy, palsy, seizure activity, acromegaly, Addison's Disease, etc.).

BIO143 General Biology I - 3 credits

General Biology I is designed for both the major and non-major college student and provides a foundation for all other biology courses. Discussions will focus on the nature of science in general, biomolecular, origin of life, cells and their components, energy and metabolism, photosynthesis, cell reproduction and division, inheritance, taxonomy, viruses, bacteria, protists, vascular and non-vascular plants, and a survey of the animal kingdom (excluding vertebrates). Inquiry based study in the concurrent laboratory component will provide hands-on application of appropriate lecture material. Laboratory fee required. This class was previously called BIO133.

BIO143L General Biology I Lab - 1 Credit

This course is offered as part of BIO143 General Biology I. *Laboratory fee required.*

BIO144 General Biology II - 3 credits

General Biology II is designed for both the major and non-major college student and provides a continuation of the foundation established in BIO143. Discussions will focus on DNA, gene structure, function and expression, biotechnology, developmental biology, evolution, population genetics and dynamics, species interactions, biological communities, and vertebrate anatomy and physiology. Inquiry based study in the concurrent laboratory component will provide hands-on application of appropriate lecture material. *Prerequisite: BIO143.*

BIO144L General Biology II Lab - 1 Credit

This course is offered as part of BIO144 General Biology II. *Laboratory fee required.*

BIO150 Nutrition - 3 credits

This course presents a scientific study of the basic principles of nutrition. Nutrient requirements, diet, biochemistry, diseases, and socio-economic concepts are stressed. Special emphasis is placed on changes throughout the human life cycle.

BIO160 Medical and Scientific Terminology - 2 credits

An essential part of learning biology or almost any other science is the mastery of the terminology used. This task may be made easier if one becomes more aware of the meaning and derivation of the word elements (parts) that form these technical terms. By becoming familiar with the word elements, technical terms become easier to remember, and newly encountered words are easier to understand. Students in this course learn (in both group and individual competitions) to establish a personal database of these word elements so that they can more accurately understand novel scientific and medical terminology.

BIO180 Forensics - 3 credits

This course begins with a basic overview of forensic science from the “science” viewpoint. Scientific principles and practices will be applied to specific examples within the following: drug analysis, paternity, DNA fingerprinting, hair/fiber analysis, blood identification, microscopy, spectrophotometry, and chromatography. *Prerequisite: BIO143 or ENV121 and permission of the instructor.*

BIO180L Forensics Laboratory - 2 credits

Students will have the opportunity to learn about several forensic techniques and increase their skill at each technique in a hands-on format. Each student will perform experiments and analyze evidence with techniques including, but not limited to, the following: density determination, measurement and accuracy, statistical analysis, microscopy, hair and fiber analysis, fingerprint analysis, impression lifting and analysis, DNA fingerprinting and gel electrophoresis, thin layer chromatography, light spectrophotometry, glass fragment analysis, soils, ballistics, spatter patterns, and gas chromatography. *Prerequisite or Co-requisite: BIO/ENV180 or CHM116 or BIO144 or permission of the instructor.*

BIO203 Anatomy and Physiology I - 3 credits

This is a study of the organization of the human body from the atomic level to the entire individual. The focus of this course includes biochemistry, cytology, histology, and the following: integument, skeletal, muscular, and nervous systems. The laboratory portion of this course will allow students to learn structures and relationships in a self-paced fashion. *Laboratory fee required.*

BIO203L Anatomy and Physiology I Lab - 1 credit

This course is offered as part of BIO203 Anatomy and Physiology I. *Laboratory fee required.*

BIO204 Anatomy and Physiology II - 3 credits

This is a continuation of the study of the organization of the human body from the atomic level to the entire individual. The focus of this course includes the following: endocrine, reproductive, immune, digestive, urinary, cardio-vascular, excretory, and respiratory systems. The laboratory portion of this course will allow students to learn structures and relationships in a self-paced fashion. Laboratory fee required. *Prerequisites: One of the following BIO120, BIO121, BIO143, or BIO203.*

BIO204L Anatomy and Physiology II Lab - 1 Credit

This course is offered as part of BIO204 Anatomy and Physiology II. *Laboratory fee required.*

BIO226 Botany - 3 credits

Botany is a study of vascular and nonvascular plants. In this course, students will focus on the macroscopic and microscopic anatomy of vascular and non-vascular plants as well as the physiology and ecology of representative species from the major plant phyla (divisions). *Prerequisite: BIO144.*

BIO230 Microbiology - 3 credits

Microbiology is the study of microscopic organisms. The focus of this course will be on bacteria, yeast and viruses. Discussion will concentrate on the role of microbial communities that live in and around humans, their metabolism, growth, and reproduction as well as their position in the food web and species interactions. Special attention will be given to microbes used for food production. The laboratory portion of this course will focus on standard microbiological techniques and use of these techniques in a student designed experiment. Laboratory fee required. *Prerequisite: BIO144, CHM115 or permission of the instructor.*

BIO230L Microbiology Lab - 1 Credit

This course is offered as part of BIO230 Microbiology. *Laboratory fee required.*

BIO235 Zoology - 3 credits

Zoology is the study of the anatomy, physiology, evolution and ecology of members of the animal kingdom. In this course, students will survey members of the major invertebrate and vertebrate animal phyla and in an evolutionary

context. Special attention will be paid to the anatomical features of each major animal phyla and their classes. The laboratory portion of this course will involve observation and dissection of representative members from most of the animal phyla. Laboratory fee required. *Prerequisite: BIO144 or permission of the instructor.*

BIO235L Zoology Lab - 1 credit

This course is offered as part of BIO235 Zoology. *Laboratory fee required.*

BIO280 Forensic Science II - 3 credits

This course is designed to provide students with a deeper understanding of several aspects of forensic science including crime scene processing, evidence collection, chain of evidence (with associated paperwork), motor vehicle accidents, blood spatter, and ballistics. Students will be asked to analyze evidence, participate in case 144 studies, and utilize databases for both ballistics and blood spatter. *Prerequisites: BIO180, BIO180L or Permission of instructor.*

BIO290 Chemistry and Physics in Forensics - 3 credits

To analyze many crimes, one needs to have a good understanding of both chemistry and physics. Students will learn about the fundamentals of organic and inorganic chemistry (titration, precipitation, color metric tests) and apply them to forensic uses. Students will also apply the basic physical principles (one dimensional and two dimensional analysis, kinematics, motion and gravitation, work and energy, momentum, rotational motion, solids and fluids, and heat and thermodynamics). *Prerequisites: MAT130, BIO180, or PHY115 and CHM115, or Permission of instructor.*

BIO305 Endocrinology - 3 credits

Chemical messengers participate in communication, regulation, and development of living organisms. A general survey of these messengers, their sites of production, and mechanisms of action will be discussed. While the major emphasis of this course will be on animal systems and their physiological responses, hormones and biochemical communication in plants will also be discussed. *Prerequisite: BIO144, CHM115.*

BIO306 Genetics - 3 credits

Genetics is not only the study of inheritance patterns, but also the study of chromosomal structure, mutational events, population genetics, and molecular genetics. During the course of the semester, students will have the opportunity to learn—in correct historical time line—about the development of this discipline and the basic principles that are used in many other areas of biology. *Prerequisite: BIO144, CHM115, or permission of the instructor.*

BIO307 Experiments in Molecular Biology - 3 credits

Experiments in Molecular Genetics is a laboratory course that builds on the theoretical knowledge established in previous courses. In this course, students engage in hands-on learning in the areas of molecular biology and biotechnology. Laboratory activities will include restriction digests, PCR, DNA Sequencing, Northern, Southern, and Western Blots, DNA Finger Printing, cloning and use of expression vectors, ELISA, and immunoblots. *Prerequisite: BIO144, CHM115, CHM116 or permission of the instructor.*

BIO310 Embryology - 3 credits

When comparing members of the animal kingdom, individual species may appear to be very different. The developmental stages of vertebrates and invertebrates including changes in morphology, physiological alterations, genetic regulation, and evolutionary relationships do, however, provide a link that connects members of the animal kingdom. While this link may no longer be visible in the adult form, it is clear during embryological development. These connections can provide meaningful information to help understand adult anatomy, physiology and evolutionary relationships. *Prerequisite: BIO144, CHM115.*

BIO311 Cell Biology - 3 credits

This is a study of prokaryotic and eukaryotic cell anatomy and physiology. Topics include cell communication, responses to environmental change, metabolic processes, and cell culture systems. Laboratory activities will promote the development of culture technique and hands-on learning to support the principles discussed in lecture. *Laboratory fee required. Prerequisite: BIO144, CHM115, CHM116 or permission of the instructor.*

BIO311L Cell Biology Lab - 1 Credit

This course is offered as part of BIO311 Cell Biology. *Laboratory fee required.*

BIO313 Biochemistry - 3 credits

Biochemistry comprises a survey of basic principles of organic and biological chemistry as well as molecular biology with an emphasis on broad understanding of chemical events in living systems in terms of metabolism and structure-function relationships of biologically important molecules. Topics include organic functional groups, reactions, carbohydrates, lipids, proteins, nucleic acids, metabolism, and neurochemistry.

BIO315 General Physiology - 3 credits

General Physiology is the study of how creatures function and what factors affect those functions. Topics of discussion include basic biochemistry, homeostasis, communication, energy production, equilibrium, electrical signals, locomotion, reproduction, and transport and gas exchange. *Prerequisite: BIO144.*

BIO320 Evolution- 3 credits

In recent years, evolution has come to be the unifying theme for all biological disciplines. This course will focus on the basic evolutionary principles including, but not limited to: speciation, natural selection, molecular clocks, adaptation, mimicry, co-evolution, origin of life, and evidence in support of evolution. Students will be expected to draw upon information obtained from lecture, texts, and primary articles. *Prerequisite: BIO144 and CHM115 or permission of the instructor.*

BIO350 Pharmacology - 3 credits

Many students within the Biology program are interested in working in the medical field. Advance Pharmacology is part of the graduate curriculum for Pharmacy Schools, Medical Schools, Veterinary Schools, Physician Assistant Programs etc. This course will provide individuals with basic knowledge of medications in order to make educated decision related to drugs and health, and prepare students for more vigorous graduate studies if they choose to go that route.

BIO350L Pharmacology Lab - 1 Credit

Many students within the Biology program are interested in working in the medical field. Advance Pharmacology is part of the graduate curriculum for Pharmacy Schools, Medical Schools, Veterinary Schools, Physician Assistant Programs etc. This course will provide individuals with basic knowledge of medications in order to make educated decision related to drugs and health, and prepare students for more vigorous graduate studies if they choose to go that route.

BIO360 Ecology - 3 credits

Ecology is the study of how living creatures interact with the living and non-living components of their environment. Topics in this course include population dynamics, energy flow, biological and geochemical cycles, decomposition, community structure and composition, plant and animal defenses, pest management, and environmental factors that may disrupt the global or local community. *Prerequisite: BIO134.*

BIO435 Independent Study/Internship 1 - 4 credits

Students engage in independent research in either a laboratory or field setting. Students may also elect to complete a literature review. Results of this work are presented at the end of the semester. Application, proposal submission and registration policies should be discussed with the faculty mentor prior to registration.

BIO498 Independent Study/Internship 1 - 4 credits

Students engage in independent research in either a laboratory or field setting. Students may also elect to complete a literature review. Results of this work are presented at the end of the semester. Application, proposal submission and registration policies should be discussed with the faculty mentor prior to registration. You must speak with your academic advisor as well as the Career Services Office before registering. *Prerequisite: Permission of the instructor.*

BUSINESS ADMINISTRATION COURSE DESCRIPTIONS

BUS204 Business Law I - 3 credits

This course covers Constitutional Law and the rights and duties that apply to business entities as well as to individuals. Also covered are Tort Law, body and property injury, as well as harm to reputation in the business context; Criminal Law, specifically those areas pertinent to business, such as bribery and embezzlement; Intellectual Property Law, including copyright, patent and trademark laws; Contract Law, which encompasses sales contracts and the application of the Uniform Commercial Code as well as common law contracts, such as employment contracts.

BUS205 Business Law II - 3 credits

This course continues the study of Contracts and the Uniform Commercial Code and proceeds to Agency Law, which governs employer-employee fiduciary and contractual relationships. The Workers Compensation Act, including advantages and disadvantages to both employer and employee, is examined. Also covered are Sole Proprietorship, Partnership Law, both common and statutory provisions, Corporate Law and Bankruptcy Law.

BUS311 Managerial Communications - 3 credits

This course is designed to provide instruction in organization and construction of the written, technological, and oral communication used in modern business. *Prerequisite: ENG207.*

BUS320 Logistics Management - 3 credits

This course focuses on physical distribution, sourcing activities and production. The study of logistics entails understanding the planning and control decisions related to movements and storage of materials. Two distinct types of logistics will be studied, inbound and outbound logistics. A number of topics, including warehousing, transportation, packaging and inventory theory, combine with an understanding of the customer's service requirements to develop a system to maximize customer utility.

BUS325 e-Government: The New Legal Environment of Business - 3 credits

This is a web supported course that examines the developing concept of e-government. Students become familiar with the methods used by state and federal government to regulate business by means of government websites. Assessment is based on student-generated portfolio.

BUS340 Business Ethics - 3 credits

This course examines the ethical issues and dilemmas that challenge the manager, the business organization, and the capitalist system. Cases, readings, and discussions serve to integrate ethical reflection with management decision making. *Prerequisite: MGT105.*

BUS411 Business Policy Seminar - 3 credits

This seminar requires students to utilize concepts presented in previous business administration and economics courses in analyzing corporate business strategies. The case study approach is used. Oral and written reports are required. *Prerequisite: Senior standing.*

CAREER AND SELF AWARENESS COURSE DESCRIPTIONS

CSA101 Exploring Self: Inside Out - 3 credits

This course will focus on self-discovery and interaction with others to provide learners with the foundation for examining and further developing their own personal effectiveness. An environment of trust will be built within the class to enable individual and collective openness, discovery and engagement in personal learning. The course will use experiential learning, personal reflection and group interaction as primary approaches. This is a hybrid course, with classroom interaction time blended with online learning and interaction through the Blackboard learning management system.

CSA260 Professional Success Seminar - 1 credit

The course will enable students to develop their own individualized plans for personal, academic and career success.

Students will engage in self-evaluation exercises and highly interactive classroom activities to evaluate their own “fit” for certain careers. Students also will participate in resume and cover letter writing activities to prepare for the experiential learning of the next course. This course will allow students to establish short-term career goals and begin a career portfolio to be refined during successive semesters.

CSA400 Career Capstone - 2 credits

This course is a culmination of the career and self-awareness series, a comprehensive program for career and life planning. The course prepares students for a transition from university life to independent work life. Students will learn valuable financial and money management planning and skills. Students will explore life balance issues, life roles, and self-concept as it relates to their future plans. Students will explore employment issues, such as the changing nature of work, diversity, trends, and job outlook. The course will require students to engage in networking and a job search with the goal of employment upon graduation. In addition, students who are seeking graduate school will engage in the application process, interviewing, and essay writing.

CHEMISTRY COURSE DESCRIPTIONS

CHM-designated courses qualify as Natural Science or Liberal Arts electives.

CHM115 General Chemistry I - 3 credits

Introduction to chemical principles including atomic and molecular structure, properties of the elements, stoichiometry, atomic bonding, chemical reactions, and the ideal gas law will be discussed in this introductory course. Inquiry based study in the concurrent laboratory component will provide hands-on application of appropriate lecture material and reinforce both the quantitative and qualitative components of chemistry. Laboratory fee required. *Prerequisite: MAT120*

CHM115L General Chemistry I Lab - 1 credit

This course is offered as part of CHM115 General Chemistry I. *Laboratory fee required.*

CHM116 General Chemistry II - 3 credits

This is a continuation of General Chemistry I. Principles learned in General Chemistry I will be expanded in this course to include kinetics, equilibrium, thermodynamics, solubility, and pH. Inquiry based study in the concurrent laboratory component will provide hands-on application of appropriate lecture material and reinforce both the quantitative and qualitative components of chemistry. *Laboratory fee required. Prerequisite: CHM115*

CHM116L General Chemistry II Lab - 1 credit

This course is offered as part of CHM116 General Chemistry II. *Laboratory fee required.*

CHM310 Environmental Chemistry - 3 credits

Over the past 20 years, there has been increasing interest in studying the chemical processes at work in the environment. This course investigates the chemistry that supports studies of energy sources, ozone depletion and formation, water quality, industrial and agricultural processes, toxicology, ground level air pollution, soil quality, and pesticide use. *Laboratory fee required. Prerequisite: ENV121.*

CHM310L Environmental Chemistry Lab - 1 credit

This course is offered as part of CHM310 Environmental Chemistry. *Laboratory fee required.*

CHM205 Organic Chemistry I - 3 credits

Organic Chemistry I is a focused study of carbon-containing compounds and their functional groups, chemical characteristics and physical properties. The synthesis of several organic compounds will also be discussed (aromatic hydrocarbons, alcohols, aldehydes, ethers, etc.), along with spectroscopy. *Prerequisite: CHM115, CHM116*

CHM206 Organic Chemistry II - 3 credits

Organic Chemistry II is a continuation of the study of organic molecules and compounds. The functional groups, chemical characteristics, physical properties and synthesis of biological macromolecules (proteins, carbohydrates, lipids,

and nucleic acids), and biochemistry will be the focal point of course discussions. *Prerequisite: CHM205*

CHILD STUDIES COURSE DESCRIPTIONS

CHS111 Foundations of Early Childhood Education - 3 credits

This course provides an overview of the theoretical models that have a significant influence on the development of various early childhood curricula. A historical perspective of early childhood education is provided, leading up to an including present-day practices. Students will learn to apply theory to practice within the classroom setting for children ages' birth through eight, including children with exceptionalities. Ethical issues in the Early Childhood setting will be explored.

CHS201 Creative Activities - 3 credits

This course covers the development of young children's art. Developmentally appropriate means of facilitating creative abilities for diverse groups through painting, drawing, clay, collage, and construction are examined.

Prerequisite: CHS111 or ECE Academic Program Manager. Studio fee required.

CHS203 Children's Literature and Language Arts - 3 credits

This course is designed to acquaint students with an integrated approach to children's literature. Folk and multicultural literature and contemporary issues in children's literature will be examined. This course explores the use of technology in educational settings and plans for literature based units. *Prerequisite: CHS111*

CHS208 Teaching the Exceptional Child - 3 credits

This course provides information about the exceptional learner. Topics include: history / philosophy/ laws of educating exceptional learners (including English Language Learners), characteristics of the exceptional child, assessment tools, instructional planning and teaching using individualized strategies with complementary techniques and technologies, home / school /community resources and inclusion. *Prerequisite: CHS111*

CHS250 Math, Science & Technology in the Early Childhood Classroom - 3 credits

This course introduces students to curriculum strategies to be used with young children to promote their mathematical and scientific abilities. Additionally, it will provide instruction on how to incorporate technology into the early childhood classroom. Attention is given to the developmental needs of the children and the developmental appropriateness of the lessons. *Prerequisite: CHS111*

CHS252 Social Studies in the Early Childhood Classroom - 3 credits

This course introduces teachers of young children to a variety of themes and strategies that promote social awareness, pro-social behavior, and interpersonal skills for young children. This course will encourage students to examine the ways in which the classroom environment and the world outside the classroom affect learning. Concepts in ethnicity, family and community life, and diversity are explored. Curriculum planning for young children with a wide variety of needs and abilities will be addressed. *Prerequisite: CHS111*

CHS254 Health, Safety and Nutrition - 3 credits

This course explores the issues of health, safety and nutrition in relation to the normal growth and development of young children. Emphasis is placed on the recognition and measurement of normal growth patterns, principles of good nutrition, hygiene, health maintenance and illness prevention. Understanding cultural issues and special needs of individual children are addressed as aspects of health and safety. *Prerequisite: CHS111*

CHS299 Practicum - 3 credits

This course provides students with practical experiences in early childhood education. Students participate each week in seminars and assist in their professional area (in pre-K/K regular education or inclusive setting) for 100 hours. Students must demonstrate competencies in planning and carrying out appropriate lessons to promote young children's cognitive, creative, language, and social development. Students will be introduced to the Connecticut Preschool Benchmarks and the Creative Curriculum for use in planning lessons. *Prerequisite: Permission of Advisor/ECE*

Academic Program Manager. You must speak with your academic advisor before registering.

CHS320 Emergent Literacy - 3 credits

This course details early language, literacy and development of the young child. Students will learn to plan and integrate appropriate cross-curricular language and literacy activities for all types of learners, including children with exceptionalities. Attention is given to understanding, encouraging and supporting local and global communities, diversity and families; and English Language Learners. Students will gain knowledge in the six areas of language and literacy development and how to utilize the classroom environment to foster literacy. Adaptation of curricular materials for the exceptional learner and culturally diverse student is incorporated. Students will construct and implement lesson plans based on language and literacy assessments. *Prerequisite: ENG/CHS203 or permission of the instructor.*

CHS425 Curriculum Approaches in Early Childhood Education - 3 credits

This course will explore developmentally appropriate approaches to early childhood curriculum development. It will address cross-curricular methods of teaching in the early years of childhood based on developmental stages and levels of the children, incorporating observation and individualization while planning for a larger group. Students will explore play based curriculum, the CT Preschool Curriculum Framework (1999), Creative Curriculum and other developmentally appropriate curriculum approaches to early childhood education. Incorporated into the course work will be the NAEYC standards in regard to developmentally appropriate practices, curriculum and teaching.

CHS450 Observations, Assessment and Individualization - 3 credits

This course provides students with a broad overview of assessments of and for young children ages birth through age 8. Students are required to spend 15 hours per semester/module to observe children across all developmental domains. Students will demonstrate competency in observation skills as they relate to ongoing assessment and meeting the individual needs of the children and group lesson planning. Utilization of the State of CT Benchmarks, Performance Standards and CT Preschool Assessment Framework will be incorporated into this course work. *Prerequisite: Permission Advisor/ECE Academic Program Manager.*

CHS490 Capstone: Student Teaching - 6 credits

This course consists of 15 hours of seminar and a minimum of 200 hours of supervised field work. Seminar hours will address classroom management and design: integrating teaching methods, principles of curriculum development and evaluations, designing the classroom setting and methods for handling students' behavior in a cohesive, well managed educational program, adapting to diverse populations and integrated learning; communicating with parents, working as a team, ethical conduct; as well as issues and topics that arise from the students experience. Within the 200 hours of field work, students will demonstrate their ability to apply child development theory, to manage a classroom, plan, organize and implement daily routines and activities independently, as well as work as part of a team. *Prerequisite: Completion of all Child Studies major course work and permission of ECE Academic Program Manager.*

COMMUNICATIONS COURSE DESCRIPTIONS

Courses numbered COM105 or higher qualify as Humanities or Liberal Arts electives.

COM100 Critical Reading and Thinking - 2 credits

This course in reading and thinking is required for students who experience difficulty analyzing and interpreting written material. Through programmed exercises, verbal and written analysis, students will develop skills for reading critically, organizing information, thinking logically, and solving problems. *Unrestricted elective only. Laboratory Fee required.*

COM105 Introduction to Communication Theory - 3 credits

This course introduces students to the theories of communication that serve as the foundation for understanding the principles and practices of the field. The nature of communication and the various definitions of the phenomena will be covered based on a chronological organization to show how the knowledge and work in communication has evolved over the decades. This introduction will function as a comprehensive overview to unify the overlapping perspectives and paradigms.

COM107 Intro to Communications - 3 credits

This introductory course will focus on the knowledge and skills that students need to become competent communicators. This information and these skills will include speaking, listening, media literacy, computer-mediated communication, cultural sensitivity, workplace communication, group dynamics, and critical thinking. Students will prepare and present speeches and group projects that utilize media and technology. Emphasis will be placed on personal, social and workplace interaction both individually and in group settings.

COM200 Popular Culture - 3 credits

This course will introduce students to the changes to modern culture that covered the post World War II to the present time. It will examine a variety of societal and cultural elements including: gender, consumerism, music, film, and fashion.

COM208 Interpersonal Communication - 3 credits

This course investigates the basic principles of interpersonal communication, communication theory, and semantics. Special emphasis is given to non-verbal communication, transactional analysis, self-concept, and conflict management. *Prerequisite: ENG207.*

COM298 Basics of Journalism - 3 credits

This course surveys print and electronic media for the purpose of developing writing skills relevant to news stories, features, editorials, interviews, and surveys. *Prerequisite: ENG120.*

COM300 Introduction to Mass Communication - 3 credits

This course examines the institution, history, and technology of mass media as communication systems. A selection of media productions is presented for discussion. *Prerequisite: ENG207.*

COM301 Mass Media and Society - 3 credits

This course analyzes newspapers, magazines, television, radio, the Internet, and film to evaluate their complex and diverse power for shaping patterns of society.

COM302 Media Literacy and Culture - 3 credits

This course deals with “learning to become a more thoughtful, critical consumer of media.” It asks the following questions: “Where do the media come from? Who creates their content? What is their purpose? What effects do they have on our world? What is our role in the communication process?”

COM304 Film: The Reel Experience - 3 credits

This course deals with the elements of film including the script, filming techniques, direction, acting, editing, art and set design, costume and makeup, and historical development. Examples from various genres are viewed for analysis. *Prerequisite: ENG207.*

COM320 Introduction to Theater - 3 credits

This course gives students an appreciation of the theater as a performing art throughout history. Students will examine the dramatic genre while developing an understanding of the components of production and performance. One component of the course will be the participation in the actual phases of staging and production as well as attendance at a live performance. *Prerequisite: ENG207.*

COM375 Public Relations - 3 credit

This course focuses on the role of managed communications in public relations. It includes definitions and concepts, history, potential careers, and research methods.

COM398 Internship in Communications - 3 credits

This course provides students with practical experiences in the communications field. Students meet with the instructor on a regular basis and work in a communications placement for at least 84 hours. The supervising faculty member determines the specific requirements for the internship. *Prerequisite: Permission of the instructor. You must speak with your*

academic advisor as well as the Career Services Office before registering.

COMPUTER INFORMATION SYSTEMS COURSE DESCRIPTIONS

CIS112 Introduction to Computing - 3 credits

This course strives to meet the high level of computer literacy required of all students earning a degree from the university. Special emphasis is placed on the ethical use of computer technology for information analysis and communications. Computer units introduce the Internet, Windows, word processing, spreadsheets, and presentation software. Students who feel they have attained computer literacy and earn 70 percent on an exemption exam may substitute any other 3-credit course for this core requirement. Students may prove competency by passing a waiver examination. *No credit is granted if the requirement is waived.*

CIS120 Introduction to Information Technology - 3 credits

This course is designed to provide an in-depth understanding of information technology (IT). Students gain practical knowledge of IT systems and the different frameworks in which IT is managed in business. Topics include computer architecture and organization, application platforms, database management, Web technologies, and network configurations. In addition, the course examines the history of information technology and its impact on society.

Prerequisite: CIS112

CIS200 Programming Fundamentals VBI - 3 credits

This course provides opportunities to practice the critical organizational and logical skills required when using data structures for writing programs in high level programming languages. Planning tools for modularity and data structures are introduced. *Prerequisite: CIS112*

CIS213 Project Management I - 3 credits

This course introduces students to essential project management tools and methodology. Course topics highlight modern PM techniques for managing applications development projects from initiation through delivery. Emphasis is on business strategies that focus on planning, organizing, and controlling significant activities of software project management. *Prerequisites: CIS112 and CIS120*

GAM217 Introduction to Video Games - 3 credits

This course provides an introduction to the essential study of video games. The course surveys various perspectives in the field of game design and production. Topics include the history of video games and animation, human computer interaction, game theory, game genres, game engine architectures, and game culture. In addition, evolution of the video game industry will be examined. Students are required to complete a digital game to demonstrate rudimentary design principles discussed in the course. *Prerequisite: CIS112*

CIS230 Programming VBII - 3 credits

This course applies structured techniques to programming business applications in Visual Basic. Emphasis is on using Visual Basic programming language to build business applications that access and manipulate databases, display and print reports. *Prerequisites: CIS112 and CIS200*

CIS240 Programming in C++ - 3 credits

The C++ language will be explored for modular programming structures, arrays, and pointers. Comparisons between C++ and other programming methodologies, especially C, will be made. *Prerequisites: CIS112 and CIS200*

GAM247 Interactive Computer Graphics - 3 credits

This course introduces design and aesthetic foundations of 3-dimensional computer graphics and animation. Topics include rendering 3D geometric models, 2D and 3D transformations, color theory, illumination and shading, texture, special effects, and computer animation. Emphasis is on rendering interactive graphics for video games. The course culminates in a presentation of students' final projects involving an original video game that incorporates basic elements of 3D animation. *Prerequisite: CIS112*

GAM257 Fundamental of Game Programming - 3 credits

This course introduces game programming principles and techniques for planning and implementing 3D interactive games. In a collaborative fashion, students are exposed to a structured process that explains how to develop 3D games incorporating object-oriented programming statements, 3D graphic scripts, character animation, sound, and music. This course concludes with a final project involving a game prototype that exhibits 3D graphics programming and animation techniques studied in this course. Emphasis is on problem solving and collaboration. *Prerequisites: CIS112 and GAM247*

GAM301 Game Design and Animation I - 3 credits

This course introduces students to fundamental principles of game design and 3D computer animation. The course explores methods of modeling, rendering, and animating 3D objects for video games, computer simulations, and virtual worlds. Students use 3D modeling software to create character animation and 3D environments including rigging, key framing animation, lighting, camera angles, texture formation, and motion. *Prerequisites: CIS112, GAM217, and GAM247*

CIS303 Software Engineering I - 3 credits

This course introduces students to theoretical and functional aspects of software engineering. Course topics cover systematic approaches for developing complex software systems and practical strategies for documenting each phase of the software development process. Emphasis is on using software engineering techniques to complete collaborative software development projects. *Prerequisites: CIS112 and CIS120*

CIS311 Technical Writing in CIS - 3 credits

This course is designed to teach technical communication skills and strategies needed to prepare and disseminate information in business and professional settings. This course offers practice in delivering oral presentations, and creating effective written and visual designs including electronic media, user manuals, formal technical reports, Web pages, and online help guides. This course emphasizes a systematic writing process, and it provides a practical study in mechanics, visual rhetoric, punctuation, grammar, and usage. *Prerequisite: ENG110, ENG120*

CIS312 End-User Computing (Application Design I) - 3 credits

This course gives students the opportunity to explore advanced topics in word processing, spreadsheet, and database applications focusing on information support for the managerial end user. Cases and reading assignments alert students to ethical and societal dimensions of systems, information strategies, e-commerce, and global information transfer. The course intends to serve management and computer information students who will need to integrate information theory with advanced computer skills. *Prerequisite: CIS112*

CIS314 Project Management II - 3 credits

This course provides advanced approaches for managing and tracking medium and large scale software development projects. The focus of the course is to present practical methods for monitoring work schedules and milestones; reducing risks; estimating project resources and cost; integrating scope changes; and maintaining quality throughout the project. Emphasis is on using project management techniques to analyze and control the activities of the project management team. This course builds on topics introduced in CIS 213 Project Management I. *Prerequisites: CIS112, CIS120, and CIS213*

CIS317 Decision Support Systems/ Expert Systems - 3 credits

Management strategies utilizing computer support systems, simulations, decision modeling tools, and sample expert systems resulting in improved decisions for all levels of management are examined. *Prerequisites: CIS112, CIS312, and junior standing.*

CIS337 Networking in Business - 3 credits

Emphasis in this course is placed on networked-based information technology (local and wide-area networks) used to gain efficiency and effectiveness for competitive advantages and for building new strategic relationships. *Prerequisites:*

CIS112, CIS230 or CIS240 strongly recommended.

CIS340 Computer Ethics - 3 credits

This course strives to stimulate consciousness to meet the challenges arising from ethical dilemmas involving the misuse of technology. In a seminar format, violations of confidentiality and personal privacy, software piracy, computer viruses, abuse of Internet resources such as e-mail, ethical systems building, and vendor-client issues are explored. *Prerequisite: CIS112*

CIS350 Web Design - 3 credits

In this course, students will go through the entire process of planning and building well-designed interactive web sites using HTML and Web authoring tools. Emphasis is on designing the functional features and aesthetic qualities of a web site. This course may not be substituted for a programming language. *Prerequisites: CIS112, CIS312 or permission of the instructor.*

CIS351 Web I - 3 credits

This introductory course provides students with practical methods and skills to plan, design, and develop an interactive Website. Emphasis is on using essential principles and techniques for building an effective Web layout and user interface. The course will conclude with the submission of a final project demonstrating the rudiments of Web development. *Prerequisites: CIS112, or CIS312 or permission of the instructor.*

CIS356 Systems Analysis II - 3 credits

This course examines advanced system analysis techniques for determining business information systems requirements. Topics include object-oriented analysis, agile analysis, prototype development, quality control, and configuration management. Emphasis is on the development and maintenance of software systems. This course builds on Systems Analysis I. *Prerequisites: CIS112, CIS230 or CIS240, CIS356 or permission of the instructor.*

CIS360 Systems Analysis I - 3 credits

This course introduces an overview of the traditional systems development life cycle and emphasizes prototyping for the continuous improvement of technology-based systems. *Prerequisites: CIS112, CIS200 or CIS420 are strongly suggested.*

CIS370 Global E-Commerce - 3 credits

Students are introduced to the theory and practice of electronic commerce emphasizing how computer technology presently influences online business strategies and initiatives. *Prerequisites: MGT105, CIS112, CIS317 suggested.*

CIS398 Internship in CIS - 3 credits

This course provides students with practical experience in CIS within private or public sectors under the supervision of a practicing professional. Students are required to spend 15 hours per semester in seminar meetings and work at least 90 hours per semester in a computer facility. A journal describing daily activities is required. *Prerequisites: 18 credits in CIS and at least Junior standing. You must speak with your academic advisor as well as the Career Services Office before registering.*

GAM401 Game Design and Animation II - 3 credits

This course builds upon the knowledge gained in Game Design and Animation I. Advanced methods of game design, including drafting a game design document, are covered in the course. Students gain insight into the aesthetic design and technical implementation needed to design high-quality 3D interactive video games. Students use 3D modeling software and scripting techniques to create character and terrain animation, and artificial intelligence for games. Emphasis is on applying problem-solving skills and refining the game design document. *Prerequisites: CIS112, GAM217, GAM247, and GAM301*

CIS404 Software Engineering II - 3 credits

This course presents advanced topics on software engineering practices for the design and development of software

products. The course focuses on software engineering measures for analyzing and documenting requirements; preparing design specifications; and developing and testing applications. Emphasis is on disciplined software engineering techniques that are used to produce quality and sustainable software products. This course builds on the topics introduced in CIS303 Software Engineering I. *Prerequisites: CIS112, CIS120, and CIS303*

CIS412 End-User Systems Design (Application Design II) - 3 credits

This is a hands-on course in designing end-user managerial computer information systems using the integrated Microsoft Office Professional suite of applications including PowerPoint and the Internet for system implementation. Students will design a web page suitable for web publication and at least one integrated system. *Prerequisites: CIS112, CIS312, CIS360, CIS420 or CIS422, strongly suggested.*

CIS415 Information Resource Management - 3 credits

This seminar provides a broad overview of information systems management with particular attention to planning, organizing, and controlling user services and managing the computer information systems development process. The case study approach is used. Oral and written reports are required. *Prerequisite: Senior standing in either CIS or Management.*

CIS420 Database Management Systems - 3 credits

An overview of database modeling is presented with the objective of mastering one database management system for personal computers. Each student will prepare a complete database system by designing menus, input screens, queries, and output reports. Also covered are database selection and administration. *Prerequisites: CIS112, CIS312, CIS230, and CIS360 strongly recommended.*

CIS422 Database I - 3 credits

Principles and methodologies of database design are presented with the objective of developing a basic database model for a personal computer. Students are required to build a database system that demonstrates basic menus, input screens, queries, and reports. Emphasis is on relational theory, SQL concepts, and database integrity. *Prerequisites: CIS112; CIS120, CIS312, CIS360, and CIS230 are strongly recommended*

CIS423 Advanced Database Management Systems - 3 credits

This course reinforces topics introduced in the first course and initiates building complete database systems using Visual Basic and Oracle. The final project requires the creation of an operational, menu-driven, customized database system. *Prerequisites: CIS112, CIS312, CIS420. CIS230, CIS360, and CIS412 strongly recommended*

CIS424 Database II - 3 credits

This course reinforces topics introduced in Database I and initiates building complete database systems using Microsoft Visual Basic and Oracle. Students are required to submit a final project that includes planning and creating an operational, menu-driven, customized database management system. *Prerequisites: CIS112, CIS120, CIS200, CIS230, CIS312, CIS412, and CIS422 are strongly recommended.*

CIS425 Computer Control and Audit - 3 credits

This course is an introduction to the fundamentals of auditing and controlling computer information systems. Emphasis is placed on the design and application of controls within computer information systems. This course may be used to fulfill either a CIS or Accounting elective. *Prerequisites: CIS312 or CIS430 for CIS students.*

CIS426 Database V - 3 credits

Building on the practical aspects of database technology learned in Database IV, this course focuses on managing the Oracle database system and applying modern database administration skills. Topics include advanced DBA techniques in database software installation, securing databases, backup recovery, network administration tools, DB tuning and optimizing responsibilities, and upgrading and patching maintenance. *Prerequisites: CIS112, CIS120, CIS200, CIS312, CIS412, CIS422, CIS424, CIS427, CIS429 are strongly recommended.*

CIS427 Database III - 3 credits

This course reinforces topics introduced in the Database II course. This course provides advanced knowledge of relational database management systems (RDBM) and distributed databases. Practical exercises will be used to highlight RDBM strategies; develop Oracle PL/SQL-based applications; diagnose problems; and improve database performance. *Prerequisites: CIS112, CIS120, CIS200, CIS230, CIS312, CIS412, CIS422, and CIS424 are strongly recommended.*

CIS429 Database IV - 3 credits

This course reinforces themes introduced in Database III and highlights essential techniques in Oracle database performance tuning. Practical exercises will be used to formulate SQL queries and tune SQL statements for optimal performance. Topics include performance diagnostics and tuning; using tuning tools and utilities; using triggers to customize information management in the Oracle database; managing memory; and tracking and managing dependencies. *Prerequisites: CIS112, CIS120, CIS200, CIS230, CIS312, CIS412, CIS422, CIS424, and CIS427 are strongly recommended*

CIS430 Accounting Information Systems - 3 credits

This course introduces the system flow of financial information in the contexts of the system development process and the actual applications of computer technology to record keeping and information gathering functions. Applications studied include procurement and receiving, inventory control, accounts payable, marketing and shipping, billing and collections, etc. Case studies and a hands-on computer project are required. This course may be used to fulfill either a CIS or Accounting elective. *Prerequisites: ACC303 or at least junior standing for CIS majors.*

CIS450 Seminar in CIS - 3 credits

This course provides the opportunity to do in-depth research on a topic of individual interest in CIS in order to integrate and assimilate information issues. It is the capstone course for the major and enables students to prepare documents representing their accomplishments, perceptions, and expertise for future evaluation. Frequent meetings between students and instructor serve to focus and direct the study. *Prerequisites: 21 credits in CIS and senior standing.*

CRIMINAL JUSTICE COURSE DESCRIPTIONS**CRJ101 Introduction to Criminal Justice - 3 credits**

The student will be introduced to the American Criminal Justice System from the perspective of the criminal justice professional. The course examines the historical development and role of the police, prosecution, corrections, probation, parole, and rehabilitation.

CRJ102 Introduction to Law Enforcement - 3 credits

This course studies the role of police in society with attention to the history of law enforcement, the organization of police forces, centralized police power, community policing, and the recruitment and training of police officers.

CRJ103 Introduction to Corrections - 3 credits

This course studies the history of corrections, including imprisonment and other forms of punishment, both institutional and non-institutional. The philosophy and rationale for various sentencing alternatives are considered.

CRJ201 Juvenile Justice - 3 credits

The student is introduced to the juvenile justice process. While the focus is on the criminal court system's handling of the juvenile offender, additional areas of study include the forces that contribute to juvenile delinquency, as well as prevention rehabilitation. *Prerequisite: CRJ101*

CRJ202 Introduction to Security - 3 credits

This course is an introductory survey of the security field, including private, corporate, industrial, and retail applications. Comparisons are made between private and public policing.

CRJ207 Foundations of Terrorism - 3 credits

This is a survey course on the study of terrorism. The social, political, economic, and religious foundations of terrorism will be explored. Specific terrorist organizations and tactics will be studied. The role of intelligence gathering and counter-terrorist activities will be addressed. Finally, the role of the media will be explored in terms of how it reports on terrorist activities and why terrorists need the media to be successful.

CRJ209 Criminal Law - 3 credits

The course examines substantive and procedural criminal law including the common law and statutory offenses. Law of evidence, burden of proof, the jury system, and pre-trial dispositions are also studied. *Prerequisite: CRJ101 or LAW101.*

CRJ211 Criminal Investigation - 3 credits

The student is introduced to the principles of criminal investigation. These include techniques and methods used in searching the crime scene, locating and interviewing witnesses, interrogating witnesses, and developing suspects. Attention is given to the basics of forensic science, including photography. *Prerequisite: CRJ102.*

CRJ212 Crime Mapping and Analysis - 3 credits

This course introduces the practice of gathering, analyzing, and plotting crime data to determine crime patterns, crime trend correlations, hot spots and the forecast of future crimes. Emphasis is on the use of the GIS systems with various models and techniques of crime data research. *Prerequisite: CRJ102.*

CRJ213 Fingerprinting - 3 credits

This course studies the history and application of fingerprint science. It assumes knowledge, skills, and ability to recognize and identify fingerprint pattern, including topics like latent print identification and classification, the Henry System, AFIS, and court testimony on fingerprint identification. A lab is required on fingerprint identification. *Prerequisite: CRJ102.*

CRJ222 Cybercrime - 3 credits

This course provides theoretical bases and practical strategies for lifelong learning. Students will become aware of university resources, as well as the policies and procedures critical to success. Through this course students are introduced to the many types of cybercrimes. Students will learn principles of cybercrime, including techniques, methods of investigation, identifying and seizing electronic evidence. *Prerequisite: CRJ101*

CRJ302 Criminal Procedure - 3 credits

This course is a survey and analysis of the due process rights of individuals in the criminal process. Emphasis is on the impact of the Bill of Rights on the practices of police, prosecutors and judges and the remedies available for the violation of those rights. *Prerequisite: CRJ209.*

CRJ309 Police Administration and Management - 3 credits

The student is introduced to the basics of administering and managing law enforcement professionals. The focus is on particular issues faced in managing police officers—federal, state, or local. The course addresses relations with non-governmental community leaders. Budgeting and planning are also covered. *Prerequisite: CRJ102.*

CRJ311 Effective Communication for Criminal Justice Professionals - 3 credits

This course is designed to impart communication skills specifically geared toward the criminal justice professional. This course provides both a theoretical and practical study of the role of communication as it relates to law enforcement. Subjects include: thinking before speaking, oral and written communications, use of presentation and visual aids, purposes of speech, public speaking including extemporaneous style speaking, non-verbal communication, grammar, making reports on the job, departmental records and record keeping, proper communication in the courtroom, interviewing and interrogating witnesses and suspects, communication technology, communicating with ethnic groups, and much more.

CRJ326 Computer Forensics - 3 credits

This course provides the knowledge and skills to identify, track and prosecute cyber-criminals. Students will be able to identify evidence in computer-related crime and abuse cases, and track intrusive hacker's path through a client system. Emphasis will be placed on recovering, collecting and analyzing data from any digital media device, such as mobile devices, bar codes, game consoles, digital cameras and videos.

CRJ331 Community Corrections - 3 credits

This course surveys the origins and development of contemporary practices in probation, parole, and other forms of community corrections, including the impact of these practices on other elements of the criminal justice system.

Prerequisite: CRJ103.

CRJ332 White-Collar Crime - 3 credits

This course provides an analysis of crimes committed by persons in a position of trust, including embezzlement, fraud, false advertising, price fixing, black market activities, and governmental corruption. Crimes against one's employer and crimes committed by corporate executives for their corporation are studied. *Prerequisite: CRJ101.*

CRJ333 Organized Crime - 3 credits

The course is an historical and contemporary review of the development and operation of organizations committed to criminal conduct both in the United States and the rest of the world. *Prerequisite: CRJ101.*

CRJ334 Conflict Resolution - 3 credits

This course provides a contemporary review of alternatives to the formal criminal justice system. These alternatives include the use of such techniques as mediation and arbitration in the civil, criminal, and juvenile justice systems.

Prerequisite: CRJ101.

CRJ342 Crime Scene Investigation - 3 credits

This course offers a methodical and detailed approach to crime scene investigation, including crime scene processing, identification and collection of physical evidence and chain of custody. Students will be able to successfully recognize, document, collect and preserve physical evidence. *Prerequisite: CRJ101*

CRJ344 Fire & Arson Investigations - 3 credits

This course studies the compilation and analysis of information related to fires and explosions. The primary focus of this course is to understand how to conduct, determine and document the area of origin and cause of a fire and the factors that contribute to the ignition and subsequent growth. . Laws pertaining to burning, arson, and search and seizure are discussed. Attention is given to the basics of fire science, forensic science, including photography. *Prerequisite: CRJ211 or permission of the Instructor*

CRJ346 Electronic Investigations - 3 credits

This course studies the vast amount of information available to investigators through public records and the internet. The focus is on how to understand, obtain, discern and utilize public record information for investigatory purposes. This course is relevant to both public and private investigators. *Prerequisite: CRJ101*

CRJ355 Research Methods in Criminal Justice - 3 credits

This course will review the basic techniques of research methodology, especially as applied to the field of criminal justice. Major topics will include the purposes of research, types of research design, data collection techniques, and the ethics of research. *Prerequisite: CRJ101.*

CRJ356 Statistical Methods in Criminal Justice - 3 credits

Elementary review of probability theory and its application to data analysis. Covered topics include: descriptive statistics, inferential statistics and focusing on tests of significance, tests of association and casual analysis. This course will be heavily based on use of computer software, such as SPSS. *Prerequisite: CRJ355.*

CRJ401 Ethics and Discretion in Criminal Justice - 3 credits

The student is asked to consider the ethical issues involved in a criminal justice career. The concepts of integrity, honesty, and trustworthiness are examined as they bear upon the criminal justice professional's relationship to his or her colleagues, superiors, and community. *Prerequisite: CRJ101.*

CRJ402 Comparative Criminal Justice - 3 credits

This is a survey course, the purpose of which is to introduce the student to foreign criminal justice systems. *Prerequisite: CRJ101.*

CRJ404 Theoretical Criminology - 3 credits

This course will review the wide range of theoretical explanations for criminal behavior. Emphasis will be placed on contemporary, biological, psychological, sociological, economic, and integrated theories of behavior. *Prerequisite: CRJ101 or permission of the instructor.*

CRJ405 Advanced Seminar in Criminal Justice - 3 credits

This is a capstone course that draws together the principles learned in previous CRJ courses. The seminar topic is at the discretion of the program director. *Prerequisite: Senior standing and permission of the Program Director.*

CRJ460 Internship in Criminal Justice – 1 to 6 credits

The student is placed in an internship requiring hands-on involvement in an area of the criminal justice system of interest to the student. This may occur in a federal, state, or local agency. *Prerequisite: Permission of the instructor. You must speak with your academic advisor as well as the Career Services Office before registering.*

EARLY CHILDHOOD EDUCATION COURSE DESCRIPTIONS

ECE111 Foundations in Early Childhood Education - 3 credits

This course provides an overview of the theoretical models that have a significant influence on the development of various early childhood curricula. A historical perspective of early childhood education is provided, leading up to an including present-day practices. Students will learn to apply theory to practice within the classroom setting for children ages' birth through eight, including children with exceptionalities. Ethical issues in the Early Childhood setting will be explored.

ECE113 Infant-Toddler Care and Assessment - 3 credits

This course studies children's developmental stages from birth through age two. Principles of curriculum design and implementation for this age group are examined in concordance with theories of infant-toddler learning and development. *Prerequisite: ECE111*

ECE115 Movement and Music - 3 credits

This course introduces students to the foundations of music and movement as it is used in the early childhood classroom. Students learn basic concepts of music theory and movement theory within the context of child development and curriculum planning. *Prerequisite: ECE111*

ECE199 Practicum I - 3 credits

This course provides students with practical experiences in an early childhood education setting. Students are required to spend 15 hours per semester in seminar sessions and to assist in a early care and education facility for 100 hours. Students must demonstrate competency in providing a safe, healthy, learning environment that enables young children to develop physical, cognitive, and communication skills. *Prerequisite: ECE111 or Permission of ECE Director. You must speak with your academic advisor as well as the Career Services Office before registering.*

ECE201 Creative Activities - 3 credits

This course covers the development of young children's art. Developmentally appropriate means of facilitating creative abilities for diverse groups through painting, drawing, clay, collage, and construction are examined. *Studio fee required.*

Prerequisite: ECE111 or Permission of ECE Director.

ECE203 Children's Literature and Language Arts - 3 credits

This course is designed to acquaint students with an integrated approach to children's literature. Folk and multicultural literature and contemporary issues in children's literature will be examined. Explores the use of technology in educational settings and plans for literature based units. *Prerequisite: ECE/CHS111*

ECE208 Teaching the Exceptional Child - 3 credits

This course provides information about the exceptional learner. Topics include: history / philosophy/ laws of educating exceptional learners, characteristics of the exceptional child, assessment tools, instructional planning and teaching using individualized strategies with complementary techniques and technologies, home / school /community resources and inclusion. *Prerequisite: ECE/CHS111*

ECE230 Environment for Play - 3 credits

This course exposes students to an evaluation of play from a historical perspective, and stresses the importance of play in the development of children and its role in the early childhood curriculum. The effect of play on the cognitive, social, emotional, and physical development of the child is discussed. *Prerequisite: ECE111*

ECE250 Math and Science in the Early Childhood Classroom - 3 credits

This course introduces students to curriculum strategies to be used with young children to promote their mathematical and scientific abilities. Additionally, it will provide instruction on how to incorporate technology into the early childhood classroom. Attention is given to the developmental needs of the children and the developmental appropriateness of the lessons. *Prerequisite: ECE/CHS111*

ECE252 Social Studies in the Early Childhood Classroom - 3 credits

This course introduces teachers of young children to a variety of themes and strategies that promote social awareness, pro-social behavior, and interpersonal skills for young children. This course will encourage students to examine the ways in which the classroom environment and the world outside the classroom affect learning. Concepts in ethnicity, family and community life, and diversity are explored. Curriculum planning for young children with a wide variety of needs and abilities will be addressed. *Prerequisite: ECE/CHS111*

ECE254 Health, Safety and Nutrition - 2 credits

This course explores the issues of health, safety and nutrition in relation to the normal growth and development of young children. Emphasis is placed on the recognition and measurement of normal growth patterns, principles of good nutrition, hygiene, health maintenance and illness prevention. Understanding cultural issues and special needs of individual children are addressed as aspects of health and safety. *Prerequisite: ECE/CHS111*

ECE298 Practicum II - 3 credits

This course is a continuation of ECE 199 and provides students with practical experiences in early childhood education. Students spend 15 hours per semester in seminars and assist in their professional area for 100 hours. Students must demonstrate mastery of the core competency areas of creative development, self, social, guidance, families, and professionalism, when planning activities for young children. *Prerequisite: ECE199 or Permission of ECE Director .*

ECE299 Practicum - 3 credits

This course provides students with practical experiences in early childhood education. Students participate each week in seminars and assist in their professional area (in pre-K/K regular education or inclusive setting) for 100 hours. Students must demonstrate competencies in planning and carrying out appropriate lessons to promote young children's cognitive, creative, language, and social development. Students will be introduced to the Connecticut Preschool Benchmarks and the creative curriculum for use in planning lessons. *Prerequisite: Permission of Advisor/Director. You must speak with your academic advisor as well as the Career Services Office before registering.*

ECE307 Administration of Child Care Programs - 3 credits

This course examines the role of the childcare administrator with respect to management duties, which include financial planning, state regulations, curriculum and staff development, nutritional responsibilities, and parent and community relations. Prerequisite: ECE111, 9 credits in ECE or Permission of ECE Director.

ECONOMICS COURSE DESCRIPTIONS

ECO201 Macroeconomics - 3 credits

This course examines the fundamental analytical structure of a macro economy and familiarizes students with the problems of employment, inflation, interest rates, and business cycles. Topics include the determination of income and output, the role of fiscal and monetary policy, and the interaction of an economy with the rest of the world within a global framework.

ECO202 Microeconomics - 3 credits

This course familiarizes students with the decision-making processes of individual economic units such as households, firms, and industries, and their interrelationships. Topics include the nature and framework of the forces of supply and demand, household behavior, and consumer choice; the behavior of the firm under different industrial structures, resource allocation, and income distribution; and international trade and comparative advantage.

ECO303 Money and Banking - 3 credits

The course studies the process of financial intermediation in the economy and is primarily focused on the role of money and banking. Topics include the nature of commercial banks and the scope of their operations, the relationship between the banking sector and the other sectors of an economy, the role of the Federal Reserve, and the international financial linkages of an economy. *Prerequisite: ECO201.*

ENGLISH COURSE DESCRIPTIONS

English courses numbered 210 or higher qualify as Humanities or Liberal Arts electives.

ENG100 Writing with Computers - 1 credit

This course is designed to familiarize students with the writing process and the use of the computer as a writing tool. Instructors combine short lectures with discussion, hands-on learning, and lab assignments. The course includes a review of basic sentence mechanics, sentence combining, paragraph and essay construction via exercises from the Internet. In this basic writing review and active learning experience, students will be exposed to basic word processing skills. The ultimate goal is successful completion of a writing portfolio that demonstrates responsible and active participation in the learning process.

ENG101 English Composition - 3 credits

This course in expository writing is designed to develop students' abilities to write effectively with clarity, logic, and coherence. Emphasis is placed on the composing process, organization, sentence and paragraph structure, and usage. At least one essay is based on library research.

ENG102 Composition and Literature - 3 credits

This writing course emphasizes literary appreciation and criticism. Students are introduced to various literary genres: the short story, the poem, the novel, and the play. Placement by examination. Laboratory and fee may be required. *Prerequisite: ENG110.*

ENG110 College Writing - 3 credits

This course is designed to develop and refine the analytical/critical reading skills and the substantive writing skills of freshmen. This intensive writing class will focus on writing essays of varying length and expose students to the various rhetorical modes of writing that will contribute to their success in university courses and their chosen careers.

ENG120 College Writing II - 3 credits

College Writing II looks to expand upon the writing skills attained in ENG110. As a student-centered course, students explore their own writing in peer, group, and self-review skill sessions. Students enhance self-editing skills and increase awareness of the revision skills needed in both college coursework and in careers. The course will further develop students' understanding of the writing process from pre-writing to final draft. This course encourages students to have their writing evaluated across the curriculum. The course culminates in a research essay and portfolio of original work.

Pre-requisite: ENG110.

ENG130 Literature and Composition - 3 credits

Students develop skills in understanding and appreciating genres such as poetry, fiction and drama. Additionally, students apply critical methodologies and investigate relationships between literature and society, thus confirming their analysis and writing skills.

ENG203 Children's Literature and Language Arts - 3 credits

This course is designed to acquaint students with an integrated approach to children's literature. Folk and multicultural literature and contemporary issues in children's literature will be examined. Explores the use of technology in educational settings and plans for literature based units. *Prerequisite: ECE/CHS111*

ENG207 Speech Communications - 3 credits

This course examines fundamental principles of oral communication with emphasis on the logical development, documentation, and delivery of the basic types of speeches. Students will construct audience analyses and participate in the evaluative process of speeches. *Prerequisite: ENG110.*

ENG213 Poetry - 3 credits

This course examines poetry as a literary genre and offers the opportunity to understand it from historical and aesthetic viewpoints. *Prerequisite: ENG120.*

ENG214 Short Fiction - 3 credits

This course examines the short story as a literary genre and offers the opportunity to understand it from historical and aesthetic viewpoints. Particular emphasis is given to American and contemporary authors such as Hawthorne, Joyce, Steinbeck, Welty, Hemingway, and others who have made noteworthy contributions to the genre. *Prerequisite: ENG120.*

ENG260 African-American Literature - 3 credits

This course introduces students to African-American writers. Essays, poetry, drama, and fiction from representative African-American writers are read and discussed. *Prerequisite: ENG120.*

ENG270 Mythology in Literature - 3 credits

This course examines ancient legends from classical mythology and other sources from the genetic, generic, psychological, socio-religious, and imaginative points of view. Selected readings illustrate the impact of mythology on literature and the other fine arts. *Prerequisite: ENG120.*

ENG298 Basics of Journalism - 3 credits

This course surveys print and broadcast media for the purpose of developing writing skills relevant to news stories, features, editorials, interviews, and surveys. *Prerequisite: ENG120.*

ENG300 Travel Seminar in English - 3 credits

This course studies the literature of a country or an area (local or international) by visiting historic sites, theaters, museums, lectures, and tours on location. A reading list is provided and a seminar is held before travel. A research paper is required upon completion of travel. *Prerequisites: ENG120 and permission of the instructor.*

ENG303 Women in Literature - 3 credits

This course offers students the opportunity to read and analyze fiction and non-fiction from the feminist perspective. The

works are examined in order to evaluate the role of women in literature as authors, as characters, and as critics.

Prerequisite: ENG120.

ENG304 Film: The Reel Experience - 3 credits

This course deals with the elements of film including the script, filming techniques, direction, acting, editing, art and set design, costume and makeup, and historical development. Examples from various genres are viewed for analysis.

Prerequisite: ENG207

ENG307 Bible as Literature - 3 credits

This course undertakes a close reading of representative selections from the Bible and applies the methods of literary study to the Biblical text. The course seeks to demonstrate that the Bible is not only a collection of literary masterpieces but is in its entirety a work with a coherent literary structure. It is also a principal source of Western literary themes, forms, archetypes, and imagery. *Prerequisite: ENG120, above-average achievement in ENG110 and ENG120, and permission of the instructor*

ENG310 Advanced Composition - 3 credits

This writing course stresses the mastery of more complex forms of expository and argumentative writing. Emphasis is placed on the composing process, vividness of expression, writing for a particular audience, and refining the writer's style. *Prerequisites: ENG120 and permission of the instructor.*

ENG311 Creative Writing - 3 credits

This course provides extensive imaginative writing of description, dialogue, poetry, and narrative. The course is designed for students who write readily but need direction and consultation.

ENG315 Novel - 3 credits

This course examines the novel as a literary genre and offers the opportunity to understand it from historical and aesthetic viewpoints. *Prerequisites: ENG214, ENG270.*

ENG322 Modern Drama - 3 credits

This course provides a comparative study of the major dramatists of the twentieth century. Particular emphasis is placed on analysis of landmark plays which demonstrate the rise of social consciousness in this genre. *Prerequisite: ENG120.*

ENG362 Shakespeare - 3 credits

This course introduces students to Shakespeare's language, themes, and dramatic art. Representative history plays, comedies, tragedies, and poetry are studied. *Prerequisite: ENG270.*

ENG406 Literary Criticism - 3 credits

This course investigates major literary critical theories from Plato to the present; the investigation is both historical and methodological. Students will examine the theories that have shaped the direction that literary forms have taken through the centuries and how the interpretation of literature has been influenced and changed by modern thought. *Prerequisites: Any two of ENG344, ENG346, ENG348, ENG350.*

ENG412 Special Problems in English

This course, suggested particularly for English majors, offers a venue for further studies in the triumvirate: writing, literature, and critical theory, or a combination thereof.

ENVIRONMENTAL SCIENCE / STUDIES COURSE DESCRIPTIONS

ENV-designated courses qualify as Natural Science or Liberal Arts electives. Only ENV110, ENV121 & ENV121L, ENV300, ENV301, ENV310 and ENV420 may be used to fulfill the general education science elective requirement.

ENV110 Introduction to Environmental Science - 3 credits

This interdisciplinary approach to our world emphasizes the history of environmental concerns, biomes, species

interaction with each other and their environment, air, water, soil and biological resources, population dynamics, toxicology, energy sources, land use management, and other related topics. Principles of physics, chemistry and biology are incorporated throughout the course. This course is open to non-majors.

ENV121 Environmental Science - 3 credits

This interdisciplinary approach to our world emphasizes the history of environmental concerns, biomes, species interactions with each other and their environment, air, water, soil and biological resources, population dynamics, toxicology, energy sources, land use management, and other related topics. Principles of physics, Environmental chemistry, and biology are incorporated throughout the course. Information learned in lecture is re-enforced or enhanced through laboratory activities and experimentation. *Laboratory fee required.*

ENV121L Environmental Science Lab - 1 credit

This course is offered as part of ENV121 Environmental Science. *Laboratory fee required.*

ENV180 Forensics - 3 credits

This course begins with a basic overview of forensic science from the “science” viewpoint. Scientific principles and practices will be applied to specific examples within the following: drug analysis, paternity, DNA fingerprinting, hair/fiber analysis, blood identification, microscopy, spectrophotometry, and chromatography. *Prerequisite: BIO143 or ENV121 and permission of the instructor.*

ENV180L Forensics Laboratory - 2 credits

Students will have the opportunity to learn about several forensic techniques and increase their skill at each technique in a hands-on format. Each student will perform experiments and analyze evidence with techniques including, but not limited to, the following: density determination, measurement and accuracy, statistical analysis, microscopy, hair and fiber analysis, fingerprint analysis, impression lifting and analysis, DNA fingerprinting and gel electrophoresis, thin layer chromatography, light spectrophotometry, glass fragment analysis, soils, ballistics, spatter patterns, and gas chromatography. *Prerequisite or Co-requisite: BIO/ENV180 or CHM116 or BIO144 or permission of the instructor.*

ENV200 Environmental Policy - 3 credits

This course provides the foundation for an examination of the role of government in the conservation, preservation, and utilization of natural resources and the environment. The history of Federal legislation, regulation, and environmental law will be discussed in general terms. Major laws and treaties as well as agencies (and their programs) will be examined in detail. *Prerequisite: ENV121.*

ENV201 Environmental Ethics - 3 credits

Students consider the intrinsic relationships of humans to their biotic and abiotic surroundings. They reflect on the issues of meaning, attitudes, and value. Topics include the historical roots of the ecological crisis and movement, conflicting views on ecological problems, and ethical conflicts associated with the environment and cooperation with nature. *Prerequisite: ENV121.*

ENV220 Environmental Impact Assessment - 3 credits

Preparation and review of an Environmental Impact Statement (EIS) brings together people with diverse backgrounds, skills, and goals to generate an assessment of the impact of private or government projects. This course serves to not only provide students with procedural information associated with the production of an EIS, but also supply them with basic field techniques. The final work product of this field-based course includes but is not limited to an Environmental Impact Statement. *Prerequisite: ENV121.*

ENV235 Environmental Education - 3 credits

This is a “hands-on” course emphasizing teaching methods for environmental concepts and issues. Students focus on ways to educate in formal and informal settings. They also gain a better understating of National Science Education Standards. Each student will regularly design unique lesson plans/ activities and participate in those designed by his or her fellow classmates. *Prerequisite: ENV121.*

ENV280 Forensic Science II - 3 credits

This course is designed to provide students with a deeper understanding of several aspects of forensic science including crime scene processing, evidence collection, chain of evidence (with associated paperwork), motor vehicle accidents, blood spatter, and ballistics. Students will be asked to analyze evidence, participate in case studies, and utilize databases for both ballistics and blood spatter. *Prerequisites: ENV180, ENV181 or Permission of instructor.*

ENV290 Chemistry and Physics in Forensics - 3 credits

To analyze many crimes, one needs to have a good understanding of both chemistry and physics. Students will learn about the fundamentals of organic and inorganic chemistry (titration, precipitation, color metric tests) and apply them to forensic uses. Students will also apply the basic physical principles (one dimensional and two dimensional analysis, kinematics, motion and gravitation, work and energy, momentum, rotational motion, solids and fluids, and heat and thermodynamics). *Prerequisites: MAT130, ENV180, or PHY115 and CHM115, or Permission of instructor.*

ENV300 Toxicology - 3 credits

This course begins with the basic principles of toxicology including dose response relationships, bioactivation and bioaccumulation, detoxification and risk determination. Principles will be applied to specific examples within the following: hepatic, respiratory, circulatory, nervous, and reproductive systems. Emphasis will be placed on chemical carcinogen (natural and synthetic) and drug metabolism. *Prerequisite: ENV121 or BIO120 or BIO143 or permission of the instructor.*

ENV301 Soils in our Environment - 3 credits

This course expands on a student's collected knowledge-base in environmental science by applying it to the concepts of soil science. The principles of composition and genesis; chemical, physical and biological properties; classification and mapping; soil water; and management and conservation practices will be discussed and demonstrated. The course will also explore the role of soil in contemporary environmental quality, contamination and remediation issues. *Prerequisites: ENV121, BIO144, and one of the following: BIO360, BIO226, or permission of instructor*

ENV310 Natural History - 3 credits

Natural History examines the changes in a community, ecosystem, or organism over time. This course focuses on how geology and climate have determined the plant and animal populations and communities that live in New England. Discussions also include how humans have interacted with and affected not only the landscape, but also the flora and fauna distribution. *Prerequisite: ENV121.*

ENV315 General Occupational Safety and Health - 3 credits

General Occupational Safety and Health are topics that should concern every person. How to find a listing of the federal regulations governing work place safety and health, interpret the documents, and apply the information is the focus of this course. Students with a theoretical science background will have the opportunity to use that information in real world settings, and those who excel in hands-on learning will find that this course allows them to utilize their strengths to learn science. Students may earn the 10-hour or 30- hour OSHA certification while learning not only rules and regulations, but also real world applications of that material.

ENV405 Environmental Law and Practice - 3 credits

Students learn the relevant federal and state environmental laws together with their practical application to corporate and real estate transactions. Specific areas of study include environmental due diligence. The course covers the specific area in which individuals encounter environmental issues in the practice of law. *Prerequisite: BUS204 or ENV121 or LAW101.*

ENV420 Ecological Field Methods - 3 credits

This course is an investigation into established ecological sampling and field methods. Techniques for sampling plants, soils, aquatic invertebrates, small mammals, and insects will be discussed and demonstrated. Students will learn to design, plan and conduct a field ecology research project, as well as how to effectively analyze, interpret and

communicate the collected field data. *Prerequisites-* ENV121, BIO144, and one of the following: BIO360, CHM310, or BIO226

ENV430 Strategies for Sustainable Development - 3 credits

Our historic “Frontier Mentality” attitudes are no longer viable in the face of continuing human population increases. More than ever, people faced with issues of renewable and nonrenewable resources, food production, water quality, and environmental health. This course will explore how the application of technology, identification of renewable resources, support of diversity, monitoring of the environment, and minimization of waste can result in resource planning and management strategies that are not only sustainable, but also lucrative in the environmental and business areas.

Prerequisite: ENV121.

ENV498 Independent Study/Internship 1 - 3 credits

Students engage in independent research in either a laboratory or field setting. Students may also elect to complete a literature review. Results of this work are presented at the end of the semester. Application, proposal submission, and registration policies should be discussed with the faculty mentor prior to registration. *Prerequisite:* *Permission of the instructor. You must speak with your academic advisor as well as the Career Services Office before registering.*

EQUINE BUSINESS MANAGEMENT COURSE DESCRIPTIONS

EQU100 Introduction to Hoof Care - 1 credit

This course introduces the form, function, care, and maintenance of the equine hoof. A survey of trimming theories and techniques produces an understanding of the role of sound, functional hooves for the horse's gaits and performance. The effects of shoes, appliances, health, and nutrition on hoof form and function are addressed, and tools and tasks of the professional farrier's trade are introduced. *Prerequisite:* EQU161 or instructor permission

EQU101 Concepts in Equine Massage - 1 credit

This course will prepare the student to do a simple but effective equine sports massage. The material will include how and why massage therapy works, covering rudimentary equine anatomy, physiology and kinesiology. Students will learn how to do basic massage therapy strokes from effleurage to trigger points and stretch work, with plenty of hands-on experience. *Prerequisite:* EQU161 or instructor permission

EQU161 Stable Management I - Horse Care - 4 credits

This course concentrates on the care and handling of horses including the maintenance of good health, with emphasis on the prevention of both injuries and illnesses. Related topics such as safe handling techniques, daily routine, grooming, selection and fit of tack and horse ‘clothing’, barn safety, basic feeding, parasite control, and emergency care are studied. A practical horse care ‘lab’ component is included in this course.

EQU162 Stable Management II - Facility Design/Operation - 4 credits

This course involves the planning, construction, and maintenance of horse farms. Barn design, placement, and layout are covered in detail, examining such considerations as environmental concerns, drainage, ventilation, efficiency, safety, pastures, fencing, maintenance procedures, purchasing and storing of feed. Also covered are record keeping, insurance requirements, fire prevention and selection, training, and management of staff. A practical ‘lab’ component is included in this course to enable students to experience ‘on the job’ training in a variety of settings.

EQU170 Equine Communication - 1 credit

This course is a practical study in the safe and gentle handling of horses through the understanding and use of body language communication skills. Correct use of the Round Pen is described and practiced. The student learns how to relate the physiological development of the horse to its needs today, and how this translates to a safer and more productive relationship.

EQU251 Anatomy & Physiology of the Horse - 3 credits

This course begins with an overview of the horse as a product of its evolution and of the development of the Northern

European conformation as distinguished from that of the Middle Eastern desert breeds. Studied in detail are the anatomy and physiology of the horse, and the function of its biological systems. In addition, an evaluation of conformation as it relates to soundness is explored.

EQU252 Equine Nutrition - 3 credits

This course involves an examination of the nutrients needed by the horse and the various feeds that can be combined to meet the requirements of an equine diet. The course also includes a survey of varying feed management practices and programs that meet the needs of individual horses in work/competition or at pasture, for growth, reproduction, maintenance, and old age. Also addressed are parasites, plant toxicity, and feed quality and labeling. Nutrition-related diseases are studied with emphasis on prevention.

EQU265 Theory of Equitation Teaching - 3 credits

This course develops an understanding of the principles and methods used in teaching equitation. Aspects studied include the history and rationale of classical equitation theory and the related issues associated with teaching riding to individuals and groups. Appropriate lessons are planned for all ages and levels of riding experience. In addition to lectures, visiting speakers, and discussions on teaching methods, students gain practical experience by observing instructors in the field.

EQU270 Equine Event Management - 1 credit

All Equine disciplines engage in judged performances (Horse Shows), educational experiences (Clinics), judged skill demonstrations (Gymkhanas,) and pure entertainment such as the Pfizer Fantasia at the Equine Affaire Trade Show. Each one of these Equine Events needs to be planned and managed. This course gives an overview of techniques, timelines, guidelines, staffing and budget concerns for a variety of equine events. In addition there will be lectures, visiting speakers and hands on participation in event planning to assist students with learning.

EQU299 Instructional Experience Practicum - 3 credits

Practical experience is very important for any future instructor and this course gives students an opportunity to develop their teaching skills. Skills developed include voice projection, maintaining control and authority within the class setting, handling the various problems encountered in teaching riding, improving observation and evaluation of rider progression, and maintaining safety procedures. This is accomplished with class lectures and supervised student teaching.

Prerequisite: EQU265.

EQU301 Horse Industry Orientation - 3 credits

Horse-related industries collectively contribute billions of dollars to the U. S. economy. This course provides students with an opportunity to observe and evaluate different aspects of the industry through guest lectures, field trips, and class discussions. Professionals in such areas as equine photography, show management, equine insurance, retailing and the racing industry give practical advice to the students for their future careers. The importance of maintaining complete professionalism and integrity in all job performance and business dealings is emphasized. Also included are aspects of abuse, cruelty-prevention and the ethical treatment of horses.

EQU302 Principles of Horse Breeding - 3 credits

This course deals with genetics, anatomy, physiology, nutrition and management of mares and stallions used for breeding. Material covered includes preparation for breeding, managing the breeding stallion, and normal foaling and postpartum care of both mare and foal. Additional topics covered are diseases associated with reproduction, modern techniques in caring for premature foals, treatment of foal diseases, and disease-prevention practices. Genetics, conformation, temperament, performance, and type are considered as they affect the selection of sires and dams for breeding. *Prerequisite:* EQU251.

EQU303 Horse Industry Work Experience - 3 x 1 credit courses

This course provides students with an opportunity to gain valuable practical experience in their chosen focus area within the equine industry. In addition to class lectures, students learn the requirements for each field of study through

observation and working under supervision. This course can be applied to credit for career specialty programs off-campus.

EQU306 Equine Locomotion - 3 credits

This course is a study of the way the equine locomotor system is put together and how it makes the animal move, including an evolutionary perspective as well as individual and breed tendencies. The material will include detailed anatomy, equine movement analysis, hoof mechanics, and myokinesiology. Through in-depth training in observation, students will learn the use of gait study and its relationship to physical comfort and athletic performance. *Prerequisite: EQU251 or equivalent*

EQU315 Hoof Trimming I: Principles and Practices - 3 credits

This course is an introduction to the tools, techniques, and methods of basic hoof trimming practice, based on the understanding that a sound, functioning hoof is necessary for both the horse's comfort and athletic performance. The student will consider the range of accepted theories of hoof function for their relevance to the broader goal of establishing natural equilibrium in the hoof, and begin the practical application of appropriate trimming techniques on live horses. Safe practices and concern for the hoof trimmer's health will be stressed. Tool purchase is required. *Prerequisite: EQU306 Equine Locomotion.*

EQU317 Equine Massage I: Principles and Practices - 3 credits

This course is an introduction to equine sports massage practice covering traditional massage techniques and their application to the equine locomotor system. This course will review musculoskeletal anatomy and movement analysis, developing an understanding of its value for the horse's comfort and athletic performance. The student will consider the science behind sports massage and its relevance to balancing the horse's dynamic conformation, and begin the practical application of appropriate massage techniques on live horses. Safety and concern for the practitioner's health will be stressed. *Prerequisite: EQU306 Equine Locomotion.*

EQU322 Equine Veterinary Assisting - 3 credits

This course explores the variety of roles and responsibilities typically performed by an Equine Veterinary Assistant. These include clerical and office procedures, client contact, patient handling and restraint, pharmacy and inventory management, technical and surgical preparation and assistance, nursing care, laboratory specimen preparation, and assistance with common diagnostic imaging modalities. *Prerequisite: EQU161, EQU251.*

EQU340 Equine Business Ethics - 3 credits

The challenges associated with business in general, and the very important issues unique to the equine industry, will be discussed to increase students' awareness of the problems they might face. These will include the ethical dilemmas involved in the misuse of horses, the ethics involved in the sale of horses, and the decisions that have to be made regarding a variety of issues where there may not be clear guidelines.

EQU363 Advanced Horsemanship - 3 credits

This course is offered as a directed study program. With the approval of their advisor, students work with a qualified professional studying advanced techniques in a discipline or focus area of their choice. Students keep a journal, produce a video, and write a paper illustrating knowledge acquired. This course can be applied to credit for career specialty programs off-campus.

EQU380 Horse in Western Society - 3 credits

This course is a study of the equine role in shaping society, with a concentration on the war horses of the Mongol, Moorish and Medieval periods, the conquest of the Americas and the American Indian, and the inter-relationship between the horse and the rise of industrialization. Students will analyze the role of the horse and how their contribution has caused society to evolve as it has.

EQU401 Equine Medical Management - 3 credits

This course studies many aspects of preventative medicine, parasitology, pharmacology, and first aid. Also studied

are disease, lameness, treatment techniques, and alternative treatment options together with on-going health care and methods of administering medicine. This course is intended to enable students to assess the seriousness of any equine medical problem and take appropriate action. Guest lecturers include veterinarians and other professionals in related fields. *Prerequisite: Junior standing.*

EQU403 Equine Senior Seminar - 3 credits

In this course students complete a senior research project including preparation of a detailed paper. This format allows an in-depth study on an equine topic of special interest to the individual student. Students obtain approval for and coordinate their work with a supervising instructor. An oral presentation summarizing the topic studied is presented before an audience at the conclusion of the course. *Prerequisite: Senior standing or permission of the instructor*

EQU410 Equine Law - 3 credits

This course covers the major issues of equine law including, but not limited to, ownership and transfer of horses and interests in horses, duties and rights of co-owners, trainers, agents, boarders, partners, and syndicate managers; racing and licensing; treatment of horses; court procedures; and issues involving insurance, intellectual property, bankruptcy, and torts. *Prerequisite: Junior or senior standing. Strongly Recommended Preparation: LAW101, LAW205.*

EQU416 Hoof Trimming II: Rehabilitation - 3 credits

This course further explores the implications and concerns of establishing and maintaining a barefoot lifestyle. The student will explore the difficulties inherent in the process of transitioning from shod to bare, while developing confidence in the basic trimming skills and learning the application of advanced techniques that foster the rehabilitation of deformed or damaged hooves. Best business practices for careers in hoof trimming will be addressed. The course will stress safety and concern for the hoof trimmer's health throughout. Tool purchase is required. *Prerequisite: EQU315 Hoof Trimming I: Principles and Practices*

EQU418 Equine Massage II: Rehabilitation - 3 credits

This course further explores the implications and concerns of establishing and maintaining a sound and healthy horse through the use of equine sports massage. The student will explore the difficulties inherent in the process of restoring and maintaining optimal movement, while developing confidence in the basic skills and learning the application of advanced techniques. Best business practices for careers in equine massage will be addressed. The course will stress safety and concern for the practitioner's health throughout. *Prerequisite: EQU317 Equine Massage I: Principles and Practices.*

EQU435 Independent Study - 1-4 credits

Students engage in independent research/work in the area of their career focus. A detailed paper and in-depth presentation will be required at the end of the semester. Application, proposal submission and registration policies should be discussed with the faculty mentor prior to registration. This course can be applied to credit for career specialty programs on or off campus. *Prerequisite: Permission of the Instructor.*

EQU460 Internship in Equine-Related Business - 3 credits

Experience in the field is extremely important for any student, so this strongly recommended course allows students to work at an approved equine-related business in their field of concentration. The approval of the program director and Career Office is required and all registration policies must be followed. A detailed journal, an in-depth paper and video or photo presentation documenting the student's experience are submitted to complete this course. This course can be applied to credit for career specialty programs off-campus. *Prerequisite: Junior Standing. You must speak with your academic advisor as well as the Career Services Office before registering.*

FINANCE COURSE DESCRIPTIONS**FIN201 Principles of Finance - 3 credits**

This course examines the role of finance in relation to other business operations and within the financial community. It covers the development and use of the basic tools for financial administration, financial analysis, planning and control,

investment decisions, and management of sources of funds. *Prerequisites: ACC111; MGT105.*

FIN302 Corporate Finance - 3 credits

This course is an analysis of capital investments relative to goals, risks, and rates of return and includes a study of equity and debt financing, dividend policy, and multinational operations. *Prerequisite: FIN201.*

FIN305 Analysis of Financial Statements - 3 credits

Modern investing and lending decisions are based on financial statement analysis. Investing and lending decisions require the application of thorough analysis to carefully evaluated data. Sound information is obtained by an understanding of the data from which it is derived as well as by the application of tools of analysis to aid in its extraction and evaluation. The course focuses on understanding the data that are analyzed, as well as the methods by which they are analyzed and interpreted. *Prerequisite: ACC211.*

FIN306 Personal Financial Planning - 3 credits

This course is an introduction to the principles of personal financial planning. Course material will introduce the student to financial markets and investment alternatives. A study of the more common markets and their contributions to corporate and personal wealth is included. Course is specifically designed for students who are interested in pursuing the Series Seven examination or certified financial planner (CFP) designation. *Prerequisite: FIN201*

FIN401 Insurance and Risk Management - 3 credits

This course presents fundamental principles of insurance and their application in life, disability, property, and liability insurance. The concept of risk and the tools and techniques used by a risk manager are included. The course provides the basic knowledge for intelligent solutions of personal and business insurance problems as well as for further specialized study of insurance. *Prerequisites: ECO202; MAT220.*

FIN403 Investment Management - 3 credits

This course analyses the theory and practice of investment management. Topics include principles of selection of assets, personal portfolio management, and performance criteria for selecting and making alternative corporate investment decisions. *Prerequisites: FIN201.*

FIN405 Seminar in Finance - 3 credits

This seminar examines and evaluates current theories, issues, and problems relating to the financial management of business. Emphasis is placed on both internal and external environmental forces affecting managerial policies and decisions. The course includes study of relevant literature and financial policies prevailing in business. A case method of study is followed. *Prerequisites: FIN302, FIN305.*

FIN406 Seminar in Personal Finance - 3 credits

This course addresses select issues in personal finance including investment alternatives, tax strategies, retirement and estate planning, and wealth creation and management. A case study format is used with emphasis on integrating financial, legal, and tax disciplines into an integrated financial plan. *Prerequisite: FIN306, Senior Standing in the Finance Program.*

FIN407 Business Valuations for Mergers and Acquisitions - 3 credits

This course considers the development of business valuations from the point of view of mergers, friendly or unfriendly, and appraisal of businesses for acquisition purposes. Tax and accounting rules involved in merger and acquisition activity are reviewed. Tactics of defense in acquisition battles are discussed and the ultimate impact on shareholder wealth is examined. Valuation of closely held businesses for sale or estate purposes is explored. *Prerequisites: FIN302, FIN305.*

FIN409 Real Estate Financing - 3 credits

This course considers real estate as an investment medium. Appraisal techniques and investment valuation based on both income flows and replacement cost are examined. Real estate development in terms of residential, shopping

centers, industrial parks is examined. Public policy regarding subsidy programs and rent control is reviewed.

Prerequisites: ECO202; MAT230.

FIN411 International Financial Management - 3 credits

This course covers international capital movements and balance of payment problems, as well as problems of international operations as they affect financial functions. Foreign and international institutions and the foreign exchange process are examined. Financial requirements, problems, sources, and policies of multinational corporations are considered. *Prerequisite:* ECO201.

FRENCH COURSE DESCRIPTIONS

FRE-designated courses qualify as Humanities or Liberal Arts electives.

FRE101, FRE102 Elementary French I, II - 3 credits each

This course sequence stresses accurate pronunciation, introduces students to principles of elementary grammar, and encourages easy conversational patterns pertaining to everyday living. The second semester includes reading of short passages dealing both with everyday situations and cultural materials with emphasis on pronunciation and intonation. Students should complete both semesters to gain a deeper understanding of the language and to experience reading and speaking at a greater level of difficulty. *Prerequisite:* FRE101 is prerequisite for FRE102.

FRE201, FRE202 Intermediate French I, II - 3 credits each

This course sequence is open to students who have completed two years of high school French or two semesters of college French. The course concentrates on an intensive review of grammar and reading. Oral practice of the language is encouraged. *Prerequisite:* FRE102. FRE201 is a prerequisite for FRE202.

FRE399 French Language Seminar - 3 credits

The content of this course is determined according to the needs and desires of students and in conjunction with the individual faculty member. *Prerequisite:* Demonstrated competence in the French language.

GAME DESIGN & ANIMATION COURSE DESCRIPTIONS**CIS112 Introduction to Computing - 3 credits**

This course strives to meet the high level of computer literacy required of all students earning a degree from the university. Special emphasis is placed on the ethical use of computer technology for information analysis and communications. Computer units introduce the Internet, Windows, word processing, spreadsheets, and presentation software. Students who feel they have attained computer literacy and earn 70 percent on an exemption exam may substitute any other 3-credit course for this core requirement. Students may prove competency by passing a waiver examination. No credit is granted if the requirement is waived.

GAM217 Introduction to Video Games - 3 credits

This course provides an introduction to the essential study of video games. The course surveys various perspectives in the field of game design and production. Topics include the history of video games and animation, human computer interaction, game theory, game genres, game engine architectures, and game culture. In addition, evolution of the video game industry will be examined. Students are required to complete a digital game to demonstrate rudimentary design principles discussed in the course. *Prerequisite:* CIS112

GAM247 Interactive Computer Graphics - 3 credits

This course introduces design and aesthetic foundations of 3-dimensional computer graphics and animation. Topics include rendering 3D geometric models, 2D and 3D transformations, color theory, illumination and shading, texture, special effects, and computer animation. Emphasis is on rendering interactive graphics for video games. The course culminates in a presentation of students' final projects involving an original video game that incorporates basic elements of 3D animation. *Prerequisite:* CIS112

GAM257 Fundamental of Game Programming - 3 credits

This course introduces game programming principles and techniques for planning and implementing 3D interactive games. In a collaborative fashion, students are exposed to a structured process that explains how to develop 3D games incorporating object-oriented programming statements, 3D graphic scripts, character animation, sound, and music. This course concludes with a final project involving a game prototype that exhibits 3D graphics programming and animation techniques studied in this course. Emphasis is on problem solving and collaboration. *Prerequisites: CIS112 and GAM247*

GAM301 Game Design and Animation I - 3 credits

This course introduces students to fundamental principles of game design and 3D computer animation. The course explores methods of modeling, rendering, and animating 3D objects for video games, computer simulations, and virtual worlds. Students use 3D modeling software to create character animation and 3D environments including rigging, key framing animation, lighting, camera angles, texture formation, and motion. *Prerequisites: CIS112, GAM217, and GAM247*

GAM401 Game Design and Animation II - 3 credits

This course builds upon the knowledge gained in Game Design and Animation I. Advanced methods of game design, including drafting a game design document, are covered in the course. Students gain insight into the aesthetic design and technical implementation needed to design high-quality 3D interactive video games. Students use 3D modeling software and scripting techniques to create character and terrain animation, and artificial intelligence for games. Emphasis is on applying problem-solving skills and refining the game design document. *Prerequisites: CIS112, GAM217, GAM247, and GAM301*

GEOGRAPHY COURSE DESCRIPTIONS

GEO-designated courses qualify as Social Science or Liberal Arts electives.

GEO101 World Regional Geography - 3 credits

This course provides an introductory survey of the major cultural regions of our increasingly complex global village. Emphasis is given to both the delineation of “place” and the landscape expression of all modes of human activity.

GEO203 Human Geography – 3 credits

This course is a survey of human culture in relation to the physical environment. Topics studied may include population, language, religion, folk and popular cultures, ethnic diversity, agriculture, rural and urban settlements, resource utilization, and environmental change.

HISTORY COURSE DESCRIPTIONS

History courses numbered 201 or higher qualify as Humanities or Liberal Arts electives.

HIS101 World Civilization I - 3 credits

This course provides a survey of significant developments relating to the rise of early Mediterranean, European, and Asiatic societies. Economic, political, and religious themes are stressed from the foundations of civilization to the eve of the Western Enlightenment.

HIS102 World Civilization II - 3 credits

This course is a companion to HIS101, surveying the development of civilization from the Western Enlightenment to contemporary times. Emphasis is placed on the emergence of ideological movements; regional, economic, and political patterns; and technological innovations that fostered periods of war and peace.

HIS201 United States History I - 3 credits

This survey course traces the origins of American society from colonial times to the close of the Civil War. Emphasis is on the development of liberty and equality as core social values in American culture.

HIS202 United States History II - 3 credits

This survey course traces the emergence of an urban, industrialized United States from the late 19th century to the present. Emphasis is placed on both domestic and international concerns, and the maintenance of traditional values in a changing environment.

HIS230 African History - 3 credits

A survey of African history from 1500 to the present focusing on the development and evolution of political, social, and economic structures. Students may register for the seminar version of this course, which includes working with the instructor to complete a research paper on a topic in African history. *Prerequisites: HIS101 and HIS102*

HIS234 Middle Eastern History - 3 credits

A survey of Middle Eastern history from 1500 to the present focusing on the development and evolution of political, social and economic structures. Students may register for the seminar version of this course, which includes working with the instructor to complete a research paper on a topic in Middle Eastern history. *Prerequisites: HIS101 and HIS102*

HIS311 The American Revolution - 3 credits

This history seminar examines the American Revolution, the conflict that resulted in the formation of our nation. The course will begin with a study of the formation of a colonial mentality far different from that of British views on the American colonist, then turn to the military and diplomatic history of the revolutionary war, and culminate with analysis of nation building. *Prerequisite: HIS201.*

HIS313 Civil War and Reconstruction - 3 credits

This history seminar guides advanced student on an in depth analysis of the pivotal event of nineteenth century American History. Emphasis is placed on the issues leading to the war, the military history of the conflict, and the struggle to reconstruct the union. *Prerequisite: HIS201.*

HIS323 American Foreign Policy Since 1900 - 3 credits

This seminar course focuses on a chronological assessment of United States foreign policy since 1900. Students are introduced to both primary and secondary source materials for analysis.

HIS355 World War II - 3 credits

This course examines the dislocations resulting from World War I and the collapse of world peace. The rise of totalitarian regimes, the response of liberal democracies, and a detailed look at a world in flames are emphasized. *Prerequisite: HIS102.*

HIS433 Historiography - 3 credits

This course is open only to history majors and offers an examination of both primary and secondary sources of an historical nature. Emphasis is placed on providing students with a thorough knowledge of significant documents as well as the diversity of historical interpretation. Students work individually with a faculty moderator. *Prerequisites: HIS101 and HIS102; or HIS201 and HIS202.*

HIS434 Senior Seminar in History - 3 credits

This course is open only to history majors and is the culmination of the degree program. An original researched thesis is written on a mutually-agreed topic. Students work individually with a faculty moderator. *Prerequisite: A minimum of 6 credits in History beyond HIS101, HIS102 and HIS201, HIS202.*

HUMAN SERVICES COURSE DESCRIPTIONS

HSV designated courses qualify as social sciences and liberal arts electives.

HSV101 Introduction to Human Services - 3 credits

This course studies the history of the theory and practice of social welfare. It examines the development and function of social work services in residential treatment, income maintenance, psychiatric services, correctional services, medical

services, services for the aged, and community services.

HSV260 Social Welfare - 3 credits

This course examines human needs and the resources made available to assist families and individuals in need. The historical and philosophical roots of social welfare from ancient cultures to contemporary America are considered. The course provides an analysis of social welfare systems including their basic concepts and economic and political determinants.

HSV301 Interviewing Methods – 3 credits

This course provides an opportunity to learn basic communication skills and interviewing techniques essential for working with people. An emphasis is placed on developing skills in listening, intake, assessment and evaluation, referral and report writing. Case studies will be used to explore typical presenting problems and appropriate responses.

HSV303 Introduction to Counseling – 3 credits

This course provides an introduction to the basic principles, skills, methods and techniques employed in the counseling process. The focus is on establishing rapport, developing a therapeutic alliance, assessment, conceptualizing strategies for intervention, and the planning and delivering counseling services. The course will also promote exploration into personal values and professional ethics.

HSV309 Theories of Counseling – 3 credits

This course will introduce the student to the basic concepts, theories and approaches that are applied to human services counseling. Students will compare and contrast the various theories that impact contemporary counseling including analytic, experiential, relational, action-oriented and systems approaches.

HSV330 Group Counseling – 3 credits

This course presents a theoretical foundation for group process and counseling techniques. Students are introduced to the skills and requirements needed for effective group counseling including communication, leadership, problem solving, decision-making, and establishing group membership, norms and goals.

HSV341 Research Methodology for the Social Sciences - 3 credits

This course emphasizes the methods and techniques for research in psychology and sociology, including both laboratory and survey techniques. Emphasis is placed on the development of empirical questions from theory, research design and control, construction of survey instruments, statistical analysis and interpretation of results. Exercises include development of an original research project appropriate to the students' major field. *Prerequisites: MAT220, and either PSY102 or SOC340*

HSV364 Human Behavior in the Social Environment - 3 credits

This course traces the development of human behavior in primary groups throughout the life cycle. It follows maturational, emotional, cognitive, and social systems theory from early life development through childhood, adolescence, and adulthood into old age, with a focus on the individual and primary groups.

HSV365 Intervention Methods of Human Services - 3 credits

This course is an introduction to the theories, principles, and skills of the generic helping process in social work practice. Students learn how to engage a client, along with assessment, treatment planning, intervention, and follow-up as applied to individuals and families. *Prerequisites: HSV101 and at least 3 additional hours in Human Services.*

HSV368 Crisis Intervention - 3 credits

This course provides an introduction to the concepts and strategies of crisis theory and practice carried out in a social-psychological and cultural framework. Effective crisis management is explored to learn how people feel, think, and behave during periods of crisis, and what strategies and resources are available to them.

HSV400 Ethical and Legal Issues in Human Services - 3 credits

This course surveys ethical, legal, and professional issues facing human service practitioners. The course is designed to teach a process of ethical decision-making and to increase awareness of the moral and legal complexities in the field of human services. It includes consideration of the human service worker's ethical responsibilities to clients, colleagues, practice settings, and the profession. *Prerequisite: HSV 101 or permission of instructor*

HSV405 Human Service Administration - 3 credits

This course introduces students to the principles of Human Service administration. Emphasis is on the basic skills required to effectively manage agency staff and other resources in human service organizational settings. The focus of the course is on the unique needs of human service managers in planning, organizing, budgeting, and supervising their programs and organizations within an every-changing social environment. *Prerequisite: HSV 101 or permission of the instructor.*

HSV450 Senior Seminar in Human Services Administration - 3 credits

This is a capstone course in which students will analyze their personal and professional development during their college experience. They will be required to engage in a scholarly investigation of some aspect of human services, which will then be presented and discussed in a seminar environment. *Prerequisite: HSV Senior majors only or permission of instructor.*

HSV460 & HSV461 Human Services Practicum - 6 credits

This course provides prospective human services workers with an opportunity to learn experientially at a human service agency in the community. The focus of this internship is for the student to learn how an agency functions and experience being a part of that agency. Requires a minimum of forty hours in the agency environment for each hour of academic credit earned. Human Services majors and required to complete internships at two separate agencies. *You must speak with your academic advisor as well as the Career Services Office before registering.*

INTERNATIONAL BUSINESS COURSE DESCRIPTIONS

IBA301 Principles of International Business - 3 credits

This course familiarizes students with the multidimensional macro-environment of international business and teaches them the tools necessary for the analysis and evaluation of diverse problems within that environment. Basic principles and issues of international economics are introduced as well as global aspects of politics and culture. The different managerial functions within a multi-national firm are examined. *Prerequisite: MGT105*

IBA305 International Business Law - 3 credits

This course surveys the basic principles of government regulation of international business operations. Specific national laws and international treaties that apply to topics such as export, competition, finance, and transportation are covered. Agreements covered include the General Agreement on Trade and Tariffs (G.A.T.T.), The Treaty of Rome, various free trade agreements and tax treaties. *Prerequisite: BUS204, IBA301*

IBA314 International Accounting & Finance - 3 credits

This course addresses the dramatically different accounting, auditing, and financial disclosure standards that exist among countries. Such differences complicate the preparation of consolidated financial statements, the calculation of taxes, the use of ratio analysis for international comparisons, and the evaluation of performance of individual subsidiaries and managerial personnel. Managers and investors must take such differences into account and must understand the economic, cultural, and political environments in each country, which give rise to the observed differences. *Prerequisites: ACC211; FIN201; IBA301*

IBA320 International Logistics - 3 credits

This course focuses on physical distribution, sourcing activities and production in the global context. It covers management issues dealing with shipping and customs activities in different national contexts and examines the opportunities created by and the logistics of dealing with various international treaties such as GATT, NAFTA, and the

Treaty of Rome. The course explores various issues arising out of the growth of international trade, which increases the volume of purchasing, global sourcing and production, and logistics activities. *Prerequisite: IBA301.*

IBA325 Managing Culture and International Human Resources - 3 credits

This course examines the role of culture in the operations of an organization. Students will explore ways to identify cultural differences and the fundamental definitions of cultural differences. Further exploration will be done on culture's impact on strategic approach, organizational structure, and different approaches to human resources. Students will learn of the new approaches toward creating international managers and team building across cultures. *Prerequisite: IBA301*

IBA421 International Management - 3 credits

This course studies the interaction between the multinational corporation, its environment, and the effect of cross-cultural behaviors on organizational performance. It analyzes the inseparable relationships between cross-cultural communications and management effectiveness. The course also covers the concept of cultural synergy, the practice of cross-cultural negotiations, cross-cultural leadership, motivation, and decision-making. *Prerequisites: IBA301; MGT105*

IBA422 International Investments - 3 credits

This course helps students conceptualize the theories of fundamental investment and understand professional techniques and practical applications of international investments. Topics include economic analysis of investing opportunities, investment instruments, financial risk and return, organization and control, and general investment strategies. *Prerequisite: FIN201; IBA301*

IBA430 Introduction to Exports Management - 3 credits

This course is an introduction to exporting with particular focus on generating international sales for a company and how to move those goods overseas. It will include means to evaluate the match between a company's product and foreign markets; how to find and utilize information about foreign markets; creating an international market plan; means of making contacts and developing customers abroad; and typical ways to move products abroad.

IBA431 Export Management II - 3 credits

This course is required as part of the Certificate in Export Management. The course is offered on a directed study basis at the discretion of the Director of the CEM program. Students work with the professor to develop and present an export plan for a real manufacturing company. The course requires both classroom and off campus activity with the subject company. *Prerequisite: IBA430*

IBA460 Internship in International Business – 3 to 6 credits

This course provides a student with practical experience in an international business setting. Students are placed in a setting of interest to the student with the consultation of the IBA faculty. *Prerequisite: Permission of the instructor. You must speak with your academic advisor as well as the Career Services Office before registering.*

IBA490 Special Topics in International Business - 3 credits

This course deals with selected topics of current importance in international business. The topics and course content may vary from semester to semester. Topics may be selected from the following: research projects, international capital budgeting, comparative cross-cultural behaviors and business practices, international financial markets and institutions, international distribution and transportation, custom brokerage, regional trade and competition, marketing opportunities in the European community, international financing strategy. *Prerequisite: Senior standing.*

ITALIAN COURSE DESCRIPTIONS

ITA-designated courses qualify as Humanities or Liberal Arts electives.

ITA101, ITA102 Elementary Italian I, II - 3 credits each

This course sequence in Italian develops students' basic abilities to understand, speak, read, and write the language. The first semester stresses accurate pronunciation, introduces students to elementary grammar, and encourages easy

conversational patterns pertaining to everyday living. The learning process is enhanced by integration of the language lab and the Internet. Students are strongly encouraged to take the second semester, which includes reading of short passages dealing both with everyday situations and cultural materials with emphasis on intonation and pronunciation. *Prerequisite: ITA101 is a prerequisite for ITA102.*

ITA201, ITA202 Intermediate Italian I, II - 3 credits each

This course sequence offers a complete review of the basic principles of grammar in addition to extensive oral practice. The learning process is enhanced by integration of the language lab and the Internet. It focuses on an intensive study of structure, vocabulary building, and reading of texts in Italian literature and culture. *Prerequisite: ITA102. ITA201 is a prerequisite for ITA202.*

ITA399 Italian Language Seminar - 3 credits

The content of this course is determined according to the needs and desires of students and in conjunction with the individual faculty member. *Prerequisite: Demonstrated competence in the Italian language.*

LEADERSHIP COURSE DESCRIPTION**LCS105 Elements of Organization - 3 credits**

Students need a basic understanding of how organizations work in order to manage their personal and professional lives. This course provides an interdisciplinary perspective on the foundations underlying all organizations (businesses, non-profit and governmental organizations) specifically as they relate to the nature of: management and leadership, economics both domestically and internationally, ethics, social responsibility, entrepreneurship, human resource management, marketing/advertising, e-commerce, information technology, accounting, investments, money and personal finances.

LEGAL STUDIES COURSE DESCRIPTIONS**LAW101 Introduction to Law - 3 credits**

Students are introduced to the system of legal thought and practice. The course examines legal methods and terminology while providing an orientation to state and federal laws and court systems. Internet resources and instructional technology are part of all topics, including a survey of subject specific areas in the law.

LAW105 Estate Administration and Probate Practice - 3 credits

Students learn the role that wills, trusts and powers of attorney play in the management of personal assets. Further, students become thoroughly familiar with the procedures employed to open, manage, and close Decedents' Estates, Conservatorship, Guardianships, Small Estates, and Refusal of Letters. *Prerequisite: LAW101; ACC111 strongly recommended.*

LAW201 Real Estate Law and Practice - 3 credits

Students learn how to handle a real estate transaction from the drafting of the sales contract to the closing. Subjects covered include Notes, Mortgages and Deeds of Trust, Titles and Title Insurance, Recording Liens, Encumbrances, Foreclosures, and Easements. *Prerequisite: LAW101.*

LAW203 Civil Litigation Practice - 3 credits

Students are introduced to all aspects of a civil lawsuit, including Jurisdiction, Rules of Procedure, Pleadings, Motions, Discovery, Trial Procedures, and the Appellate Process. *Prerequisite: LAW101.*

LAW205 Legal Research - 3 credits

Students become familiar with legal resource materials and how they are researched. Publications discussed include those that report Constitutional Law, Statutory Law, Case Law, Administrative Regulations, and Municipal Law. Further, students are introduced to the American Digest System, Shepard's and Computer-Assisted Legal Research. Research assignments introduce students to the legal research process. *Prerequisite: LAW101.*

LAW209 Family Law and Practice - 3 credits

Students become familiar with such family law matters as annulment, legal separation, marriage and dissolution of marriage. Further, students are introduced to the general litigation process that resolves disputes, including post-judgment matters. Other family matters such as adoption, guardianship, domestic violence, actions for custody, and rights to property and support are covered. *Prerequisite: LAW101.*

LAW298 Legal Studies Internship - 3 credits

Students learn how to apply knowledge gained from course work to the practical work of a law office. Students are required to meet 15 hours per semester in seminar meetings and to work in a law office setting, which could include law firms, corporate law departments, or government agencies, for at least 90 hours. *Prerequisites: LAW105, LAW201, LAW203, LAW205.*

LAW301 Bankruptcy Practice - 3 credits

Students become familiar with the Bankruptcy Code, as amended; the general functions of the Bankruptcy Court; and the power of the United States Bankruptcy Court for the District of Connecticut. Students are introduced to Chapter 7, Chapter 11, and Chapter 13 proceedings and rules. *Prerequisite: LAW101; LAW203 is recommended.*

LAW303 Constitutional Law - 3 credits

This course is an in-depth study of the history, development, and application of U.S. Constitutional Law as seen from the perspective of political science and legal studies. *Prerequisite: LAW101 and PSC101.*

LAW306 E-commerce: The Legal Context - 3 credits

This is a trailblazing course on e-commerce and the legal issues this activity has created. Among the topics covered are an overview of e-commerce; jurisdiction; copyrights; trademarks; privacy; obscenity; defamation; online contracts; and Internet taxation.

LAW307 Business Organizations and Practice - 3 credits

Students are introduced to the substantive law of business entities including sole proprietorships, general and limited partnerships, and corporations. Subjects covered include the application of substantive law to incorporation procedure, partnership agreements, general corporation maintenance, corporate capitalization, financing and corporate changes such as mergers, amendments, dissolutions. *Prerequisite: LAW101. BUS204 is strongly recommended.*

LAW310 Patent, Trademark and Copyright Law - 3 credits

This is an introductory course on the law of Intellectual Property. Among the topics covered are freedom of speech on the Web, ISP responsibilities, infringement, trademark issues on the Web, privacy and the Internet, copyright piracy and international trade issues, and new developments in trade secret law.

LAW315 Fraud Prevention and Examination – 3 credits

This course covers the principles and methodology of fraud prevention, detection, deterrence and investigation. The course includes such topics as skimming, cash larceny, check tampering, register disbursement schemes, billing schemes, payroll and expense reimbursement schemes, non-cash misappropriations, corruption, financial management fraud, and interviewing witnesses. *Prerequisite: ACC111*

LAW325 e-Government: The New Legal Environment of Business - 3 credits

This is a web-supported course that examines the developing concept of e-government. Students become familiar with the methods used by state and federal government to regulate business by means of government websites. Assessment is based on a student generated portfolio.

LAW398 Legal Studies Internship - 3 credits

This elective course is a continuation of LAW298. Students continue to learn how to apply knowledge gained from course work to the work of a law office. Students are required to meet 15 hours per semester in seminar meetings and to work in a law office setting, which could include law firms, corporate law departments, or government agencies, for at

least 90 hours. *Prerequisites: LAW105, LAW201, LAW203, LAW205.*

LAW405 Environmental Law and Practice - 3 credits

Students learn the relevant federal and state environmental laws together with their practical application to corporate and real estate transactions. Specific areas of study include environmental due diligence. This course covers the specific area in which individuals and business entities encounter environmental law. *Prerequisite: BUS204 or ENV121 or LAW101.*

LAW410 Equine Law - 3 credits

This course covers the major issues of Equine Law including, but not limited to, ownership and transfer of horses and interest in horses; duties and rights of co-owners, trainers, agents, boarders, partners, and syndicate managers; racing and licensing; treatment of horses; court procedures; and issues involving insurance, intellectual property, bankruptcy, and torts. *Prerequisite: LAW101, LAW205*

LAW415 Personal Injury Law - 3 credits

Students become familiar with Personal Injury Law, which is based on tort law concepts. Among the topics to be discussed are tort law, legal analysis, negligence, intentional torts, strict liability, and product liability.

LAW425 Legal Writing - 3 credits

Students learn the techniques of legal writing as it pertains to the role of the legal assistant. Specific writing assignments include the case brief, motions, pleadings, discovery documents and written instruments. The course culminates in a Memorandum of Law and therefore attention is given to advanced legal research. *Prerequisites: LAW203, 205.*

LAW430 Medical Malpractice Law - 3 credits

Students become familiar with Medical Malpractice Law, which is based on tort law concepts. The topics to be discussed include tort law, risk management, investigation of claims, litigation and the medical malpractice trial.

LAW440 Legal Ethics - 3 credits

This course is a comprehensive in-depth, hands-on study of the specific and particular ethical issues faced by the legal professional as guided by the Model Rules of Professional Conduct. It is designed for both the business professional who may interact with legal professionals and for the prospective legal professional, with emphasis on the practice requirements which guide the latter. The objective is to provide a foundation and a guide for dealing with ethical dilemmas in the practice of law.

LAW460 Legal Studies Internship - 3 credits

Students learn how to apply knowledge gained from course work to the practical work of a law office. Students are required to meet 15 hours per semester in seminar meetings and to work in a law office setting, which could include law firms, corporate law departments, or government agencies, for 120 hours. *Prerequisites: LAW105, LAW201, LAW203, LAW205. You must speak with your academic advisor as well as the Career Services Office before registering.*

LAW461 Legal Studies Internship - 3 credits

This elective course is a continuation of LAW298. Students continue to learn how to apply knowledge gained from course work to the work of a law office. Students are required to meet 15 hours per semester in seminar meetings and to work in a law office setting, which could include law firms, corporate law departments, or government agencies, for 120 hours. *Prerequisites: LAW105, LAW201, LAW203, LAW205. You must speak with your academic advisor as well as the Career Services Office before registering.*

MANAGEMENT COURSE DESCRIPTIONS**MGT105 Principles of Management - 3 credits**

This course is an introduction to the principles of management and their application in public and private, profit and non-profit organizations. Students will explore the areas of employee motivation, group behavior, leadership, strategic

planning, organizational design, and career opportunities. Emphasis is on the research and techniques available to assist in the development of requisite management skills.

MGT131 Introduction to Sport Management - 3 credits

This introductory course provides an overview of the sports industry, career opportunities within it, and the roles of professional and skilled personnel within sports organizations. *Prerequisite: MGT105.*

MGT201 Human Resource Management - 3 credits

This course includes the presentation, analysis, and discussion of the specific functions of an organization's Human Resources Department, including the human relations knowledge and skills vital to the success of any manager. Students will explore the standards of performance that are expected of managers, subordinates, and the organization with a special emphasis on the supportive relationship needed between employees and their organizations. This course also will explore a number of contemporary and controversial issues related to human resource management.

Prerequisite: MGT105

MGT221 Entrepreneurship, Creativity and Innovation - 3 credits

This course will focus on exploring and creating new venture ideas. Participants will study characteristics of successful entrepreneurs and will learn how to identify and evaluate entrepreneurial opportunities. The emphasis will be on creativity and innovation in new venture creation. This course also will provide an introduction to the basic business skills needed to start up and establish new entrepreneurial ventures.

MGT231 Sports Media and Marketing - 3 credits

This course focuses on the basic principles of media and marketing and their application to professional and amateur sports. Topics of discussion include public relations, modes of sports information and media, strategic marketing planning, promotional techniques, sport consumer behavior, and sponsorship/fund-raising methods. *Prerequisite: MGT131, MKT101.*

MGT303 Labor/Management Relations - 3 credits

This course is an introduction to labor/ management relations. It acquaints students with current problems encountered by management in the negotiation and administration of labor relation agreements. *Prerequisite: MGT201.*

MGT305 Managing a Diverse Workplace - 3 credits

This course focuses on a variety of topics related to meeting the demands of an increasingly diverse workplace. Students will explore the difference among Affirmative Action, valuing diversity, and managing diversity. Characteristics of diverse populations, including ethnic minorities, gender issues, older workers, workers with disabilities, and foreign workers will be studied. Students will learn strategies for implementing diversity and building cooperation and trust among diverse work groups. *Prerequisite: MGT201*

MGT306 Small Business Management - 3 credits

This course presents the concepts and the skills needed to set up, operate, and control a small business. The development of a business plan is integral to the course. *Prerequisite: MGT 221 or permission of the instructor.*

MGT307 Compensation and Benefits - 3 credits

This course focuses on the strategic choices in managing compensation. Major compensation issues are discussed in the context of current theory, research, and practice. Students will explore the issues that influence the determination of compensation and benefits in an organization, the design of the various forms of compensation and benefits, and how organizations manage the compensation system. *Prerequisite: MGT201*

MGT308 Training and Development - 3 credits

This course focuses on the role of training and employee development in organizations. It acquaints students with current theory on learning and program design, training methods and evaluation, e-learning and the use of technology in training, and the relationship of training to career management. *Prerequisite: MGT201*

MGT310 Total Quality Management - 3 credits

This course is an introduction to the principles of total quality management and their application in public and private, profit and non-profit organizations. TQM is the pursuit of quality by all employees throughout every function and every level of an organization. *Prerequisite: MGT105, MAT220. ACC211 is recommended.*

MGT325 Business and Society - 3 credits

This course is a study of how business functions in, reacts to, and affects its social environment. It reviews the past role and projects the future role of business in such areas as equal employment opportunity, the quality of work life, environmental issues, consumerism, government relations, and multinational operations. Emphasis is on the long-range effect of business decisions on both business and society. *Prerequisite: MGT201.*

MGT331 Sports Facility and Event Management - 3 credits

This class offers a comprehensive study of the operational, financial, and personnel management of sporting events and facilities, such as fitness centers, university athletic facilities, multi-purpose sports athletic clubs, specialized athletic facilities (i.e., ice rinks, country clubs, racquetball and tennis clubs), and arenas (i.e., coliseums and stadiums). *Prerequisite: MGT231.*

MGT347 Systems Management - 3 credits

This course introduces the systems approach to management with a view towards the entire range of managerial responsibilities associated with achieving effective performance from a "learning" organization. Management simulations and short cases applying systems tools reinforce systems theory. *Prerequisite: MGT105, CIS112*

MGT350 Public Management - 3 credits

This course studies the management of public organizations/government at the local, state, and federal levels. Emphasis is on the transferability of traditional business management skills to the public sector. There is discussion of evolving career opportunities with emphasis on the variety of educational programs in public management. *Prerequisite: MGT105.*

MGT405 Organizational Behavior - 3 credits

This course includes the study of individual and small group behavior in organizations and the interpretation of this behavior in the context of the managerial environment. Students will explore the nature of such concepts as influence, power and control, attitudes, communication, conflict, and interpersonal relations as a means of understanding of the dynamics of group behavior. *Prerequisite: MGT105.*

MGT408 Organizational Theory and Development - 3 credits

This course examines the nature and problems of organizational design, development, and change in complex organizations. The application of organizational theories in the treatment of technological, economic, and behavioral problems confronted by the practicing manager is examined. Theories of organizational growth, change, and development and their impact on organizational outcomes are explored. *Prerequisite: MGT105.*

MGT411 Seminar in Human Resource Management - 3 credits

This course provides a discussion and analysis of the current issues and problems challenging individuals responsible for the effective management of an organization's human resources. Research by students in areas of personal interest is the basis for class discussions. These discussions seek to explore all points of view associated with these often controversial areas. *Prerequisite: MGT201.*

MGT416 Managing a Growing Business - 3 credits

This course examines the challenges of building and managing a firm after startup and through reasonable maturity. Included are issues such as cash management, strategic planning for growth, leadership and team development, revenue growth, business valuation, succession planning and harvesting. Through case studies of actual growing businesses, readings, video cases and guest speakers, students apply business knowledge and skills to the problems and opportunities facing firms at different stages of growth and development. *Prerequisite: MGT306.*

MGT431 Seminar in Sport Management - 3 credits

Seminar discussions combine the fundamental principles of sport management discussed in earlier courses (leadership and management styles, media and marketing, promotions facility management, and financial planning) with the practical knowledge gained from the sport management internship. The structure of the seminar is an open forum in which students analyze current events and case studies of real and actual organizations in the sports industry.

Prerequisite: MGT331.

MGT432 Sport Management Internship - 3 credits

The 15-week sports management internship provides valuable work experience for the student planning to enter the sports industry. The site supervisor will serve as a mentor to the student throughout the internship. The student is required to participate in the daily management and operations at the assigned site for a minimum of 10 hours per week. A project completed by the end of the 15 weeks, and a written evaluation by the site supervisor, are required for the successful completion of the internship. *Prerequisite: MGT331. You must speak with your academic advisor as well as the Career Services Office before registering.*

MGT435 Independent Study in Management 1 - 3 credits

This course offers the opportunity to do independent research in Management under the direction of a faculty mentor.

Prerequisite: Senior standing in the Management program.

MGT450 Seminar in Management - 3 credits

This course provides an opportunity for students to do in-depth research on a topic of individual interest in management. The seminar format facilitates an exchange of ideas among the participants in the selection, development, and discussion of each topic. Frequent meetings between students and instructor serve to focus and to direct the effort of each student. *Prerequisite: Senior standing in the Management program.*

MARKETING COURSE DESCRIPTIONS**MKT101 Principles of Marketing - 3 credits**

This course examines the basic marketing principles practiced by modern organizations, including product development, distribution, promotion, and pricing. It is the foundation course for more advanced marketing courses.

MKT201 Retailing - 3 credits

This course examines specific modern retail establishments as an introduction to the principles and methods of retailing. Emphasis is on types and functions of selling institutions in the U.S. and other countries, operation of retail institutions, buying and the ethics of buyer/seller relationships, budgeting, pricing, unit control, sales promotion, and store image.

Prerequisite: MKT101.

MKT203 Sales and Techniques of Selling - 3 credits

This course examines the basic principles, methods, and techniques of selling. Students learn formalized sales procedures and practice these skills using individual sales demonstrations and/or sales presentations. Students also explore verbal and non-verbal sales cues, the psychology of selling, sales strategies, and specialized selling situations.

Prerequisite: MKT101.

MKT204 Advertising - 3 credits

This is an introductory course dealing with the theories, methods, and practices of modern advertising including regulations and ethics. The course gives the student hands-on experience producing advertising campaigns including graphics and media selection. *Prerequisite: MKT101.*

MKT301 Business To Business Marketing - 3 credits

This course offers an overview of marketing as it applies to raw material suppliers, manufacturers, and middlemen. This includes industrial demand, marketing intelligence systems, product and service components, channels of distribution, pricing, promotion, and control. *Prerequisite: MKT101.*

MKT304 Advertising Copy, Layout, and Design - 3 credits

This course goes beyond advertising theory and teaches the mechanics behind print and broadcast media. The course integrates the functions of copy writing, layout, design, and artwork. It develops an understanding of the advertising department within a company as well as the resources available from an outside advertising agency. *Prerequisite: MKT204.*

MKT305 Marketing on the Internet - 3 credits

This course examines the impact of the Internet on business and how it has expanded a firm's ability to customize its product and service offerings to levels not attainable in the past. This course will also define the different capabilities that the Internet and World Wide Web have enabled marketers to utilize. Students will revisit the basic tenets of marketing and assess the impact of the Internet on these basic principles. The course also will address the benefits as well as the limitations of Internet marketing and will include elements of the use of online social networks in marketing campaigns.

MKT310 Direct Marketing - 3 credits

This course deals with the theories, methods, practices, and ethics of direct marketing. The course distinguishes direct marketing from general marketing with emphasis on the integration of both. Application of analytical and computerized techniques is covered via individual projects. *Prerequisite: MKT101, MKT204 is recommended.*

MKT311 International Marketing - 3 credits

This course is an introduction to the problems associated with managing marketing operations in international companies. It introduces students to organization, principles, policies, procedures, ethics, and techniques used in efficient and effective marketing of products and supplies by business and industry in international marketing. It provides students with concepts and ideas for solving business problems dealing with international marketing. *Prerequisites: MKT101; MGT105; IBA301 recommended.*

MKT315 Marketing Management - 3 credits

This course helps students conceptualize the strategic planning process as it relates to the primary determinants of sales and profits. It also helps students develop an in-depth understanding of the business and ethical problems a marketing manager faces in a global marketing environment, and suggests various alternative solutions to these challenges. *Prerequisites: MKT101*

MKT320 Sales Management - 3 credits

This course covers management of sales personnel; sales department organization; selection, training, and compensation plans; sales territories; motivation of sales personnel; quotas and budgets; measurements of sales effectiveness; sales forecasting; and analysis of the selling function as related to consumer and industrial markets. The course includes a study of the principles of sales management with emphasis on actual situations using the case method. *Prerequisite: MKT101, MKT203 is recommended.*

MKT342 Marketing Research - 3 credits

This course discusses various tools and techniques used by managers of marketing research. Topics covered include developing the research study, selecting a sample, focus interviewing, questionnaire design, data collection, controlling the field force, validating results, and drafting the final report. Students also learn basic statistical analysis of research findings.

MKT401 Topics in Marketing - 3 credits

This course allows students to study an approved subject and to prepare a substantial paper as agreed between each student with the faculty. Class meets to discuss current topics directly related to marketing. Course includes careful instructor monitoring of project progress via meetings with students and may include foreign travel. *Prerequisite: MKT101.*

MKT404 Consumer Behavior - 3 credits

This course examines marketing from the point of view of key behavioral science concepts, relevant consumer research,

and practical marketing applications. The course also analyzes motivation, personality, perception, learning, attitude formation, and the importance of group dynamics, social class, and culture on behavior in the marketplace. *Prerequisite: MKT101.*

MKT460 Internship in Retailing/ Marketing 3-6 credits

This course provides students with practical experience in a marketing or retailing setting. Students are required to spend 15 hours per semester in seminar meetings and work in a retail or manufacturing company, or other marketing setting for at least 90 hours per semester. *Prerequisite: MKT101, and permission of the instructor. You must speak with your academic advisor as well as the Career Services Office before registering.*

MATHEMATICS COURSE DESCRIPTIONS

MAT-designated courses (with the exception of MAT100, MAT101, and MAT102) qualify as Liberal Arts or Mathematics electives.

MAT100 Quantitative Reasoning and Problem Solving - 2 credits

This is a foundation course for the reading comprehension and quantitative reasoning skills that arise in daily life, subsequent courses, careers, and overall citizenship. The course focuses on word problems that involve a variety of mathematical, logical, and analytical skills. The course also covers how information is presented, obtained, and interpreted from graphs and charts. This course cannot be taken for credit after the completion of a higher numbered mathematics courses. Unrestricted elective only. Placement by examination.

MAT101 Algebra - 3 credits

This course develops the basics of algebraic notation and skills that are the foundation for higher-level mathematics courses. Topics include the development of the natural, rational, and real number systems; linear and quadratic equations; inequalities; exponents and radicals; graphing; and problem solving. This course cannot be taken for credit after the completion of a higher numbered mathematics course. Unrestricted elective only. Placement by examination. *Laboratory fee required.*

MAT102 Intermediate Algebra - 3 credits

This course continues to develop the basics of algebra. Topics include equations and inequalities; polynomials; rational expressions; rational exponents, roots and radicals; quadratic equations; graphing of equations in two variables; systems of equations and inequalities; and functions. This course cannot be taken for credit after the completion of a higher numbered mathematics course. Unrestricted elective only. *Prerequisite: MAT101 or Placement examinations*

MAT105 Quantitative Methods - 3 credits

This course is a survey of elementary algebra, personal finance, probability, and statistics. Topics include: solving algebraic equations and graphing, recognizing and solving ratio and inequality problems, applications involving percentage and interest, applying the definition of probability, and elementary data analysis of graphs, including finding mean, median and mode. Topics will focus on real-life situations, decision making skills and problem solving. This course is intended to prepare the student with the skills necessary for a subsequent course in statistics.

MAT109 Computers I - 1 credit

This course introduces students to the computer in a laboratory setting with a hands-on emphasis. Several application programs are studied in addition to computer programming. Unrestricted elective only.

MAT120 College Algebra - 3 credits

This course provides a review of the fundamentals of algebra: a study of function theory, specifically linear and quadratic functions; matrix operations; and linear programming. Emphasis is placed on problem-solving techniques with special attention given to business and other applications. *Prerequisite: MAT101 or placement examination.*

MAT125 Contemporary Mathematics - 3 credits

This course explores various topics in mathematics, emphasizing their structure and relevance in contemporary society. Subjects are selected based on the educational and career goals of the students. Among those topics to be considered are logic, algebra, geometry, statistics, probability, the metric system, problem solving, and the computer.

MAT130 Precalculus - 3 credits

Topics covered in this course include a review of elementary algebra, functions and graphs, exponential and logarithmic functions, the trigonometric functions, the conic sections, and polar coordinates. *Prerequisite: MAT120 or placement examination.*

MAT210 Business Mathematics - 3 credits

This course begins with a review of basic algebra, word problems, ratios, proportions, and percents. It includes extensive coverage of problems that involve discounts, markups, operating profit or loss, simple interest and compound interest. The course also includes descriptive statistics, frequency distributions, graphical representation of data, and applications of the normal distribution. This course may not replace MAT120 in the General Education Core. *Prerequisite: Placement examination.*

MAT220 Statistics I - 3 credits

This course acquaints students with the fundamentals of modern statistics. It includes basic concepts of descriptive statistics and inferences about the mean, proportion, and variance of one population. The course also includes an introduction to probability and to linear correlation and regression. *Prerequisite: MAT120 or placement examination.*

MAT221 Statistics II - 3 credits

This course is a continuation of basic statistics with applications. Topics covered include inferences involving two populations, analysis of variance, linear regression analysis, multiple regression, forecasting, time series analysis, and elements of nonparametric statistics. *Prerequisite: MAT220.*

MAT230 Quantitative Analysis - 3 credits

This course introduces mathematical techniques used in business, economics, and social sciences. Topics include mathematics of finance, systems of linear equations and inequalities, Gaussian elimination method, linear programming, Simplex method, and probability. These techniques are applied to the optimization of profit and cost functions that arise in production and transportation problems. *Prerequisite: MAT120 or placement examination.*

MAT250 Calculus I - 3 credits

This course introduces differential and integral calculus of one variable. Topics include analytic geometry, functions, limits, derivatives, application of the derivatives, and antiderivatives. *Prerequisite: MAT130 and placement examination.*

MAT251 Calculus II - 3 credits

This course is a continuation of MAT250. Topics include the definite integral, the Fundamental Theorem of Calculus, exponential and logarithmic functions, techniques of integration, and applications. *Prerequisite: MAT250.*

MUSIC COURSE DESCRIPTIONS

MUS-designated courses qualify as Humanities or Liberal Arts Electives.

MUS101 Music Appreciation - 3 credits

This course is designed for students with no previous training in Western classical music. It provides a foundation for intelligent and appreciative listening of music through an understanding of the ways in which music is put together and the characteristics of various musical styles of classical music. Recordings, as well as videotaped performances, are played during class periods. Attendance at live performances is highly recommended.

MUS110 Chorus - 2 credits

This course is designed to upgrade vocal music reading skills with emphasis on group experience and is designed to

investigate musical elements through preparation of vocal music for eventual performance.

MUS111 Instrumental Ensemble - 1 credit

This course is designed to upgrade instrumental music reading skills through chamber ensemble coaching (solos, duos, trios, etc., to a chamber orchestra). It is designed to investigate musical elements such as rhythm, melody, etc. through preparation of instrumental music, including accompaniment for performance. Studio fee required. *Prerequisite: Interview and audition with the music director.*

MUS112 Applied Music 1 credit

This course emphasizes individual instruction for students who wish to begin or continue with private instrumental or vocal music lessons. All periods of music may be studied and an approach through theory technique is pursued. *Studio fee required.*

MUS150 Fundamentals of Music – 3 credits

A beginning course in the fundamentals of music notation, design to develop basic music literacy, i.e. reading and writing music and ear training. Course consists of a study notation, melody, harmony, rhythm, and musical terminology. It develops the ability to understand the basic structures in Western music. *No musical experience required.*

MUS301 Music Arts and Opera - 3 credits

This advanced course focuses on the discussion of styles and genres of Western classical music with emphasis on the development and nature of opera, its structure and types. The course includes viewing opera on videotapes. Attendance at live performances is highly recommended. *Not open to freshmen.*

MUS320 American Music - 3 credits

This course surveys the scope of American music from its beginnings to the present day. Folk music, classical music, pop music, the Broadway musical, jazz, and rock are played, assessed, and discussed in an historical framework. Both recordings and videos are used to enhance the students' understanding and knowledge of this music. *Not open to freshmen.*

PHILOSOPHY COURSE DESCRIPTIONS

PHL-designated courses qualify as Humanities or Liberal Arts electives.

PHL101 Introduction to Philosophy - 3 credits

This course is designed to introduce the student to philosophical investigation. Part one includes the origin, nature, and value of philosophy. Part two is an analysis of the problems of human nature, our universe, and the existence of God. Part three includes an introduction to the areas of metaphysics, theory of knowledge, ethics, and political and social philosophy.

PHL203 Ethics - 3 credits

This course includes an analysis of some of the major classical and contemporary ethical theories. Topics include ethical relativism, ethical absolutism, egoism, natural law, utilitarianism, and situation ethics. Application of ethical theories to moral issues in our society are discussed. Issues of pornography, abortion, euthanasia, affirmative action, capital punishment, and environmental issues may also be discussed.

PHL301 World Religions - 3 credits

This course studies the major religions of the world including Hinduism, Buddhism, Confucius, Taoism, Islam, Judaism, and Christianity. Topics include the absolute, the world, human nature, the problem of humans, and the solution for humans; also topics on the origin of religion, primal religion, and definitions of religion.

PHL302 Eastern Philosophy - 3 credits

This course provides an introduction to the philosophies of India, China, and Japan as well as a presentation and analysis of the major schools of philosophy including Hinduism, Buddhism, the Confucian school, Taoism, and Zen

Buddhism. Topics include finding one's true self, transformation, compassion, moral cultivation, sagehood, and enlightenment.

PHL305 Political Philosophy - 3 credits

This course treats the perennial questions of political philosophy. Topics include human nature, the origin of the state, the purpose of government, political responsibility, liberty and human rights, the nature of justice, power and authority, equality and community. Analysis of welfare liberalism, libertarianism, socialism, communitarianism, and multiculturalism will also be discussed.

PHL309 Understanding Our Universe - 3 credits

This course provides an introduction to the major philosophical, theological, and scientific issues in cosmology as well as an overview of the evolution of man's view of the universe throughout the ages, with particular emphasis on the present worldview, the Big Bang universe. Topics include the creation, evolution, and future of the universe. Philosophical questions of free will and determinism, design or accident, life and intelligence in the universe, and God and the universe will be addressed.

PHYSICAL EDUCATION COURSE DESCRIPTIONS

PED-designated courses satisfy unrestricted elective requirements only. Only 2 credits in PED courses may be credited toward graduation.

PED101 Adventure Learning - 1 credit

Adventure learning is an institutional adaptation of Outward Bound designed to foster trust, cooperation, support, appropriate risk taking, communication, problem solving, teamwork, and fun. The course contains a wide variety of experiential learning opportunities including adventure games, problem solving initiatives, and trust activities. Activities are framed with briefing, strategy planning, and debriefing sessions. Students and staff will be expected to honor a full-value contract and the concept of "challenge by (or of) choice."

PED112 Dance - 1 credit

This course introduces students to the basic concepts of dance and creative movement. Participation in the course requires that students research, learn, and perform choreographed pieces. No prior dance experience is necessary.

PED114 Conditioning and Fitness - 1 credit

This course acquaints students with a variety of activities associated with physical conditioning. The course is designed as a developmental program, progressively presented, and geared to individual needs so that students may improve their physical fitness levels.

PED118 Beginning Swimming - 1 credit

This is an introductory course geared to non-swimmers and novice swimmers. The course focuses on increasing the students' knowledge/skills in relation to basic swimming techniques. Emphasis is placed on class participation.

PED119 Swimming Intermediate & Advanced - 1 credit

This course covers the essential stroke techniques of swimming, the conditioning of competitive swimmers, and the development of proficiency in relation to total swimming abilities. *Prerequisite: PED118 or permission of the instructor.*

PED122 Weight Training - 1 credit

This course provides students with an overview of weight training principles and techniques. Students engage in a variety of weight training exercises and develop personal weight training programs. *Experience with weight training is not a prerequisite.*

PED140 Modern Dance - 1 credit

This course provides an introduction to the basic concepts of modern dance stressing alignment, center of gravity, suspension, fall and rebound, contraction and release, flexibility, coordination, and general conditioning. The techniques

of Martha Graham, Jose Limon, and Doris Humphrey are studied. *No prior dance experience is required.* Open to men and women.

PED154 Fundamentals of Basketball - 1 credit

This course introduces the basic skills and concepts of basketball. Emphasis is placed on game-related activities that help develop fundamental techniques and tactical awareness.

PED160 Martial Arts - 1 credit

This course provides an introduction to basic concepts of various martial arts, such as Karate, Judo, and Hapkido. Students will develop greater confidence, discipline, and control through performing warm-up exercises, forms, and self-defense techniques. Emphasis is placed on physical and mental development through active and high-energy practice sessions.

PHYSICS COURSE DESCRIPTIONS

PHY-designated courses qualify as Natural Science or Liberal Arts electives. All PHY course may be used to fulfill the general education science elective requirement.

PHY103 Concepts of Physics - 3 credits

This survey course introduces students to selected principles and applications of physics. While the main focus of this course is the general physical concepts (statics and dynamics), students also touch on the fundamentals of astronomy, geology, and meteorology.

PHY115 Physics I - 3 credits

This is the first part of a two-semester course series that allows students to systematically study the physical forces that shape our universe. Students pay special attention to one and two dimensional motion, work and energy, momentum, the Law of Gravity, rotational dynamics, Laws of Thermodynamics, vibrations and waves, and sound. Lecture topics are re-enforced through hands-on application of theory in a laboratory environment. Prerequisite: MAT120. This class was previously called PHY110.

PHY115L Physics I Lab - 1 credit

This course is offered as part of PHY115 Physics I. This class was previously called PHY110 Lab.

PHY116 Physics II - 3 credits

This laboratory course is part of a two semester sequence that helps students explore the basic tenants of physics. The focus of Physics II is on the dynamic aspects of the universe. Physics II continues with discussion about light, refraction, reflection, mirrors, lenses, optic waves, and relativity, as well as quantum, atomic, and nuclear physics. *Prerequisite: PHY 115.* This class was previously called PHY111.

PHY116L Physics II Lab - 1 credit

This course is offered as part of PHY116 Physics II. This class was previously called PHY111 Lab.

POLITICAL SCIENCE COURSE DESCRIPTIONS

PSC-designated courses qualify as Social Science or Liberal Arts electives.

PSC101 American National Government - 3 credits

This course provides a survey introduction to the United States governmental system at the national level. Students are introduced to the major components of the federal government as well as the system's human and legal context: the American political culture and constitutionalism.

PSC102 State and Local Government - 3 credits

This course is an introduction to non-national governmental structure in the United States. It addresses not only state

and municipal institutions, but also analyzes the relationships that exist within federalism. Emphasis is given to political processes, regional differences, and the role of the public.

PSC201 Comparative Government - 3 credits

This survey focuses on a selection of major nation-states in the international arena, comparing their governmental institutions, policy decision-making processes, and political cultures. Each state is also examined for its historical background and prevailing contemporary issues of concern.

PSC302 American Political Thought - 3 credits

This course introduces students to a selection of noteworthy American political thinkers and writers in a seminar-style course. Emphasis is placed on analysis of the material in search of the essentials of American thought regarding liberty, equality, and national survival.

PSC303 Constitutional Law - 3 credits

This course is an in-depth study of the history, development and application of U.S. Constitutional Law as seen from the perspective of political science and legal studies. *Prerequisites: LAW101 and PSC101.*

PSC323 American Foreign Policy Since 1900 - 3 credits

This seminar-style course focuses on a chronological assessment of United States foreign policy questions since 1900. Students are introduced to both primary and secondary source materials for analysis. *Prerequisite: HIS102 or HIS202.*

PSC350 International Relations - 3 credits

This course examines transnational interaction, stressing two interrelated approaches: the fundamental concepts and variables related to nation-state behavior in the world arena; and an examination of current topics that dominate the international agenda. *Prerequisites: HIS102; PSC101.*

PSC460 Internship in Political Science 3-6 credits

This course is an opportunity for students to experience the world of politics and government through direct participation. Internships are arranged individually and may, therefore, be served in a variety of off-campus settings, including state or local government, law practices, etc. At least ten hours of work per week at the internship site are required. Not open to freshmen. *Prerequisite: 6 credits in Political Science. You must speak with your academic advisor as well as the Career Services Office before registering.*

PSYCHOLOGY COURSE DESCRIPTIONS

PSY-designated courses qualify as Social Science or Liberal Arts Electives.

PSY101 Fundamentals of Psychology I - 3 credits

This course examines the nature of psychology as a social and behavioral science. It surveys fundamental areas in behavior including research in psychology, the brain and behavior, learning, human development and socialization, intelligence, personality, health psychology, and social psychology.

PSY102 Fundamentals of Psychology II - 3 credits

This course is a continuation of the concepts introduced in PSY101. It surveys such areas as sensation and perception, states of consciousness, memory, motivation and emotion, thinking and language, psychological disorders, and treatment of psychological disorders. *Prerequisite: PSY101.*

PSY201 Child Development - 3 credits

This course emphasizes the psychological development of the child from birth to adolescence. Consideration is given to data, theories, and methods of studying child behavior. Emphasis is placed upon the general characteristics of various stages of development and upon general determinants of the developmental process. *Prerequisite: PSY101*

PSY203 Adolescent Psychology - 3 credits

This course is an intensive study of the development of adolescents in terms of theory and research with special attention to the contemporary problems that confront them. *Prerequisite: PSY101*

PSY220 Cross Cultural Psychology - 3 credits

This course will survey traditional areas of psychological research and knowledge as they are influenced by culture. Students will address essential questions about the manner and extent to which culture influences our knowledge about basic psychological processes as well as the processes themselves. Also, the course will explore the degree to which our knowledge of basic psychological processes is applicable to people of diverse cultural backgrounds. *Prerequisite: PSY101*

PSY240 Forensic Psychology - 3 credits

This course surveys the production and application of psychological knowledge to the legal process and the relationship between Psychology and the Law. Various roles of Psychology, psychologists, and various aspects of human behavior that are related to legal processes and issues will be explored. Some topics to be explored are: eyewitness memory and testimony, the roles and responsibilities of forensic psychologists (e.g., as researcher, as trial consultant, as consultant to law enforcement, as expert witness, and activities of a psychologist in a police dept.), insanity & competency, sexual offending, domestic violence, battered woman syndrome, the role of the psychologist in child custody cases, sexual harassment, and psychological research on the death penalty.

PSY260 Educational Psychology - 3 credits

This survey course introduces students to the ways in which psychological aspects of the learning process are investigated and applied. Among the topics addressed are: research in educational psychology; student characteristics; applications of psychological theories to the development of instructional techniques; evaluating student performance; and special education. *Prerequisite: PSY101*

PSY301 Social Psychology - 3 credits

This course seeks to explore the behavior of the individual as it is determined by social situations. Among the topics covered are socialization, attitude formation and change, social perception and attribution, affiliation, achievement, and aggression. *Prerequisite: PSY101*

PSY305 Theories of Personality - 3 credits

This course surveys the major theories of personality in terms of their origins, underlying assumptions, and implications for psychology in general. Theorists considered include, but may not be limited to, Freud, Horney, Erikson, Kelly, Skinner, Rogers, Bandura. Factor analytic theory and biological typology are also covered. *Prerequisite: PSY101*

PSY306 Abnormal Psychology - 3 credits

This course examines the major theories of psychopathology. For each theory treated, consideration is given to the definition of abnormality, supportive research data, classification systems, and suggested intervention strategies. *Prerequisite: PSY101 and Junior class standing*

PSY307 Drugs and Behavior - 3 credits

This course surveys drugs and their effects on human behavior, physiology, and society in general. The "non-drugs" (alcohol, caffeine, and nicotine); the psychotherapeutic drugs (antipsychotic, anti-anxiety agents, stimulants, and depressants); and the narcotics and hallucinogens, including marijuana and LSD, are thoroughly examined. *Prerequisite: PSY101*

PSY310 Learning Theory - 3 credits

This course surveys the historical antecedents of modern learning theory. Emphasis is placed on the influence of major theorists such as Pavlov, Watson, Skinner, Thorndike, and Hull. The course concludes with a survey of recent trends and developments in the field, including the applications of respondent and operant conditioning principles in therapy and behavior management programs. *Prerequisite: PSY101*

PSY315 Psychological Tests and Measurements - 3 credits

This course examines the various tests used in the assessment of individuals. Considerable emphasis is given to such topics as the assumptions underlying the construction of tests, determination of validity, and the estimation of reliability. *Prerequisites: PSY101 and permission of the instructor*

PSY320 Language Development in Young Children - 3 credits

This course introduces students to the field of developmental psycholinguistics. It focuses on the processes and mechanisms by which young children (from birth to age eight) acquire competence in language. The major milestones of language development, including maturational readiness, speech perception and production, precursors to language, one- and two-word utterances, overextension of meaning, modulation of meaning, and complex construction are surveyed. Attention is also given to the major theories of language acquisition: biological, behaviorist, and social-cognitive. *Prerequisite: PSY101*

PSY340 Neuropsychology - 3 credits

This course examines the neuropsychological bases of behavior. Attention is given to such topics as neuronal transmission, anatomy of the nervous system, evolution of the brain, emotion, learning and memory, lateralization and language, brain damage, psychopathology, and clinical neuropsychological evaluation. *Prerequisites: PSY102; BIO120*

PSY341 Research Methodology for the Social Sciences - 3 credits

This course emphasizes the methods and techniques for research in psychology and sociology, including both laboratory and survey techniques. Emphasis is placed on the development of empirical questions from theory, research design and control, construction of survey instruments, statistical analysis and interpretation of results. Exercises include development of an original research project appropriate to the students' major field. *Prerequisites: MAT220, and either PSY102 or SOC340*

PSY395 Special Topics in Forensics Psychology - 3 credits

This course will focus on the understanding of and research on selected topics in Forensic Psychology. Traditional and contemporary topics will be explored in the categories of Civil Forensic Psychology, Criminal Forensic Psychology, Assessment of Special Populations, and Emerging Directions in Forensic Psychology. Students are expected to give presentations concerning research articles and chapters that cover various aspects of topics. Because the format of the class is a seminar, students are expected to participate through discussion, presentations, and a research paper. *Prerequisites: PSY101, PSY240.*

PSY403 Sensation and Perception - 3 credits

This course studies the processes by which sensory information is extracted from the environment, organized, and integrated with past experience as well as the states of the organism to yield a person's perceptual experience of the world. Specific processes to be considered include visual acuity, color vision, perceptual organization and constancies, perception of depth, movement, and form. Attention is also given to distortions and illusions of perception and to the role of perceptual principles in drawings, painting, and photography. *Prerequisites: PSY102; BIO120*

PSY421 Proseminar - 3 credits

This course provides the opportunity for students to design and conduct individual research projects under the supervision of a faculty member. Students are expected to present the design and results of their studies in the framework of a seminar. *Prerequisite: Senior Psychology major*

PSY460 Internship in Psychology 3-6 credits

This course is an opportunity for students to experience the world of professional psychology through direct participation. Internships are arranged on an individual basis and may, therefore, be served in a variety of off-campus settings, including hospitals, research laboratories, private industrial organizations, community mental health facilities, etc. *Prerequisites: Psychology major with at least 12 credits in Psychology. You must speak with your academic advisor as well as the Career Services Office before registering.*

SCIENCE COURSE DESCRIPTIONS**SCI100 Introduction to the Sciences - 1 credit**

This seven-week course is designed to expose students to the world of science (physics, chemistry, and biology) through classroom, laboratory, and field experiences. Students participating in this course will have the opportunity to engage in both theoretical and hands-on activities to strengthen their appreciation for and understanding of the diverse fields collectively known as "science." Placement based on testing through Academic Advising. Unrestricted elective only.

SCI311 Writing in the Sciences – 3 credits

This course will focus on word and phrasing choice, language use (verbosity), sentence structure, and the passive voice. Students will learn the correct writing style to properly assemble and document laboratory reports, land-use permits, site assessments, and professional interviews. The final component of the class will involve learning to research peer-reviewed scientific literature, and compose a properly-cited scientific research paper. *Prerequisites: ENG110, ENG120, and COM107.*

SOCIOLOGY COURSE DESCRIPTIONS

SOC-designated courses qualify as Social Science or Liberal Arts electives.

SOC101 Principles of Sociology - 3 credits

This course is an introduction to the basic concepts in Sociology and an analysis of culture, socialization, stratification, social organization, class, social interaction, social change, and conflict.

SOC211 Sociology of Marriage and the Family - 3 credits

This course studies the family as an institution: its structures, problems, functions, and changing patterns in an historical and cross-cultural perspective. *Prerequisite: SOC101.*

SOC260 Social Welfare - 3 credits

This course examines human needs and the resources made available to assist families and individuals in need. The historical and philosophical roots of social welfare from ancient cultures to contemporary America are considered. The course provides an analysis of social welfare systems including their basic concepts and their economic and political determinants. *Prerequisite: SOC101.*

SOC301 Social Problems - 3 credits

This course is an in-depth study of the major problems confronting society. Some of the problems studied include crime and violence, sexual inequalities and discrimination, health and illness, poverty and affluence, population and pollution, and crises in the institutions of the family, religion, economics, education, and the political system. *Prerequisite: SOC101.*

SOC310 Social Stratification - 3 credits

An examination of the causes and consequences of inequality historically, cross-culturally, in America and around the world, including difference in wealth, power and prestige. Also considered are the factors of race, ethnicity, age, and gender in social inequality. *Prerequisite: SOC101.*

SOC315 Sex Roles and Gender Socialization - 3 credits

This course examines societal definitions and social evolution of female and male roles with emphasis on the social construction of gender roles. Implications for social location, aspiration, achievement, behavior, deviance, illness, and health are studied from an historical and cross-cultural perspective. *Prerequisite: SOC101.*

SOC317 Alcohol & Drugs - 3 credits

This course is concerned with the use patterns, distribution, and social control of drugs and alcohol in modern society. Special emphasis is given to heavy alcohol and drug usage and its impact on such areas as the family, health, crime and

delinquency, and work. Cross-cultural comparisons are considered together with intra-cultural factors such as socio-economic patterns, ethnicity, gender, and urbanization. The approach is interdisciplinary and includes contributions from anthropology, social psychology, as well as sociology. *Prerequisite: SOC101.*

SOC321 Aging - 3 credits

This course examines the physical, social, and psychological problems of the aging in contemporary society. Emphasis is placed on the concept of Sociology 203 aging from the early twenties throughout the life cycle. Specific attention is given to the relationship of aging to the family, work, and the community in historical and cross-cultural contexts.

Prerequisite: SOC101.

SOC322 Criminology - 3 credits

This course examines the origin, causes, history, and theories of crime. Special emphasis is placed on the criminal justice system from arrest to imprisonment, the careers of law enforcers and criminals, organized “white collar” crime, organized syndicate crime such as the Mafia, and the “victimless crimes” of prostitution, drug addiction, etc.

Prerequisite: SOC101.

SOC324 Deviant Behavior - 3 credits

This course presents “deviance” as endemic to society. Consideration is given to processes of social labeling and stigmatization of “deviant” persons and groups, the development of “deviant” identity, together with an examination of the theories of social organization and disorganization which seek to explain “deviant” behavior. *Prerequisite: SOC101.*

SOC325 Extraordinary Groups - 3 credits

This course underscores the varieties of human organization and how extraordinary groups illustrate major sociological principles and meaningful sociological concepts in concrete form. *Prerequisite: SOC101.*

SOC326 Medical Sociology - 3 credits

This course applies sociology to the field of medicine: social and cultural factors in the etiology of illness and wellness, the sick role, physician patient relationship, the social organization of the hospital, medical careers, and health care.

Prerequisite: SOC101.

SOC340 Sociological Theory - 3 credits

This course traces the development of sociological thought in the Western world from Comte to contemporary social theorists, including Durkheim, Marx, Weber, Simmel, Parsons, Merton, Goffman, Garfinkle, and Collins. *Prerequisite: SOC101.*

SOC341 Research Methodology for the Social Sciences - 3 credits

This course emphasizes the methods and techniques of research in psychology and sociology, including both laboratory and survey techniques. Emphasis is placed on the development of empirical questions from theory, research design and control, construction of survey instruments, statistical analysis, and interpretation of results. Exercises include development of an original research project appropriate to the students’ major field. *Prerequisites: MAT220 and either PSY102 or SOC340.*

SOC350 Mental Illnesses and Addictive Behaviors - 3 credits

This course emphasizes a sociological examination of the medical model, its underlying assumptions, and therapeutic practices as applied to mental illnesses and addictive behaviors; with special emphasis given to the political economy and illness-producing consequences of the modern mental/ rehabilitative sciences. *Prerequisite: SOC101*

SOC364 Human Behavior in the Social Environment - 3 credits

This course traces the development of human behavior in primary groups throughout the life cycle. It follows maturational, emotional, cognitive, and social systems theory from early life development through childhood, adolescence, and adulthood into old age, with a focus on the individual and primary groups. *Prerequisite: SOC101.*

SOC398, SOC399, SOC400 Internship in Sociology I, II, III - 3 credits each

This course is a credit-bearing opportunity for students to apply sociology in a professional setting. Internships are arranged individually for each intern, and may include service in a variety of off-campus settings such as hospitals, residential treatment facilities, social welfare agencies, businesses, correctional and parole organizations, etc. To qualify for an internship, students must provide an acceptable written internship proposal, and must secure the cooperation of a faculty supervisor and a field supervisor at the site of the proposed internship. A minimum of 10 hours work per week at the internship site are required. (Students may have three different internship experiences). Prerequisite: Junior Sociology Major. You must speak with your academic advisor as well as the Career Services Office before registering.

SOC401 Sociology of the Community - 3 credits

This course is a study of communities from small towns to metropolitan centers, with special emphasis on social stratification and political processes as they affect community life. *Prerequisite: SOC101.*

SOC409 Treatment of Substance Abuse and Dependence I - 3 credits

This course examines methods and underlying theories of the major group approaches to treatment of substance abuse. Emphases on group dynamics and other group processes are presented as this course explores well known group modes. Behavioral and psychological admissions and placement criteria are comprehensively reviewed. Alcoholics Anonymous, Narcotics Anonymous, and other prominent peer-centered organizations, group and family therapy, multi-modal treatment, and milieu therapy are included. In addition, support systems, such as Al-Anon, for the families of substance abusers are studied. Lectures and discussions are augmented by experiential learning techniques such as visits to residential treatment facilities, group exercises, etc. *Prerequisites: SOC317; PSY318.*

SOC410 Treatment of Substance Abuse and Dependence II - 3 credits

This course examines individual treatment approaches such as Glasser's reality therapy, client-centered therapy, Gestalt therapy, transactional analysis, and classical psychodynamic methods. Also considered are both operant- and respondent-based behavior therapies, and cognitive restructuring. Besides lectures and discussions, experiential learning techniques such as case presentation, filmed interviews, role playing, etc., may be used. Issues common to most treatment modes including treatment planning, intervention strategies and modalities, as well as client resistance, denial, and transference, etc., are emphasized. *Prerequisites: SOC317; PSY318.*

SOC420, SOC421 Issues in Contemporary Sociology I, II - 3 credits each

These courses focus on special areas of interest, such as sociology of mental illness, death and dying, work and leisure, criminal justice, etc. *Prerequisite: SOC340, SOC341 (for both)*

SPANISH COURSE DESCRIPTIONS

SPA-designated courses qualify as Humanities or Liberal Arts electives.

SPA101, SPA102 Elementary Spanish I, II - 3 credits each

This course sequence emphasizes the basic skills of listening, speaking, reading, and writing. The focus is on the acquisition of vocabulary which is practical and applicable to students' lives. Attention is also given to the understanding of Hispanic culture. Students are strongly encouraged to complete both semesters of elementary Spanish. *Prerequisite: SPA101 is a prerequisite for SPA102.*

SPA201, SPA202 Intermediate Spanish I, II - 3 credits each

This Spanish course allows students to further develop language proficiency while learning the cultural diversity of the Spanish speaking world. This course is an expansion of Spanish101, 102 and will include academic contexts through the use of authentic cultural materials, readings and audio-visuals. *Prerequisite: SPA102. SPA201 is a prerequisite for SPA202.*

SPA301, SPA302 Spanish Readings and Discussions I, II - 3 credits each

Introduction to Spanish literature, taught in Spanish, for second language learners and Spanish speaking students. The

course is devoted to reading and discussions of short stories and selected works by contemporary Spanish and Spanish-American authors. This course requires reading, oral discussion, writing of small essays and grammatical knowledge. *Prerequisite: SPA202. SPA301 is a prerequisite for SPA302.*

SPORT MANAGEMENT COURSE DESCRIPTIONS

SMG101 Foundations of Sport Management – 3 credits

This course provides an overview of the sport industry. History of, careers in, growth trends, and the management of a variety of sport organizations will be examined.

SMG151 Sport in Society – 3 credits

This course provides students with the opportunity to examine the relationship between sport and the world we live in. Students will be encouraged to think critically about the impact sport has on our lives. Topics such as youth sport, violence in sport, deviance in sport, race and sport, etc. will be examined. *Prerequisite: SMG101*

SMG201 Sport and Athletic Administration – 3 credits

The wide variety of tasks, policies, and procedures which govern the administration of a sport or athletic program/organization will be examined in this course.

SMG251 Sport Event and Facility Management – 3 credits

This course offers a comprehensive study of the planning, maintenance, operations, financial considerations, and personnel management of sport facilities and sporting events.

SMG301 Sport Marketing – 3 credits

This course focuses on the application of marketing principles and practices relevant to the sport industry. Practical and theoretical applications of marketing sport will be examined. *Prerequisite: MKT101*

SMG326 Sport Sales – 3 credits

This course will offer an analysis of effective skills necessary to the sales process found in the sport world. Students will develop effective communication skills, selling techniques, and examine the role of technology in the sport sales industry. *Prerequisite: MKT203*

SMG351 Sport Law – 3 credits

This course will examine the legal environment in which professional and amateur sport operates. Areas of law to be examined include, but may not be limited to, contract, labor, tort, and antitrust law. *Prerequisite: LAW101*

SMG376 Sport Ticketing – 3 credits

This course will examine the significant impact of ticketing on sport organizations and events. Generating ticket sales, ticket packages, ticketing systems, and customer relations will be explored. *Prerequisite: MKT203*

SMG401 Sport Economics – 3 credits

This course applies economic methods and theory to the sporting world. Topics to be examined will include, but may not be limited to, the value of a sport franchise to a municipality, economic impact of hosting sporting events, financing professional sport facilities, and sport and economic development. *Prerequisites: ECO201*

SMG451 Sport Management Co-Op – 3 credits

This course provides students the opportunity to apply learned sport management skills, theories, and ideas in a work experience. Students are encouraged to consider Co-op sites that reflect their career aspirations. The Co-op will be a minimum of twelve weeks working a minimum of ten hours per week. *Prerequisite: SMG101, SMG151, SMG301, and completion of at least 90 credits.*

MASTER OF BUSINESS ADMINISTRATION COURSES**BUS500 MBA Preparatory Course**

This course introduces Post University MBA students to the program, processes and online technology used in our program. It is designed to help students to understand the rigor expected and the resources available in the MBA program, thereby increasing students' ability to succeed. The course also exposes students to research methodology necessary for success in the MBA program and business/professional situations; strengthens writing skills necessary for graduate-level work and professional success, including APA style practices; satisfies the statistics course requirement and aids students understanding the quantitative skills necessary in the MBA program; and prepares Post MBA students for the capstone experience.

This course is pass/fail and is optional except for students who need to satisfy the program's statistics course requirement.¹ This course, which is strongly recommended for success in the Post University MBA degree program, is offered at \$300.

¹ All Post University MBA students must have taken a business statistics or other statistics course at the undergraduate or graduate level within the last 10 years.

BUS501 Economic Foundations of Applied Accounting and Finance - 3 credits

Knowledge of the fundamental concepts of finance, financial accounting and economics, including opportunity cost, the time value of money, and financial analysis. An investigation of financial decision making as it applies to business, government, and not-for-profit organizations. Emphasis is on the application of financial and nonfinancial information to a wide range of management decisions, from product pricing and budgeting to project analysis and performance measurement. Students will learn applications for a variety of decision-making tools (such as break-even analysis, activity-based costing procedures, linear programming, discounted cash flow techniques, and the balanced scorecard. Contemporary managerial techniques will be explored such as target costing and kaizen costing as a means of improving operational efficiency and economies.

BUS504 Marketing Mix Strategies - 3 credits

The Marketing Mix Strategies will be addressed in the context of meeting the business strategy goals. The participants will explore the portfolio of marketing mix strategies and learn how to balance them to achieve a long-term differentiation and growth. Product, Place, Promotion and Price strategies will be associated with the various stages of a product life cycle. At the end of the course, each participant should be able to formulate the appropriate marketing mix strategies for their choice of a product/service and a specific product cycle stage. The course will benefit marketing managers and practitioners, as well as others wishing to understand the advantages and use of integrated approach to selecting Marketing Mix Strategies.

BUS505 Organizational Creativity, Discovery, and Innovation - 3 credits

This course examines the processes involved in creativity, discovery, and innovation. Students explore the motivations involved in innovation both internal to the individual and external to the organization. The course provides strong focus on the creative process in a team environment, including managing and leading knowledge workers. Course content exposes students to the varied approaches and results of the creative process across disciplines such as psychology, marketing, leadership and general management.

BUS508 The Future of Management and Leadership II - 3 credits

This course is designed to provide an overview of, and insights into management and leadership. Distinguishing between these two important concepts, and then providing a historical perspective will provide context to current management and leadership models as well as best practices and trends for the future. The course will focus on necessary basics such as decision-making and the use of analytics, vision development and deployment, communication, empowerment, risk-taking, managing conflict and leading innovation. The course will also look into other critical areas of management and leadership such as leading in a hyper-connected society, emotional intelligence, and thinking systemically and

strategically, all in pursuit of managing and leading for the future.

BUS510 Financial Modeling - 3 credits

This course examines the fundamental principles of financial modeling techniques and introduces practical tools for financial decision-making in both entrepreneurial and innovative business environments. Students will build flexible financial models, which allow in-depth analysis to evaluate options and make informed recommendations. The class sessions will include exercises and implementation of modeling techniques. Assignments will require students to evaluate a business situation and make and support their decision based on their analysis. Because of the hands-on nature of the course, it is assumed that participants have a general knowledge of finance and accounting as well as a basic knowledge of spreadsheets.

BUS515 Organizational Dynamics and Effectiveness - 3 credits

This course focuses on managing organizations for high performance in a rapidly changing business environment. This course provides a unifying framework for issues in building and managing human assets in dynamic organizations, to achieve operational and strategic goals. The student will develop an understanding of essential HRM functions that drive and support the changing world of work. Topics include recruitment, selection, compensation, training, retention and turnover, performance management, and the human resource implications of various strategies. Students will also build up knowledge in operations function in industrial, service, and public organizations which includes forecasting, line balancing, aggregate scheduling, work measurement, quality control, and learning curve.

BUS520 Competitive Intelligence - 3 credits

In today's dynamic economic environment, effective business decision making requires managers to utilize timely and accurate information. This course will explore techniques of intelligence gathering to gain valuable insight into customers, competitors, products, services, benchmarking, and due diligence, necessary to making well informed decisions. Traditional resources will be explored such as financial records, public documents, databases, government sources and the Internet. The course will also address the non-traditional methods of gathering intelligence that are not readily available to the casual searcher.

BUS525 Business Strategy and Planning - 3 credits

This course focuses on application of key strategic and managerial approaches necessary to implement the strategy of a firm in a changing world. It examines and discusses how firms develop and implement business, functional, and technology strategies. Emphasis is placed on the vision of the firm, the strategic planning process, and strategic management.

BUS530 Project Management - 3 credits

This course focuses on one of the major growth areas in the field of management, the topic of project management. Projects are defined as temporary endeavors undertaken to create a unique product or service. The course points out that recent interest in project management is based on recognition that many organizational tasks do not fit neatly into business-as-usual. The significant differences between project management and general management are overviewed. The three interrelated objectives of budget, schedule, and specifications are also introduced. The course emphasizes scheduling various projects and concludes with a discussion of monitoring control and learning from projects. The course will also cover benchmarking, quantitative analysis and the voice of the customer. The design of the course involves case discussion, lectures, and problem solving as the primary vehicle for learning. In addition, a project is due at the end of the term, to give the class a laboratory in which the critical thinking skills, which will be sharpened in the class, can be used to initialize and analyze various projects. The class will use computer tools to track projects.

BUS604 Virtual Teams and Organizations - 3 credits

Managing Projects across functions and boundaries

The modern organization requires knowledge of how to manage projects across borders and organizational functions, often without close proximity to supervisors and other team members. A manager in today's business environment needs

to learn how to recognize, combine and utilize talent at all levels within and beyond an organization. This course gives a student the ability to organize and manage virtual teams and/or organizations, exposes students to technology used to facilitate the organization and work of virtual teams and organizations, and allows students to create their own vision for applying these concepts to real-world conditions and projects.

BUS610 New Venture Creation - 3 credits

This course will focus on identifying and differentiating between ideas and real business opportunities. Students will develop skills needed to successfully screen and evaluate opportunities. Opportunity recognition, evaluation, and analysis will be emphasized. Emphasis is placed on environmental analysis, opportunity recognition, creativity and innovation, new venture screening, identification of competitive advantages, logistics and implementation issues. Elements of a business plan will be introduced as a tool in conducting feasibility studies.

BUS615 New Product Development - 3 credits

This course will address the contemporary design and development issues common to new products and services. The course focus is on the product development process, which brings together the design, manufacturing and marketing activities of an enterprise. The course will also cover additional topics common to both product and service development, including: global product/service development, management of intellectual properties, risk management and logistics management.

This course provides entrepreneurs and future new product managers, project managers and team leaders with a comprehensive overview of the new product and service development process. Participants will learn how to develop an effective development strategy, manage cross-functional teams across the organization, generate and evaluate concepts, manage the technical development of a product, develop the marketing plan and launch, and manage the financial aspects of a project. *Prerequisite: BUS510.*

BUS617 Matching Value Propositions to Buyers - 3 credits

This course will leverage knowledge of buyer's wants, needs and behaviors to develop effective value propositions and support them with focused marketing mix strategies. The participants will explore the process from a buyer's perspective and from the marketer's and seller's points of view. The course will benefit a wide range of marketing and sales, managers and practitioners, as well as others wishing to understand the process of value transactions between the company and the buyers. *Pre-requisites: Foundation and Core Courses.*

BUS618 Integrated Marketing for Managers - 3 credits

This course addresses the content and action flow of an Integrated Marketing Plan, emphasizing the Integrated Marketing Communication (IMC) aspect. Students will learn how IMC fits within the overall organizational strategy and helps branding its offering. Students will also practice developing and implementing an Integrated Marketing Plan, including the general business framework, the specific IMC content and the measurement & evaluation stages. The governing narratives of the course learning and practice are Branding and Competitiveness.

BUS619 Driving Growth through CRM and SLM - 3 credits

This course focuses on management of the customer relationship lifecycle: prospecting for new customers, building relationships with new customers, turning current customers into advocates and partners, leveraging present customer base to further grow the customer sphere. This course looks at relationship marketing and the organization needed within a company to successfully operate as a true customer-centric company.

Participants will explore the inter-dependency between a Customer Relationship Management process (CRM, typically focusing on post-sales customers) and Sales Lead Management process (SLM, typically focusing on pre-sales prospects), how one complements the other within a growth cycle. Integrated together, prospects are turned into customers and customers are leveraged to generate new leads. We will also look at the technology available to support customer relationship, understand the ethical/privacy issues associated with development of customer data bases, and survey the future trends for CRM.

The course will benefit pre- and post-sales marketing professionals and managers working towards growing their businesses organically by expanding their customer footprint. The course will benefit a wide range of marketing, sales and service managers or practitioners, as well as others wishing to understand and leverage an integrated customer relationship system in their organizations.

BUS620 Financing the New Venture - 3 credits

This course will examine the role of finance and the formation of financial strategies needed to support each phase of the business start-up. Sources of equity and debt capital along with entry strategies such as franchising and acquisition are examined. Alternative working capital, capital structure, and investment strategies unique to the start-up are presented. Course focuses on managing the cash cycle, seed and venture capital, cost of capital and capital structure, entry strategies - franchising, acquisition, exit strategies - sale, merger, liquidation, financial distress - bankruptcy and capital investments.

BUS623 Project and Risk Management - 3 credits

This advanced project management course will help students focus on the higher level functions of balancing time, people and resource issues within the context of identifying and mitigating risk. Students will explore, develop and apply tools to help identify, minimize or eliminate risk in the management of projects.

BUS625 Acquisitions in New Business Formation - 3 credits

This course will deal with the issues involved in acquiring businesses including identification, due diligence, data acquisition and analysis, valuation and financing. Discussion will include the process of acquisition as well as deal structures, and the intricacies of closing the sale. Case studies will be used through the course as well as group exercises designed to cover various aspect of negotiating. Exercises are based on acquisition situations that require negotiating such as buying (or selling), merging organizations, salary issues, and putting together coalitions.

BUS631 Managing Financial Institutions - 3 credits

With the many recent changes within financial institutions and the related financial environment, a careful understanding of financial institutions is important for the financial professional who works with or within the finance function or deals with financial institutions. This course reviews some basic differences across financial institutions, including differences in regulatory, risk management and general managerial perspectives. The course covers such advanced topics as the use of financial engineering, Sarbanes Oxley requirements, changes in regulatory environment, and the concept of securitization.

BUS632 Advanced Financial Statement Analysis - 3 credits

This course is important as it is the foundation for the financial analysis that is applied in a wide variety of settings including managerial decision making, debt security and loan analysis, and equity security analysis. This course shows how accounting information is used for analysis and decision making, especially involving ratios analysis. The course includes topics on the impact of alternative accounting choices for ratio analysis, the use of common size statement, and the financial analysis of special industries.

BUS633 Investment Management and Analysis - 3 credits

This course explores advanced investment topics and thus is critical for a complete understanding of the issues within portfolio analysis, investment management and valuation of businesses/financial assets. This course reviews some basic foundations of models and risk and return and debt and equity security analyses. The course also reviews derivative securities and portfolio management approaches. The course assessment is based upon papers, discussions and a project.

BUS638 Issues and Applications in Project Management - 3 credits

This course will use a case study-based approach to expose students to the various project management tools, situations and applications needed today and in the future. Students will be able to craft a plan of study that will allow them to research areas of interest in groundbreaking project management applications.

BUS660 Leadership and Change Management - 3 credits

This course will focus on individual, team, and organizational leadership and will provide learners with the foundation for examining and developing their own individual leadership style. The work of a leader is to constantly look forward and provide the necessary changes for the organization; being the visionary is critical to success in any organization, and a key attribute for any organizational leader. As a result, this course will focus on Leadership and Change Management. In doing so, the leader's role as a change agent will be a focus of the course. Understanding various methods of bringing about change will be provided and researched by learners, and then discussed in our time together. The course will also delve into and explore numerous aspects of leadership including but not limited to horizontal and vertical leadership, formal and informal leadership, team leadership, performance, ethics and authenticity. In addition, various models of change will be introduced and explored.

BUS665 Unleashing and Sustaining Innovation in Organizations - 3 credits

The sweeping waves of technological breakthroughs supplemented by geopolitical and social changes, undermine the rigidity and viability of corporate structures, and usher in a new era of innovation and opportunities. The overall scope of this course consists of the analysis and evaluation of how organizations either adapt to or flourish under the constraints of bureaucratic inertia and resistance to change or relegate themselves to mediocrity and possibly extinction. Specifically, the themes of the course focus on technological breakthroughs and the groundwork that is necessary to render an organization amenable to creativity and change and on the process of establishing the right physical and psychological environments to foster successful and sustainable innovations.

BUS668 Virtuous Leadership - 3 credits

This course delves into the practice of leading through authenticity, ethical behaviors and taking a high moral ground. The course will focus on identifying one's own values and beliefs, as well as the exploration and identification of what is "right", based on one's own moral compass as well as organizational and societal needs. The course focuses on decisions made based on integrity and a set of principles, which act as a guide for the ethical leader. The course will focus on ethical decision-making self-examination of values, personal mastery, and defining what is appropriate and just as a leader given difficult and complex decisions. Personal journeys to authentic and ethical Leadership will be explored, as well as what motivates each student to step into the leadership arena, and how to stay grounded as a leader in complex and stressful situations. Honing one's leadership effectiveness will be another focus, and will encompass real-life situations that a leader will undoubtedly come up against.

BUS669 Innovating Leadership and Management - 3 credits

As the title of this course states the focus will be on the innovation of leading and managing. Huge changes are taking place in the economy, the global marketplace, competition, and the environment. In relation to the changes mentioned, and changes in our organizations, the question before us is - how can management and leadership change to keep up with, and stay ahead of these local and global dynamics? This course will provide provocative questions, future management and organizational scenarios, and look at recent local, national and international disturbances, as well as case studies to stimulate critical thinking related to the needs of future managers and leaders. More specifically the course will focus on management & leadership innovation, leading organizations of the future, leading in times of crisis and complexity, and leading in a diverse world. In addition, the course will look at the competencies necessary for leading and managing in the future.

BUS670 Complexity of the Innovative Process - 3 credits

The course examines the process of innovation within a multidimensional framework, including emerging technologies, changing markets, organization culture, world economy, competitive pressures and leadership. The issue of uncertainty as a by-product of innovation and how organizations recognize uncertainty and respond by modifying their organizational structures, including the structure of executive leadership, is examined. On another front, the role of cross-functionality, of technical communications, of external relationships, and of intra-organizational and inter-organizational networks in promoting innovations is critically assessed and explored. A variety of learning tools will be used: lectures, video clips, case studies, and class discussions.

BUS675 Financial Tools for Managing Innovation - 3 credits

This course focuses on financial concepts and how they relate to the innovation process. Application of current financial tools in judging value to the firm are defined and analyzed from the perspective of appropriateness in today's economy and business environment. The student will learn how to use current tools in judging innovation but also develop the thought process of innovating the way we look at project financial valuation. The role of finance in the innovation process is discussed with the intention of modifying existing relationships to improve innovation and the positive impact to the shareholder. *Prerequisites: Completion of foundation and core course particularly BUS501, BUS510*

BUS698 Capstone Research Course - 3 credits

This course is the pre-cursor to BUS699 and as such consists of a formal review of all other MBA courses. In addition, the student will be responsible for identifying a final project focus commensurate with either the Corporate Innovation Track (i.e., proposal for a new program or process) or with the Entrepreneurship Track (i.e., business plan/new venture). NOTE – If a different project is desired other than the two posted, it will require permission from the lead Professor. This course will require students to complete a plan for their final project, and to perform a literature review of relevant research to support the final project. Depending upon the actual project chosen, the student may be required to provide an argument in favor of both the theoretical perspective and the ability to apply the project.

BUS699 Graduate Seminar and Capstone Project - 3 credits

This course represents a culminating experience for the MBA program providing students with an opportunity to integrate and apply the knowledge and conceptual and analytical skills acquired during the program into a specific business project. The requirements of the capstone course will vary depending upon the concentration selected: (1) Entrepreneurship: generation of a business plan and presentation that will be submitted to venture capital firms working with the program, or (2) Corporate Innovation: completing a consulting project designed to introduce an innovation (product or services) into an existing business organization. The capstone project is completed under the direction of a faculty coach.

PAD634 Public Finance Policy and Application - 3 credits

This course provides a complete review of the financial principles and practices used in Criminal Justice, Government and Not-for-Profit organizations with a heavy focus on linking theory to practice. The course also covers accounting principles and practices for hospitals, colleges and universities, health and welfare agencies, and other similar organizations. A logical framework for understanding and solving the public finance -related problems of governmental and nonprofit organizations is emphasized. The course assessment is based upon papers, discussions and a project.

MASTER OF EDUCATION COURSES

EDU505 Future of Education - 3 credits

This course explores social and technological trends along with current research in areas such as nano-bio-technology, brain and learning theory, artificial intelligence, gaming, edutainment among other areas and examines their implications for the future of education. Students will identify a variety of models for the future of education and do a descriptive case-study of change in a current education setting which may be a school, a corporation, an online education community, or any education-delivery organization. This course serves as the introductory cornerstone of the M.Ed. program and is a leading futures thread throughout the program.

EDU510 The Cognitive Science of Teaching & Learning - 3 credits

Implications of cognitive science research on acquisition of knowledge theory will be analyzed in terms of applicability to teaching and learning. Emphasis will be on practical means to facilitate mental processes related to attention, memory, motivation and problem-solving to foster depth in understanding and adaptable mechanisms for the transfer of learning.

EDU515 Measurement and Metrics - 3 credits

Students will be exposed to a number of statistical tools and measurement processes that are foundational to evaluation efforts. Emphasis will be placed on the development of strategies for the identification, collection, presentation and use

of metrics that are essential for measuring educational progress.

EDU520 Digitally-Mediated Teaching & Learning - 3 credits

Students will explore a variety of digitally-mediated resources and identify multiple means of technologically supporting and delivering instruction. Students will review the relevant theories, research literature, and case studies on digitally-mediated teaching and learning, identify technology resources, and learn how they can be used. Students will gain skill in using digitally-mediated technology to enhance learning through mini-projects throughout the course.

EDU603 Curriculum 2.0 - 3 credits

Students will research, discuss and evaluate current curriculum research along with current theories and models of curriculum. Criteria for quality curriculum design will be considered along with analysis of the impact of developments such as Web 2.0, simulation learning, problem-based, or project-based learning among others. Students will design and develop a standards-based curriculum unit applicable to his/her teaching/learning context.

EDU604 Diversity Issues in 21st Century Education - 3 credits

This course will address how culture affects learning and achievement across the lifespan in 21st Century education. Students will analyze current and future demographic trends covering a variety of topics such as multiculturalism, gender, achievement gaps, and global workforce development. Emphasis will be placed on reviewing and evaluating current diversity research to support the development of culturally responsive best practices.

EDU605 Differentiated Instruction - 3 credits

Advanced instructional and facilitative strategies will be identified, analyzed, practiced, and evaluated as a means to differentiate instruction for all learners. Research literature on differentiated instruction will be reviewed to determine current and predict future best practices. Emphasis will be placed on variations in content, process, and product variables mediated by instructional technology.

EDU607 Assessing and Managing Learning - 3 credits

Formative and summative assessment strategies and resources will be compiled and tested for applicability to varied learning contexts. Multiple means for managing learning will be developed, matched to diverse learning settings. Variables such as time, place, pace, learner diversity, curriculum among others will be considered.

EDU623 Designing Learning Environments - 3 credits

This course will engage the student in the theoretical and practical underpinnings of the effective design of learning experiences and events. Students will learn and apply the ADDIE design model and other complementary or competing models of design. Students will be introduced to principles of design from a variety of fields that provides metaphors for how one can design a learning experience for a student. Particular attention will be given to designing active student-centered learning environments.

EDU624 E-learning Design for Diverse Learners - 3 credits

This course explores how to maximize cognition for diverse learners through the design and structure of e-learning content using multimedia modalities. Students will develop a mastery of brain-based visual design and multimedia principles using current design tools and techniques. Emphasis will be placed on directly applying these techniques in a project involving the design and development of an e-learning course.

EDU625 Integrating Technology into Learning - 3 credits

Students will explore ways technology can be utilized in learning environments. The course will provide an overview of key research on human-computer interaction and the effective use of technology in education. Students will analyze research on online education, technology in the classroom, etc. to form practical implementations of technology based upon evidence. Students will be exposed to current technology used in various education settings. The course will encourage students to be creative in integrating technology to improve learning experiences in a final course project.

EDU627 Assessing, Budgeting, and Evaluating Technology - 3 credits

This course will introduce students to assessing, budgeting, and evaluating technology in a variety of education settings, including K-12 classrooms, higher education, online education, and corporate training. Students will understand and apply principles of program and technology evaluation. A focus in this course will be on designing continuous development programs that use metrics to monitor program success and to improve program outcomes.

EDU643 Teaching the Adult Learner - 3 credits

This course addresses the principles and practical applications of adult learning theory. Students will apply the tenets of andragogy in terms of motivating and teaching adult learners. Emphasis will be placed on the implications of adult learning theory on both curriculum and instruction in higher education. Research related to adult education and research-based adult learning applications will be explored and applied.

EDU644 The New Post Secondary Student - 3 credits

This course analyzes trends and issues related to post secondary students and the effects of those trends and issues on higher education. Student demographic trends will be analyzed in terms of the implications for college recruitment and retention. Strategies for recruitment and retention will be identified along with career service strategies to improve graduation rates and gainful employment. Student financial aid issues will be addressed in relation to the financing of higher education. Aspects of post secondary student services will be analyzed for applicability to online and traditional higher education models.

EDU645 Administration & Leadership of Higher Education - 3 credits

This course will examine current and potential future models of the administration of higher education. Identification of principle roles and responsibilities of the current organization of higher education will be mapped to varied collegiate missions. The connection of administration, leadership, and finance will be explored in terms of their interrelationship. Theories of change leadership will be identified and applied to the context of higher education through models of leadership of higher education. Students will analyze and evaluate strategies for change in higher education.

EDU647 Higher Education Policy, Politics, and Pressing Issues - 3 credits

Students in this course will analyze current federal and state legislative policies related to higher education and the connection of policy to politics related to post secondary education. Current issues facing the higher education community, such as financing higher education, online education and for-profit vs. not-for-profit issues, will be explored in terms of their implications for change. Students will be able to identify current policies that drive higher education, analyze the current political, social, and technology climate, and predict the effect on the future of higher education.

EDU697 Capstone Research Methods - 3 credits

Students will begin preparing for their capstone project by exploring the elements which define good qualitative and quantitative education research. Evaluation of research best practices will cover critical interpretation of research, types of research design, levels of significance, and validity. Students will consider the practical implications of research and review the literature to select a strong research-based foundation to frame their capstone project.

EDU698 Readings, Research and Planning - 3 credits

Students will choose a final project at the beginning of this course that will be completed in the EDU699 Capstone Project course. This course will require students to complete a plan for their final project and to perform a literature review of relevant research to support the final project. Depending on the type of final project a student chooses, s/he may be required to provide an argument in favor of the theoretical perspective or world view they will be using in the final project.

EDU699 Capstone Project - 3 credits

Each student will design and implement a project related to his/her area of professional expertise and matched to at least three of the M.Ed. program goals. All projects must integrate technology and demonstrate new professional skill gleaned through the Post University M.Ed. program.

MASTER OF HUMAN SERVICES COURSES**BUS501 Economic Foundations of Applied Accounting and Finance - 3 credits**

Knowledge of the fundamental concepts of finance, financial accounting and economics, including opportunity cost, the time value of money, and financial analysis. An investigation of financial decision making as it applies to business, government, and not-for-profit organizations. Emphasis is on the application of financial and nonfinancial information to a wide range of management decisions, from product pricing and budgeting to project analysis and performance measurement. Students will learn applications for a variety of decision-making tools (such as break-even analysis, activity-based costing procedures, linear programming, discounted cash flow techniques, and the balanced scorecard. Contemporary managerial techniques will be explored such as target costing and kaizen costing as a means of improving operational efficiency and economies.

BUS505 Organizational Creativity, Discovery, and Innovation - 3 credits

This course examines the processes involved in creativity, discovery, and innovation. Students explore the motivations involved in innovation both internal to the individual and external to the organization. The course provides strong focus on the creative process in a team environment, including managing and leading knowledge workers. Course content exposes students to the varied approaches and results of the creative process across disciplines such as psychology, marketing, leadership and general management.

BUS508 The Future of Management and Leadership II - 3 credits

This course is designed to provide an overview of, and insights into management and leadership. Distinguishing between these two important concepts, and then providing a historical perspective will provide context to current management and leadership models as well as best practices and trends for the future. The course will focus on necessary basics such as decision-making and the use of analytics, vision development and deployment, communication, empowerment, risk-taking, managing conflict and leading innovation. The course will also look into other critical areas of management and leadership such as leading in a hyper-connected society, emotional intelligence, and thinking systemically and strategically, all in pursuit of managing and leading for the future.

BUS510 Financial Modeling - 3 credits

This course examines the fundamental principles of financial modeling techniques and introduces practical tools for financial decision-making in both entrepreneurial and innovative business environments. Students will build flexible financial models, which allow in-depth analysis to evaluate options and make informed recommendations. The class sessions will include exercises and implementation of modeling techniques. Assignments will require students to evaluate a business situation and make and support their decision based on their analysis. Because of the hands-on nature of the course, it is assumed that participants have a general knowledge of finance and accounting as well as a basic knowledge of spreadsheets.

BUS525 Business Strategy and Planning - 3 credits

This course focuses on application of key strategic and managerial approaches necessary to implement the strategy of a firm in a changing world. It examines and discusses how firms develop and implement business, functional, and technology strategies. Emphasis is placed on the vision of the firm, the strategic planning process, and strategic management.

BUS530 Project Management - 3 credits

This course focuses on one of the major growth areas in the field of management, the topic of project management. Projects are defined as temporary endeavors undertaken to create a unique product or service. The course points out that recent interest in project management is based on recognition that many organizational tasks do not fit neatly into business-as-usual. The significant differences between project management and general management are overviewed. The three interrelated objectives of budget, schedule, and specifications are also introduced. The course emphasizes scheduling various projects and concludes with a discussion of monitoring control and learning from projects. The course will also cover benchmarking, quantitative analysis and the voice of the customer. The design of the course

involves case discussion, lectures, and problem solving as the primary vehicle for learning. In addition, a project is due at the end of the term, to give the class a laboratory in which the critical thinking skills, which will be sharpened in the class, can be used to initialize and analyze various projects. The class will use computer tools to track projects.

BUS660 Leadership and Change Management - 3 credits

This course will focus on individual, team, and organizational leadership and will provide learners with the foundation for examining and developing their own individual leadership style. The work of a leader is to constantly look forward and provide the necessary changes for the organization; being the visionary is critical to success in any organization, and a key attribute for any organizational leader. As a result, this course will focus on Leadership and Change Management. In doing so, the leader's role as a change agent will be a focus of the course. Understanding various methods of bringing about change will be provided and researched by learners, and then discussed in our time together. The course will also delve into and explore numerous aspects of leadership including but not limited to horizontal and vertical leadership, formal and informal leadership, team leadership, performance, ethics and authenticity. In addition, various models of change will be introduced and explored.

BUS665 Unleashing and Sustaining Innovation in Organizations - 3 credits

The sweeping waves of technological breakthroughs supplemented by geopolitical and social changes, undermine the rigidity and viability of corporate structures, and usher in a new era of innovation and opportunities. The overall scope of this course consists of the analysis and evaluation of how organizations either adapt to or flourish under the constraints of bureaucratic inertia and resistance to change or relegate themselves to mediocrity and possibly extinction. Specifically, the themes of the course focus on technological breakthroughs and the groundwork that is necessary to render an organization amenable to creativity and change and on the process of establishing the right physical and psychological environments to foster successful and sustainable innovations.

HSV500 Sociology of Human Services - 3 credits

This course serves as an inquiry into the nature of social problems and a consideration of the efficacy of social service interventions and programs.

HSV502 Human Services Ethics and Diversity - 3 credits

This course presents a consideration of theoretical and practical standards for ethically dealing with individuals and information about them in a multicultural framework within a variety of human service settings.

HSV504 Human Development through the Lifecycle - 3 credits

This course is an examination of theories that are important to the study of lifespan development. Approaches to physical, intellectual, emotional, and social development throughout the lifespan will be examined with a focus on the influence of context and culture on human development.

HSV510 Human Services Policy - 3 credits

This course is a current examination of the social and public policies that impact the human service organization. The course will address how human service organizations design, implement, and manage human service programs in response to the political environment and changes in the social environment.

HSV512 Applied Research Methods in Human Services - 3 credits

This class presents an overview of frequently used research designs and quantitative and qualitative methods. Prepares students to apply theoretical understanding of methodology and measurement to develop analytical and research skills. Prepares students to evaluate relevant research studies in their field, analyze Human Service data with appropriate statistics and apply research methodologies to real world problems in their work settings. *Prerequisite: Introductory Statistics*

HSV520 Theories of Counseling - 3 Credits

This course provides an overview of counseling theory and fosters the development of basic counseling skills. The focus is establishing a rapport, developing a therapeutic alliance, and conceptualizing strategies for intervention. The clinical

application of theory will be explored through case studies, role-play, and class discussions.

HSV521 Family Systems Theory - 3 Credits

This course introduces the student to the field of family therapy and systems thinking and includes the skills necessary to begin clinical work with a family as well as the major theoretical approaches to family intervention required to conceptualize, assess, and treat family systems.

HSV522 Group Theory - 3 Credits

This course presents a theoretical and experiential of group processes and counseling techniques. Students develop the skills and abilities required to facilitate cognitive, emotional, and behavioral change in-group settings.

HSV524 Psychopathology and Psychological Assessment - 3 Credits

Students will explore the emotional, cognitive, somatic, and behavioral symptoms of mental disturbances. This course includes the introduction of testing and measurement devices that emphasizes clinical assessment applications.

HSV530 Biology of Addiction - 3 credits

This course will cover the biological effects of alcohol and drugs on human organ systems, particularly the nervous, digestive, excretory and reproductive systems. The course will also discuss the psychopharmacology of addictions and related medical consequences, such as AIDS/HIV and Hepatitis C. In addition, the course will cover the psychological and sociological consequences associated with these conditions. Furthermore, the use of drugs in both therapeutic and pathological situations will be explored and general modalities of recovery will be discussed.

HSV532 Theories of Alcohol & Drug Counseling - 3 credits

This course will cover the study of current treatment modalities essential in drug and alcohol abuse or dependency counseling. Current treatment modalities such as the Matrix Model, Motivational Interviewing, and Cognitive Behavioral Therapy will be explored. The course will also cover additional treatment theories, implications, and options that are critical to effective addictions treatment. The various stages of recovery and effective treatment methods based on length of sobriety will be explored.

HSV534 Psychopathology of Addiction - 3 credits

The course will provide a basic historical perspective of drug and alcohol abuse and/or dependence along with the descriptions of biological, psychological, and sociological factors that comprise the disease of addiction. This course will also cover the assessment and diagnosis of addictions in addition to exploring common psychological disorders which often complicate treatment efforts. Disorders such as depression, anxiety, in addition to personality disorders, will be explored in order to provide a general framework for working with often challenging cases.

HSV536 Group and Family Treatment in Addictions - 3 credits

This course will cover a variety of treatment modalities that are used in addictions treatment settings. Treatment modalities that are provided in both a restricted and unrestricted environment will be discussed. Present modalities that include group, family, and self-help treatment for both adults and adolescents will be explored. Differences in court-ordered and voluntary treatment will also be examined to provide for a basic understanding of the common treatment modalities being offered today.

HSV593 & HSV594 Field Practicum I & II - 3 credits

A two-module field placement designed to provide students with supervised human service experience in their particular areas of specialization. In addition to working in two field settings for a total of 360 hours, students are required to attend three online seminars for the first module of each field practicum. You are also required to contact your academic advisor prior to registering for these courses to insure that you have taken the necessary steps to secure a field placement prior to beginning these courses

HSV698 Readings, Research & Planning - 2 credits

In this course, students will apply an action research approach to the development of an applied research project pro-

posal. Students will be required to design practiced-based projects based on the application of human services principles to specific real-life problems to demonstrate theory applied to practice. Based on an “area of interests” statement created at the culmination of HSV512 and a comprehensive literature search, students will submit a research proposal for review and approval. *Prerequisite: HSV512, Applied Research Methods*

HSV699 Human Services Graduate Capstone Experience - 2 credits

This course represents the final, capstone experience for students ready to complete requirements toward an MS degree in Human Services. It takes the form of a comprehensive examination covering material from all core and specialization track courses required by the program. Students will be asked to submit responses to eight items, five essay questions covering core courses and three case studies or essays in their area of specialization (i.e., clinical or management). Successful completion of this course will lead to graduation from the program. *Prerequisite: completion of all required coursework except HSV591.*

MASTER OF PUBLIC ADMINISTRATION COURSES**BUS501 Economic Foundations of Applied Accounting and Finance - 3 credits**

Knowledge of the fundamental concepts of finance, financial accounting and economics, including opportunity cost, the time value of money, and financial analysis. An investigation of financial decision making as it applies to business, government, and not-for-profit organizations. Emphasis is on the application of financial and nonfinancial information to a wide range of management decisions, from product pricing and budgeting to project analysis and performance measurement. Students will learn applications for a variety of decision-making tools (such as break-even analysis, activity-based costing procedures, linear programming, discounted cash flow techniques, and the balanced scorecard. Contemporary managerial techniques will be explored such as target costing and kaizen costing as a means of improving operational efficiency and economies.

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This course examines the processes involved in creativity, discovery, and innovation. Students explore the motivations involved in innovation both internal to the individual and external to the organization. The course provides strong focus on the creative process in a team environment, including managing and leading knowledge workers. Course content exposes students to the varied approaches and results of the creative process across disciplines such as psychology, marketing, leadership and general management.

BUS508 The Future of Management and Leadership II - 3 credits

This course is designed to provide an overview of, and insights into management and leadership. Distinguishing between these two important concepts, and then providing a historical perspective will provide context to current management and leadership models as well as best practices and trends for the future. The course will focus on necessary basics such as decision-making and the use of analytics, vision development and deployment, communication, empowerment, risk-taking, managing conflict and leading innovation. The course will also look into other critical areas of management and leadership such as leading in a hyper-connected society, emotional intelligence, and thinking systemically and strategically, all in pursuit of managing and leading for the future.

BUS515 Organizational Dynamics and Effectiveness - 3 credits

This course focuses on managing organizations for high performance in a rapidly changing business environment. This course provides a unifying framework for issues in building and managing human assets in dynamic organizations, to achieve operational and strategic goals. The student will develop an understanding of essential HRM functions that drive and support the changing world of work. Topics include recruitment, selection, compensation, training, retention and turnover, performance management, and the human resource implications of various strategies. Students will also build up knowledge in operations function in industrial, service, and public organizations which includes forecasting, line balancing, aggregate scheduling, work measurement, quality control, and learning curve.

BUS530 Project Management - 3 credits

This course focuses on one of the major growth areas in the field of management, the topic of project management. Projects are defined as temporary endeavors undertaken to create a unique product or service. The course points out that recent interest in project management is based on recognition that many organizational tasks do not fit neatly into business-as-usual. The significant differences between project management and general management are overviewed. The three interrelated objectives of budget, schedule, and specifications are also introduced. The course emphasizes scheduling various projects and concludes with a discussion of monitoring control and learning from projects. The course will also cover benchmarking, quantitative analysis and the voice of the customer. The design of the course involves case discussion, lectures, and problem solving as the primary vehicle for learning. In addition, a project is due at the end of the term, to give the class a laboratory in which the critical thinking skills, which will be sharpened in the class, can be used to initialize and analyze various projects. The class will use computer tools to track projects.

MPA698 Graduate Seminar and Capstone Project I - 2 credits

This course and MPA699 are the culmination of the MPA program. Students will assume the role of an agency head that has been tasked by the executive (President, Governor, or Mayor) to implement a recently enacted law pertaining to the delivery of services to the public. Part I involves the student researching the history of the issue, developing plans and alternative plans, and preparing to lobby the legislature for funding to implement the new law.

MPA699 Graduate Seminar and Capstone Project II - 2 credits

This course and MPA698 are the culmination of the MPA program. Students will assume the role of an agency head that has been tasked by the executive (President, Governor, or Mayor) to implement a recently enacted law pertaining to the delivery of services to the public. Part II involves the student preparing a formal presentation to be given at a public hearing with the media in attendance in which the student must demonstrate a mastery of the issue and present a well reasoned and defensible implementation and program review plan for their assigned issue.

PAD601 The History and Future of Public Administration - 3 credits

This course provides the student with the historical foundation of the theory and practice of public administration ranging from the roles and responsibilities of the three branches of government to the creation of various regulatory agencies, to current public sector management practices. In-depth readings of classic works in public administration are the foundation of the course.

PAD616 Public Policy - 3 credits

This course provides an in-depth examination of the models and decision making practices used in the development of public policy, as well as the influences of various groups such as the media and special interest groups. Policy formulation, implementation, analysis, and evaluation techniques will also be studied.

PAD625 Labor Law & Labor Relations - 3 credits

This course discusses the collective bargaining process, mediation, arbitration, and the administration of collective bargaining agreements within an organization. This course lists, describes, and discusses federal laws relating to entitlement programs, labor standards and laws such as FMLA, FLSA, HIPPA, eminent domain, the Bill of Rights and its application to decisions made by local, state, and the federal government in its treatment of citizens and program implementation and examines the developing concept of e-government. Students become familiar with the methods used by state and federal government to regulate programs by means of government websites.

PAD634 Public Finance Policy and Application - 3 credits

This course provides a complete review of the financial principles and practices used in Criminal Justice, Government and Not-for-Profit organizations with a heavy focus on linking theory to practice. The course also covers accounting principles and practices for hospitals, colleges and universities, health and welfare agencies, and other similar organizations. A logical framework for understanding and solving the public finance -related problems of governmental and nonprofit organizations is emphasized. The course assessment is based upon papers, discussions and a project.

PAD645 Risk Management for Public Administrators - 3 credits

Since many local, state, and the federal government are self-insured, the student is introduced to the process of risk management as it applies to the public sector. Traditional as well as new theories and practices are discussed. This course also discusses fundamental principles of insurance and their application in disability, property, and liability insurance. The concept of risk and the tools and techniques used by a risk manager are included.

PAD656 Readings & Research in Public Administration - 3 credits

This course exposes the student to the sources of peer reviewed literature, government agencies that produce and publish official statistics, as well as discusses the use and limitations of various trade publications. The methods utilized in conducting research in the public and non-profit sector through the use of various statistical case studies. Mathematical terms and formulas will be presented.

Graduate Seminar and Capstone Project I - 2 credits

This course and MPA699 are the culmination of the MPA program. Students will assume the role of an agency head that has been tasked by the executive (President, Governor, or Mayor) to implement a recently enacted law pertaining to the delivery of services to the public. Part I involves the student researching the history of the issue, developing plans and alternative plans, and preparing to lobby the legislature for funding to implement the new law.