



# Post University Catalog

2014/2015



# POST UNIVERSITY CATALOG

## 2014-2015



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POST.EDU

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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 Office of Higher Education.

# TABLE OF CONTENTS

MESSAGE FROM THE PRESIDENT .....	5	Deposits.....	32
ABOUT POST UNIVERSITY.....	6	New Student's Deposit.....	32
ABOUT THE POST UNIVERSITY ONLINE		Health Insurance Fee.....	32
EDUCATION INSTITUTE (OEI).....	7	Lab/Studio Fees.....	33
ACADEMIC CALENDAR .....	8-10	Late Payment Fee.....	33
ACCREDITATION .....	11	Late Registration Fee.....	33
State Licensure and Accreditation .....	11	Orientation Fee.....	33
Regional Accreditation .....	11	Orientation Fee, International Students.....	33
National Accreditation .....	11	SEVIS Fee.....	33
STATE APPROVALS.....	12	Transcript Copies.....	33
POST UNIVERSITY OWNERSHIP.....	13	Tuition Refunds .....	33
MISSION STATEMENT.....	14	Undergraduate Graduation Fee.....	33
STUDENT CONCERNS AND COMPLAINTS.....	15	4.1.2 Making Payments.....	33
2.0 MAIN CAMPUS ADMISSIONS.....	16	Payment Schedule .....	33
Application for Admissions.....	16	Monthly Payment Plan.....	33
2.1 Freshman Admissions.....	16	Late Payments .....	33
2.2 Undergraduate Transfer Admissions.....	17	Failure to Pay Policy .....	34
2.3 Honors Program.....	18	Monthly Statements .....	34
Honors Program Admissions Criteria for Freshmen.....	18	Part-time Main Campus Students.....	34
Honors Program Admission Criteria for Upperclassmen and		Senior Citizens Discount.....	34
Transfer Students.....	18	4.2 ADP Tuition & Fees .....	34
2.4 International Admissions .....	18	4.2.1 Malcolm Baldrige School of Business.....	34
Visa Requirements.....	19	4.2.2 John P. Burke School of Public Service.....	34
2.5 Home-Schooled Students.....	19	4.2.3 School of Education.....	35
Definition of Home-Schooled Student.....	20	4.2.4 School of Arts and Sciences.....	35
2.6 Students with Disabilities.....	20	4.2.5 Tuition Refunds .....	35
Students with IEP/Special Ed Diplomas .....	21	4.2.6 State Refund Policies.....	35
2.7 Veteran Applicants.....	21	4.2.7 Military Programs Tuition for Active Duty Personnel.....	36
Veteran Admissions.....	21	4.2.8 Military Student Tuition Refunds.....	37
Military Dependents.....	22	4.2.9 Partners in Education and Corporate Partnership Grants.....	37
2.8 Advanced Placement.....	22	<b>5.0 FINANCIAL AID .....</b>	<b>38</b>
2.9 Admissions Decision Policy.....	22	5.1 Free Application for Federal Student Aid (FAFSA) .....	38
Accepted Student Reply .....	22	5.2 Applying for Financial Aid: How it Works.....	38
2.10 Readmission.....	22	5.3 Federal Financial Aid Award Letter .....	39
2.11 Deferred Admissions.....	23	5.4 Types of Aid Determined by Your FAFSA.....	40
3.0 ADP ADMISSIONS.....	24	Federal Pell Grants .....	40
3.1 Undergraduate Admissions.....	24	Federal Supplemental Educational Opportunity Grant (FSEOG).....	40
3.1.1 First-Time Students.....	24	Federal Direct Student Loans.....	40
3.1.2 Transfer Students.....	24	Subsidized Student Loan.....	40
3.1.3 Admission of Home-Schooled Applicants.....	25	Unsubsidized Student Loan.....	40
3.1.4 International Applicants .....	26	Parent Plus and Graduate Plus Loans.....	40
3.1.5 Matriculation Policy .....	26	Federal Student Loan Limits .....	40
3.1.6 Admissions Decision Policy.....	26	5.5 Default Prevention and Management .....	41
3.1.7 Military-Related Student Admissions.....	27	5.6 Repayment Plan Options .....	42
3.1.8 ADP Conditional Acceptance Into A Degree Program .....	28	5.6.1 Forms of Payment Relief.....	42
3.2 Admission Process for Graduate Students.....	28	5.6.2 Loan Consolidation .....	42
3.2.1 Acceptance and Matriculation .....	28	5.6.3 The National Student Loan Data System (NSLDS).....	42
3.2.2 Admissions Requirements for a Student Applying to the Master		5.6.4 Satisfactory Degree Progress (SAP).....	43
of Science in Accounting Program.....	29	5.7 Title IV Funding .....	43
3.2.3 Acceptance with Conditions and Matriculation.....	29	5.8 VA Benefits and Financial Aid.....	44
3.2.4 Non-Matriculated Students .....	30	5.9 Office of Student Finance Contact Information.....	45
3.2.5 Transfer Students.....	30	5.10 Scholarships.....	45
3.2.6 Admission to Certificate Programs .....	31	5.10.1 Main Campus Scholarships .....	45
3.2.7 Application Deadlines.....	31	High Honors Scholarship.....	45
3.2.8 Admissions Appeals .....	31	Honors Scholarship.....	45
4.0 TUITION & FEES.....	32	Trustee.Scholarship.....	45
4.1 Main Campus Tuition & Fees.....	32	Presidential Scholarship.....	46
4.1.1 Additional Fees that May Apply to You.....	32	Post Merit...Scholarship.....	46
Application Fee .....	32	Athletic Scholarships.....	46
Books and Supplies (annual estimate).....	32	Alumni Discount.....	46
Returned Check Fee.....	32	The Malcolm Baldrige School of Business Scholarship Full Tuition .....	46

## TABLE OF CONTENTS

The Malcolm Baldrige School of Business Scholarship Through the Connecticut Community Foundation.....	46	Who's Who in American Colleges and Universities.....	66
Post College Foundation Scholarships.....	46	9.4 Undergraduate Academic Policies and Procedures.....	67
Grant in Aid.....	46	English and Math Course Placement.....	67
All One Family Scholarship Program.....	46	Major.....	67
Military Grant.....	46	Double Major.....	67
5.10.2 Returning Student Scholarships.....	47	Dual Degrees.....	67
5.10.3 ADP Scholarships.....	47	Minors.....	67
Graduate Alumni Discount.....	47	Second Baccalaureate Degree.....	67
Post Scholars Scholarship.....	47	En-Route Associate Degree.....	67
All One Family Scholarship.....	47	Single Concentrations for Undergraduate Students.....	67
<b>6.0 STUDENT LIFE.....</b>	<b>48</b>	Dual Concentrations for Graduate Students.....	68
6.1 Student Government Association.....	48	Residence Requirements.....	68
6.2 Student Activities.....	48	Taking Courses at Another University.....	68
6.3 Office of Diversity and Multicultural Programming.....	48	9.5 Honors.....	68
6.4 First Year Experience.....	49	Post Scholars.....	68
6.5 Campus Dining.....	49	President's List.....	68
6.6 Campus Security.....	49	Dean's List.....	68
Uniform Crime Reports.....	49	Baccalaureate Degree Honors.....	69
Vehicle Registration.....	49	Associate Degree Honors.....	69
Photo Identification Cards.....	50	Masters Degree Honors.....	69
Visitor Policy.....	50	9.6 Alternative Credit Options.....	69
6.7 Residence Life.....	51	9.7 Advanced Placement.....	69
Residence Halls.....	51	9.8 Transfer Credit Policy.....	69
Campus Mail Room.....	52	<b>10.0 ACADEMIC POLICIES AND PROCEDURES.....</b>	<b>70</b>
6.8 Policy Governing Information Technologies.....	53	10.1 Grade Point Average Computation.....	71
Television, Phones, Computers, and the Post Network.....	53	10.2 Grading Policies.....	71
Cable Television Use.....	53	Pass/Fail Option.....	71
Computer Use.....	53	Grade Changes.....	71
Policy Statement Regarding Anti-Virus Software.....	55	Grade Reports.....	71
Cell Phone Usage.....	55	10.2.1 University Policy for Final Grade Appeal By Students.....	72
6.9 Student Health Services.....	55	10.3 Repeating a Course.....	72
6.10 Insurance (Requirements).....	56	10.3.1 Graduate Students.....	73
6.11 Counseling Center.....	57	10.4 Assessment and Surveys.....	73
6.12 Important Phone Numbers.....	58	10.5 Academic Standards.....	73
6.13 Campus Store.....	59	10.5.1 Undergraduate Students Academic Warning.....	73
<b>7.0 POST UNIVERSITY ATHLETICS.....</b>	<b>60</b>	Academic Warning.....	74
7.1 Overview.....	60	Probation.....	74
<b>8.0 CAREER DEVELOPMENT &amp; SERVICES.....</b>	<b>62</b>	10.5.2 Graduate Academic Standing.....	74
8.1 Mission.....	62	GPA Minimum.....	74
8.2 Career Coaching.....	62	10.6 Course Loads.....	74
8.3 Internships, Practicum, Field Placement.....	62	10.6.1 Course Loads for Undergraduate Students.....	74
Internship Guidelines for Students.....	63	10.6.2 Course Loads for International Students.....	75
University Requirements for Student Internships.....	63	10.6.3 Course Loads for Graduate Students.....	75
Academic Requirements.....	63	10.7 Academic Dishonesty.....	75
Internship Process.....	63	10.7.1 Definition of Plagiarism.....	76
Providing Opportunities.....	63	10.7.2 Penalties for Plagiarism/Cheating.....	76
Office Hours/Contact Us.....	63	10.8 Academic Civility Code.....	76
<b>9.0 ACADEMIC AFFAIRS &amp; POLICIES.....</b>	<b>64</b>	10.9 Schedule Changes.....	76
Our Goals.....	64	10.9.1 Add/Drop Policy: Main Campus Students.....	76
9.1 Learning Environments.....	64	10.9.2 Add/Drop Policy: ADP Students.....	77
9.2 Honors Program.....	64	10.9.3 Graduate Programs Add/Drop Policy.....	77
9.2.1 Honors Program Admissions Criteria for Freshmen.....	64	10.9.4 Add/Drop Request.....	77
9.2.2 Honors Program Scholarships.....	65	10.10 Course Substitutions.....	77
9.2.3 Benefits of the Honors Program.....	65	10.11 Auditing a Course.....	77
9.3 Honorary Organizations.....	66	10.12 Textbook Ordering Through the Online Bookstore.....	77
Alpha Chi.....	66	10.12.1 Textbook Buyback Policy.....	78
Phi Theta Kappa.....	66	10.12.2 Textbook Refund Policy.....	78
Tau Upsilon Alpha.....	66		
Alpha Phi Sigma.....	66		
Delta Mu Delta.....	66		

## TABLE OF CONTENTS

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10.13 Participation .....	78	13.1 Undergraduate Programs.....	96
10.14 Graduation.....	78	School of Arts and Sciences.....	97-117
10.14.1 Degree Audit and Application for Graduation.....	78	Malcolm Baldrige School of Business .....	119-152
10.14.2 Graduation Fees.....	79	School of Education .....	154-161
10.14.3 Graduation Requirements .....	79	John P. Burke School of Public Services.....	163-186
10.15 Alternative Credit Options.....	79	Undergraduate Minors.....	187-192
10.15.1 Advanced Placement .....	79	13.2 Graduate Programs.....	193-215
10.15.2 Standardized Examinations.....	79	Graduate Faculty.....	193
10.15.3 Life Experience .....	80	Graduate Degree List.....	193
10.16 Program Time Limit .....	80	Malcolm Baldrige School of Business .....	195
10.17 University Withdrawal .....	80	School of Education .....	207
10.17.1 Official Withdrawal .....	80	John P. Burke School of Public Services.....	211
10.17.2 Unofficial Withdrawal .....	80	<b>14.0 UNDERGRADUATE COURSE CATALOG.....</b>	<b>216-263</b>
10.17.3 Withdrawal for Military Leave .....	81	<b>15.0 GRADUATE COURSE CATALOG .....</b>	<b>264-281</b>
10.18 Exiting Programs .....	81		
10.18.1 Undergraduate Academic Dismissal .....	81		
10.18.2 Graduate Academic Dismissal .....	81		
10.18.3 Voluntary Departure .....	81		
10.18.4 Readmission.....	81		
10.18.5 Readmission after Dismissal .....	82		
10.18.6 Readmission without Dismissal.....	82		
<b>11.0 ACADEMIC SUPPORT SERVICES.....</b>	<b>83</b>		
11.1 ADP Academic Success Counselors.....	83		
11.2 Tutoring Services .....	83		
11.3 Writing Services .....	83		
11.4 Online Tutoring Services.....	84		
11.5 Peer Tutoring .....	84		
11.6 English Language Institute .....	84		
11.6.1 Placement.....	84		
11.6.2 University TOEFL Score Requirement .....	84		
11.6.3 English Language Institute Contact Information.....	85		
11.7 Library/Virtual Library.....	85		
Virtual Library.....	85		
Taurig Library Catalog .....	85		
Ebscohost.....	85		
Connecticut Virtual library.....	85		
Lexisnexis®.....	85		
Reference USA .....	85		
Encyclopedia Britannica Online.....	85		
11.8 Students with Disabilities.....	85		
11.8.1 Students with IEP/Special Ed Diplomas .....	86		
<b>12.0 REGISTRAR.....</b>	<b>87</b>		
12.1 Student Records.....	87		
12.1.1 Outside Access to Student Records .....	87		
12.1.2 Transcript of Record.....	87		
12.2 Family Educational Right to Privacy Act (FERPA).....	87		
12.3 Course Registration .....	87		
12.3.1 Online Course Registration .....	88		
<b>13.0 ACADEMIC PROGRAMS.....</b>	<b>89</b>		
Undergraduate Degree List.....	89		
Undergraduate Faculty.....	92		
The Academic Curriculum.....	93		
Major Courses: Focus and Depth.....	93		
General Education Core .....	93		
Career and Self-Awareness Core.....	94		
Leadership Course.....	94		
Internship and Practicum Opportunities.....	94		
Writing-Across-the-Curriculum.....	95		



Welcome to Post University! This catalog provides you with a snapshot of life at Post where our dedication to helping students achieve their academic goals is grounded in our commitment to lifelong learning. That's why at Post, we believe everyone needs to be a learner, not just a knower.

With average class sizes of 16, you will have a chance to get to know your professors and fellow classmates as you work together to broaden your knowledge base, apply your learnings, and develop your skills. We believe that learning is enriched when students have a chance to step outside the text and into the real world. So, each course you take will be taught by a scholar-practitioner who not only has an advanced degree, but brings many years of relevant work experience to the classroom.

If you need or want additional academic support, an array of services are readily available as part of your Post University education. In fact, one of the hallmarks of Post University is the level of personalized attention and support available to our Main Campus, online and hybrid students. From instructors to academic advisors, academic success counselors, career services experts, and tutors, you will have ready access to a team of educators who will be champions for your success.

At the undergraduate level, 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 the graduate level, we offer relevant, application-based programs and a variety of degree concentrations designed to help you make an immediate difference in your current career or pursue a new field of interest.

Beyond academics, our small New England campus offers competitive NCAA Division II Men's and Women's athletic programs, a Collegiate Sprint Football program, and Dressage, Hunt Seat and Western Riding teams, as well as 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 and pursue individual interests.

I invite you to visit our campus, located in the hills of central Connecticut, and experience our friendly and inclusive Post University community firsthand.

Whether you choose to enroll on our traditional campus in Waterbury or take accelerated courses through the Online Education Institute of Post University, you will have many opportunities for intellectual, social and professional growth.

On behalf of the students, faculty and staff of Post University, I wish you success in the classroom, on the field, and in your current or future career!

Warmest regards,

A handwritten signature in cursive script that reads "Donald W. Mroz". The ink is dark and the signature is fluid and legible.

Don Mroz, Ph.D. President  
of Post University



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, students not only learn about specific subjects, they learn about themselves and the careers available to them. Whether enrolled on our traditional campus in Waterbury or taking accelerated online or evening and weekend courses, our classes are structured to foster hands-on learning and plenty of opportunities for students to get to know their professors and fellow classmates.

Post attracts students from all races, cultures, geographies and socio-economic backgrounds. In addition to the nearly 800 students enrolled on our Main Campus in Waterbury, Post is home to thousands of online students. Campus students have the option of living in one of six residence halls, and are encouraged to participate in the many social, athletic and community activities available to them. Our growing population of adult learners benefit from highly interactive online and hybrid courses specifically designed to help them achieve their higher education goals while balancing work, family and other responsibilities.

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 Office of Higher Education to grant associate, bachelor's, master's degrees, and certificates in a number of areas including business, criminal justice, information technology, legal studies, sport management, equine business management and social services, among others. The Malcolm Baldrige School of Business has special accreditation from the Accreditation Council for Business Schools and Programs (ACBSP).

Post University offers 18 NCAA Division II men's and women's sports, as well as dressage, hunt seat 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.

Located on 58 acres in the suburbs of Waterbury, Connecticut, our campus and surrounding community offer a safe, scenic, friendly and convenient home for students. Our campus is conveniently located just 90 minutes from New York City and two hours from Boston in close proximity to Amtrak's Northeast Corridor and Bradley International Airport in Hartford.

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

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 accredited accelerated degree programs fully online. Post University is now the largest provider of completely online education in Connecticut.

Through Post University Online, you can earn your undergraduate or graduate degree from an accredited four-year New England university by taking courses in hybrid or fully online formats. Our highly interactive accelerated degree program courses are grounded in the real world and taught by professors who not only hold advanced degrees, but bring years of relevant professional experience to the classroom. They're not just teachers; they are experts at combining theory and practice. You'll also benefit from collegial interaction and networking opportunities with other working adults who bring valuable insight and experience to class discussions.

At Post, you'll receive personalized attention from the day you enroll to the day you graduate, with access to our full array of academic support services, including academic advising, tutoring and our virtual library at no additional charge. We look forward to helping you achieve your academic and career goals.

### **ADP Evening and 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

#### **Wallingford**

Masonicare at Ashlar Village  
Cheshire Road  
Wallingford, C T 06492



**FALL SEMESTER 2014**

<b>August</b>	TBD	New International Students Arrive
	TBD	New International Student Orientation
	23 Saturday	New Student Orientation Begins Residence Halls Open for New Students, 8:30 a.m.
	24 Sunday	New Student Orientation Continues Residence Halls Open for Returning Students, 8:30 a.m.
	<b>25 Monday</b>	<b>MOD1 Begins</b> <b>Fall Semester Main Campus Classes Begin</b>
<i>29 Friday</i>	<i>Last Day to Add/Drop a MOD1 course without a 'W'</i> Last Day to Add/Drop a Fall Main Campus course without a 'W'	
<b>September</b>	1 Monday	<b>Labor Day, University Closed, No Classes</b>
	22 Monday	Week 4 Main Campus Feedback from faculty to Advising
	<i>26 Friday</i>	<i>Last Day to Withdraw from a MOD1 Course/Receive a Grade of 'W'</i>
<b>October</b>	13 Monday	Columbus Day, No Main Campus Classes
	14 Tuesday	Fall Mid-Semester Evaluations due to Registrar's Office for Main Campus
	15 Wednesday	<b>Filing Date for December Graduation</b>
	<i>18 Saturday</i>	<i>MOD1 Ends</i>
	<i>20 Monday</i>	<i>MOD2 Begins</i>
	<i>22 Wednesday</i>	<i>MOD1 Final Grades due to Registrar's Office</i>
	<i>24 Friday</i>	<i>Last Day to Add/Drop a MOD2 Course without a 'W'</i>
30 Thursday	Last Day to Withdraw a Main Campus Course/Receive a Grade of 'W'	
<b>November</b>	3 Monday	Registration for Spring Semester 2015
	<i>22 Friday</i>	<i>Last Day to Withdraw a MOD2 Course/Receive a Grade of 'W'</i>
	25 Tuesday	Residence Halls close at 7 p.m.
	26 Wednesday	No Main Campus Classes, OEI classes run as scheduled
	<b>27 Thursday</b>	<b>Thanksgiving Vacation, University Closed, No Classes</b>
	<b>28 Friday</b>	<b>University Closed, No Classes</b>
	<i>29 Saturday</i>	<i>Regular OEI Class Schedule</i>
<i>30 Sunday</i>	Residence Halls Re-open at 12 p.m.	
<b>December</b>	5 Friday	Last Day of Classes for Main Campus
	6-7 Sat. - Sun.	Reading Days
	8-11 Mon.-Thurs.	Final Examinations for Main Campus, Residence Halls close at 7 p.m.
	<i>13 Saturday</i>	<i>MOD2 Ends</i>
	<b>17 Wednesday</b>	<b>Fall Semester and MOD2 Final Grades due to Registrar's Office</b>

**SPRING SEMESTER 2015**

<b>January</b>	<i>5 Monday</i>	<i>MOD 3 Begins</i>
	<i>9 Friday</i>	<i>Last Day to Add/Drop a MOD3 Course without a 'W'</i>
	<i>10 Saturday</i>	Residence Halls Open for New Students at 10 a.m. Orientation for Spring New Students
	<i>11 Sunday</i>	Residence Halls Open for Returning Students at 10 a.m. Spring
	<i>12 Monday</i>	Semester Main Campus Classes Begin
	<b>15 Thursday</b>	<b>Filing date for May Graduation</b>
	<i>16 Friday</i>	Last Day to Add/Drop a Spring Main Campus course without a 'W'
	<i>19 Monday</i>	Martin Luther King Day / No Classes on Main Campus
<b>February</b>	<i>6 Friday</i>	<i>Last Day to Withdraw a MOD3 Course/Receive a Grade of 'W'</i>
	<i>9 Monday</i>	Week 4 Main Campus Feedback from faculty to Advising
	<b>16 Monday</b>	<b>Presidents Day/University Closed, No Classes</b>
	<i>27 Friday</i>	Residence Halls Close at 7 p.m.
	<i>28 Saturday</i>	<i>MOD3 Ends</i>
<b>March</b>	<i>2-6 Mon.-Fri.</i>	Spring Vacation, Main Campus Students
	<i>2 Monday</i>	<i>MOD4 Begins</i>
	<i>4 Wednesday</i>	<i>MOD3 Final Grades due to Registrar's Office</i>
	<i>6 Friday</i>	<i>Last Day to Add/Drop a MOD4 Course/Receive a Grade of 'W'</i>
	<i>8 Sunday</i>	Residence Halls Reopen at 12 p.m.
	<i>9 Monday</i>	Spring Mid-Semester Evaluations due to Registrar's Office for Main Campus
	<i>23 Monday</i>	Last Day to Withdraw from a Main Campus Course/Receive a Grade of 'W'
	<b>April</b>	<i>3 Friday</i>
<b>5 Sunday</b>		<b>Easter</b>
<i>6 Monday</i>		Registration for Fall Semester 2014 begins
<i>25 Saturday</i>		<i>MOD4 Ends</i>
<i>27 Monday</i>		<i>MOD5 Begins</i>
<i>29 Wednesday</i>		<i>MOD4 Final Grades due to Registrar's Office</i>

<b>May</b>	<i>1 Friday</i>	<i>Last Day to Add/Drop a MOD5 Course without a 'W'</i> <i>Last Day for Main Campus Classes</i>
	<i>2-3 Sat.-Sun.</i>	<i>Reading Days for Main Campus</i>
	<i>4-7 Mon.-Thurs.</i>	<i>Final Examinations for Main Campus.</i>
	<i>7 Thursday</i>	<i>Residence Halls Close at 7 p.m.</i>
	<b>09 Saturday</b>	<b>Commencement</b>
	<i>13 Wednesday</i>	<i>Spring Semester Final Grades due to Registrar's Office</i>
	<b>25 Monday</b>	<b>Memorial Day, University Closed</b>
	<i>29 Friday</i>	<i>Last Day to Add/Drop a MOD6 Course without a 'W'</i>
<b>June</b>	<b>15 Monday</b>	<b>Filing Date for August Graduation</b>
	<i>20 Saturday</i>	<i>MOD5 Ends</i>
	<i>22 Monday</i>	<i>MOD6 Begins</i>
	<i>24 Wednesday</i>	<i>MOD5 Final Grades due to Registrar's Office</i>
	<i>26 Friday</i>	<i>Last Day to Add/Drop a MOD6 Course without a 'W'</i>
<b>July</b>	<b>4 Saturday</b>	<b>4<sup>th</sup> of July, No Classes</b>
	<i>24 Friday</i>	<i>Last Day to Withdraw a MOD6 Course/Receive a Grade of 'W'</i>
<b>August</b>	<i>15 Saturday.</i>	<i>MOD6 Ends</i>
	<i>19 Wednesday</i>	<i>MOD6 Final Grades due to Registrar's Office</i>
	<i>24 Monday</i>	<i>MOD1 Begins</i>

*Items in italics are OEI specific*

Items in with regular type are Main Campus specific

**Items in bold are for OEI and Main Campus**

The academic calendar is subject to change.

**State Licensure and Accreditation**

Post University is licensed by the State of Connecticut through the Office of Higher Education. 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 Office of Higher Education can be found at: [www.ctohe.org](http://www.ctohe.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 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](mailto:cihe@neasc.org)

**National Accreditation**

In addition to the University's accreditation by the New England Association of Schools and Colleges (NEASC), most degree programs in The Malcolm Baldrige School of Business at Post University are nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP). Business degree programs accredited by ACBSP are accompanied by the ACBSP symbol in the Academic Programs section. New business degree programs await accreditation until they meet the ACBSP eligibility of 1) two years' existence and 2) program graduates. New programs are accompanied by a statement to this effect in the Academic Programs section. ACB is a leading specialized accreditation council for business education supporting, encouraging, and rewarding teaching excellence. Established in 1988, ACBSP is the only business accrediting organization for all associate, baccalaureate, and graduate degree programs. Its mission is to promote continuous improvement and recognize excellence in the accreditation of business education programs around the world. For more information on ACBSP, visit [www.acbsp.org](http://www.acbsp.org).

Some states require additional information be provided to online students within the University Catalog. The states that require this are listed below. The information provided is current as of July 1, 2014. For the most up-to-date information on state-by-state authorization, please visit <http://www.post.edu/stateapprovals.shtml>.

**Arkansas:** Post University is currently enrolling Arkansas students in the following online degree programs: A.S. in Accounting, A.S. in Early Childhood Education, A.S. in Legal Studies, A.S. in Management, A.S. in Marketing, B.S. in Accounting, B.S. in Business Administration, B.S. in Child Studies, B.S. in Computer Information Systems, B.S. in Criminal Justice, B.S. in Finance, B.S. in Human Services, B.S. in Legal Studies, B.S. in Management, B.S. in Marketing, B.S. in Psychology, B.S. in Sport Management, M.S. in Accounting, Master of Business Administration, Master of Education, Healthcare MBA, M.S. in Human Services, Master of Public Administration, Certificate in Accounting (Post-Baccalaureate), Certificate in Forensic Accounting, Certificate in Game Design & Animation, Certificate in H.R. Management, Certificate in Legal Nurse Consulting, Paralegal (Legal Studies) Certificate, Graduate Certificate in Finance, Graduate Certificate in Higher Education Administration, and Graduate Certificate in Project Management. We are currently working with your home state to comply with their regulations, and hope to be able to enroll students from Arkansas in all of our programs by October 2014. In the meantime, you may want to contact the Arkansas Department of Education and your local representatives about the state's regulations concerning access to online learning options for Arkansas residents.

**Maryland:** Due to state regulations, Post University offers Maryland residents an amended refund policy. Please contact financial aid at 800.345.2562 for more information regarding Maryland's refund policy.

**Minnesota:** Post University is registered as a Private Institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. Please note that Minnesota general education requirements are different from the State of Connecticut. Please contact [admissions@post.edu](mailto:admissions@post.edu) for information on how to satisfy these requirements.

**North Carolina:** Licensure in the Human Services field is a professional process that varies from state to state and area of specialization. Post University's Master of Science in Human Services affords students the opportunity to take additional coursework toward licensure eligibility, but it is not a licensure program. North Carolina students seeking licensure are responsible for contacting the following North Carolina organizations for requirements: North Carolina Board of Licensed Professional Counselors (NCBLPC) and NC Substance Abuse Professional Practice Board (NCSAPPB).

North Carolina requires a guaranty bond that is secured by Post University. If North Carolina students are interested in viewing the guaranty bond please contact the Business Administration Office at 203-596-4608.

Due to state regulations, Post University cannot currently enroll students in North Carolina for the following programs: A.S. Early Childhood Education, B.S. Child Studies, B.S. Human Services, B.S. Sport Management and M.S. Human Services. We are working with state regulators to gain approval to enroll residents of North Carolina in these programs as soon as possible. If you are interested in any other Post University degree or certificate program, you may apply for admissions by contacting our Admissions Office at 800.345.2562.

**Oregon:** Due to state regulations, Post University offers Oregon residents an amended refund policy. Please contact financial aid at 800.345.2562 for more information regarding Oregon's refund policy.

**Washington State:** Post University is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Post University to offer field placement components for specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O Box 43430, Olympia, WA 98504-3430.

**Ownership**

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:

Andrew Hertzmark, Chairman

Louis Marino, Secretary

Mark Jennings, Director

Bradley Palmer, Director

**Officers**

The Post University Board of Trustees is responsible for ensuring the University is managed in a way that enhances the effectiveness of the University and is in the best interest of students and all other stakeholders, in accordance with the University's mission. Members of the Board of Trustees include:

**O. Alton Barron, M.D., Chairman of the Board**

Assistant Clinical Professor of Orthopedic Surgery

**Selim G. Noujaim, MBA, D.Litt. (Hon.)**

Member of the Connecticut House of Representatives

**Andrew Hertzmark, MBA**

Partner in Generation Partners

**Bradley Palmer, MBA**

Managing Partner at Palm Ventures, LLC

**Connia Nelson**

Senior Vice President of Human Resources  
for Verizon Corporate Offices

**Takashi Yamanaka****Thomas Samph, Ph.D.**

CEO of Post University

**Margaret Honey, Ph.D.**

President and CEO of the New York Hall of Science

**Mark Jennings, MBA**

Managing Partner and Co-Founder of Generation Partners

**Post University Executive Team**

Under the direction of the Chief Executive Officer (CEO), the executive management team is responsible for strategic planning and daily oversight of the university in accordance with the University's mission and vision. The executive management team is comprised of academics and educational entrepreneurs committed to developing and delivering innovative higher education solutions that not only meet the needs of traditional college students, but also address the higher education needs of working professionals looking to complete their degrees in a fully online or hybrid format. The executive management team includes:

**Thomas Samph, Ph.D.**

CEO

**Veronica Montalvo**

Senior Vice President of Enrollment Management

**Don Mroz, Ph.D.**

President

**Michael Statmore**

Chief Information Officer

**Rick Volk, CPA**

Chief Financial Officer

**Kelly Statmore**

Vice President of Marketing Communications

**Scott Allen, MBA**

Chief Administrative Officer

**Donald Kelly**

Vice President of Human Resources

**David Higley**

Chief Marketing Officer

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.



If you need additional support or encounter any problems during your time at Post, please contact your academic advisor or academic success counselor, your professor or the relevant department head directly. There also is a more formal process by which students can work with various university departments to address grievances or complaints. In either instance, students are advised to put their concerns in writing and carefully document the events that led to the issue. To file a specific grievance, complaint or appeal, please contact the appropriate office. A list of offices and contact information is located at <http://www.post.edu/studentcomplaintprocess.shtml>.



### 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 \$25 non-refundable application fee, and other required materials to the address below or
- Complete and submit an application online at [www.Post.edu/apply](http://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 **1.800.582.8250** or e-mail us at [admissions@post.edu](mailto:admissions@post.edu).

### 2.1 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:
  - Requesting that your high school submit your official transcript to the Post University Office of Admissions directly or submit it through Naviance Software
  - Downloading the transcript request form available at [www.post.edu/maincampus/freshmenAdmissions](http://www.post.edu/maincampus/freshmenAdmissions) to authorize Post University's Office of Admissions to request your transcripts from your high school. 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.
- Admittance to the Honors Program requires a letter of recommendation from a teacher or school counselor. Submission of a letter of recommendation for regular admittance is recommended but not required.
- Visit our campus and meet with an Admissions Counselor in person, or schedule a phone interview if a visit is not possible. The recommendation of an Admissions Counselor is necessary in order to gain final acceptance to the University. Applicants may schedule a campus visit or phone interview by calling Admissions at **1.800.582.8250** or by filling out a visit form at [www.Post.edu/visit](http://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.

### Main Campus Admissions Contact Information

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

#### Post University

Main Campus Admissions Office

P.O.Box 2540

800 Country Club Road

Waterbury, Connecticut 06723-2540

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

Fax: **203.841.1163**

E-mail: [admissions@post.edu](mailto:admissions@post.edu)

## 2.2 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 and CLEP

We will prepare a credit transfer evaluation at NO CHARGE within the next two business days Post University, simply complete the steps below:

- Complete and return an application for admission along with a \$25 non-refundable application fee. You may also apply online. If you submit an application online, the fee is waived. Students interested in the Main Campus should visit: <http://www.postedu/maincampus/transferAdmissions.shtml>.
- Arrange to have your official transcript(s) sent to the Office of Admissions from all colleges and universities previously attended, regardless of whether credit has been earned.

If you have earned less than 30 college credits:

- Please send an official copy of your high school transcript to the Post University Office of Admissions. We do not require your high school transcript if you have earned more than 30 college credits.
- Official transcripts sent electronically from another institution will be accepted on a case-by-case basis. All electronic official transcripts must be sent by the institution directly or by an organization contracted with that institution to send transcripts in a secure manner over the Internet.
- 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 counselor. A phone interview or a meeting with a University representative may be substituted when an on-campus visit is not possible. Admittance to the Honors Program requires a letter of recommendation from a teacher or school counselor.
- Submission of a letter of recommendation for regular admittance is recommended but not required.

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

### Post University

Main Campus Admissions Office

P.O.Box 2540

800 Country Club Road

Waterbury, Connecticut 06723-2540

Telephone: 203.596.4555 or 800.582.8250

Fax 203.841.1163

E-mail: [admissions@post.edu](mailto:admissions@post.edu)

### Transfer Credit Policy

Post University will accept transfer credit from other institutions if the institution where the credit was earned is a regionally- accredited college or university or a nationally- accredited degree-awarding institution.

Undergraduate students may transfer up to 90 credits from a four-year institution towards a Bachelor's degree or up to 45 credits towards an Associate degree. From a two-year institution, up to 75 credits may transfer towards a Bachelor's degree or up to 45 credits towards an Associate degree.

Students who wish to transfer in individual courses (i.e., those not earned as part of a conferred degree) must have earned a grade of "C" or better in each course they wish to transfer. Students who are transferring courses from within an already-earned degree may transfer credit for courses with a grade of "D" or better.

In order for transfer credit to be posted to the student's academic record at Post University, the student must provide an official transcript from the institution where the credits were earned. If transfer credit is accepted, it will not affect the student's Post University cumulative GPA. The course(s) will appear on the student's academic record but the grade(s) will not.

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 or Post University's credit policy, please contact the Office of Admissions at **203.596.4555** or email **admissions@post.edu**.

### 2.3 Honors Program Admissions

#### Honors Program Admissions Criteria for Freshmen

Admission to the Honors Program is highly competitive and factors *typically considered* are listed below.

Admission is not determined by only one criterion.

- High school cumulative GPA of at least 3.25 and combined SAT score of 1500 or ACT score of 24 (students with a GPA of at least 3.5 and combined SAT score of 1800 or ACT score of 28 are eligible for a High Honors scholarship and may be eligible for a fourth-year tuition grant)
- An excellent recommendation from teachers and/or school counselors
- A record of leadership and/or positive involvement in high school and/or community
- Advanced Placement courses

#### Honors Program Admissions Criteria for Upperclassmen and Transfer Students

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

- Undergraduate cumulative GPA of at least 3.25
- Excellent recommendations from University faculty
- A record of leadership and/or positive involvement in the University community

For more detailed information about the Honors Program, please refer to Section 9.3 of the catalog.

### 2.4 International Admissions

Post University welcomes international applications. For non-native English-speaking students, or students who did not attend a school where English was the language of instruction, an interview and placement exam will be required. Native English-speaking students are required to submit SAT or ACT test scores. TOEFL/IELTS scores of 500 (80 iBT) or above, or an IELTS score of 6.5 or above will be 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 Services (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.
- A legible scan/copy of the student's passport information page, including a photograph.

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:

**Post University**

Main Campus Admissions Office

800 Country Club Road

Waterbury, Connecticut 06708

Telephone: 203.596.4603 or 800.582.8250

Fax: 203.841.1118

Email: [admissions@post.edu](mailto:admissions@post.edu)

**F-1 Visa Requirements**

If you are admitted and financial support is certified, Post University will issue a Form 1-20/Certificate of Eligibility, which the international student needs in order to apply for a United States F-1 student visa. Post University is 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 and the DS-160 visa insurance fee to DHS prior to applying for a visa. The process of applying for and receiving a F-1 visa varies from country to country and may take as long as three months.

The issuance of a Form O-20 and F-1 student visa constitutes a legal agreement with the United States. According to 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 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 vacation period. 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 a designated school official (DSO)
- Report all changes in status, including address, within 10 days to Main Campus Admissions

**2.5 Home-Schooled Students**

Post University welcomes applications from home-schooled students\* wishing to pursue further education. We recognize the important contributions home-schooled students make, both in the classroom and in student life. If you are a student who has been home-schooled and are interested in admission to Post University, you should submit the following:

- **Application for Admission.** Request an official application for admission from the Office of Admissions, complete the form, and return it to the Post University Admissions address provided below. A \$25 non-refundable application fee must accompany the application. You may apply online at no cost by visiting [www.post.edu/apply](http://www.post.edu/apply).
- **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.
- **Scholastic Aptitude Test (SAT) or American College Test (ACT) results.** 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.

- A high school study plan signed by the parent or provider of the home schooling, and a state secondary completion credential if such documents exist.
- Essay/Personal Statement: We ask that you tell us why you chose home schooling and describe your experience.
- Letter of Recommendation: One letter of recommendation is required.

### Definition of Home-Schooled Student

\*Post University defines a home-schooled student 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.

Not all states, including Connecticut, require or issue transcripts, a high school study plan, or a state secondary school credential. 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. Please refer to Secondary School Transcripts listed above for acceptable submissions.

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.

### Admissions Contact Information

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

#### Post University

Main Campus Admissions Office

P.O.Box 2540

800 Country Club Road

Waterbury, Connecticut 06723-2540

Telephone: 203.596.4555 or 800.582.8250

Fax: 203.841.1163

E-mail: [admissions@post.edu](mailto:admissions@post.edu)

### 2.6 Students with Disabilities

Post University welcomes applications from students with disabilities. The University will not deny admission to a qualified student and will make a reasonable effort to accommodate a student's disability so as to maximize his or her potential for success. The purpose of accommodations is to "level the playing field," not to provide an unfair advantage. The University is required, under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, to provide reasonable accommodations for students with disabilities.

The University will determine if we are reasonably able to accommodate your needs and will inform you as to the nature and extent of the accommodations the University is reasonably able to provide. The Coordinator of Student Disability Services works closely with students and their professors to provide reasonable accommodations to help students complete their course work. In order to provide —reasonable accommodations to students with disabilities, the Coordinator and the student MUST consider three factors:

- The particular needs of the student, the particular requirements of the course or academic program, and the format

in which the course is delivered.

- Students with learning or physical challenges are not required to inform the University or any of its offices of their disability. However, if students wish to receive accommodations they must contact the Coordinator of Disability Services. This should occur at the time the student enters the University. The Coordinator is the only University officer authorized to address these special needs. Accommodations can only be granted through the Coordinator of Disability Services.
- Students who request consideration for academic accommodations must present to the Coordinator of Disability Services official documentation of their disability on letterhead from a licensed medical practitioner.

**The documentation must:**

Identify the learning or physical disability, list the academic/learning limitations caused by the disability, and suggest appropriate learning accommodations based on classroom setting (online or on ground).

This information is confidential. The Coordinator of Student Disability Services will only share the necessary accommodation information with the student's professors, unless more permission is given. Students are responsible for notifying the Coordinator of Student Disability Services at the beginning of every module/semester about what courses he/she is taking. Information cannot be released to instructors unless the student submits a request through email or speaks with the Coordinator of Student Disability Services in person. No other information will be revealed to any element of the University without the student's consent. Many students, however, choose to sign a waiver, allowing the Coordinator of Student Disability Services the opportunity to speak about the student's disability with other University Support Services, so that the student is provided support from all other areas, including: Academic Affairs, Athletics, Counseling Center, Learning Center and Residence Life. Note: This is written to apply to both campus and online students, but online students cannot receive counseling through the counseling center.

**Students with IEP/Special Ed Diplomas**

Students with IEP/Special Ed Diplomas must provide the following paperwork/documentation to be accepted to the University:

- An IEP or Neuropsychological Evaluation that clearly states that the student's reading, writing and math levels are at the level of high school or above
- A copy of the student's high school transcript

If a student cannot provide these materials or the Reading/Writing and Math Levels of the student do not fulfill the High School Level criteria, the student will be denied admission to the University. In some cases, a writing sample will be requested from the student if levels of academic achievement are unclear in the documentation provided.

For more detailed information on accommodations that can and cannot be made, concerned students must contact the Coordinator of Student Disability Services.

**2.7 Veteran Applicants**

Post University is proud to have been consistently recognized over the past several years as a Military Friendly School. Post is honored to be a supporter of the Chapter 33 Post 9/11 GI Bill Yellow Ribbon Program. For eligible Post 9/11 GI Bill Veterans or dependents, Post University works with students to fully leverage their GI Bill Educational Benefits, along with other financial assistance to minimize or even eliminate their out-of-pocket expenses. Post University also covers the cost of textbooks.

For more information, please go to our website: <http://www.post.edu/military/veterans-maincampus.shtml>

**Veteran Admissions**

As part of Post University's V.E.T.S program, Post University has a team of specially trained admissions counselors to meet the needs of Veterans. The goal of the V.E.T.S program is to reduce the anxieties of enrolling into college faced by many veterans. To achieve this, your Post University Admissions Counselor works collaboratively with all offices at the University to ensure the specific needs of the student-veteran are addressed and met. An admissions counselor will provide admissions counseling, help determine the right degree for students based on their given military experience and any transfer credits they may have.

To assist in this process, student-veterans should request a copy of your Joint Service Transcript (JST). To obtain a copy of your JST, please go to <https://jst.doded.mil/smart/welcome.do> and follow the instructions; it is a simple process. However, if you cannot obtain a copy of your JST, our admissions counselors will also work with you to obtain any required high school and Military transcripts, as well as college transcripts if you have them.

To reach your admissions counselor, please call 800.582.8250.

### **Military Dependents**

At Post University, we are proud and honored to help military dependents achieve their higher education goals. As a full participant and supporter of the GI Bill Yellow Ribbon Program, we can help you identify and access the military benefits available to you and your family.

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 <http://www.post.edu/military/dependants-maincampus.shtml>.

### **2.8 Advanced Placement**

Please refer to Section 10.15 (Alternative Credit Options) for more information.

### **2.9 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, newly submitted SAT or ACT test scores, or until a personal interview takes place. If you have not heard back from the Office of Admissions within three weeks, feel free to contact the Admissions Office to check the status of your application.

### **Accepted Student Reply**

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 with the required \$150 deposit
- Return your Housing Deposit Form with the required \$150 deposit if you plan to live on campus

All deposits are credited toward your tuition. After May 1, admissions deposits are accepted subject to seating and residence hall availability.

### **2.10 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 follow the appeal process outlined in the student's dismissal letter.

### **2.11 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.



### 3.1 Undergraduate Admissions

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.

#### 3.1.1 First-Time 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:

- Contact your high school and request that it forward your official school record, or
- 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.

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.

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.

#### 3.1.2 Transfer 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 college 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. No more than 75 credits can be accepted from a two-year college.

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 ADP

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>.

Official Transcripts which are sent electronically from another institution will be accepted on a case-by-case basis. All electronic official transcripts must be sent by the institution directly or by an organization contracted with that institution to send transcripts in a secure manner over the Internet.

The evaluation of transfer credits is a complicated and critical institutional function -- one that each of us must address with concern for our students and those who wish to join the Post community, and with careful consideration of the regulatory standards that govern the evaluation and acceptance of such credits.

Accordingly, the University has had a long-standing practice of accepting credits only from legitimately-accredited academic institutions. As the U.S. Department of Education (DOE) is the ultimate authority on accreditation, Post University will adhere to DOE practices in recognizing which American institutions are 'legitimately accredited'.

Any academic credits awarded by any American academic institution recognized by the U.S. Department of Education as accredited will be eligible for transfer where applicable to the desired program of study.

The easily accessible U.S. Department of Education Database of Accredited Post-Secondary Institutions and Programs at <http://www.ope.ed.gov/accreditation/> provides a list of accredited American institutions. Please refer to that database when determining academic accreditation.

In addition, Post University is proud to support our military service members, veterans, and dependents in the pursuit of their college education. Post University has been recognized as a Military Friendly School for the past four consecutive years, and is a proud member of the Service members Opportunity Colleges Consortium (SOC) and the SOC Degree Network System (SOC DNS). Post University also is honored to be a signatory to the Department of Defense Memorandum of Understanding (DoD MOU) and fully supports Presidential Executive Order 13607 establishing the "Principles of Excellence". The University is in compliance with the GI Bill Compliance Act, and is a member of the American Council on Education (ACE). As such, in accordance with the requirements of the DoD MOU and the SOC DNS, Post University follows the recommendations of ACE in the transfer of credit for military training and experience, and other nationally-recognized professional training in subject areas taught by the University. For our military program students this means a maximum of 90 transfer credits for a baccalaureate degree or 45 transfer credits for an associate degree may be applied based on a review of a military program student's Joint Service Transcript (JST).

### **3.1.3 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 from any secondary school attended, a high school study plan signed by the parent or provider of the home schooling, and a state secondary completion credential 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 must sit for and pass a GED federal or state high school equivalency exam. Home-schooled applicants are required to seek a personal interview with a Post University admissions counselor. Home-schooled applicants denied admission to the University may appeal that decision to the Provost or 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.Box2540  
Waterbury, CT 06723  
Telephone: **800.345.2562** or  
**203.596.4500** Fax: **203.841.1161**  
E-mail: **admissions@post.edu**

**3.1.4 International Applicants**

International applicants must meet all regular requirements for admission (see page 24-25). 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 undergraduate program take courses to develop their English language skills.

**3.1.5 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 transcript or GED\*;
- 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.

**3.1.6 Admissions Decision Policy**

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 counselor, which is gained through an admissions interview conducted by telephone.

Acceptance to Post University is based on an evaluation of the candidate's qualifications and the recommendation of an Admissions counselor. 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 that their academic transcripts are sent to the Office of Admissions before they can be matriculated. Non-matriculated students are not eligible for financial aid.

**Admissions Contact Information:****Post University Online**

Office of ADP Admissions  
800 Country Club Road  
P.O.Box2540  
Waterbury, CT 06723

### 3.17 Military-Related Student Admissions

At Post University, serving those who serve our country is an honor and a privilege. Post University has been a pioneer in providing educational benefits to military personnel since 1976. With the help of faculty and staff who also have served as part of our nation's Armed Forces, we have designed our current-day military program to meet the needs of those who have served or are serving their country. Post University is proud to have been consistently recognized over the past several years as a Military Friendly School providing a high quality academic and educative experience to military service members, veterans, and their dependents. Post University is approved by all branches of the Military for tuition assistance and by the Department of Veterans Affairs for the use of all educational benefits.

Post University also is a member of Service Members Opportunity College (SOC), the American Council on Education (ACE), a proud signatory to the Department of Defense Memorandum of Understanding, and fully endorses Executive Order 13607 – “Establishing Principles of Excellence”. As part of our commitment to service members, veterans, and military dependents, we offer college credit for military training and experience as reflected on the Joint Service Transcript (JST) 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 military related students receive the maximum allowable Post University college credit. By working with each student to maximize all applicable college equivalent transfer credit to their selected degree program at Post University, military related students can minimize the time needed to complete their degree and thereby maximize the educational benefits available to them.

Post is honored to be a full supporter of the Yellow Ribbon provisions of the Chapter 33 Post 9/11 GI Bill program of the Department of Veterans Affairs. For eligible veterans or dependents, the provisions of the Yellow Ribbon Program, along with other federal financial aid programs, allow you to fully leverage your GI Bill Educational Benefits in order to minimize or even eliminate your out-of-pocket expenses.

Post University also covers the cost of textbooks. For those veterans or dependents who are not 100% eligible for the Post 9/11 GI Bill and Yellow Ribbon Program, Post University provides a Military Student Grant to assist in funding your education while at Post University.

To learn more, veterans can visit our website: <http://www.post.edu/military/veterans-maincampus.shtml>; dependents can visit our website at: <http://www.post.edu/military/dependants-maincampus.shtml>.

#### Veteran and Military Dependent Admissions

As part of Post University's V.E.T.S program, Post University has a team of specially trained admissions counselors to meet the needs of veterans and military dependents. The goal of the V.E.T.S program is to reduce the anxieties of enrolling into college faced by many veterans and military dependents, many of whom are first-generation college students. To achieve this, your Post University Admissions Counselor works collaboratively with all offices at the University to ensure the specific needs of the student-veteran and military dependent are addressed and met. 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.

For student-veterans and spouses of military service members or veterans, in addition to the requirements listed in section 2.2 Undergraduate Transfer Admissions of the University Catalog, must:

- Provide a copy of their DD-1316
- Complete a VD Form 27-108; – Transfer of Program if you are transferring from a college or university where you were previously using GI Bill educational benefits
- Complete your application for VD educational benefits by completing an application through the VD. You can complete your application through the VD benefits application portal at: <http://vabenefits.vba.va.gov/vonapp/>.
- Complete a VD Form 27-108 to apply for your benefits if you are a spouse and benefits have been transferred to you. This form can be obtained from the VD at [http://www.gibill.va.gov/benefits/post\\_shh2dibill/transfer\\_of\\_benefits.html](http://www.gibill.va.gov/benefits/post_shh2dibill/transfer_of_benefits.html).
- Submit a copy of your Joint Service Transcript (w/STA). To obtain a copy of your JSTM please go to <https://1st.doded.mil/smart/welcome.do> and follow the instructions; it is a simple process. However, if you cannot obtain a copy of your JSTM our admissions counselors will also work with you to obtain your JSTM any required high school and Military documents, as well as college transcripts if you have them.

For military/veteran dependent children, in addition to the requirements of section 2.1 of the Post University Catalog, please provide evidence that you are the dependent of a veteran or service member. This may include: copies of your parent's DD-214 or current duty assignment orders, a copy of your dependent ID card, and/or a copy of your benefits eligibility statement from the VA.

If educational benefits have been transferred to you, please complete a VA Form 22-1990e to apply for your benefits. This form can be obtained from the VA at [http://www.gibill.va.gov/benefits/post\\_911\\_gibill/transfer\\_of\\_benefits.html](http://www.gibill.va.gov/benefits/post_911_gibill/transfer_of_benefits.html).

The admission process may seem like a daunting task; that is why your V.E.T.S Admissions Counselor is here to assist. To reach your admissions counselor, please call **800.345.2562**.

### 3.1.8 ADP Conditional Acceptance into a Degree Program

Students who do not meet regular admissions requirements may be accepted into a degree program with conditions attached to their acceptance. Once a student has met those conditions, a student may become regularly accepted into the program. If the conditions are not met, the student will be dismissed from the University. Conditional acceptance is not guaranteed and is determined by Post University admissions staff and/or faculty.

Conditions include but are not limited to:

- Applicants must earn a minimum grade of C- in the first class(es)
- Applicants must meet a minimum number of credits with a minimum GPA (the standard requirement is 12 credits with an average 2.0 GPA)

Additional materials may be submitted (e.g. writing samples, letters of recommendation, etc). All writing samples will be reviewed by the University Learning Center.

### 3.2 Admission Process for 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

#### 3.2.1 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 accredited baccalaureate degree (Post University 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 3.2.3).
- Provided two letters of recommendation from academics or professionals attesting to the applicant's ability to undertake and complete graduate work or such other certifications or documentation as determined by the Dean or Program Director of the program to which the student is applying.

- Completed minimum work experience as follows:
  - 3-5 years of relevant full-time work experience for the MBA, HCMBA, MSA, or MPA Program
  - 1-3 years of relevant full-time work experience for the M.Ed. Program
  - 1 year of relevant full-time work or volunteer experience for the MSHSV Program
- Submitted a current resume is required for all students

### 3.2.2 Admissions Requirements for a student applying to the Master of Science in Accounting Program

Post University treats each student's application on an individual basis, using a combination of several criteria. No one criterion carries more weight than any other. All applications will be considered.

The following outlines the criteria and conditions for standard admissions to the Post MSA program:

- An applicant must hold a Bachelor's degree from a regionally accredited institution of higher education
- Typically the University looks for a GPA of 3.0 on a 4.0 scale; however, significant work experience may override a lower GPA.
- Two positive letters of recommendation from academics or professionals

Students who did not acquire an undergraduate degree in Accounting from an accredited academic institution must complete eight prerequisite undergraduate courses (24 credits), before beginning the 30-credit MSA program:

ACC111 Financial Accounting

ACC211 Managerial Accounting

ACC303 Intermediate Accounting I

ACC340 Intermediate Accounting II

ACC330 Federal Income Tax

ACC430 Accounting Information Systems

ACC440 Auditing

ACC450 Advanced Accounting

The State of Connecticut education requirements to obtain a CPA license are as follows:

To sit for the CPA Exam in Connecticut you need:

A Bachelor's degree (120 credit hours) from an accredited college or university. The 120 hours must include:

- 24 semester hours in accounting
- 22 semester hours in economics, business law, finance, related business and other related accounting courses (above the 24 credit hours)

To obtain a CPA License in Connecticut you need:

- 150 credit hours from an accredited college or university

The 150 hours must include:

- 36 semester hours in accounting and 30 semester hours in economics and business administration education other than accounting
- At least 60 hours in general education

When admitting students from other schools, we will review their coursework to make sure they have completed these standards or require them to take the courses missing. This program has been designed so that the undergraduate degree from Post University in Accounting, plus the Post University Master of Science Degree in Accounting meets or exceeds all of these requirements.

### 3.2.3 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 resume documenting career accomplishments and employment record.
- For MSHSV Students, submit a writing sample that meets the requirements specified by the Program Director.

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
- Submit a writing sample that meets the requirements specified by the Program Director.
- 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	7-10Years	15Years(3years of management experience)
HC MBA	7-10Years	15Years(3years of management experience)
MSA	7-10Years	15Years(3years of management experience)
M.Ed.	3-5Years	5+ Years
MPA	7-10Years	10+Years
MSHSV	3Years	5+ Years

The student must maintain a minimum 3.0 GPA to attain admission to degree status. If the Student fails to achieve a 3.0 GPA in the first two courses taken then the conditional acceptance is revoked. Denial through Conditional Acceptance is not subject to appeal.

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.

#### 3.2.4 Non-Matriculated Students

Students who are not enrolled in a program of study (i.e. degree and certificate programs) are considered non-matriculated students and are limited to taking no more than two courses.

#### 3.2.5 Transfer Students

Students applying to the graduate program must meet the same admission criteria appropriate to the program of study which grants the degree (see sections 3.2 and 3.2.3). 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.

Official Transcripts that are sent electronically from another institution will be accepted on a case-by-case basis. All electronic official transcripts must be sent by the institution directly or by an organization contracted with that institution to send transcripts in a secure manner over the Internet.

### **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. Pre-requisite courses may be waived on a case-by-case basis.

### **Accepting Transfer Credit for Prior Field Practicum Experiences**

Post University Graduate Programs do not accept transfer credits for field practicum on the graduate level. In special circumstances, students may request a waiver of this policy by applying to the Dean of the School or Director of the Program to which he or she is applying. Applications for waiver must include the following information about the Practicum for which the student seeks credit:

- Syllabus
- Supervisor evaluation records
- Learning contract
- Other course-related materials that were provided during this experience for review
- Proof that the practicum was completed with a grade of “B” or higher
- The field experience placement must have been completed at the site, and be comparable in quality to the experience that would have been approved by the applicable program. Appeals for adverse decisions are decided by the Dean of the applicable program whose decision is final.

### **Policy on Accepting Portfolio, Life Experience, and Undergraduate Credit**

Post University Graduate Programs do not accept portfolio and/or life experience for credit. Undergraduate coursework will not be considered for graduate-level credit.

### **Policy on Accepting Transfer Credit for Capstone Courses**

Post University Graduate Programs do not accept transfer credit or course substitutions for capstone courses.

#### **3.2.6 Admission to Certificate Programs**

Students applying for a graduate certificate program must meet the same admission criteria appropriate to the program of study which grants the certificate (see Acceptance with Conditions and Matriculation section 3.2.3).

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 participate in 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 success counselor.

#### **3.2.7 Application Deadlines**

Admission decisions are conducted on a rolling basis throughout the academic year. The preferred deadline date for receipt of application forms and documents is August 1 for the fall modules, December 1 for the spring modules and April 1 for the summer modules.

#### **3.2.8 Admissions Appeals**

Applicants who are denied admissions 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. Depending upon the nature of the appeal, the director will consult with the Graduate Studies Committee for a final decision.



**4.1 Main Campus Tuition and Fees**

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. Any student taking more than 18 credits will be subject to \$875 per credit hour fee.

<b>Annual Fees</b>	<b>2014-2015</b>
Tuition	\$26,250
Apartment-Style Room & Board <sup>1</sup>	\$12,230
Traditional-Style Room & Board	\$10,430
Student Service Fee <sup>2</sup>	\$1,100
Technology Fee <sup>3</sup>	\$100

<sup>1</sup>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 can be obtained from the Student Services Office.

<sup>2</sup>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, residence hall councils; the Programming Board, which provides artists and entertainment for the entire campus; and additional services that support students outside the classroom.

<sup>3</sup>The Technology Fee is paid by full-time students for technological accommodations and equipment provided at the University.

**4.1.1 Additional Fees That May Apply to You**

**Application Fee**

Application for admission to the University must be accompanied by a \$25 application fee. \$25

**Books and Supplies (annual estimate)**

The cost of books and supplies will depend on the program of study. In lieu of hardcover textbooks, the University is transitioning many of its course materials to Electronic Course Materials (ECMs). Instead of purchasing textbooks, students will be charged a \$90 Electronic Course Material (ECM) Fee for these materials. ECMs are course materials that are available in a completely electronic format. They include everything from electronic versions of textbooks to narrated PowerPoint presentations, YouTube videos, articles, case studies, and electronic access codes that allow you to access additional content, among other things. At Post, ECMs will include materials that are developed and gathered by faculty to address specific program and course outcomes. \$1,000-  
\$1,500

**Returned Check Fee**

First time declined:	\$25
Second time declined:	\$50
Third time declined:	\$75

**Deposits**

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

**New Students' Deposit**

Students who will live on campus	\$300
Students who will live off campus	\$150

Deposits are NOT refundable after May 1st.

**Health Insurance Fee\***

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 that indicates they already have insurance coverage on or before the first day of classes. Students who enter in the Spring Semester will pay a pro-rated fee. \$1,363

<b>Course Fees</b>	\$75-\$100 per 3-credit courses
Electronic Course Materials (ECMs), Laboratory, and studio courses carry a fee that is used to cover expendable supplies. The fee for these will appear on your account. Please visit <a href="http://www.post.edu/course_fees">http://www.post.edu/course_fees</a> for a complete list of courses with fees.	
<b>Late Payment Fee</b>	\$50
A late tuition payment fee is applied to accounts if full-time tuition and fees are not received by the specified due dates.	
<b>Late Registration Fee</b>	\$50
<b>Orientation Fee</b>	\$100
New, full time students pay an orientation fee in their first semester at the University.	
<b>Orientation Fee, International Students</b>	\$375
New, full time international students pay an orientation fee in their first semester at the University.	
<b>SEVIS Fee</b>	\$200
A non-refundable fee paid to the US Government for F-1 students.	
<b>Transcript Copies</b>	
Official per copy:	\$10
Unofficial per copy:	\$3

#### 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.

<b>Undergraduate Graduation Fee</b>	\$90
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This fee covers the cost of your cap and gown and other graduation-related expenses.

\*Tuition and fees are estimates and the University reserves the right to change tuition, fees and cost without notice.

### 4.1.2 Making Payments

#### 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 can be obtained from the Office of Student Accounts. An established and approved monthly payment plan for up to ten months requires payment be made by the 15th of each month.

#### Late Payments

Payment of fees is due by July 15th and December 15th, or monthly as determined in the 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 contacts 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 and (3) assessment of a late fee.

**Failure to Pay Policy**

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.

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 completed.
- 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.

**Monthly Statements**

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

**Part-Time Main Campus Students**

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

Tuition	2014-2015
Campus Day Course	\$875/credit
Fee* Auditing Fee	\$412.50/ credit

**Senior Citizens Discount**

Senior Citizens pay a discounted rate of \$300 per course.

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.

**4.2 ADP Tuition and Fees****4.2.1 The Malcolm Baldrige School of Business**

The Undergraduate Tuition Rate for students enrolled in the School of Business in a Certificate, Associate or Bachelor's degree program is \$570 per credit hour.

The Graduate Tuition rate for students enrolled in the Master of Business Administration (MBA) or Healthcare MBA degree programs or any corresponding graduate certificate programs within this school is \$730 per credit hour. Tuition for the Master of Accounting degree program is \$625 per credit hour.

**4.2.2 John P. Burke School of Public Service**

The Undergraduate Tuition Rate for students enrolled in the Burke School of Public Service in a Certificate, Associate or Bachelor's degree program is \$570 per credit hour.

The Graduate Tuition rate for students enrolled in the Master of Science in Human Services or Master of Public Administration degree program or any corresponding graduate certificate programs within this school is \$570 per credit hour.

The Graduate Tuition Rate for students enrolled in the Master of Public Administration degree program or any corresponding graduate certificate programs within this school is \$570 per credit hour.

### 4.2.3 School of Education

The Undergraduate Tuition Rate for students enrolled in the School of Education in a Certificate, Associate or Bachelor's degree program is \$505 per credit hour.

The Graduate Tuition Rate for students enrolled in the Master of Education degree program or any corresponding graduate certificate programs within this school is \$570 per credit hour.

### 4.2.4 School of Arts and Sciences

The Undergraduate Tuition Rate for students enrolled in the School of Arts and Sciences in a Certificate, Associate or Bachelor's degree program is \$570 per credit hour.

### 4.2.5 Tuition Refunds

To drop or withdraw from an online course, you must send an e-mail to [online@post.edu](mailto: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 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.

### 4.2.6 State Refund Policies

Some states require additional information be provided to online students within the University Catalog. The information provided is current as of July 1, 2014. For the most up-to-date information on state-by-state authorization, please visit [www.post.edu/approvals.shtml](http://www.post.edu/approvals.shtml).

**Maryland:** Post University provides distance education (online) students who reside in Maryland with a separate refund policy. Please contact Financial Aid at [FinAid@post.edu](mailto:FinAid@post.edu) to speak with a financial advisor if you would like to know more about Maryland's refund policy requirements.

### 4.2.7 Military Programs Tuition for Active Duty Personnel

UNDERGRADUATE TUITION	\$750 per 3-credit course	Covered by Tuition Assistance Benefit or GI Bill Benefit or MyCAA
GRADUATE TUITION	\$1,197 per 3-credit course	Covered by Tuition Assistance AND GI Bill Top-Up Program or GI Bill
FEES Undergraduate/Graduate	\$0.00	Benefit Waived
TEXTBOOKS AND OTHER REQUIRED COURSE MATERIALS	\$0.00	Covered by Post University Book Grant

Through Post University's Accelerated Degree Program (ADP) members of the military (Active Duty, National Guard, or Reserves), Veterans, and Dependents can earn a professional certificate or undergraduate degree entirely online or through one of our Regional Site locations, while incurring little or no out-of-pocket expenses. Post University also has lowered the cost for its graduate programs for military-related students.

Post University has lowered its tuition, eliminated all fees and covered the cost of books and required course materials, so you can earn your degree at little or no cost to you. The tuition and fees reflected below are for military service members, veterans, and eligible dependents.

In order for dependents of service members or veterans to receive the Military Program tuition, fees, and book discounts as reflected above, eligibility must be established. To be eligible for the Military Program tuition and fee schedule, the following conditions must be met:

- A certified true copy of the service member's DD-214 must be provided, or if the service member is still serving in the Armed Services or Coast Guard, a certified true copy of the DEERs enrollment verification must be provided. Verification of dependency will be established by:
- Providing a certified true copy of a marriage certificate/license,
- A certified true copy of complete Federal Tax forms showing dependency and relationship to the veteran or service member.

In the case of dependents that are receiving DEA program benefits, eligibility for the Military Program tuition discount only pertains to survivors of service members killed or wounded in action, and who are permanently and totally disabled due to a service-related condition, or the death of a veteran as a result of a service-related condition. Spouses receiving any Veteran Administration educational program benefits that are separated or divorced from the veteran, are not eligible for the Military Program discount. Dependent children are eligible for the Military Program discount until the age of 24.

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 by Military Tuition Assistance: 100% Tuition and Fees not to exceed:

- \$250 per Semester Credit Hour (\$750 per course)
- The Army has placed a cap of 16 semester hours for the federal fiscal year, which means the annual TA cap available to Soldiers is \$4,000.
- The Navy has established a Fiscal Year cap of \$4,000 for eligible Sailors.

It is important to realize and to understand that each branch of the service manages Tuition Assistance differently, and each branch has specific eligibility requirements. Military Service members should refer to their specific branch of service for current information regarding Military Tuition Assistance policies and procedures.

During the enrollment process you will be assigned to a Military Tuition Planner who will assist you in verifying your eligibility for VA Educational Benefits through the VA. Your tuition planner will also work with you in completing the Free Application for Federal Student Aid (FAFSA) if desired, and help you make all other needed financial arrangements. Military Tuition Planners will not advise you on 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](http://www.va.gibill.gov).

**\*\*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 G.I. Bill website at [www.gibill.va.gov](http://www.gibill.va.gov) to determine your eligibility and apply your benefits. To begin this process, please call 800.345.2562 or send an e-mail to [milprog@post.edu](mailto:milprog@post.edu).

You also can explore the VA website for more information on tuition assistance options by visiting [www.gibill.va.gov](http://www.gibill.va.gov).

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](http://www.Post.edu/military).

#### 4.2.8 MILITARY STUDENT TUITION REFUNDS

Refunds for Military Program students dropping/withdrawing from courses are handled according to the following chart:

Drop/Withdrawal	Refund Percent
<b>0-6 Days After the Course Start Date</b>	100%
<b>7-13 Days After the Course Start Date</b>	50%
<b>14 or More Days After the Course Start Date</b>	0%

Students receiving financial aid should consult with the Office of Student Finance to determine how their award package may be affected. 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.

#### 4.2.9 Partners in Education and Corporate Partnership Grants

Post University partners with organizations to support the educational needs of their employees and members. The Partners in Education Program is designed to provide a flexible, convenient way for working professionals to earn college credits at a discounted tuition rate. Generally the amount of this discount is 10% off the course tuition charges. School districts, police departments, high-tech companies, not-for-profits, and many other organizations are partnering with Post University to offer their employees or members a valuable benefit that improves their workforce skills and opens the door to career advancement.

Employees of the partnering organizations can enroll in associate, bachelor's, master's or certificate programs, and take courses completely online or at any of our regional locations in Connecticut: Waterbury, Danbury and Wallingford. Depending on the number of students employed at the partnering organization, Post University also may be able to hold classes at the partners' facilities.

### 5.1 Free Application for Student Aid (FAFSA)

For Admission into a campus-based or Accelerated Degree Program, all applicants are advised to apply for federal aid immediately after submitting a Post University admissions application. We encourage all students and parents 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. In order for Post University to receive your FAFSA, you must include Post University's OPE school code, which is 001401.

The Free Application for Student Aid (FAFSA) is available at <http://www.fafsa.ed.gov>. This is the most efficient and effective way to apply for federal financial aid. Post University's OPE school code, which is 001401, will need to be included on this application.

If you need assistance completing the FAFSA your Financial Aid Administrator is also available to help you. You may reference the "Help and Hints" provided with each entry or you may click "Need Help" when completing the FAFSA on the Web. You may also contact Federal Student Aid Customer Service by calling 1-800-4-FED-AID (800.433.3243), or sending an email to [FederalStudentAidCustomerService@ed.gov](mailto:FederalStudentAidCustomerService@ed.gov).

Upon completing your FAFSA with Post University's school code, Post University will receive an Institutional Student Aid Report (ISIR) within 5–7 days. The Financial Aid Administrator will review your information, analyze your need and issue you an award letter.

### 5.2 Applying for Financial Aid: How it Works

**Step 1:** You may obtain your FAFSA Personal Identification Number (PIN) when you complete your FAFSA but you also have the option to obtain one ahead of time. This will allow you and your parent (if applicable) to electronically sign your FAFSA once you have completed it. You may apply for a Personal Identification Number (PIN) at <http://www.pin.ed.gov/PINWebApp/pinindex.jsp>.

**Step 2:** Complete and submit your FAFSA by visiting <http://www.fafsa.ed.gov>. This application allows your Financial Aid Administrator to determine your eligibility for federal, state, and institutional aid. The FAFSA must be completed every academic year. In order for Post University to receive your FAFSA, you must include Post University's OPE school code, which is 001401.

Please note, when entering income information into the FAFSA, students and parents are encouraged to use the IRS Data Retrieval Tool (DRT) if you have already filed your tax return. This option is available as you complete the FAFSA and is the most accurate way to submit your income information. If you have not yet filed a tax return or are unable to use the DRT, you will need your W2 information to complete the FAFSA. If you are not required to file a tax return, you will need records of your untaxed income. Examples of this would be your prior year W-2 forms, 1099-SSA, etc.

**Step 3:** Once electronically submitted, you will receive your Student Aid Report (SAR) within 5 – 7 days. Carefully review your Student Aid Report (SAR) and follow any instructions on the SAR directing you 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 (800.433.3243).

**Step 4:** If selected for Verification, this will be noted on your SAR. This selection process is random, and decided by the U.S. Department of Education (USDoED). A Financial Aid Administrator will work with you to complete this process before financial aid funds can be disbursed. Please note this process is very time sensitive and we have a very limited time to collect all necessary documentation and complete this task.

**Step 5:** Complete a Master Promissory Note (MPN). If your financial aid award includes a Federal Direct 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 electronically, using the same PIN number issued to you for your FAFSA at <https://studentloans.gov>.

**Step 6:** If you have accepted a Federal Direct Stafford Loan you are required to complete Entrance Loan Counseling (ELC). You can do this electronically at <https://studentloans.gov>. You will also need your same FAFSA PIN to electronically complete this process.

Recommended: Financial Awareness Counseling – students may access this module to learn the basics of financial management, review current federal student loan debt, and receive an estimate of debt at the time the students leave school. This may also be accessed at <https://studentloans.gov>.

A vast majority of students today use a combination of the following to finance their education and manage their living expenses while attending classes:

- Free Application for Federal Student Aid (FAFSA)\*
  - Federal Direct Stafford Student Loans
  - Federal Pell Grants: A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a first bachelor's or a professional degree.
  - Scholarships\*\*
  - Payment Plans

\*Federal aid is available based on the individual's financial need and eligibility determined by the information obtained from the FAFSA.

\*\*We encourage students to research and apply for any available outside scholarships.

It is best to apply for federal aid by early in the year. Institutional Aid is awarded on a first come, first-served basis.

### 5.3 Federal Financial Aid Award Letter

Our Office of Student Finance will issue you an award letter outlining your financial aid eligibility for the current academic year.

- After you have reviewed your award letter, you have the option to accept the award, accept the award with changes, decline any part of the award, or decline the award in its entirety.
- If you accept the award, you will need to take no further action. You must notify your Student Finance Specialist (MC) or Tuition Planner (ADP) only if you choose to decline the award or accept your award with changes.
- A representative from the Office of Student Finance will work with you to complete a payment plan to cover any out-of-pocket expense. During this conversation we will discuss Federal Direct Parent PLUS Loan opportunities and any possible private student loans through various student lending programs. All students must be matriculated and enrolled at least half time and in an eligible program for their financial aid to disburse.
- To get more information on Parent PLUS Loans and private student loans go <http://studentaid.ed.gov> or <http://www.elmselect.com/>

Other helpful information you may locate at the above mentioned websites are:

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



## 5.4 Types of Aid Determined by Your FAFSA

### Federal Pell Grants

A Federal Pell Grant, unlike a loan, does not have to be repaid. Eligibility for this grant is determined by the student's financial need and the student's meeting the general eligibility requirements. Students cannot receive Federal Pell Grants at more than one institution concurrently. Please contact your Student Finance Specialist (MC) Tuition Planner (ADP) if you have received Pell at another institution during the current academic year.

The amount of Federal Pell Grant funds a student may receive over his or her lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant is a Title IV program for which eligibility is determined by the student's financial need and the student's meeting the general eligibility requirements. FSEOG is based on funding availability and awarded only to undergraduate students who have not earned a bachelor's or professional degree.

### Federal Direct Student Loans

Federal Direct Loans are available to students who meet eligibility requirements including being matriculated into a degree program, enrolling at least half time, and meeting Satisfactory Academic Progress requirements. For undergraduate students, half time enrollment is comprised of a minimum of 6 credits per payment period which consists of two consecutive modules. For graduate students, half-time enrollment is comprised of a minimum of 3 credits per payment period which consists of two consecutive modules. The credits must count toward the student's degree. A student who completes the academic requirements for a program but does not yet have a degree or certificate is not eligible for additional FSA funds for that program. Loans begin repayment after the grace period ends or when a student drops below half-time enrollment.

### Subsidized Student Loans

Federal Direct Subsidized Loans are available to undergraduate students with demonstrated financial need. The government pays interest while the student is enrolled at least half time or during the grace period, deferment period or certain periods of repayment.

### Unsubsidized Student Loan

Federal Direct Unsubsidized Loans are available for undergraduate students based on need and dependency status. Additional unsubsidized loan limits for independent undergraduate students are higher than for dependent undergraduate students. All graduate students are only eligible to receive unsubsidized students loans. Students pay all interest charged over the course of the loan term.

Dependent students have lower total subsidized/unsubsidized annual loan limits than independent students; if a dependent student's parent(s) cannot borrow a Direct PLUS Loan, the student becomes eligible for the higher total subsidized/unsubsidized annual loan limits that apply to an independent student, allowing the dependent student to receive additional Direct Unsubsidized Loan funds.

### Parent Plus and Graduate Plus Loans

Direct PLUS Loans are loans for eligible graduate or professional students and eligible parents of dependent undergraduate students to help pay for the cost of the student's education.

Graduate or professional students should exhaust unsubsidized and subsidized loans before taking out Direct PLUS Loans.

### Federal Student Loan Limits

Whether an undergraduate or graduate student, Federal Direct Loans have annual loan limits. Annual loan limits apply to the academic year. Your maximum annual loan limit increases as you progress to higher grade levels. For undergraduate students, your loan limit must be prorated if you are enrolled in the remaining portion of your degree for less than an academic year.

**Maximum Eligibility Period for Direct Subsidized Loans** There is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized Loans. You may not receive Direct Subsidized Loans for more than 150 percent of the published length of your program. This is called your maximum eligibility period. Your maximum eligibility period is based on the published length of your current program.

For example, if you are enrolled in a four-year bachelor's degree program, the maximum period for which you can receive Direct Subsidized Loans is six years (150 percent of 4 years = 6 years). If you are enrolled in a two-year associate degree program, the maximum period for which you can receive Direct Subsidized Loans is three years (150 percent of 2 years = 3 years).

This means that your maximum eligibility period can change if you change to a program that has a different length of study. Also, if you receive Direct Subsidized Loans for one program and then change to another program, the Direct Subsidized Loans you received for the earlier program will count toward your new maximum eligibility period.

### **Use of funds toward your cost of attendance**

You may use the loan money you receive only to pay for your education expenses. Education expenses include school charges such as tuition, room and board, fees and indirect expenses such as books, supplies, equipment, dependent child care expenses, transportation, if applicable and rental or purchase of a personal computer.

### **5.5 Default Prevention and Management**

The Post University Financial Literacy and Repayment Advisors at Post University are dedicated to assisting each and every student throughout the repayment process of his or her Federal Student Loans. Post University provides this assistance to ensure that our students have a resource available to help with any questions or concerns about student loan repayment. Regardless of the stage of current loan standing and the length of time during which a student had attended Post University, he or she can always utilize this resource. Borrowers who default on student loans face serious consequences. Stafford Loans are considered in default after 270 days without payment. Defaulted loans are reported to credit bureaus and can cause long-term damage to borrowers' credit ratings. The Department, Guarantors, and Loan Servicers engage in several methods of outreach to prevent borrowers from defaulting. In order to ensure that the student is receiving the most current communications and notifications, we recommend keeping contact information updated with Post University as well as with the Loan Servicer. We also recommend signing up for account access on the loan servicer's website.

It is important for the student to maintain a relationship with the federal loan servicer to remain informed about the status of his or her loans. Ultimately it is the student's responsibility to track the amount of money that has been borrowed in order to understand the total amount that is expected to be repaid when entering the repayment period. This includes any Federal Student Loans received while attending Post University as well as those received while attending any other university.

#### **Default Prevention Contact Information**

Department Contact

Telephone: **800.345.2562 ext. 2752** or **203.591.7105**

Fax: **203.841.1092**

E-Mail: **Postdefaultprevention@post.edu**

#### **Federal Loan Servicer Contact Information:**

##### **Nelnet**

800.486.4722

<http://nelnet.com/>

24 hours a day 7 days a week (Excluding holidays).

##### **Fed Loan Servicing (PHEAA)**

800.699.2908

<http://myfedloan.org/index.html>

Monday – Friday 8:00.AM. – 9:00P.M.EST

**Great Lakes**

800.236.4300

<https://www.mygreatlakes.org>

Monday-Thursday 7:00A.M.-8:45P.M. Central

Friday 7:00A.M.-5:45P.M. Central

**Sallie Mae**

800.722.1300

<https://www.salliemae.com>

Monday- Thursday 8:00AM- 9:00PM EDT

Friday 8:00A.M. - 8:00P.M. EDT

**5.6 Repayment Plan Options**

There are various types of repayment plans that are available to borrowers. Depending on the financial situation, once students leave school they will be able to choose the one that best fits. For more details visit the loan servicer's website or the Federal Student Aid website at <http://www.direct.ed.gov/RepayCalc/dlindex2.html>.

**5.6.1 Forms of Payment Relief**

Changing Payment Plans- Sometimes a different payment plan is necessary to accommodate the borrower's current financial situation. Under the Federal Family Education Loan Program, repayment plans may be changed once a year. Under the Federal Direct Student Loan Program, repayment plans may be changed at any time as long as the maximum repayment period under the new plan is longer than the time the loans have already been in repayment.

Deferment or Forbearance - Federal loan servicers also offer Deferment and Forbearance options for situations where students may be experiencing difficulty making payments. If the borrower meets certain requirements, a deferment allows the borrower to temporarily stop making payments on the loan. If the borrower does not meet the eligibility requirements for a deferment but is temporarily unable to make loan payments, then (in limited circumstances) a forbearance allows the borrower to temporarily stop making payments on his or her loan, temporarily make smaller payments, or extend the time for making payments. Students are responsible for applying for these options with the loan servicer and must continue making payments until receiving notification that the request has been granted. For more details visit the loan servicer's website or the Federal Student Aid website at <http://www.direct.ed.gov/postpone.html>.

**5.6.2 Loan Consolidation**

The Department of Education allows a borrower to consolidate (combine) multiple federal student loans into one loan. Consolidation generally extends the repayment period resulting in a lower monthly payment which may make repaying the loans easier. The interest rate for consolidation is fixed for the life of the loan and there is flexibility to repay the loan in full or in part, without penalty, at any time during the life of the loan.

All borrowers can sign in at <https://studentloans.gov/> to apply for consolidation.

**5.6.3 The National Student Loan Data System (NSLDS)**

As it is the student's responsibility to be aware of all Federal Student Loans received and outstanding balances to be repaid, a student should monitor this information through the National Student Loan Data System (NSLDS). NSLDS is the U.S. Department of Education's central database for all student aid. The information on the Student Access Website is available 24/7. It can be used to look up the amounts of Loan or Pell funds received, loan statuses, outstanding balances and disbursements.

To access information on NSLDS, students will need their Social Security Number (SSN), date of birth, the first two letters of their last name and their federal PIN. They can go to <https://studentaid.ed.gov/> or <https://www.nsls.ed.gov/> and log in to review their financial aid history. If you need to apply for a PIN or have lost or forgotten your PIN visit <https://pin.ed.gov>.

#### 5.6.4 Satisfactory Academic Degree Progress (SAP) Standards for the receipt of Federal Aid

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 and, if satisfactory improvement is not achieved, then the student will lose aid eligibility and will be dismissed until such time the student regains eligibility. 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:

##### Academic Degree Progress Standard (Undergraduate)

Total Credits	CGPA
0-30	1.70
31-60	1.85
61+	2.00

Post University uses a fixed standard to monitor Graduate programs:

##### Academic Degree Progress Standard (Graduate)

Total Credits	CGPA
0-52	3.00

##### Pace Standards

Pace measures a student's progress towards completing a degree program. It is calculated by dividing the cumulative number of credit hours the student has successfully completed by the cumulative number of credit hours the student has attempted, including course incompletes, withdrawals, repetitions, and transfers of credit from other institutions. In order for a student to satisfy pace requirements, 67% of all hours attempted cumulatively must be completed.

##### 150% Maximum Timeframe

The maximum timeframe to receive Federal Student Aid funds cannot exceed 150% of the published length of the program.

##### Review of Academic Progress

The University will review Satisfactory Academic Progress (SAP) to determine a student's Federal Aid Eligibility at the end of each payment period. Students in jeopardy of losing federal aid eligibility will be notified by the University. Students who do not meet SAP requirements will be placed on financial aid warning for the following payment period. Students who do not meet SAP requirements by the end of the warning period lose their financial aid eligibility.

##### Reestablishing Aid Eligibility

In the event that a Student loses his or her eligibility, the student may restore federal aid eligibility by reaching or exceeding the applicable minimum SAP requirements per the requirements.

Any reevaluations of students' federal aid eligibility in regards to meeting the applicable minimum SAP requirements must be specifically requested by the students.

Please consult a Student Finance Specialist (MC) or Tuition Planner (TP) if you have any questions regarding Financial SAP.

## 5.7 Title IV Funding

### Refund of Title IV Federal Aid

When students receiving federal Title IV financial aid withdraw from a course or the University, we are required to return all or a portion of awarded 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. On a prorated basis, the University will return a student's Title IV financial assistance if withdrawal occurs before completing 60% of the payment period.

### Return to Title IV Funds Policy

If you withdraw, stopped attending, or are dismissed from Post University prior to completing 60% of the payment period or period of enrollment, a Federal Return of Title IV Funds calculation (R2T4) will be processed as per U.S.

Department of Education Regulations. This calculation determines the amount of Title IV aid you have earned. The formula is a calculation of the number of days attended divided by the number of total days in the payment period or period of enrollment. The resulting percentage is used to determine aid earned.

If you earn less than the amount disbursed to you, the University is required to return a portion of those funds to the Department of Education. The portion the University is required to return is equal or lesser of your charges multiplied by the unearned percentage of funds, or the entire amount of unearned aid. These refunds are returned to Title IV aid in the following order: Direct Loan Unsubsidized, Direct Loan Subsidized, Direct PLUS, Private Education Loans, Agency Sponsorship, Pell, SEOG and then any other grants or scholarships.

If you earned more aid than disbursed, you may be due a post withdrawal disbursement. Grants will be disbursed first. If the post withdrawal disbursement includes loan funds, you have a right to decline these funds if you do not wish to incur additional debt. You can also allow the University to keep the funds to reduce your debt at the school. You will be notified in writing and will have 14 days to respond. There are eligibility requirements to receiving aid in the form of a post-withdrawal disbursement. Loans must be originated with promissory notes signed. If you are a first-time borrower and have not completed the first 30 days of your enrollment, you will not be eligible to receive any post-withdrawal loan disbursements. The school must have received a valid Student Information Record from the Department of Education with an official Expected Family Contribution number to receive any post withdrawal disbursements. In addition, for SEOG funds, they have to be awarded before you have ceased attendance.

If the total payments from all sources, including Title IV, private payments, student payments or any other credit to the account exceed the total amount owed, this excess will be refunded within 45 days of the date of determination of your withdrawal or dismissal.

Requirements for the eligibility/return of Title IV funds are separate from the University Refund Policy.

### 5.8 VA Benefits & Financial Aid

All military program students, whether serving on Active Duty, in the National Guard, or in the Reserves, Veterans, and Military Dependents are entitled to apply for Title IV Federal Financial Aid whether or not you are using Military Tuition Assistance, GI Bill Benefits, or My CAA education funds. Military-related students should contact their Tuition Planner during the enrollment process for detailed information. Also, please ensure you understand the requirements regarding Title IV Federal Financial Aid as discussed in sections 5.1 thru 5.7 of the University Catalog.

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.

To expedite your enrollment at Post University as a student-veteran, please go to the following link and complete your Veterans Online Application for benefits – (VONAPP) <http://www.gibill.va.gov/apply-for-benefits/application/>.

If you are the dependent of a veteran who has transferred their Chapter 33 Post 9/11 GI Bill Benefits to you and have been approved, family members may apply to use transferred benefits with VA by completing VA Form 22-1990e. VA Form 22-1990e should only be completed and submitted to VA by the family member after DoD has approved the request for Transfer of Educational Benefits. Do not use VA Form 22-1990e to apply for TEB. For more information on the Transfer of Educational Benefits, please go to the VA website: [http://www.gibill.va.gov/benefits/post\\_911\\_gibill/transfer\\_of\\_benefits.html](http://www.gibill.va.gov/benefits/post_911_gibill/transfer_of_benefits.html).

A Military-related student who wishes to apply for benefits must first be admitted to the University and matriculated in a degree program. Upon admission, students must provide 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 in which to return to satisfactory progress, or Veteran benefits will be terminated. This does not affect the student's enrollment at Post University.

A paper version of the VA Form 22-1990e can be obtained from Post University's Certifying Official located in the Registrar's Office. A Veteran is paid benefits for actual credit hours in attendance. The Veteran must report any change of status after registration.

### 5.9 Office of Student Finance Contact Information:

#### Financial Aid Main Campus

Office of Student Finance  
Post University  
P.O. Box 2540  
800 Country Club Road  
Waterbury, CT 06723-2540  
Telephone: **800.345.2562**  
Fax: **203.841.1092**

Email: **FinAidDept@post.edu**

#### Student Accounts Main Campus

Office of Student Finance  
Post University  
P.O. Box 2540  
800 Country Club Road  
Waterbury, CT 06723 -2540  
Telephone: **203.596.4527**  
Fax: **203.841.1157**

Email: **PostStudentAccounts@post.edu**

#### Financial Aid Accelerated Degree Program (ADP)

ADP Office of Student Finance Post  
University  
P.O. Box 2540  
800 Country Club Road  
Waterbury, CT 06723-2540  
Telephone: **203.596.4527**  
Fax: **203.841.1157**

Email: **PostADPFinancialAid@post.edu**

#### Student Accounts Accelerated Degree Program

ADP Office of Student Finance Post University  
P.O. Box 2540  
800 Country Club Road  
Waterbury, CT 06723-2540  
Telephone: **800.345.2562**  
Fax: **203.841.1119**  
Email: **PostAdpStudentAccounts@post.edu**

### 5.10 Scholarships

In addition to its participation in federal and state financial aid programs, Post University offers a number of scholarships. Scholarship awards have no repayment obligation. However, students are required to maintain specific academic standards to maintain 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.

#### 5.10.1 Main Campus Scholarships

##### High Honors Scholarship \$14,000

Annual scholarship offered to incoming freshmen with a minimum high school GPA of 3.5 and a combined SAT score of 1800 or ACT score of 28, and to incoming transfer students with a minimum college GPA of 3.5. Students have the opportunity to participate in the Honors Program and graduate with Honors Program Distinction. Freshman students who participate in the Honors Program may be eligible for a **fourth-year, full-tuition scholarship** if they have at least a 3.5 cumulative GPA at the end of their junior year, are in good standing with the University, and are on track to graduate within 4 years of admission.

##### Honors Scholarship \$12,000

Annual scholarship offered to incoming freshmen with a minimum high school GPA of 3.25 and a combined SAT score of 1500 or ACT score of 24, and to incoming transfer students with a minimum college GPA of 3.25. Honors Scholarship students have the opportunity to participate in the Honors Program and graduate with Honors Program Distinction.

##### Trustee Scholarship \$11,000

Annual scholarship offered to incoming freshmen with a minimum 3.0 GPA and a combined SAT score of 1400 or ACT score of 22, and to incoming transfer students with a minimum college GPA of 3.0.

**Presidential Scholarship \$8,000**

Annual scholarship offered to incoming freshmen with a minimum 2.5 GPA and a combined SAT score of 1300 or ACT score of 21, and to incoming transfer students with a minimum college GPA of 2.5.

**Post Scholarship \$6,000**

Annual scholarship offered to incoming freshmen with a minimum 2.0 GPA and a combined SAT score of 1200 or ACT score of 20, and to incoming transfer students with a minimum college GPA of 2.0.

**Athletic Scholarships**

Post University awards scholarships to student-athletes in all of our 18 NCAA Division II athletic programs. Students should contact the head coach of the sport they are interested in for more information on how to qualify.

**Alumni Discount**

Available to students with a parent or step-parent who can be verified as a graduate of Post.

**President-to-President Scholarship**

Awarded to a student from Naugatuck Valley Community College who has earned an associate degree or completed at least 60 credits with a cumulative GPA of at least 3.25.

**The Malcolm Baldrige School of Business Scholarship Full Tuition**

Each year, Post University will award two outstanding students who wish to pursue a degree in business from The Malcolm Baldrige School of Business a full-tuition scholarship to attend the University's Main Campus in Waterbury, CT. Students must enroll as full-time residential students, have a high school GPA of at least 3.65 and an SAT score of at least 1800, and meet eligibility requirements. Students are selected by the Admissions Committee based on academic excellence and a commitment to quality.

**The Malcolm Baldrige School of Business Scholarship Through the Connecticut Community Foundation**

The Malcolm Baldrige School of Business Scholarship is a \$1,000 annual scholarship awarded through the Connecticut Community Foundation to an incoming freshman who wishes to pursue a degree in business through The Malcolm Baldrige School of Business at Post University.

**Post College Foundation Scholarships**

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.

**Grant in Aid**

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

**All One Family Scholarship Program**

The All One Family Scholarship program was established to make education more affordable for families who have multiple students enrolled at Post University, as follows:

- Children, grandchildren or spouses of currently-enrolled Accelerated Degree Program students who want to enroll as new full-time students on our Main Campus in Waterbury, CT can receive up to \$5,000 a year.
- Siblings who are enrolled on the Main Campus and/or in an Accelerated Degree Program receive a 25% tuition grant divided evenly among them for as long as they are attending together.

**Military Grant**

Post University is a proud supporter of the Post 9/11 GI Bill and the Yellow Ribbon Program. Since the Yellow Ribbon Program is only available to those service members, veterans, and dependents that have 100% eligibility of the Chapter 33 Post 9/11 GI Bill, Post University is proud to offer for those who are not 100% eligible a Military Discount Grant.

The Military Discount Grant of \$9,850 is available to Active Duty, Reserve or Veteran military service men and women attending the University's Main Campus in Waterbury, CT. The grant is renewable for four consecutive years provided students maintain a 2.0 CGPA. Verification of service and dependent status is required.

### 5.10.2 Returning Student Scholarships

These returning student scholarships range from \$100 to \$500 and 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	Louis D. Traurig Scholarship
Charles H. Zwicker Scholarship	Maureen A. Gouldin Scholarship
Christopher Love Scholarship	Max Traurig Scholarship
Damon Palladino Scholarship	Phyllis DeLeo & Jay Alix Scholarship
Edward/Rose Traurig Scholarship	Post Family Scholarship
Edwin Angevine Scholarship	Raymond A. LaMoy Athletic Scholarship
Equine Resource Scholarship	Rose Traurig Endowment Scholarship
J.P. Morgan Chase Scholarship	Rose Traurig Female Athlete
Joseph & Christin Alix Scholarship	Scholarship

### 5.10.3 ADP SCHOLARSHIPS

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.

#### Graduate Alumni Discount

A 10 percent discount on graduate tuition is available to students who have successfully completed a Post University undergraduate degree and want to pursue a graduate degree from Post University.

#### Post Scholars Scholarship

Post University 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.

#### All One Family Scholarship

The All One Family Scholarship program was established to make education more affordable for families who have multiple students enrolled at Post University, as follows:

- Children, grandchildren or spouses of currently-enrolled Accelerated Degree Program students who want to enroll as new full-time students on our Main Campus in Waterbury, CT can receive up to \$5,000 a year.
- Siblings who are enrolled on the Main Campus and/or in an Accelerated Degree Program receive a 25% tuition grant divided evenly among them for as long as they are attending together.



### 6.1 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](http://www.Post.edu/sga) for a listing of current board members and senate officers.

#### Contact Information:

SGA Executive Board  
[sga@post.edu](mailto:sga@post.edu)

### Student Clubs and Organizations

Accounting Society  
A-Team  
Art Club  
Business Society  
CAB (Campus Activities Board)  
Community Service Club  
E.P.I.C. (Empowering Peers Inspiring Community)  
Equine Club  
F.B.L.A. (Future Business Leaders of America)  
G.S.A. (Gay Straight Alliance)  
Law Club  
Marketing Consultancy Group  
Newman Club  
Psychology Human Services Club  
R.H.A. (Residence Hall Association)  
Science Club  
Sustainability Committee

### 6.2 Student Activities

The Office of Student Activities offers a wide range of social, educational, and recreational events and activities for the campus community. Post offers a close-knit environment where students have the opportunity to get involved, share their talents, and socialize with fellow students in a friendly and respectful manner.

#### Contact Information:

Allison Grella  
Director of Student Activities  
203.596.4648

### 6.3 Office of Diversity and Multicultural Programming

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 Diversity Coordinator 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  
Orientation and Diversity Coordinator  
203.596.4661

#### 6.4 First Year Experience

The First Year Experience Program is designed to help first year students transition into University life with ease. The purpose of the First Year Experience Program is to promote intellectual curiosity, camaraderie through teamwork, academic integrity, and to provide a social support network for students. Residential students who are enrolled in the same Career and Self Awareness Course live together in the residence halls. A Peer Educator Resident Assistant who assists in their course also lives in the hall and works together with students to ensure academic success throughout the entire year. Peer Educator Resident Assistants are upperclassmen who have earned higher than a 3.0 cumulative GPA. They hold five hours of tutoring for students each week in addition to developing and implementing educational programming throughout the year. This enables students to work collaboratively with their peers and encourages 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.

#### 6.5 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/](http://www.dineoncampus.com/post/).

#### 6.6 Campus Security

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

The office works closely with all campus departments and various student groups. Post University students, faculty and staff can help Campus Security be effective by:

- Reporting the presence of any unusual or questionable individuals or occurrences to the Office of Campus Security at once.
- Taking advantage of the crime prevention programs offered by the Campus Security Office.
- Scheduling a meeting with the Director of Campus Security if you have any security-related concerns.
- Wearing Post University photo identification (ID) card at all times while on campus.

#### 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 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.

#### Vehicle Registration

All vehicles operated or parked on campus must be registered with the Office of Campus 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 must register their vehicles within 72 hours after the first class begins. There is no charge for parking on Campus. First year residence students are allowed to bring a vehicle to campus.

Students who wish to appeal parking tickets may contact the Director of Campus Security.

#### Contact Information

Campus Security East Hall  
Annex 800 Country Club  
Road Waterbury, CT 06723

Phone: 203.596.4501

Fax: 203.596.4542

Email: [btansley@post.edu](mailto:btansley@post.edu)

24/7 email address for Campus Security: [Guardshack@post.edu](mailto:Guardshack@post.edu)

### Photo Identification Cards

Post University photo identification cards (IDs) are an essential part of our safety and security program. Students, faculty and staff are required to wear their ID card at all times when on campus.

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 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 Security on the day they come for 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 have their picture taken during the first week of classes.

### Visitor Policy

#### Residence Hall Access and Room Visitation

The room visitation policy's purpose is to formulate and communicate the minimum requirements for safeguarding the rights of individuals and for providing security for the residence halls, residents and their guests. The residence hall environment is a living/learning community that provides access to living accommodations. People living in the residence halls are expected to foster an environment that respects all students' rights to personal privacy, creates an atmosphere conducive to study, and provides for the personal safety and protection of personal property.

#### External Guest (Non-Post University Student) Policy Protocol

- External guests are only allowed to stay on campus on evenings when there are no classes the following day: Friday after 2p.m. until Sunday at 5p.m. Roommate permission is required.
- In the event of a University recognized Monday holiday, registered guests are allowed to remain until Monday at 5p.m. Roommate permission is required.
- In the event of an official University Holiday or a non-weekend evening when there are no scheduled classes the following day according to the University calendar, registered guests are allowed to stay until 5pm the evening prior to the day classes resume.
- All Residents must register their guests with campus security 24 hours in advance: Thursday by 5pm for a Friday night guest and Friday by 5pm for a Saturday night guest.
- Guests must arrive at South Gate House and announce themselves as guests; external guests are granted entrance onto campus at the discretion of University personnel.
- All passengers must exit the vehicle and enter the security gate house.
- Campus Security officer takes state-issued ID from all potential guests and fills out guest passes.
- Resident arrives at gate house and greets guest(s) and completes guest pass(es).
- Resident and guest(s) proceed to designated residence hall while Campus Security securely keeps state-issued ID until guests(s) depart(s) from the University.
- Official recruiting-related visits may take place with proper staff authorization.

#### Residents Hosting Guests

- You are responsible for the behavior of your guest(s) AT ALL TIMES.

- Guests (up to two per resident) are allowed on the Post University campus with prior approval from Friday after 2pm until Sunday at 5pm.
- Guests must sign in at South Gate House and provide state-issued ID.
- Upon departure, guests may pick up their ID cards at the gate house, at which time they must sign out.
- Parents are not allowed to stay overnight on campus without express written consent from the Dean of Students or appropriate member of the Executive Staff (President, CFO, Provost)
- Resident students who have unregistered guests on campus are subject to judicial action, up to and including dismissal from the residence halls and/or the University.
- Any unregistered guest or guest in violation of policy will be escorted off campus to a means of transportation and the host student will be charged for the guest's transportation. These transportation charges will appear on the student's account.
- Guests escorted off campus that return to campus will be considered trespassers and subject to arrest.

#### **Internal Guest (Post University Commuter Student) Policy Protocol**

- Resident students are permitted to host overnight resident students for no more than three (3) consecutive nights in a 7 day-period (Sunday – Sunday); see roommate permission below.
- Uptotwoguestsperresidentarepermittedbetweenthehoursof8:00a.m. –11:59p.m.daily.
- Overnight guests are only allowed with roommates' permission on evenings when there are no classes the following day: Friday after 2pm until Sunday at 5pm. Commuter residents must be registered as guests with campus security 24 hours in advance: Thursday by 5p.m. for a Friday night guest and Friday at 5p.m. for a Saturday night guest.
- In the case of an extended weekend when the University is not holding classes on Monday, overnight guests are permitted to stay over on Sunday night until Monday at 5p.m., provided that they have been registered at the security gate house by Friday at 5p.m.

#### **Roommate Permission**

Traditional style housing (Paparazzo, Middle, South, East and West Halls) requires the completion of a roommate agreement form through the respective Resident Assistant at least 24 hours prior to the scheduled overnight visit.

#### **Sanctions for Violation of Post University Guest Policy**

- 1st Offense: Written Warning and Documentation
- 2nd Offense: Revocation of Guest Privileges
- 3rd Offense: Removal from Residence Halls

#### **Sanctions or Guests Who Violate University Guest Policy**

- 1st Offense: Immediate Escort to Security Gate House and Removal from Campus
- 2nd Offense: Waterbury Police Department contacted; guest is subject to arrest

### **6.7 Residence Life**

Located on the lower level of the Leever Student Center, the Office of Residence Life seeks to help students reach their full potential by striving to foster a healthy and safe living, learning community. The Office of Residence Life embraces diversity and promotes its vision through individual enrichment and leadership development opportunities.

#### **Residence Halls**

Post University offers six residence halls of varying sizes. Five halls are traditional style residence halls and are co-ed by floor. All renovated halls offer individual heating and air conditioning units, tile flooring, and new furniture. Each hall offers a kitchen, laundry room, and spacious common areas in which students interact with one another to create a sense of community.

**West Hall**

Renovated in 2011, West Hall houses approximately 100 students. Its spacious lounge area features a ping pong table, large HDTV with gaming system, and vending machines. West also houses five Peer Educator Resident Assistances to help first-year students acclimate to the college environment.

**East Hall**

Housing approximately 60 upperclassmen, East Hall is a more affordable option for students but offers some updated amenities, including a renovated lounge with HDTV. East Hall houses three Resident Assistants.

**South Hall**

Renovated in 2012, South Hall houses approximately 60 upperclassmen. South has amenities, including a pool table and HDTV in the common area where students can relax and "bond". South Hall houses three Resident Assistants.

**Middle Hall**

Housing approximately 44 first-year residents, Middle Hall is one of the smallest residential communities. The common area was renovated in 2014 and features new furniture, a vending machine, and an HDTV with a gaming system. Middle Hall houses two Peer Educator Resident Assistants.

**Paparazzo Hall**

Renovated in 2013, Paparazzo Hall is a small residential community housing 44 first-year students. The lounge area includes an HDTV and gaming system. Paparazzo Hall houses three Peer Educator Resident Assistants.

**Okinaga Hall**

Post's newest residence hall, Okinaga Hall houses upperclassmen in apartment-style housing. For an additional fee, upperclassmen can opt to live in a fully furnished suite with two, three, or four single bedrooms, a common living room, a full-sized kitchen, and one or two full bathrooms. Okinaga has a spacious "Great Room" with a large HDTV, vending machines, ping pong tables, and often serves as a venue for programs.

All of Post University's Residence Halls include the following amenities:

- Standard sized 466by466windows
- Free access to cable television
- Free wireless Internet access
- Hallway phones available for local calls
- Exterior telephones that are mounted on the outside of each residence hall and throughout campus for student safety.
- Well-lighted parking lots
- Kitchen and laundry facilities available for student use

**Campus Mailroom**

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

Please instruct family and friends to address all mail, as follows: **Your Name**

Post University  
800 Country Club Road  
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>.

## 6.8 Policy Governing Information Technologies

### ICT Support

For detailed information on the many ICT support services available to all students, please visit [www.Post.edu/](http://www.Post.edu/)

### ICT Contact Information

ICT Support

Phone: 203.591.5671

Email: [ICT@post.edu](mailto: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 203.596.4592 and/or 203.596.4694. For support between the hours of 5:00 p.m. and 9:30p.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](mailto: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.

## **6.9 Student Health Services**

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

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

- First Aid
- 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 the Health Services Office.

**Contact Information**

Health Service Office

Phone: **203.596.4503**

Fax: **203.596.4542**

E-mail: **HealthServices@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.

**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/bortheAmericanCollegeHealthAssociation\(ACHA\)website at:](http://www.cdc.gov/ncidod/diseases/hepatitis/bortheAmericanCollegeHealthAssociation(ACHA)websiteat:)

[www.acha.org](http://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

**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 within 5 years of coming to the University

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

**6.10 Insurance (Requirements)**

All full-time students must have health insurance coverage. Students who do not have insurance must enroll in the University's student insurance plan prior to starting classes. Students will be billed for and automatically enrolled in the University's insurance plan unless they complete a waiver on or before the deadline date.

Fall and Spring Semester deadline dates, instructions on how to waive the insurance and other information about the University's plan are available at [www.post.edu/maincampus/healthservices.shtml](http://www.post.edu/maincampus/healthservices.shtml).

### 6.11 Counseling Center

The Counseling Center's goal is to provide counseling services to Main Campus 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, Main Campus students have access to psychiatric services. These services are available to Main Campus students 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](mailto:Counseling@post.edu).

#### 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

#### 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 Eagle's Nest.

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

In a crisis situation, please call 203.228.8706.

### 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 203.596.8545.

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 CADAC 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 an M.D. from the University of Vermont. Psychiatric appointments with Dr. McWilliam can be arranged through your counselor.

Visit [www.Post.edu/counseling](http://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

### 6.12 Important Phone Numbers

Campus Security Emergency: 203.596.4502

Campus Security Office: 203.596.4501 (7:00am to 3:00pm) Gate House: 203.596.4543

In case of a power failure, call the campus security cell phone at: 203.228.1930

Counseling Center Emergency:  
203.228.8706

### 6.13 Campus Store

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](http://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.

#### Contact Information

800 Country Club Road

Waterbury, CT 06723

Phone: **203.596.4580**

E-mail: **[bookstore@post.edu](mailto:bookstore@post.edu)**



## 7.0 Athletics

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](http://www.posteagles.com).

We subscribe to the NCAA II'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.

### 7.1 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, Pr Penn, Cornell, Franklin Pierce and Mansfield University. Post University also has Equestrian Teams. Main Campus students are welcome to participate in Hunt Seat, Western and Dressage.

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

### Drubner Center

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, and cardiovascular workout room. 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.

### Lamoy Field

In the fall our soccer and Sprint football teams play at Lamoy 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 men's and women's lacrosse and softball in the spring.

### Other Facilities

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.

**Intramurals**

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. Men's lacrosse and men's and women's track and field began their first season of competition in 2013- 2014. Women's Bowling and Women's Golf will see their first year of competition in 2014-15.

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. In 2012, our Men's Golf team competed in its first-ever NCAA Division II Championship. Our softball team won the CACCs in 2003 and made the tournament in seven of the last eight years.

Our men's soccer program has been nationally-ranked in each of the last two seasons and made its first-ever NCAA Tournament in 2012.

There are three co-ed Equestrian sports at the school: Hunt Seat, Western and Dressage. All Main Campus students are welcome to participate. All three of our equestrian teams have sent riders to post-season competition in recent years.

Post University athletics routinely participate in post-season play. 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 needed to realize their ambitions.

### 8.1 Mission

The mission of the Career Services Center is to enable students to make informed career decisions through diverse and comprehensive services, which can lead to successful internships and employment. Our purpose is to reinforce the necessary skills for students to succeed in the workforce – communication, critical thinking, collaboration, and creativity – based on a foundation of integrity and professionalism. To enhance their potential and future marketability, students are encouraged to follow a Career Planning Timeline designed for their class – Freshman, Sophomore, Junior, Senior – which focuses on the three components of academic, career planning, and extra-curricular activities to enhance their learning, skills, and attractiveness in the world of work when they graduate.

The Career Services Center is a member of the National Association of Colleges and Employers (NACE), National Career Development Association (NCDA), the National Cooperative Education and Internship Association (CEIA) and, the Connecticut Cooperative Education and Internship Association (CCEIA). These memberships provide our staff with updated resources that help deliver comprehensive career coaching services to students.

With the support of our website at [www.post.edu/careerservices](http://www.post.edu/careerservices), we provide the information and online career tools to enable students to take personal responsibility for their careers and learn career skills they will need for their lifetime. Students will have access to state-of-the-art online career tools by Optimal including: skills assessments, resume builder, letter builder, mock interviews, and creating their own professional website in addition to posting their resumes where 30,000 national employers search resumes.

- e-Portfolio Builder: The portfolio builder helps students create an online gallery of work that can be displayed a page on their Optimal Resume websites, shared as a link, or downloaded. Online portfolios are made up of projects that document students' education, work samples, and skills.
- Résumés: Write a winning resume using sections that highlight skills and experiences, browse résumé samples in various occupations, and use a variety of style templates to customize your résumés appearance.
- Mock Interviews: Refine interviewing skills and choose what type of interview to practice. Students can also create a video with their mock interview.

For all majors, Career Services provides students with the capability to explore their major and discover what their major is all about, related career titles, job research resources, salary information links, job search engines specific to the major, and links to professional associations in their major.

### 8.2 Career Coaching

The Career Services Center offers:

- One-on-one sessions for resume reviews, cover letters, interview preparation, and job search strategies.
- Career Workshops
- An annual Career Fair

In addition, for international students, a workshop is presented for understanding VISA and process guidelines for internships and jobs before and after graduation.

### 8.3 Internships, Practicum, Field Placement

Internships have become a vital tool for gaining valuable work experience before 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?” An Internship is a for-credit course working at an interning organization. Some internships may lead to a full time position after graduation. Internships are part-time positions, generally 10-20 hours per week, during a semester or a full time position during the summer. Students gain valuable experience and build their résumés while still enrolled in a degree program.

**University Requirements for Student Internships**

- Must be at least Junior status
- Achieve a minimum GPA of 2.5
- Internship in your major
- Maximum six credits of internship experience toward a baccalaureate degree

**Academic Requirements:**

See the Academic Program Manager in your major for course pre-requisites for taking the internship course. Discuss with your Academic Program Manager internship sites and work content that would be appropriate for the 3- credit internship course.

**Internship Process:**

One semester or two Mods before you want to register for the internship course and start work begin the process of finding an approved internship site. Meet with your academic advisor or speak with your academic success counselor to confirm the internship course fits into your academic schedule.

- See what times you are available during the week for 10-20 hours per week.
- Prepare a résumé and cover letter to apply for an internship.
- Secure a site by add/drop deadline – see Career Services for assistance.
- Meet with your Academic Program Manager to get site approval and syllabus.
- Fill out the Internship Eligibility Form and get all authorized signatures.

Contact Career Services with any questions at 203.596.4504 or [careerdev@post.edu](mailto: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, PMP the Director of Career Services, at [careerdev@post.edu](mailto:careerdev@post.edu)

**Office Hours/ Contact Us**

Career Services Office Hours:

Monday - Friday 8:30 a.m. - 4:30 p.m.

**Contact Information**

Dr. Mary O. Rigali, PMP

Director of Career Services

**Career Services Office**

Post University

800 Country Club Road

P.O.Box 2540 Waterbury,

CT 06723

Telephone: 203.596.4504

Fax: 203.596.4618



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 to meet their career goals
- To support students in pursuit of their academic career goals
- To instill in students the principles of critical thinking, communication, creativity, and collaboration
- 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

### 9.1 Learning Environments

The graduate and undergraduate curricula at Post University are designed to prepare students 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, CT, 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 or during evenings and weekends at the University's main campus in Waterbury. Students also have the option to take courses at one of the other regional sites in Danbury or Wallingford; degrees cannot be completed at the regional sites.

**Graduate Accelerated Degree Programs (ADP):**

Post University offers six Accelerated Master's Degree Programs. The Master of Science in Human Services (MSHSV), is offered online and during evening and weekend hours at one of our three regional locations in Connecticut; the Master of Business Administration (MBA), Healthcare Master of Business Administration (HC MBA), Master of Science in Accounting (MSA), Master of Education (M.Ed.), and the Master of Public Administration (MPA) degree programs are offered completely online.

### 9.2 Honors Program

The mission of the Honors Program 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.

The Honors Program provides an especially rich and ambitious set of academic offerings. Participants work closely with distinguished professors, guest lecturers, and other academically talented students in endeavors that emphasize critical thinking, analysis, research, writing, communication, creativity, and problem-solving skills. The Honors Program provides advanced courses, active learning, and individualized research opportunities, along with personalized academic advising. Students also participate in innovative lectures, seminars, internships, field trips, and field experiences.

Student-athletes in the Honors Program can choose from among 19 competitive NCAA Division II sports, as well as IDA Dressage, IHSA Hunt Seat and Western Riding teams. Post also competes in the Collegiate Sprint Football League along with Army, Navy, Cornell, and Princeton, among others.

#### 9.2.1 Honors Program Admissions Criteria for Freshmen

For information on gaining admission to the Honors Program, please see section 2.3, page 18.

## 9.2.2 Honors Program Scholarships

### High Honors Scholarship \$14,000

This academic achievement-based scholarship is \$14,000 annually. Students receiving the High Honors Scholarship are also eligible to participate in our Honors Program. Freshman High Honors Scholars who also qualify for the Honors Program will receive their fourth year tuition FREE\*. To be eligible for this scholarship the student must be selected by the Admissions Committee and have a minimum GPA of 3.5 and 1800 SAT or 28 ACT score.

Full tuition scholarship for fourth year Honors Program students if they have a cumulative GPA of at least 3.5 at the end of their junior years, are members in good standing in their programs, and are on track to graduate within four years.

### Honors Scholarship \$12,000

This academic achievement-based scholarship is \$12,000 annually. Students receiving the Honors Scholarship are also eligible to participate in our Honors Program. To qualify for this scholarship the student must be selected by the Admissions Committee and have a minimum GPA of 3.25 and 1500 SAT or 24 ACT score. A cumulative 3.25 GPA is required to maintain the scholarship each year.

## 9.2.3 Benefits of the Honors Program

- **Membership in National Honor Societies:** Members of the Honors Program at Post University may qualify for membership in national honor societies, as well as student memberships in professional associations in their fields of study.
- **Small Classes:** Students work closely with distinguished professors and other academically accomplished students in rewarding academic offerings as they explore and satisfy their intellectual curiosity through interaction, discussion, and individualized study.
- **Priority Course Registration:** Honors Program 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 and career goals.
- **Enrichment:** Honors Program students participate in a variety of special academic and social events including cultural events at theaters and museums, field trips, specialized internships, recognition banquets, and more.
- **Support Services:** Personalized academic Honors advising, career coaching, mentoring from distinguished faculty for research and projects, and ongoing support from the Honors Program Director, are all integral components of the Honors Program.
- **Community:** During their freshman year, resident Honors Program students live in an Honors Living Community, designed to support the academic interests and goals of the Honors Program. Students also have the option of living in this community beyond their freshman year.
- **Graduate School Preparation:** Although Post University is career-driven, 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.

**Graduating with Honors Distinction**

- Complete at least 24 credits of Honors-level courses
- Maintain a cumulative GPA of at least 3.25
- Participate in Honors Program enrichment activities
- Complete a senior capstone project and at least 40 hours of community service

### 9.3 Honorary Organizations

#### Alpha Chi

Post University sponsors the Connecticut Gamma Chapter of Alpha Chi, the national honor society for bachelor degree-seeking students. Membership is offered to juniors and seniors determined to be in the top 10 percent of his/her class and who have earned a minimum of 24 credits at Post University. Eligibility is determined twice per year.

#### Phi Theta Kappa

Post University sponsors the Omega Rho Chapter of Phi Theta Kappa, the national honor society for associate degree-seeking students. Membership is offered when a minimum cumulative grade point average of 3.5 on a 4.0 scale is achieved after a minimum of 24 credits has been earned at Post University. Eligibility is determined twice per year.

#### Tau Upsilon Alpha

The purpose of Tau Upsilon Alpha National Organization for Human Services Honor Society is to honor academic excellence; to foster lifelong learning, leadership and development; and to promote excellence in service to humanity. Membership is offered to undergraduate students that have completed at least 12 credits, have a minimum of a 3.25 cumulative GPA on a 4.0 scale and be in the top 35% of their class. Graduate students must have completed the number of graduate credit hours equal to one full academic term, have a minimum of a 3.25 GPA on a 4.0 scale, are in the top 35% of their class, and are committed to working in and advancing the field of human services. Eligibility is determined once a year.

#### Alpha Phi Sigma – Iota Psi Chapter (National Criminal Justice Honor Society)

In 2008, Post University established the Iota Psi chapter of Alpha Phi Sigma, the nationally recognized honor society for students majoring in Criminal Justice. The honor society recognizes academic excellence in undergraduate (s) and graduate students of criminal justice. Eligibility is determined in the Spring semester and/or Module 4. To become a member, students must declare a major or minor in Criminal Justice or a related field, have completed 3 full-time semesters or equivalent, and have achieved a minimum grade point average of 3.2 on a 4.0 scale and rank in the top 35% of their class.

#### Delta Mu Delta International Honor Society

In 2014, Post University established a chapter of the Delta Mu Delta Honor Society. The Society's goal is to support people who can manage creatively for social and economic good using the power created by what they have learned. Delta Mu Delta honors outstanding business students for academic achievement. The Society encourages creating a Delta Mu Delta community that fosters the well-being of members and the business community. Some of the benefits of membership include access to over \$60,000 in scholarships, access to a network of achievement-minded members, and acknowledgement for federal employment. Once accepted into the society, membership is for life.

#### 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.

### 9.4 Undergraduate Academic Policies and Procedures

#### English and Math Course Placement: Main Campus Students

First-year students are placed in an English section based on a writing sample or previous grades and performance on SAT/ACT tests. They are placed into Mathematics courses according to their individual abilities as demonstrated by previous grades and performed on SAT/ACT tests.

Please contact the Office of Admissions or Academic Advising for a list of the Summer Orientation Days.

**Major**

Students must declare a major field of study upon admittance to the University. Students may change their major at any time by filing a request through the Office of the Registrar. Students should consult with their Academic Advisor prior to changing their major as it may impact their length of time at the University. Available majors are identified in the Academic Programs or Online Degrees section 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 an Application 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 within an established discipline that offers a Minor. 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 return and complete the work for a second baccalaureate degree. 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.

**En-Route Associate Degree**

Associate degree recipients who continue in a baccalaureate program within two years will be considered to have taken an "enroute" 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.

**Single Concentrations for Undergraduate Students**

Some baccalaureate degree programs require students to choose a concentration or focus for their degree. The concentration courses are included within the 120 credit degree requirement that a student has to complete. If enrolled in a concentration required program, students must identify their concentration with their Academic Advisor prior to graduation. If a student is enrolled in a non-concentration required program but wants to focus on a specific area of interest, the student should consult with their Academic Advisor regarding completing an existing minor.

**Dual Concentrations for Graduate Students**

The Graduate School offers dual concentrations in certain areas. Students should investigate where these are offered within one's program. The best way to do this is through one's Academic Advisor or the respective Program Director/ Manager. When undertaking a dual concentration, a student must first complete all required prerequisites, any foundation courses, as well as any and all core courses within the over-arching program. Once students have worked with their respective advisor and/or Program Director/Manager, they must complete all designated concentration courses prior to entering a capstone course. Capstone projects for dual concentrations must contain substantive elements from both concentrations for full credit to be provided.

### Residency 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.

### 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.

Official Transcripts which are sent electronically from another institution will be accepted on a case by case basis. All electronic official transcripts must be sent by the institution directly or by an organization contracted with that institution to send transcripts in a secure manner over the Internet.

## 9.5 Honors

### Post Scholars: Full-Time Students

Matriculated undergraduate 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 Students

Matriculated undergraduate 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 less than C or IN are not eligible.

### Dean's List: Full-Time 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 less than C or IN are not eligible.

### Baccalaureate Degree Honors

To qualify for honors, baccalaureate candidates must have earned a minimum of 30 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**

### Associate Degree Honors

To qualify for honors, Associate 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.

**Highest Honors- 3.90 to 4.00      High Honors- 3.75 to 3.89      Honors- 3.50 to 3.74**

### Master's Degree Honors

To qualify for honors, Masters candidates must have achieved a cumulative grade point average of 4.0. Those Masters candidates earning a 4.0 will earn their degree "With Distinction."

## 9.6 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.

### 9.7 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:

#### Post University

Main Campus Admissions Office

P.O.Box2540

800 Country Club Road

Waterbury, CT 06723-2540

Telephone: 203.596.4555 or 800.345.2562

Fax: 203.841.1163

E-Mail: admissions@post.edu

### 9.8 Credit Hour Policy

This Policy defines credit hour at Post University in accordance with applicable federal and state regulations. This policy describes the relationship between instructional contact hours and credit awards, as well as defines engaged academic time at the University.

Post University offers a variety of learning modalities: main campus, semester-based courses; accelerated online courses; hybrid site courses; blended courses; independent studies and internships; and experiential learning. Regardless of modality, students are responsible for engaging in 45 hours of academic learning time for each credit of a course.

#### Main Campus

A credit hour is an academic unit earned for fifteen 50-minute sessions of classroom instruction with a normal expectation of two hours of outside study for each class session. Typically, for a three- credit-hour semester course, there is an expectation of three hours of in class learning and six hours of outside study for a total of nine hours of academic work per week. Over the course of 45 sessions, there is 135 hours of engaged academic time per three-credit-hour semester course. In a four- credit-hour main campus course, there is an expectation of a total of 12 hours of academic work per week and a total of 180 hours of engaged academic time per course.

In an accelerated eight week three-credit-hour online course, there is an expectation of 17 hours of engaged academic work per week. In an accelerated eight week three-credit-hour site course, there is an expectation of three hours of in class learning and 14 hours of outside study for a total of 17 hours of academic work per week. Over the course of 8 weeks, there is 135 hours of engaged academic time per three-credit hour accelerated course. In an accelerated eight week four-credit-hour online course, there is an expectation of 22.5 hours of engaged academic work per week and a total of 180 hours of engaged academic time per course.

In a blended course, there is an expectation to engage in academic work per week that totals the 135 hours of engaged academic time per 3-credit course. For a blended semester course, there is an expectation for in class and outside study to total nine hours per week. For a blended accelerated eight-week course, there is an expectation for in class and outside study to total 17 hours per week. . In a four-credit-hour blended course, there is an expectation of a total of 12 hours of academic work per week and a total of 180 hours of engaged academic time per course.

In either an independent study or internship, there is an expectation to engage in academic work per week that totals 135 hours of engaged academic time per 3-credit course. For a semester course, there is an expectation for in class and outside study to total nine hours per week. For an accelerated eight-week course, there is an expectation for in class and outside study to total 17 hours per week.

At its discretion, the institution may award credit hours for learning acquired outside the institution, such as Credit for Life Work Experience (CLWEP). When such credit is allowed, it may be used to satisfy degree requirements or to reduce the total number of remaining hours required for a degree.

### 10.1 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.

### 10.2 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

#### 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.

#### Incomplete Grade

A student may request a grade of "IN" (Incomplete) in a course from his/her instructor. The instructor will determine if the student has completed at least 60% of the required assignments and has a compelling reason for not being able to complete the remainder of the course by the end of the module. The decision on granting an Incomplete will be at the instructor's discretion as long as the student meets the criteria as stated above. The student must complete the missing course work within eight (8) weeks from the end of the module in which the "IN" grade was received or in a time frame as otherwise indicated by the instructor. It is the student's responsibility to complete and submit the missing course work within the indicated time frame. Once completed, the course grade will be changed from an "IN" to the appropriate letter grade by the course instructor. An "IN" grade that is not rectified within the specified time frame will be automatically changed to the default grade entered by the instructor on the "Incomplete" contract.



### 10.2.1 University Policy for Final Grade Appeals by Student

The following policy addresses final course grade appeals only. This grade appeal policy does not address complaints about specific class assignment grades.

**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.

Claims made at each step of the following process and response to those claims must address the previous claims/response directly with documented evidence to support it as indicated and appropriate.

**Step 1 of Appeal:** If the matter is not resolved, the student can appeal the final course grade by notifying the instructor of the question/grievance **IN WRITING** using the "Grade Appeal by Student" form via the student's Post University email address within 15 calendar days from the day semester and/or MOD final grades are due, as indicated on the Academic Calendar. 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 15 calendar days of receipt of the appeal with a grade change or an appropriate explanation of the original grade given. The instructor's response must directly address all claims made by the student regardless of merit without supporting documentation, if warranted. 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 email address, to the APM in charge of the course in question. All supporting documentation, including any forms, etc., should be included. The APM's response must directly address all claims made by the student, regardless of merit, with supporting documentation when warranted. (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 forwarded to the Office of the Registrar. **THE DECISION OF THE DEAN IS FINAL.**

### Course Syllabi

Students are expected to familiarize themselves with the current syllabus posted in each course in which they are enrolled. At all times, the requirements and procedures outlined in the instructor's syllabus are in effect as governing policies for that course.

### 10.3 Repeating a Course

Students may repeat courses already taken under the following circumstances:

1. The student seeks to improve 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. The student repeats a class after receiving a failing grade. Students are limited to repeating a failed course taken at Post University an additional two times without financial aid implications. Students wishing to retake a failing course a third time must obtain permission from an academic advisor. 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. The student retakes a failed Post University course at another institution. Students must obtain prior permission from the Registrar for their degree program to retake a failed course at another accredited institution. The grade for a course taken at another institution will not be appear on a student's transcript or be calculated into his/her Cumulative Grade Point Average (CGPA). The failed Post University course will remain on the student record and continue to calculate into a student's GPA.

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.

### 10.3.1 Graduate Students

Any course in the program of study that resulted in the student receiving a grade of less than a —C— must be retaken. The student is also advised to note the Handbook policy on “Academic Standing” in this regard. Upon successful completion of the retaken course, the below C- grade will be dropped from the student's cumulative GPA. See Capstone Courses for failure policy specific to capstones.

Students may retake a course after failure or withdrawal up to two (2) times. Students wishing to retake a course for a third time after failure or withdrawal must receive written permission from the Dean of the applicable school.

### 10.4 Assessment and Surveys

Post University is committed to the development and delivery of the highest quality academic and instructional experiences. To achieve this and other quality-related educational objectives, the University applies a variety of tools and studies to monitor and continuously assess the performance of its academic programs, faculty teaching and student outcomes. The tools include an outcome-based assessment process to test the effectiveness of our program curriculum, and variety of student surveys to evaluate our course performance and teaching practices. As part of the assessment process, a random sample of student work may be anonymously collected and assessed by assigned faculty members. The consolidated score of that assessment is reviewed by the Assessment Committee and other stakeholders and acted on by the Post University Deans and Academic Program Managers as necessary for program improvement. The consolidated assessment data will also be used as part of informing the public about Post University and will not affect student grading.

### 10.5 Academic Standards

#### Academic Progress Standards

#### 10.5.1 Undergraduate Students

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 stated below 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	1.70
31-60	1.85
61+	2.00

Students must also successfully complete at least 67% of the credits attempted (cumulatively). A review of Academic Progress will occur at the end of MODs 2, 4 and 6. For Main Campus students, this will be at the end of each Semester. Students not maintaining the minimum cumulative GPA or the 67% completion rate for the first time are subject to Probation. Students on Probation and not raising their cumulative GPA above the required minimum or fail to complete 67% of their coursework, will be dismissed from the institution.

In addition, any incoming students, (freshmen), who do not earn above a 1.0 in their first semester or first two Modules will be academically dismissed.

#### **Academic Warning**

Undergraduate students whose average falls below 2.0 will be notified after participation in a semester/two-module period. 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.

### **10.5.2 Graduate Academic Standards**

#### **GPA Minimum**

Graduate students must maintain a 3.0 GPA. Students whose GPA is below a 3.0 may be placed on academic warning or probation and/or require an academic improvement plan to be approved by the applicable program Director or Dean. A student whose GPA falls below 3.0 has the next two (2) registered modules (or as otherwise noted in an individualized probationary plan) within which time the GPA must return to the 3.0 minimum. Failure to do so will result in dismissal from the program.

Students failing to maintain a 3.0 GPA at the time they are ready to register for the Capstone Course will not be allowed to enter this course until the student has successfully brought the GPA back up to a 3.0 or above. In most circumstances, this will require the student to repeat a course or courses already taken with the goal of improving his/her grade in that course or courses.

Any grade below a C- (i.e., D+, D, D- and F) will be considered a failing grade. Students receiving a grade lower than a C will be required to repeat the course and obtain a passing grade (i.e., C- or better). Failure to do so will result in dismissal from the program.

### **10.6 Course Loads**

#### **10.6.1 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 for ADP students is 6 credits per MOD. A course load greater than 6 credits must be approved by the Provost.

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.

Main campus students who wish to take ADP classes must maintain a cumulative GPA of no less than a 2.50 and must complete the request form with their advisor and gain the approval of the Provost or his designee.

### 10.6.2 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:

- Annual Vacation
- Illness or Medical Condition. This is a medical, emotional or physical problem documented by a doctor or counselor.
- 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 them to complete their degree. Any drop below a full course load will be reported to the Department of Homeland Security.

### 10.6.3 Courseloads 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.

Under normal circumstances, students take one course per eight week module for two modules consecutively, which is considered a “Full Time” course load at a graduate level. However, a student may enroll in a maximum of two (2) courses (6 credits) per academic module. Permission to take more than two (2) courses may be granted, providing the student has maintained a minimum 3.0 GPA and receives approval from the program advisor. Approval will require the student to demonstrate that he or she is not currently employed (i.e., retired, leave of absence, summer break, on medical leave, unemployed, etc.). Students who are seeking financial aid are advised to contact the Financial Aid Office, as there may be a minimum number of courses/credits required to receive such aid.

Students may go to the Registrar's office for more information.

### 10.7 Academic Dishonesty

The University as a whole (including students, faculty, and administration) has the important responsibility to protect academic integrity and thus will not tolerate academic dishonesty of any kind. Academic dishonesty includes, but is not limited to, cheating, plagiarism, and unauthorized collaboration. Intentionally assisting others in acts of cheating and plagiarism is also considered academic dishonesty. Together we are a learning community, respectful of individual scholarship and respectful of each other.

### 10.7.1 Definition of Plagiarism

Plagiarism occurs when a student (intentionally or unintentionally):

- Uses someone else's language, ideas, or other original materials without acknowledging the source
- Directly copies someone else's language, ideas, or other original materials without using quotation marks, even if a citation is used
- Resubmits their own previously written material without acknowledging the source (self-plagiarism). Previously submitted assignments may not be resubmitted without substantial revision.
- Students are required to cite sources correctly according to APA Style, or other University approved citation formats, in order to avoid plagiarism. Resources to assist students with proper citation formats include the University Learning Center, the Traurig Library, and tutor.com.

### 10.7.2 Penalties for Academic Dishonesty

Post University generally employs a three-strike process for acts of academic dishonesty; however, a flagrant violation of academic integrity may involve immediate dismissal from the University.

**Strike One:** The student will receive a zero for the assignment in which the act of academic dishonesty occurred.

**Strike Two:** The student will immediately fail the course in which the second act of academic dishonesty occurred, even if the first incident occurred in a different course.

**Strike Three:** The student will immediately be expelled from the University and receive an 'F' on the final transcript.

The student may appeal the final grade or disciplinary action as stated in the Grade Appeal or Dismissal Policy. Confirmed dishonesty may result in penalties up to and including dismissal from the University.

## 10.8 Academic Civility Code

The Post University community is committed to practicing civility among the students, faculty, staff and administration. Civility is defined as conducting oneself with respect for others and behaving in a manner that promotes and encourages a positive social and academic environment. Post University embraces:

Respect for faculty, staff, students, guests, and all university property, policies, rules and regulations

Promoting the exchange of ideas and diverse opinions through tolerance, integrity, dignity, and respect while upholding academic integrity to the highest standard

Taking personal responsibility for individual choices and actions and accepting the consequences thereof

Communicating in a professional and courteous manner across all platforms (verbal, non-verbal, written or electronic)

Abstaining from actions that are intimidating, bullying, demeaning or hostile to another person

The University's goal is to achieve and maintain a high standard of civility to increase our students' capacities to achieve success at the University and in their future careers.

## 10.9 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.

### 10.9.1 Add/Drop Policy: Main Campus Students

Students may drop a course without any entry being made on their transcript before 5pm EST of the first week of a term. If withdrawal occurs after the first week, but before 5pm of 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.

### 10.9.2 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.

### 10.9.3 Graduate Programs Add/Drop Policy

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.

A student may withdraw without a grade from a course prior to 5:00PM ET on Friday of the first week of class. After that time, the student will receive a "W" grade. University policy states that withdrawals after the first week of class will result in loss of tuition money. However, withdrawal with a "W" grade must occur prior to the end of the 5th week at 5pm EST of the module. Withdrawals that occur after the fifth week will result in a failing grade.

### 10.9.4 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](http://www.Post.edu/adddrop).

**IMPORTANT:** Students should not stop attending classes for any non-emergency reason without submitting the completed Add/Drop Form to the Registrar's Office. Students who have an emergency should contact their Academic Advisor, Dean of Students, or the Office of Academic Affairs. Failure to complete the appropriate paperwork, may result in an earned grade of '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.

### 10.10 Course Substitutions

Course substitutions can be made with approval from the appropriate Academic Program Manager and the Registrar.

### 10.11 Auditing a Course

Undergraduate 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.

### 10.12 Textbook Ordering Through the Online Bookstore

Students should order textbooks two (2) weeks prior to the start date of the course in order to ensure that a text will be available for that class. It is the student's responsibility to place their order with the Online Bookstore at [www.postbookstore.com](http://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.

### 10.12.1 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.post.edu/maincampus/bookstore.shtml](http://www.post.edu/maincampus/bookstore.shtml).

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.

### 10.12.2 Textbook Refund Policy

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

- Book returns are made 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

### 10.13 Participation

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.

### 10.14 Graduation

#### 10.14.1 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 of 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.

#### Deadlines for Graduation Applications:

January 15-May Graduation

July 15- August Graduation

October 15- December Graduation

### 10.14.2 Graduation Fees

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.posl.edu/online/registrarForms.shtml>.

### 10.14.3 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 of Science 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 Masters degree
- Achieve a cumulative GPA of not less than 2.0 for undergraduate and a 3.0 for graduate students
- 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

For Graduate students the Connecticut Office of Higher Education requires students to complete a culminating experience to exhibit adequate comprehension and acquisition of knowledge from pursuit of their Master's education. At Post University, we have developed a series of "Capstone Courses" which meet the CTOHE requirements, as well as aid students in producing a final product they can be proud of and possibly implement post-graduation.

Students who fail their capstone courses cannot graduate. Students have a total of two attempts to pass capstone with a grade of C- or better. If you have not passed after two attempts you must petition the Director or Dean take the classes a third time.

### 10.15 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.

#### 10.15.1 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 Advising Office makes decisions regarding the acceptance of AP examinations for advanced standing.

#### 10.15.2 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 College Board website. The official score report must be sent to Post University for credit to be granted. 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.



### 10.15.3 Life Experience

Post University awards matriculated undergraduate 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. There are certain subjects that are not eligible for portfolio credit. Please consult with the advising department for any restrictions.

### 10.16 Program Time Limit

The graduate student must complete a program of study within a five (5) year time limit from the date of admission to degree status. Should extenuating circumstances arise, students may petition for a one-time, one-year extension for completion of their program of study. Such petitions must include the signed endorsement of the student's Program Director or Manager. The Provost will rule on the petition and make the final decision.

### 10.17 University Withdrawal

#### 10.17.1 Official Withdrawal

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 University. 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.

#### 10.17.2 Unofficial Withdrawal

If students stop attending classes and fail to notify the Registrar's office in writing that they are withdrawing from the University, they 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.

### 10.17.3 Withdrawal for Military Leave

Students in the Armed Services who have been activated or deployed with orders and are unable to continue their studies for an academic term (Semester or Module), must do the following:

- Notify their academic advisor, instructor and the Registrar's Office that they have military orders that will prohibit them from continuing as a student in the current academic term
- Provide the Registrar's Office with a copy of their military orders or other documentation that demonstrates a need to withdraw from the current academic term to meet the military needs of their branch of the service

Students who meet the criteria listed above are eligible for the following:

- If the request for withdrawal is during the first half of the Module/Semester, students will receive a grade of "W" for each course in which they are enrolled, no course credit shall be awarded, and the term shall not be counted as a term in residence. A full refund of tuition and/or room and board will be granted.
- If the request for withdrawal is after the first half of the Module/Semester, students can elect to 1) withdraw (W) from their classes and receive a full refund of tuition or 2) request an Incomplete (IN) from their instructors and make arrangements to complete all required course assignments within a specified timeframe. (See Incomplete Policy in the University Catalog). The term shall count as a term in residence.

In the event that the student's absence will extend into multiple terms, a student serving in the Armed Services will be granted a Military Leave of Absence while they are deployed. The Leave of Absence will expire six (6) months after the end of the deployment. Students on a Military Leave of Absence will be able to resume their education without the need of re-applying to Post University by contacting the Registrar's Office.

## 10.18 Exiting Programs

### 10.18.1 Undergraduate Academic Dismissal

The University reserves the right to dismiss students who, in the opinion of University authorities do not maintain satisfactory academic progress. Students who have earned a cumulative GPA below a 1.0 after attempting more than 6 credits at Post University will be dismissed from the University without a probationary period. Students who have been placed on Academic Probation in the immediate preceding period of enrollment will be dismissed if they do not earn a cumulative GPA in accordance with the University's Satisfactory Academic Progress standards.

### 10.18.2 Graduate Academic Dismissal

The University maintains the right to terminate students from a graduate program if they are not (a) suited to the program in which they are registered; (b) conducting themselves in a manner prejudicial to the interests of the University or hostile to the welfare of students or faculty; (c) adhering to the University's academic standing standards (see section on Academic Standards). Students who have been dismissed from the University may not take courses at the University on ground or online.

### 10.18.3 Voluntary Departure

Students who do not enroll in courses for a period of one (1) year.

### 10.18.4 Readmission

Main campus students who have been dismissed for unsatisfactory scholarship may apply for readmission after one term. Main campus 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.

**10.18.5 Readmission after Dismissal**

Students who have been dismissed may apply for readmission after one year from the date of dismissal.

Students seeking readmission must meet the current application requirements, provide all current documentation plus deliver a letter requesting readmission providing details as to why the student will be successful if allowed to return to study. The student must also agree to an academic improvement plan that may be created by the Director of the program or Dean of the School as part of the readmission process. The academic improvement plan will provide for conditional admission for the student's next 2 modules, will limit the student to registering for one class per module for the remainder of his/her program and such other provisions as required by the applicable program Director or Dean. If the student violates the academic improvement plan, the student will be dismissed from the program of study with no appeal process.

Students seeking readmission to a graduate program of study must go through the readmission process. Readmission to the program is not guaranteed and will be evaluated on a case-by-case basis by the Director of the program with an appeal to the Dean. Where no Director exists, the readmission decision rests with the Dean and may be appealed to the Provost.

**10.18.6 Readmission without Dismissal**

Students returning who were not dismissed from the University or who have not been enrolled in a course for one (1) year must reapply and satisfy all current admission criteria for their program. If a graduate student's GPA is less than a 3.0 then the student must agree to an academic improvement plan satisfactory to the Program Director or Dean. Appeals of the Director's decisions may be made to the Dean of the applicable School.

Students who have been dismissed from the University may not take courses at the University on ground or online.

Post University's Academic Success Counselor 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 the Advising Team.

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

Once a student selects a major, the Advising Department assigns a member of the full-time instructional staff to serve as that student's advisor. The student also may request a specific faculty advisor.

Post University's Success Counselors assist students in scheduling courses, interpreting and fulfilling academic policies and procedures, as well as providing direction when it comes time to search for internships or a full time job after graduation. These advisors are specialists in their fields and provide students with a real-world view of what to expect once they graduate with their degree.

A student is encouraged to work with both their Academic and Faculty Advisor to ensure success throughout their academic career at Post.

Academic Advising for main campus students is located in Torrance Hall. For general questions, please call 203.596.4539.

### **11.1 ADP Academic Success Counselor Contact Information**

For general questions, please call 800.345.2562, ext. 2508. Students can locate their Academic Success Counselors name via WebReg.

#### **University Learning Center**

North Hall 116

Hours are posted on [facebook.com/ulc](https://facebook.com/ulc)

Phone: 203.596.4633 or 203.596.4629

Email: [ulc@post.edu](mailto:ulc@post.edu) (Tutoring Requests); [Writing@Post.edu](mailto:Writing@Post.edu) (Writing questions);

[www.post.edu/maincampus/writingcenterform.shtml](http://www.post.edu/maincampus/writingcenterform.shtml) (to submit a paper)

### **11.2 Tutoring Services**

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 and professional 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.

### **11.3 Writing Services**

Post University is dedicated to developing and improving the written communication skills of all our students. The University Learning Center supports this commitment by working with students to improve their writing in all majors and courses. The Learning Center works with students in all areas across disciplines for feedback in professional and academic writing standards.

The goal is to provide students with the necessary personal tools that they need to attain academic success and to become independent writers by writing more independently.

Students seek help at The Learning Center's Writing Services for many reasons:

- to brainstorm and generate ideas
- to understand differences in tone and style in differing disciplines
- to develop writing strategies that work
- to seek advice on how to revise and proofread their own writing
- to understand and use grammar correctly
- for help with a research paper for proper APA citation information
- for tips to avoid plagiarism

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

For help with writing for online students, please go to [www.post.edu/maincampus/writingcenterform.shtml](http://www.post.edu/maincampus/writingcenterform.shtml) and fill out the form and upload your paper.

#### **11.4 Online Tutoring Services**

Post University also provides online tutoring services in the areas of Mathematics, Writing assignments, Accounting, Economics, Finance, Science, History and Research projects through Tutor.com 24 hours a day, 7 days a week. Students will be able to access one-on-one online tutoring services provided by the professionals at Tutor.com. All students receive 10 hours of free tutoring services each module. Tutor.com is accessed via the Student Services tab on BlackBoard.

#### **11.5 Peer Tutoring**

Peer tutors are available to work with students to practice skills learned in the classroom. Tutors will assist students one-on-one with homework and projects, practice the students in conversational skills, and provide an additional point of contact for learning about the University community and American culture.

#### **11.6 English Language Institute**

The English Language Institute of Post University is staffed by highly qualified instructors who have advanced certification and degrees in teaching English as a Second Language. They have lived or taught in other countries or have learned other languages. The program offers courses designed to support the second language learner in a variety of learning levels and content areas. Our focus is to help students increase their English language proficiency and provide the necessary foundation for academic success in the University.

##### **11.6.1 Placement**

Students whose native language is not English who apply to the University are given an ESL placement test to determine their level of proficiency in the language. Students placed in the ESL program take ESL courses that range from beginner to advanced level. Students may take up to 12 units of ESL courses for credit towards their degree, and additional courses are offered for students in need of further language training. Students who achieve advanced English language proficiency may begin taking regular courses upon completion of an English exit exam and upon recommendation by the ELI faculty.

##### **11.6.2 University TOEFL Score Requirement**

Students with a Test on English as a Foreign Language (TOEFL) score of 79 on the Internet Based Test (iBT), or alternatively, a 6.0 on the International English Language Testing System (IELTS) may enroll in regular courses in the university. Students with lower or no test scores will take the English placement test to determine whether and where they should start courses in the ESL program.

### **11.6.3 English Language Institute Contact Information**

#### **Dr. Ruby Parker**

Director of International Admissions  
800 Country Club Road  
PO Box 2540  
Waterbury, CT 06723-2540  
Telephone: 203.591.5234  
E-mail: RParker@post.edu

### **11.7 Library/Virtual Library**

The Traurig Library and Learning Resources Center is home to a wealth of resources, including over 12,700 print books and media, 35 online databases supporting both the undergraduate and graduate programs, more than 300 print and online periodical titles, a growing e-book and virtual reference collection, a cataloged government documents depository, and specialized collections of legal reference sources and a unique equine management print and media collection. All online resources are available on Blackboard under the Library tab.

Post University also has reciprocal borrowing agreements through the Connecticut Council of Academic Library Directors as well as area academic libraries. By participating in iCONN, the State Virtual Library, our students have access to an extensive variety of general and subject specific databases, and e-book collections.

#### **Virtual Library**

Links to the following library resources can be found on Blackboard under the Library tabs.

#### **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](mailto:library@post.edu).

#### **Ebscohost**

Ebscohost consists of over 25 databases which offer access to more than 10,000 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.

#### **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>

### **11.8 Students with Disabilities**

Post University welcomes applications from students with disabilities. The University will not deny admission to a qualified student and will make a reasonable effort to accommodate a student's disability so as to maximize his or her potential for success. The purpose of accommodations is to "level the playing field," not to provide an unfair advantage.

The University is required, under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, to provide reasonable accommodations for students with disabilities.

The University will determine if we are reasonably able to accommodate your needs and will inform you as to the nature and extent of the accommodations the University is reasonably able to provide. The Coordinator of Student Disability Services works closely with students and their professors to provide reasonable accommodations to help students complete their course work. In order to provide 'reasonable accommodations' to students with disabilities, the Coordinator and the student MUST consider three factors:

The particular needs of the student, the particular requirements of the course or academic program, and the format in which the course is delivered

Students with learning or physical challenges are not required to inform the University or any of its offices of their disability. However, if students wish to receive accommodations they must contact the Coordinator of Student Disability Services. This should occur at the time the student enters the University. The Coordinator is the only University officer authorized to address these special needs. Accommodations can only be granted through the Coordinator of Student Disability Services.

Students who request consideration for academic accommodations must present to the Coordinator of Student Disability Services official documentation of their disability on letter head from an appropriate licensed medical practitioner.

**The documentation must:**

Identify the learning or physical disability, list the academic/learning limitations caused by the disability, and suggest appropriate learning accommodations based on classroom setting (online or on ground).

This information is confidential. The Coordinator of Student Disability Services will only share the necessary accommodation information with the student's professors, unless more permission is given. Students are responsible for notifying the Coordinator of Student Disability Services at the beginning of every module/semester about what courses he/she is taking. Information cannot be released to instructors unless the student submits a request through email or speaks with the Coordinator of Student Disability Services in person. No other information will be revealed to any element of the University without the student's consent. Many students, however, choose to sign a waiver, allowing the Coordinator of Student Disability Services the opportunity to speak about the student's disability with other University Support Services, so that the student is provided support from all other areas, including: Academic Affairs, Athletics, Counseling Center, Learning Center and Residence Life.

**11.8.1 Students with IEP/Special Ed Diplomas**

Students with IEP/Special Ed Diplomas must provide the following paperwork/documentation to be accepted to the University:

- An IEP or Neuropsychological Evaluation that clearly states that the student's reading, writing and math levels are high school or above
- A copy of the student's high school transcript

If a student cannot provide these materials or the Reading/Writing and Math Levels of the student do not fulfill the High School Level criteria, the student will be denied admission to the University. In some cases, writing sample will be requested from the student if levels of academic achievement are unclear in the documentation provided.

For more detailed information on accommodations that can and cannot be made, concerned students must contact the Coordinator of Student Disability Services.

## 12.1 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 academic honors awarded. It also tracks participation in University-recognized activities and sports.

### 12.1.1 Outside Access to Student Records

The University releases directory information on currently enrolled students, but does not provide information to outside organizations for marketing purposes.

### 12.1.2 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.

## 12.2 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, email 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.

## 12.3 Course Registration

Returning students register prior to the start of each semester or module. Students may register in person at the Office of the Registrar or online at [register.post.edu](http://register.post.edu). Whether students register in person or online, they must communicate with their academic advisor or academic success counselor 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.



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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. Main Campus students who wish to take ADP classes must maintain a cumulative GPA of no less than a 2.50 and must complete the request form with their advisor and gain the approval of the Provost or her designee.

### **12.3.1 Online Web Registration System**

The University has a registration portal called Web Reg that allows students to register for courses and review their personal and academic information. Students may gain access to the Web Reg portal by using the username and password that were provided to them when they first enrolled at Post University.

Students may access the Web Reg portal at <http://register.post.edu/campusweb/>.

The following information is accessible through the Web Reg portal:

- Course Registration
- Course Information
- Grades and Unofficial Transcripts
- Degree and Major
- Name and Contact Information of your Academic Advisor

Students who wish to change their address or phone information listed on Web Reg should either visit the Registrar's Office in Hess 103 or email [online@post.edu](mailto:online@post.edu).



POST *1890*  
UNIVERSITY

Undergraduate  
Programs

SCHOOL OF ARTS AND SCIENCES	MAIN CAMPUS	ONLINE	EVENING & WEEKEND
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**Undergraduate Degrees & Certificates**

B.S. In Biology	Main Campus		
B.S. in Computer Information Systems	Main Campus	Online	
Concentrations: Database Management, Software Development Management, Computer Networking			
B.S. in Environmental Science	Main Campus		
Concentrations: Landscape Ecology, Ocean Conservation			
B.S. in Equine Studies	Main Campus		
Concentrations: Equine Business Management, Equestrian Coaching, Interdisciplinary; Certificates: Equine Law, Equine Veterinary Assistant			
B.A. in Interactive Communication	Main Campus	Online	
Concentrations: Media Arts, Organizational Communication			
Certificate in Game Design and Animation	Main Campus	Online	

MALCOLM BALDRIGE SCHOOL OF BUSINESS	MAIN CAMPUS	ONLINE	EVENING & WEEKEND
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**Undergraduate Degrees & Certificates**

B.S. in Accounting	Main Campus	Online	Evening & Weekend
B.S. in Business Administration	Main Campus	Online	Evening & Weekend
Concentrations: Accounting, CIS, Entrepreneurship, International Business, Management, Marketing			
B.S. in Finance	Main Campus	Online	
Concentrations: Corporate Finance, Personal Finance			
B.S. in International Business Administration		Online	
B.S. in Management	Main Campus	Online	
Concentrations: Computer Information Systems, Entrepreneurship, Sustainability Management, Human Resource Management, International Management, Sport Management			
B.S. in Marketing	Main Campus	Online	
Concentrations: International Marketing, Sales Management			
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	
Certificate in Accounting (Post Baccalaureate)		Online	
Certificate in Finance	Main Campus	Online	
Certificate in Forensic Accounting	Main Campus	Online	
Certificate in H.R. Management	Main Campus	Online	Evening & Weekend

**Graduate Degrees and Certificates**

Healthcare MBA		Online	
Master of Business Administration		Online	
Concentrations: Corporate Innovation, Entrepreneurship, Finance, Leadership, Marketing, Multidisciplinary, Project Management			

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Master of Science in Accounting

Online

Graduate Certificate in Corporate Innovation

Online

Graduate Certificate in Entrepreneurship	Online
Graduate Certificate in Finance	Online
Graduate Certificate in Leadership	Online
Graduate Certificate in Marketing	Online
Graduate Certificate in Project Management	Online

SCHOOL OF EDUCATION	MAIN CAMPUS	ONLINE	EVENING & WEEKEND
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**Undergraduate Degrees & Certificates**

B.S. in Child Studies	Main Campus	Online
A.S. in Early Childhood Education	Main Campus	Online
B.S. in Instructional Design & Technology	Main Campus	Online

**Graduate Degrees & Certificates**

Master of Education		Online
Concentrations: Higher Education Administration, Instructional Design & Technology, Online Teaching, Teaching and Learning, TESOL (Teaching English to Speakers of Other Languages)		
Graduate Certificate in Higher Education Administration		
Graduate Certificate in Online Teaching		

THE JOHN P. BURKE SCHOOL OF PUBLIC SERVICE	MAIN CAMPUS	ONLINE	EVENING & WEEKEND
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**Undergraduate Degrees & Certificates**

B.S. in Criminal Justice	Main Campus	Online	Evening & Weekend
Concentrations: Forensic Science, Law Enforcement			
B.S. in Human Services	Main Campus	Online	Evening & Weekend
Concentrations: Counseling, Criminal Justice, Human Services Management; Psychology - Health, Education & Community Services; Sociology - Health & Community Services			
B.S. in Legal Studies	Main Campus	Online	Evening & Weekend
B.A. in Psychology	Main Campus	Online	
Concentrations: Human Development, Education and Health, Organizational Studies; Minor: Forensic Psychology			
B.A. in Sociology	Main Campus		
Concentrations: Counseling Services, Health and Community Services, Security Services			
A.S. in Criminal Justice	Main Campus	Online	
A.S. in Legal Studies		Online	
Certificate in Legal Nurse Consulting		Online	
Certificate in Paralegal Studies	Main Campus	Online	

**Graduate Degrees & Certificates**

Master of Human Services		Online	Evening & Weekend
Concentrations: Clinical Counseling, Alcohol & Drug Counseling, Non-Profit Management			
Master of Public Administration		Online	Evening & Weekend
Graduate Certificate in Alcohol & Drug Counseling		Online	
Graduate Certificate in Professional Counseling		Online	

## UNDERGRADUATE FACULTY

NAME	SUBJECTS TAUGHT	HIGHEST DEGREES HELD	INSTITUTION
Barry, Jeffrey	Career and Self Awareness	M.S.	Kaplan University
Abbott, Thomas	Business	M.B.A.	University of Pittsburgh
Agvent, Christina	Early Childhood Education	M.S.	Fairfield University
Baney, Terry	History	Ph.D.	University of Connecticut
Caputo, Judy	Business Administration	M.S.	Albertus Magnus College
Chepya, Peter	Legal Studies	J.D.	McGill University
Chervernak, Lisa	Psychology	M.A./M.A.	SCSU/Iona College
Clyne, Dylan	Biology	Ph.D.	University of Michigan
Conard, Michael J.	Marketing	Ph.D.	University of Connecticut
Dumont, Richard	Accounting	B.S., C.P.A.	Central Connecticut State
Durso, Jr., James F.	Philosophy	M.A.	Trinity College
Farquharson, Patrice E.	Early Childhood Education	Ed.D.	Nova Southeastern University
Flebotte, Scott	Criminal Justice	M.S.	Boston University
Gabel, Deron	Sport Management	M.S. (ABD)	Lehman College
Huxley, Sharon	Accounting	M.B.A.	University of Hartford
Jones, Elsa	Early Childhood Education	M.A.	Tufts University
Kaiser, Linda	Instructional Design &	Ph.D.	Capella University
Kiefer-Kopecky, Doreen	General Education	M.F.A.	Norwich University
Kranz, Elizabeth	Mathematics	M.S.	Western Connecticut State Univ.
Mollengarden, Art	Marketing	M.B.A.	Albertus Magnus College
Montanaro, Richard	Career & Self Awareness	Ph.D.	Fielding Graduate University
Nemec, Abigail	Equine Studies	M.Ed.	Post University
Parker, Ruby	TESOL	Ph.D.	Saint Louis University in Philippines
Rahman, Quazi	Computer Information Systems	M.B.A./M.S.	New York Institute of Technology
Rivard, Danielle	Mathematics	Ph.D.	Nova Southeastern University
Ryerson, Felicia	Psychology	B.S.	Elementary Education
Roe, Charles	Quality	M.S.	University of Tennessee
Rohlfing, John	Art	M.F.A.	New York State College of Ceramics
Santos, Melissa	Management	M.B.A.	University of Connecticut
Smith, David	Legal Studies	J.D.	The Dickinson School of Law
Streck, Randy	General Science	Ph.D.	University of California
	Psychology	Ph.D.	University of California
Streck, Renata	Accounting	M.S.	University of New Haven
Taddei, Noelle	Interactive Communication	Ph.D.	University of Connecticut
Trust, Rhonda	Sociology	Ph.D.	Binghamton University
Vuole, Crystal	Early Childhood Education	M.S. & 6th Year	Central Connecticut State Univ.
Watson, Deborah			

Williams, Danielle	Human Services / Sociology	Ph.D	Andrews University
Wilson, Sandra	Criminal Justice	J.D.	New England School of Law
Zurlo, Kathryn	English	M.F.A.	Lesley University

\*For a list of part-time Associate Faculty, please visit the faculty page of our website.

### 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, we recognize that it is vital that each student receives a strong liberal arts education as an integral part of his or her degree program. As such, Post University provides students with a strong general education curriculum in the sciences, social studies, arts, and humanities. The general education core at Post University provides you with the ability to make connections across the 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. The Post University General Education core consists of the following general education competencies:

##### 1. Communication

Demonstrate the ability to communicate effectively in the English language

##### 2. Collaboration

Demonstrate the ability to collaborate effectively

##### 3. Creativity and Innovation

Demonstrate the capability for creative and innovative thinking

##### 4. Critical Thinking

Demonstrate the ability to apply skills in critical analysis and logical thinking

##### 5. Scientific Literacy

Describe and explain scientific concepts and processes required for personal decision making, participation in civic and cultural affairs, and economic productivity

##### 6. Scientific and Quantitative Reasoning

Demonstrate the ability to apply scientific and quantitative reasoning to draw inferences from observations and data, and formulate conclusions

##### 7. Information Literacy

Demonstrate the ability to locate, obtain, evaluate, and use information for the issue or problem at hand

##### 8. Technological Fluency

Demonstrate the facility to use appropriate and innovative technology

##### 9. Historical Awareness

Demonstrate knowledge of historical phenomena

**10. Social Awareness**

Demonstrate awareness of social and cultural perspectives of local and global society.

**11. Ethical Awareness**

Demonstrate knowledge of the ethical concerns of humankind

**12. Aesthetic Awareness**

Demonstrate the ability to value literature and the arts from a multicultural perspective.

**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 and Self-Awareness courses are designed to help you enhance your self-awareness, build confidence, and develop a strong sense of career direction by learning the necessary skills to navigate the job market, along with becoming savvy about the world of work.

The CSA Core for consists of three courses: CSA101 Exploring Self: Inside Out (freshman year), CSA260 Professional Success Seminar (usually taken sophomore year), and CSA400 Career Capstone (usually taken junior or senior year). These courses include a unique combination of personal assessment activities, online career exploration, career and financial planning tools, job-seeking skill development, lively in-class discussions, and online research about world-of-work topics and trends. The CSA400 Capstone Course results in students creating an “interview ready” Career Portfolio.

**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 Practicum Opportunities**

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

The value of “real world” work experience cannot be underestimated. Students at Post University are strongly encouraged to perform internships/practicum during their tenure at Post. In addition, some students choose to double major. To ensure students at Post University have the opportunity to gain “real world” work experiences, but also to ensure that students pursue and successfully complete their academic studies, students at Post University will be limited to applying no more than six credits of internship/practicum towards earning a Bachelor's degree. Only in cases where an academic program's curriculum requires a student to have earned a specified number of internship/practicum hours (that exceed six credits) in order to meet regulatory requirements, or in extraordinary cases where the Dean believes more than six credits of internship/practicum is appropriate, may the Dean of the school in which the student is a member waive the six credit restriction. Students may only perform internships/practica within their declared major(s) unless waived in writing by the Dean of their school.



**Procedure**

- A) The Registrar shall, upon receipt of a student's registration, verify the number of credits in internship Practicum the student has already completed or is currently enrolled in.
- B) If the student has completed, or is in the process of completing six credits, then the Registrar shall block the student's registration and refer the student to the Dean of the school in which the student is a member.
- C) The Registrar shall notify the student's Dean of the student's attempt to register for more than six credits of internship/practicum.
- D) The Dean of the school in which the student is a member may waive the six-credit limitation when such a waiver is required by the student's degree curriculum, or the student has declared a double-major in which case an additional three credits of internship/co-op/practicum is appropriate, or when the Dean believes it in the best interest of the student, his/her plan of study, and the University.
- E) Academic Program Managers and faculty members receiving student requests to perform internships/co-ops/practica should make students aware of this policy prior to approving any student requests to register for such courses.
- F) Students not gaining prior written approval of their Dean to exceed the six-credit internship/practicum limitation, but who perform such a work experience anyway, shall not receive academic credit for such experience.

**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 almost all courses offered by the University. The Post University Learning Center is open to all students who want to improve their skills and/or get feedback on their writing.

**STEM (Science Technology Engineering and Mathematics) Across the Curriculum**

At Post University, we understand the importance of providing students with a wide range of in-demand skills needed for success in today's changing workplace. That's why in addition to offering five undergraduate degree programs (Accounting, Biology, Computer Information Systems, Environmental Science, and Instructional Design and Technology), seven minors (Accounting, Biology, Chemistry, Environmental Science, Finance, Mathematics, Ocean Conservation) and one certificate program (Game Design & Animation) in STEM disciplines, we have established a STEM Across the Curriculum initiative to ensure all graduates of Post University have the foundational competencies of a STEM education.

In each bachelor's degree program, 10% of the total coursework is comprised of required general education courses in STEM disciplines, and five of our 12 general education outcomes are based in STEM: Creativity and Innovation, Critical Thinking, Scientific Literacy, Scientific and Quantitative Reasoning, and Technological Fluency. These outcomes are not only addressed in general education courses, but reinforced and assessed throughout the upper level coursework in each of our undergraduate programs. By assessing these STEM-based general education outcomes at the exit-level (300- and 400-level) of each program, we can confirm that students in all of our programs are learning, retaining and applying critical STEM principles throughout their education.



School of  
Arts & Sciences

**SCHOOL OF ARTS AND SCIENCES**

The School of Arts and Sciences provides students with a rigorous, multi-disciplinary foundation that fosters intellectual growth, creative activity, ethical behavior, civic responsibility, and leadership, and promotes achievement of their personal, academic, and professional goals. The School’s degree programs (majors, minors and certificates) provide in-depth inquiry into the Humanities and Natural Sciences. Such inquiry is accomplished through robust, student-centered instruction to engage students in learning experiences that utilize a blend of traditional and innovative resources, as well as partnerships with business and the greater community. Students are prepared to be skilled practitioners and leaders in their career field, life-long learners, as well as effective members of the global community.

Undergraduate Degrees & Certificates	MAIN CAMPUS	ONLINE	EVENING & WEEKEND
B.S. In Biology	Main Campus		
B.S. in Computer Information Systems Concentrations: Database Management, Software Development Management, Computer Networking	Main Campus	Online	
B.S. in Environmental Science	Main Campus		
B.S. in Equine Studies Concentrations: Equine Business Management, Equestrian Coaching, Equine Wellness, Interdisciplinary,			
Certificates: Equine Law, Equine Veterinary Assistant	Main Campus	Online	
B.A. in Interactive Communication	Main Campus	Online	
Certificate in Game Design and Animation	Main Campus	Online	

**B.S. BIOLOGY**

Students in the Bachelor of Science in Biology degree program study the evolution, structure, and function of life. They are introduced to many subspecialties of Biology, including: molecular biology, microbiology, genetics, botany, anatomy, physiology, zoology and ecology. Students get directly involved in the act of scientific investigation and discovery by designing and conducting their own experiments, and developing their scientific and quantitative reasoning skills. Students learn how to collect and organize data for analysis and hone their written and oral communication skills through lab reports and in-class presentations on their findings. Through coursework, students will gain core mastery in the areas of cell biology, molecular biology, genetics, organismal biology, ecology and evolution.

Graduates will have a solid foundation necessary for careers in biological science, health care, and biopharmaceutical industries. A degree in Biology is also an essential first step in the pursuit of advanced degrees in Biology at graduate and professional schools.

**B.S. Biology Program Outcomes**

1. Students will communicate effectively and professionally using current scientific conventions
2. Students will demonstrate effective collaboration skills
3. Students will develop creative and innovative solutions to biological problems
4. Students will demonstrate critical thinking to evaluate scientific evidence
5. Students will apply scientific and quantitative reasoning to describe or explain biological phenomena
6. Students will demonstrate knowledge of the process of scientific inquiry
7. Students will demonstrate knowledge of basic physical and chemical principles and their applications to the understanding of living systems
8. Students will examine, apply, and integrate core principles of biology including the fields of biochemistry, cell biology, molecular biology, genetics, organismal biology, ecology, and evolution
9. Students will evaluate the ethical, psychosocial, political, and economic implications of biodiversity, biological research, and biotechnology



### Pre-Health Tracks

Pre-health tracks such as pre-med and pre-vet are designed to assist students who seek admission into medical, veterinary, dentistry, pharmacy, optometry, podiatry, physician assistant, physical therapy, and related health professional schools after graduation. Tracks are neither degree programs nor concentrations. They are recommended courses that may or may not already be required by a degree program.

Students in any degree program can declare a pre-health track. A pre-health advisor works with the students' academic advisor to help students take courses that are both pre-requisites for their health professional school and courses that are required for their degree program.

Nearly all health professional schools require the following pre-requisite courses:

- Two semesters of biology with laboratory (BIO143, BIO143L, BIO144, BIO144L)\*
- Two semesters of general chemistry with laboratory (CHM115, CHM115L, CHM116, CHM116L)\*
- Two semesters of organic chemistry with laboratory (CHM205, CHM205L, CHM206, CHM206L)
- Two semesters of physics with laboratory (PHY115,PHY115L, PHY116, PHY116L)\*
- Two semesters of English (ENG110, ENG120)\*
- One or two semesters of college mathematics (MAT220 and MAT250)\*

Some programs also recommend or require one or more of the following courses:

- One semester of biochemistry (BIO313)\*
- One semester of psychology (PSY101)
- One semester of sociology (SOC101)
- One semester of microbiology with laboratory (BIO230, BIO230L)
- Two semesters of anatomy and physiology with laboratory (BIO203, BIO203L, BIO204, BIO204L)
- One semester of genetics (BIO306)\*
- One semester of cell biology with laboratory (BIO311, BIO311L)\*

A pre-health advisor will help students research the requirements for specific schools of interest and design a course plan that meets their needs. A pre-health advisor will also discuss internships and other experiences that will help them succeed in their chosen profession.

### Pre-Health Advisor Contact Information

Dylan Clyne  
dclyne@post.edu  
203.596.8599

### B.S. in Biology Fast Facts

Please visit <http://www.post.edu/ge/BSBIO-MC/index.html> for information regarding student enrollment, time to degree completion, degree program cost, and occupations associated with this degree.

**B.S. COMPUTER INFORMATION SYSTEMS**

Post University's Bachelor of Science in Computer Information Systems prepares students to work in the world of Information Technology. By taking courses in support of computer technology, courses that investigate user behavior and courses that consider the ethical responsibilities of working in IT, students understand both technology and the people who use technology. Students will often be asked to work in teams as they learn the most effective way to troubleshoot common hardware and software problems. Throughout the program, students will be asked to identify and follow local and global trends in IT.

Graduates could secure entry-level positions as Network and Computer Systems Administrators, Computer Programmers, Computer User Support Specialists (Helpdesk), IT Project Managers, Computer and Information Systems Managers, and Data Center Support Personnel.

**B.S. Computer Information Systems Program Outcomes**

1. Students will interpret and analyze a problem while identifying the appropriate data, hardware components and/or software requirements to develop a feasible solution.
2. Students will design, implement and evaluate web-based or computer-based applications to meet client's specifications.
3. Students will apply knowledge of system analysis and computing techniques to process data into useful information for problem solving and decision making.
4. Students will use current tools and practices that support the software documentation process.
5. Students will communicate information effectively in oral, written, audio and visual formats; this includes interpreting and documenting system requirements, and/or developing materials for clients in the proper use of the hardware/software.
6. Students will work cooperatively in teams to accomplish a shared goal.
7. Students will analyze local and global information technology (IT) trends, while recognizing the influences of IT on cultural, economic, ethical and legal issues and responsibilities.
8. Students will support the planning and management of Information Systems.

**B.S. in Computer Information Systems Curriculum**

This program is offered on our Main Campus and Online.

GENERAL EDUCATION		63 crs	MAJOR, CORE & CONCENTRATIONS		57 crs
<b>COMMON CORE</b>		<b>12 crs</b>	<b>DESIGNATED WRITING COURSE</b>		<b>3 crs</b>
ENG110 College Writing		3 crs	CIS311 Technical Writing in CIS		3 crs
ENG120 College Writing II		3 crs			
COM107 Introduction to Communications		3 crs	<b>MAJOR CORE</b>		<b>18 crs</b>
CIS112 Introduction to Computing		3 crs	CIS120 Introduction to Information		3 crs
			CIS200 Programming Fundamentals (VBI)		3 crs
<b>LIBERAL ARTS</b>	<b>24 crs</b>		CIS213 Project Management I		3 crs
History Elective	3 crs		CIS337 Networking in Business		3 crs
CIS340 Computer Ethics	3 crs		CIS415 Information Resource Management		3 crs
Social Science Elective	3 crs		CIS398 Internship OR		
Performance, Written, or Fine Arts Elective	3 crs		CIS450 Seminar in CIS		3 crs
Elective	3 crs				
Elective	3 crs		<b>DIRECTED ELECTIVES</b>		<b>15 crs</b>
Elective	3 crs		CIS300/400 Directed Elective		3 crs
Elective	3 crs		CIS300/400 Directed Elective		3 crs
Elective	3 crs		Directed Elective		3 crs
			Directed Elective		3 crs
			Directed Elective		3 crs
<b>MATH</b>	<b>6 crs</b>		<b>OPTIONAL CONCENTRATION</b>		<b>15 crs</b>
MAT105 Quantitative Methods OR			<b>CAREER &amp; SELF-AWARENESS</b>		<b>6 crs</b>
MAT120 College Algebra	3 crs		<b>Main Campus:</b>		
MAT220 Statistics I	3 crs		CSA101 College Success Seminar		3 crs
			CSA260 Professional Success Seminar		1 cr
<b>SCIENCE</b>	<b>3 crs</b>		CSA400 Career Capstone		2 crs
Elective	3 crs		<b>ADP:</b>		
			CSS101 College Success Seminar		3 crs
<b>OPEN ELECTIVES</b>	<b>15 crs</b>		PSS301 Professional Success Seminar: Work, and Career Development		3 crs
Elective	3 crs				
Elective	3 crs				
Elective	3 crs				
Elective	3 crs				
Elective	3 crs				
<b>LEADERSHIP CORE</b>	<b>3 crs</b>				
LCS105 Elements of Organizations	3 crs				

**GRAND TOTAL 120 crs**

<b>DATABASE MANAGEMENT CONCENTRATION</b>		<b>15 crs</b>	<b>COMPUTER SOFTWARE DEVELOPMENT CONCENTRATION</b>		<b>15 crs</b>
CIS351 Web I		3 crs	CIS360 Systems Analysis I		3 crs
CIS422 Database I		3 crs	CIS361 Systems Analysis II		3 crs
CIS424 Database II		3 crs	CIS303 Software Engineering I		3 crs
CIS427 Database III		3 crs	CIS404 Software Engineering II		3 crs
CIS429 Database IV		3 crs	CIS314 Project Management II		3 crs

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<b>COMPUTER NETWORKING CONCENTRATION</b>	<b>15 crs</b>
CIS220 A+ Computer Repair Course	3 crs
CIS221 Introduction to Computer Networking (Network +)	3 crs
CIS222 Introduction to Computer Security (Security +)	3 crs
CIS320 Introduction to Network Routers (CISCO ISDN1)	3 crs
CIS441 Microsoft Server Course (MCSE)	3 crs

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

Please visit <http://www.post.edu/ge/BSCIS-MC/index.html> or <http://www.post.edu/ge/BSCIS-ONLINE/index.html> for information regarding student enrollment, time to degree completion, degree program cost, and occupations associated with this degree.



**B.S. ENVIRONMENTAL SCIENCE**

Students in the Bachelor of Science in Environmental Science degree program engage in a rigorous, yet flexible interdisciplinary study of environmental science within a geopolitical context. The program is designed to foster critical thinking skills and active engagement via hands-on, media-driven learning experiences in the classroom, laboratory, and out in the field, where students learn the skills required to accurately collect environmental data, as well as gain the law background needed to understand and implement policy change.

Graduates will have the knowledge and experience needed to seek positions with government environmental agencies (such as the Environmental Protection Agency or Department of Environmental Conservation), environmental consulting firms, environmental research organizations, and non-profit organizations, as well as the background necessary to pursue advanced professional career preparation and graduate study.

**B.S. Environmental Science Program Outcomes**

1. Students will communicate professionally, in both oral and written style, using scientific terminology and technique.
2. Students will examine and apply principles of general science as a foundation and supplement to the study of environmental science.
3. Students will critically evaluate historical and contemporary environmental ethics as a source of their personal environmental viewpoints.
4. Students will identify current environmental laws and policies, and examine their application to local, state and world affairs.
5. Students will utilize environmental field guides to identify vegetation, evaluate soil profiles, and interpret an ecosystem's functions and value.
6. Students will evaluate the validity and applicability of experimental design and field methodology.
7. Students will identify, analyze, and evaluate contemporary sustainable development practices, methods and policies.
8. Students will recognize and examine the causes of both natural and human-induced air, water and soil pollution and their subsequent effects on local and global ecosystems.

**B.S. in Environmental Science Curriculum**

This program is offered on our Main Campus.

GENERAL EDUCATION		64crs	MAJOR, CORE & CONCENTRATIONS		59-62 crs
<b>COMMON CORE</b>		<b>12 crs</b>	<b>DESIGNATED WRITING COURSE</b>		<b>3crs</b>
ENG110 College Writing		3 crs	SCI315 Writing in the Sciences		3 crs
ENG120 College Writing II		3 crs			
COM107 Introduction to Communications		3 crs	<b>SCIENCE CORE</b>		<b>20crs</b>
CIS112 Introduction to Computing		3 crs	BIO144 /144L General Biology II and Lab		4 crs
			CHM115/115L General Chemistry I and Lab		4 crs
<b>LIBERAL ARTS</b>	<b>24 crs</b>		CHM116/116L General Chemistry II and Lab		4 crs
History Elective	3 crs		PHY116/116L Physics II and Lab		4 crs
ENV201 Environmental Ethics	3 crs				
Social Science Elective	3 crs		<b>MAJOR CORE</b>		<b>18-21 crs</b>
Performance, Written, or Fine Arts Elective	3 crs		BIO360 Ecology		3 crs
Elective	3 crs		CHM310/CHM310L Environmental and Lab		4 crs
Elective	3 crs		ENV121/ENV121L Environmental Science: A Global Concern and Lab		4 crs
Elective	3 crs		ENV200 Environmental Policy		3 crs
			ENV498 Internship		1-3 crs
<b>MATH</b>	<b>6 crs</b>		ENV/BIO200-400 Directed Elective		3-4 crs
MAT130 Precalculus and Trigonometry	3 crs				
MAT220 Statistics I	3 crs		<b>CONCENTRATIONS</b>		<b>12 crs</b>
			<b>CAREER &amp; SELF-AWARENESS</b>		<b>6 crs</b>
<b>SCIENCE</b>	<b>4crs</b>		CSA101 College Success Seminar		3 crs
BIO143/BIO143L General Biology I and Lab	4 crs		CSA260 Professional Success Seminar		1 cr
			CSA400 Career Capstone		2 crs
<b>OPEN ELECTIVES</b>	<b>15 crs</b>				
Elective	3 crs				
Elective	3 crs				
Elective	3 crs				
Elective	3 crs				
Elective	3 crs				
<b>LEADERSHIP CORE</b>	<b>3 crs</b>				
LCS105 Elements of Organizations	3 crs				
<b>GRAND TOTAL</b>					<b>123-126 crs</b>
<b>LANDSCAPE ECOLOGY CONCENTRATION</b>		<b>12 crs</b>	<b>OCEAN CONSERVATION CONCENTRATION</b>		<b>12 crs</b>
BIO226 Botany	3 crs		ENV240 Ocean Conservation and Mgt.		3 crs
ENV301 Soils in Our Environment	3 crs		ENV330 Physical Oceanography		3 crs
ENV420 Ecological Field Methods	3 crs		ENV410 Coral Reef Ecology and Restoration		3 crs
ENV430 Strategies for Sustainable Development	3 crs		ENV440 Methods in Scientific Diving		3 crs

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**B.S. in Environmental Science Fast Facts**

Please visit <http://www.post.edu/ge/BES-SC-MC/index.html> for information regarding student enrollment, time to degree completion, degree program cost, and occupations associated with this degree.

**B.S. EQUINE STUDIES**

Students in the Bachelor of Science in Equine Studies degree program benefit from a combination of in-class experience handling a variety of horses in a range of settings. The study of ethical thought and action is applied directly lectures in anatomy, physiology and nutrition, and barn instruction in safe barn practices, horse management skills, and to the concerns of the equine industry. A broad range of elective options permits students to focus on specific aspects of equine study according to their personal interests or professional goals. A program-wide emphasis on public speaking and personal communication ensures that graduates are comfortable collaborating and communicating with established professionals in the equine industry.

**B.S. Equine Studies Program Outcomes**

Students who attain a Bachelor of Science in Equine Studies at Post University are expected to have achieved the outcomes listed below.

1. Students will demonstrate the ability to apply the essential principles and practices of equine care to solving real-world problems.
2. Students will demonstrate the ability to apply the essential principles and practices of stable management to solving real-world problems.
3. Students will apply a basic understanding of the modern business management tools of marketing, management, accounting, and law appropriately toward industry-specific practice.
4. Students will formulate solutions to complex problems within an area of concentration.
5. Students will demonstrate a broad understanding of the diverse information, theories, and practices in the equine industry outside the concentration area.
6. Students will assess and use contemporary information and technology to innovate in the service of better practice in the field.
7. Students will function collaboratively on multi-disciplinary teams whether in a leadership or supporting role.
8. Students will apply an awareness of historical and current issues in the industry toward effective practice, including cultural and public policy concerns.
9. Students will demonstrate skill at tailoring clear and effective written and oral communication as appropriate to a variety of settings.
10. Students will demonstrate ethical and professionally responsible thinking, weighing practical, legal, fiscal, and humane concerns with a clear set of personal values.

**B.S. in Equine Studies**

This program is offered on our Main Campus.

GENERAL EDUCATION		MAJOR, CORE & CONCENTRATIONS	
	63 crs		57 crs
<b>COMMON CORE</b>	<b>12 crs</b>	<b>DESIGNATED WRITING COURSE</b>	<b>3 crs</b>
ENG110 College Writing	3 crs	300-400 level writing course as specified within each concentration	
ENG120 College Writing II	3 crs	SCI315 Writing in the Sciences	3 crs
COM107 Introduction to Communications	3 crs		
CIS112 Introduction to Computing	3 crs	<b>EQUINECORE</b>	<b>23 crs</b>
<b>LIBERAL ARTS</b>	<b>24 crs</b>	EQU165/165L Horse Care and Mgt & Lab	4 crs
History Elective	3 crs	EQU166/166L Facilities Design and Op & Lab	4 crs
EQU340 Equine Ethics	3 crs	EQU251 Equine Anatomy and Physiology	3 cr
Social Science Elective	3 crs	EQU252 Equine Nutrition	3 crs
Performance, Written, or Fine Arts Elective	3 crs	EQU403 Equine Senior Seminar	3 crs
Elective	3 crs	EQU301 Horse Industry Orientation	3 crs
Elective	3 crs	EQU 303 Horse Industry Work Experience	3 crs
Elective	3 crs	OR	
Elective	3 crs	EQU 460 Internship	3 crs
<b>MATH</b>	<b>6 crs</b>	<b>CONCENTRATION REQUIREMENTS</b>	<b>25 crs</b>
MAT105 Quantitative Methods OR	3 crs	EQU Elective	1 cr
MAT120 College Algebra		EQU Elective 300-400 level	3 crs
MAT220 Statistics I	3 crs	EQU Elective 300-400 level	3 crs
<b>SCIENCE</b>	<b>3 crs</b>	Elective	3 crs
Elective	3 crs	Elective	3 crs
<b>OPEN ELECTIVES</b>	<b>15 crs</b>	Elective	3 crs
Elective	3 crs	Elective 300-400 level	3 crs
Elective	3 crs	Elective 300-400 level	3 crs
Elective	3 crs	<b>CAREER &amp; SELF-AWARENESS</b>	<b>6 crs</b>
Elective	3 crs	CSA101 College Success Seminar	3 crs
Elective	3 crs	CSA260 Professional Success Seminar	1 cr
<b>LEADERSHIP CORE</b>	<b>3 crs</b>	CSA400 Career Capstone	2 crs
LCS105 Elements of Organizations	3 crs		
<b>GRAND TOTAL</b>			<b>120 crs</b>

**B.S. IN EQUINE BUSINESS STUDIES ELECTIVES**

EQU170 Equine Communication	1 cr	EQU317 Equine Massage I: Principles &	3 crs
EQU171 Concepts of Equine Massage	1 cr	EQU322 Equine Veterinary Assisting	3 crs
EQU172 Introduction to Hoof Care	1 cr	EQU363 Advanced Horsemanship	3 crs
EQU265 Foundations of Equestrian Instruction	3 crs	HIS/EQU380 Horse in Western Society	3 crs
EQU270 Equine Event Planning	1 cr	EQU401 Equine Medical Management	3 crs
EQU299 Riding Instructor Practicum	3 crs	LAW/EQU410 Equine Law	3 crs
EQU302 Principles of Equine Reproduction	3 crs	EQU416 Hoof Trimming II: Rehabilitation	3 crs
EQU306 Equine Locomotion	3 crs	EQU418 Equine Massage II: Rehabilitation	3 crs
EQU315 Hoof Trimming I: Principles &	3 crs	EQU460 Internship	3 crs

**EQUINE STUDIES CONCENTRATIONS**

The Equine Studies student is required to select one of four focus areas in which to concentrate, developing advanced skills and knowledge of the specialty as they relate to the equine practice. The curriculum allows students to complete a second major in the field, if desired.

**EQUINE BUSINESS MANAGEMENT CONCENTRATION**

Students completing this concentration should substitute MGT 105 Principles of Management for the required LCS 105 Foundations of Organizational Leadership. The Designated Writing Course for this Concentration is BUS 311 Managerial Communications.

<b>Concentration Electives</b>	<b>25crs</b>
MKT101 Intro to Marketing	3crs
ACC111 Financial Accounting	3crs
BUS205 Business Law II	3crs
MGT221 Entrepreneurship	3crs
MGT 306 Small Business Management	3crs
MGT405 Organizational Behavior	3crs
MGT410 Equine Law	3crs
EQU Elective	1cr
EQU Elective 300-400 level	3cr

**EQUESTRIAN COACHING CONCENTRATION**

The Designated Writing Course for this Concentration is HSV/PSY/SOC 341 Research Methods for the Social Sciences.

<b>Concentration Electives</b>	<b>25crs</b>
EQU170 Equine Communication	1cr
PSY101 Fundamentals of Psychology	3crs
EQU265 Foundations of Equestrian Instruct.	3crs
EQU 299 Riding Instruction Practicum	3crs
EQU 306 Equine Locomotion	3crs
HSV309 Theories of Counseling	3crs
PSY 310 Learning Theory	3crs
HSV or PSY Elective	3crs
EQU Elective 300-400 level	3crs

**EQUINE WELLNESS CONCENTRATION**

The Designated Writing Course for this Concentration is SCI315 Writing in the Sciences

EQU 171 Equine Massage	3crs
OR	
EQU 172 Introduction to Hoof Care	3crs
BIO 143/BIO 143L General Biology I & Lab	4crs
BIO 144/BIO144L General Biology II & Lab	4crs
CHM 115/CHM115L General Chemistry I & Lab	4crs
BIO160 Medical & Scientific Terminology	3crs
EQU306 Equine Locomotion	3crs
EQU401 Equine Medical Management	3crs
Choose from one of the following:	
EQU315 Hoof Trimming	3crs
EQU 317 Equine Massage I	3crs
EQU322 Equine Veterinary Assisting	3crs

**INTERDISCIPLINARY CONCENTRATION**

The Interdisciplinary Concentration allows students to pursue an academic program specific to their career and professional interests. The Designated Writing Course for this Concentration is the designated 300-level writing course within the primary concentration discipline.

**CONCENTRATION ELECTIVES** **25crs**

In addition to the EQU elective courses required in the Equine Studies program, concentration electives may be selected from any

single major or minor discipline offered within the university. Alternatively, by working with the Equine Program Director, students may develop a concentration that meets their specific career and professional interests.

### EQUINE LAW CERTIFICATE

The Equine Law Certificate combines the study of essential topics in the law with an application of these concepts to the concerns of the equine industry. A required internship provides valuable appreciation for the day-to-day activities of a legal practice. This certificate may be earned only in combination with an equine major or minor, and provides preparation for employment as a legal assistant or entry to law school. Graduates earning this certificate will have gained knowledge and experience that are valuable in equine business, animal welfare, and government.

#### CERTIFICATE IN EQUINE LAW 21 crs

BUS204 Business Law I OR	
LAW101 Introduction to Law	3 crs
LAW203 Civil Litigation Practice	3 crs
LAW205 Legal Research	3 crs
ENV/LAW405 Environmental Law and Practice	3 crs
EQU/LAW410 Equine Law	3 crs
EQU/LAW460 Internship	3 crs
Choose one of the following:	3 crs
LAW307 Business Organizations and Practice	
LAW325 E-Government: The New Legal Environment of Business	
LAW Elective	

### EQUINE VETERINARY ASSISTANT CERTIFICATE

The Equine Veterinary Assistant Certificate combines the study of essential topics in biology with an application of these concepts to the concerns of the equine veterinary assistant. A required 180-hour internship provides valuable appreciation for the day-to-day activities of a veterinary practice. This certificate may be earned only in combination with an equine major or minor, and provides preparation for employment as an equine veterinary assistant. Graduates earning this certificate will have gained skills, knowledge, and experience that are valuable in stable management, animal welfare, and other hands-on work with horses.

#### CERTIFICATE IN EQUINE VETERINARY ASSISTANT 23 crs

BIO143/BIO143L General Biology I and Lab	4 crs
BIO144/BIO144L General Biology II and Lab	4 crs
BIO160 Medical and Scientific Terminology	3 crs
BIO350 Pharmacology	3 crs
EQU322 Equine Veterinary Assisting	3 crs
EQU401 Equine Medical Management	3 crs
EQU460 Internship in Equine-Related Business	3 crs

**B.S. in Equine Business Management Fast Facts**

Please visit <http://www.post.edu/ge/BSEQM-MC/index.html> for information regarding student enrollment, time to degree completion, degree program cost, and occupations associated with this degree.



**B.A. INTERACTIVE COMMUNICATION**

Post University's Bachelor of Arts in Interactive Communication is designed to provide an extensive academic experience for students interested in the convergence of two core components of contemporary society: technology and communication. Students will develop traditional and digital communication skills to serve the emerging needs of a content-enriched information society. Graduates of this program will be able to apply communication skills within professional and interpersonal settings, utilize traditional and emerging technologies, and apply this knowledge to media and/or organizational communication environments. The coursework further emphasizes interpersonal communication skills, including intercultural sensitivity, and conflict resolution.

This program of study provides students with the skills to be successful in a variety of careers in the settings within corporate, non-profit and community organizations. These careers include public relations specialist, journalist, digital journalist, web editors, social media specialists, copywriter, corporate trainer, advertising coordinator, corporate communication specialist, consultant, human-resources specialist, speechwriter, campaign manager, professional lobbyist, arbitrator, negotiator, and labor relations specialist.

Interactive Communication students will have the opportunity to choose between two concentrations: Media Arts or Organizational Communication. In the Media Arts concentration, students will individually and collaboratively create professional-grade visual communications intended to prepare them for a career in the field. They will be able to evaluate historical and contemporary elements to predict new trends in media and/or organizational communication settings. Students choosing to concentrate in Organizational Communication will gain proficiency in oral and written communication, and communication skills associated with public relations and marketing, in order to best respond to the communication needs of organizations of all missions and sizes. They will be able to understand, evaluate, design, conduct, and distribute information and data via numerous channels, including social media, which is increasingly supplanting older forms of traditional business-to-customer communication.

**Interactive Communication Program Student Learning Outcomes**

1. Students will produce professional oral and written communications, individually and collaboratively, in both organizational and interpersonal settings
2. Students will demonstrate proficiency of research methods and differentiate information as it applies to media and/or organizational communication.
3. Students will create professional visual methods of communication, individually and collaboratively, within media and/or organizational communication settings.
4. Students will recognize and respond to legal and ethical implications that develop in various communication environments
5. Students will evaluate historical elements to predict new trends in media and/or organizational communication settings
6. Students will demonstrate intercultural sensitivity and apply understanding within organizational and interpersonal settings.
7. Students will apply theories in the field of communication within professional and interpersonal circumstances.
8. Students will utilize current technology competently and apply knowledge in media and/or organizational communication environment

**B.A. in Interactive Communication Curriculum**

This program is offered on our Main Campus and Online

GENERAL EDUCATION	63 crs	MAJOR, CORE & CONCENTRATIONS	57 crs
<b>COMMON CORE</b>	<b>12 crs</b>	<b>DESIGNATED WRITING COURSE</b>	<b>3 crs</b>
ENG110 College Writing	3 crs	COM311 Writing for the Communication Profession	3 crs
ENG120 College Writing	3 crs	<b>COMMUNICATION CORE</b>	<b>27 crs</b>
COM107 Introduction to Communication	3 crs	COM108 Introduction to Interactive Communication	
CIS112 Introduction to Computing	3 crs	COM201 Communication Theory	3 crs
<b>LIBERAL ARTS</b>	<b>24 crs</b>	COM207 Speech Communication	3 crs
History Elective	3 crs	COM208 Interpersonal Communication	3 crs
PHL230 Ethics	3 crs	COM301 Mass Media and Society	3 crs
Social Science Elective	3 crs	COM324 Persuasion	3 crs
Performance, Written, or Fine Arts Elective	3 crs	COM335 Group Communication	3 crs
Elective	3 crs	COM400 Media Research Techniques	3 crs
Elective	3 crs	COM450 Advanced Seminar in Interactive Communication	3 crs
Elective	3 crs	<b>COMMUNICATION ELECTIVE</b>	<b>6 crs</b>
Elective	3 crs	COM Elective	3 crs
<b>MATH</b>	<b>6 crs</b>	COM Elective	3 crs
MAT105 Quantitative Methods	3 crs	<b>DIRECTED ELECTIVES*</b>	<b>15 crs</b>
MAT220 Statistics I	3 crs	Elective	3 crs
<b>SCIENCE</b>	<b>3 crs</b>	Elective	3 crs
Elective	3 crs	Elective (300-400)	3 crs
<b>OPEN ELECTIVES</b>	<b>15 crs</b>	Elective (300-400)	3 crs
Elective	3 crs	Elective (300-400)	3 crs
Elective	3 crs	<b>*Three of five must be 300-400 level</b>	
Elective	3 crs	<b>CAREER &amp; SELF-AWARENESS</b>	<b>6 crs</b>
Elective	3 crs	<b>Main Campus:</b>	
<b>LEADERSHIP CORE</b>	<b>3 crs</b>	CSA101 College Success Seminar	3 crs
LCS105 Elements of Organizations	3 crs	CSA260 Professional Success Seminar	1 cr
		CSA400 Career Capstone	2 crs
		<b>ADP:</b>	
		CSS101 College Success Seminar	3 crs
		PSS301 Professional Success Seminar: Work, Life and Career Development	3 crs
<b>GRAND TOTAL</b>		<b>120 crs</b>	

**\*Concentration courses should be listed under Directed Electives. Completing coursework in a specific concentration is not required for degree completion.**

**MEDIA ARTS CONCENTRATION**

In the Media Arts Concentration, students will individually and collaboratively create professional-grade visual communications intended to prepare them for a career in the field. They will be able to evaluate historical and contemporary elements to predict new trends in media and/or organizational communication settings. Additionally, students will analyze and deconstruct messages across a wide range of mediums and apply various visual and media literacy concepts to modern communication texts and current social and cultural issues.

<b>MEDIAARTSCONCENTRATION</b>	<b>15 crs</b>
COM341Media Literacy	3 crs
COM240Social Media Tools & Techniques	3 crs
COM415 Social Interaction in a Virtual Environment	3 crs
Plus an additional two courses from the following:	
CIS320 Web Design	3 crs
ART210 Digital Photography	3 crs
ART313 Video I	3 crs
GAM247 Interactive Computer Graphics	3 crs
MKT209 Advertsing	3 crs

**ORGANIZATIONALCOMMUNICATIONCONCENTRATION**

Students choosing to concentrate in Organizational Communication will gain proficiency in oral and written communication, and communication skills associated with public relations and marketing, in order to best respond to the communication needs of organizations of all missions and sizes. They will be able to understand, evaluate, design, conduct, and distribute information and data via numerous channels, including social media, which is increasingly supplanting older forms of traditional business-to-customer communication.

<b>ORGANIZATIONAL COMMUNICATION CONCENTRATION</b>	<b>15 crs</b>
COM378 Organizational Communication	3 crs
COM240 Social Media Tools & Techniques	3 crs
COM375 Public Relations	3 crs
Plus an additional two courses from the following: (one must be 300-level or above)	
BUS 311 Managerial Communication	3 crs
MKT235 Social Media Marketing	3 crs
MKT305 Internet and Interactive Media Marketing	3 crs
MKT330 Social Marketing Strategies	3 crs
MGT 201 Human Resource Management	3 crs

**INTERACTIVE COMMUNICATION MINOR 15crs**

Required Courses:

COM 108 Introduction to Communication	3crs
COM 201 Communication Theory	3crs
COM 301 Mass Media and Society	3crs

Students must selects one additional 300-level course and one additional 400-level course.

**B.A. in Interactive Communications Fast Facts**

Please visit <http://www.post.edu/ge/BAICM-MC/index.html> and <http://www.post.edu/ge/BAICM-ONLINE/index.html> for information regarding student enrollment, time to degree completion, degree program cost, and occupations associated with this degree.

**CERTIFICATE IN GAME DESIGN AND ANIMATION**

Students in the Certificate in Game Design and Animation program work together in a collaborative learning environment to tackle curriculum that combines game theory and genre study, with hands-on game-building skills— design principles, 3D graphics programming, character animation, game engine architectures and artificial intelligence. Graduates may secure entry-level positions as computer programmers, game developers, game designers and game technical support staff.

**CERTIFICATE IN GAME DESIGN AND ANIMATION OUTCOMES**

1. Students will apply appropriate techniques in planning and designing graphical video games
2. Students will apply game design programming principles
3. Students will synthesize computer technology, programming logic, and aesthetic elements based on an understanding of game design and animation principles
4. Students will demonstrate technical proficiencies with using animation tools to develop graphical video games
5. Students will work cooperatively and effectively in teams to accomplish a shared goal

**Game Design and Animation Curriculum**

This program is offered on Main Campus and Online.

CIS112 Introduction to Computers	3crs
CIS200 Introduction to Programming (VB 1)	3 crs
CIS230 Programming in Visual Basic (VB 2)	3 crs
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

\*\* Concentration courses should be listed under Directed Electives. Three of the five courses must be 300-400 level. Completing coursework in a specific concentration is not required for degree completion.

### Certificate in Game Design & Animation Fast Facts

Please visit <http://www.post.edu/ge/CERTGAM-MC/index.html> for information regarding student enrollment, time to degree completion, degree program cost, and occupations associated with this degree.





MALCOLM BALDRIGE  
School of Business












MALCOLM BALDRIGE SCHOOL OF BUSINESS

The mission of The Malcolm Baldrige School of Business at Post University is to provide students with a broad range of market-relevant undergraduate and graduate business programs designed to equip graduates with the skills, abilities, competencies and attitude required for a successful business career.

Degree programs in this School that are nationally accredited by the Accreditation Council for Business Schools

and Programs (ACBSP) are accompanied by the symbol. 

Undergraduate Degrees & Certificates	MAIN CAMPUS	ONLINE	EVENING & WEEKEND
B.S. in Accounting 	Main Campus	Online	Evening & Weekend
B.S. in Business Administration 	Main Campus	Online	Evening & Weekend
Concentrations: Accounting, CIS, Entrepreneurship, International Business, Management, Marketing			
B.S. in Finance 	Main Campus	Online	
Concentrations: Corporate Finance, Personal Finance			
B.S. in International Business Administration (Awaiting ACBSP accreditation)		Online	
B.S. in Management 	Main Campus	Online	
Concentrations: Computer Information Systems, Entrepreneurship, Sustainability Management*, Human Resource Management, International Management, Sport Management			
B.S. in Marketing 	Main Campus	Online	Evening & Weekend
Concentrations: International Marketing, Sales Management			
B.S. in Sport Management 	Main Campus	Online	
A.S. in Accounting 	Main Campus	Online	Evening & Weekend
A.S. in Management 	Main Campus	Online	Evening & Weekend
A.S. in Marketing 	Main Campus	Online	
Certificate in Accounting (Post Baccalaureate)		Online	
Certificate in Finance	Main Campus	Online	
Certificate in Forensic Accounting	Main Campus	Online	
Certificate in H.R. Management	Main Campus	Online	Evening & Weekend

**B.S. ACCOUNTING**

Students in the Bachelor of Science in Accounting degree program learn how to apply practical accounting principles and concepts to modern businesses. Through a combination of accounting and business courses, students will gain knowledge of the regulations that govern financial reporting and tax compliance as well as develop their skills in the areas of financial analysis, financial forecasting, costing and budgeting.

Graduates can secure employment in the accounting departments of local or national businesses, the federal government, or non-profit organizations. Many graduates pursue CPA and CMA certifications.

This degree program is nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

**B.S. Accounting Program Outcomes**

1. Students will explain and apply the theory and practice of accounting to include preparation of financial statements.
2. Students will determine and apply knowledge of relevant professional standards (to include but not limited to GAAP and IFRS) and the regulatory environment in the financial reporting and audit of U.S. and multinational business entities.
3. Students will develop and evaluate accounting and business information by using analytical and critical thought processes to support internal and external decision making.
4. Students will demonstrate and apply knowledge of tax laws for tax reporting and compliance purposes and its effects on financial reporting.
5. Students will demonstrate an understanding of current technologies related to accounting information development and audit analysis.
6. Students will apply the basic concepts of management, marketing, accounting, finance, and economics in a business environment.

**B.S. in Accounting Curriculum**

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

GENERAL EDUCATION		60crs	MAJOR, CORE & CONCENTRATIONS		60crs
<b>COMMON CORE</b>		<b>12 crs</b>	<b>BUSINESSLAW</b>		<b>3 crs</b>
ENG110 College Writing		3 crs	BUS204 Business Law I		3crs
ENG120 College Writing II		3 crs			
COM107 Introduction to Communications		3 crs	<b>BUSINESS CORE</b>		<b>18 crs</b>
CIS112 Introduction to Computing		3 crs	ACC111 Financial Accounting		3crs
			ECO201 Macroeconomics		3crs
<b>LIBERAL ARTS</b>		<b>21 crs</b>	MGT105 Principles of Management		3crs
History Elective		3 crs	MKT101 Principles of Marketing		3crs
BUS340 Business Ethics		3 crs	FIN201 Principles of Finance		3 crs
Social Science Elective		3 crs	BUS211 Malcolm Baldrige Quality Standards		3crs
Performance, Written, or Fine Arts Elective		3 crs			
Elective		3 crs	<b>MAJOR CORE</b>		<b>33 crs</b>
Elective		3 crs	ACC211 Managerial Accounting		3crs
Elective		3 crs	ACC215 SS and GL Software		3crs
			ACC301 Cost Accounting		3crs
<b>DESIGNATED WRITING COURSE</b>		<b>3 crs</b>	ACC303 Intermediate Accounting I		3crs
BUS311 Managerial Communications		3 crs	ACC330 Federal Income Tax		3 crs
			ACC340 Intermediate Accounting II		3 crs
<b>MATH</b>		<b>6 crs</b>	ACC430 Accounting Information Systems		3crs
MAT120 College Algebra		3 crs	ACC440 Auditing		3 crs
MAT220 Statistics I		3 crs	ACC450 Advanced Accounting I OR		
			ACC451 Advanced Accounting II		3 crs
<b>SCIENCE</b>		<b>3 crs</b>	ACC 300/400 Level Elective		3crs
Elective		3 crs	ACC 300/400 Level Elective		3crs
<b>OPEN ELECTIVES</b>		<b>15 crs</b>	<b>CAREER &amp; SELF-AWARENESS</b>		<b>6 crs</b>
Elective		3 crs	Main Campus:		
Elective		3 crs	CSA101 College Success Seminar		3 crs
Elective		3 crs	CSA260 Professional Success Seminar		1 cr
Elective		3 crs	CSA400 Career Capstone		2 crs
Elective		3 crs	ADP:		
			CSS101 College Success Seminar		3 crs
			PSS301 Professional Success Seminar:		
			Work, Life and Career Development		3 crs
<b>GRAND TOTAL</b>					<b>120 crs</b>

**B.S. in Accounting Fast Facts**

For program disclosures, please go to <http://www.post.edu/ge/BSACC-MC/index.html> and <http://www.post.edu/ge/BSACC-ONLINE/index.html>

**B.S. BUSINESS ADMINISTRATION**

Students in the Bachelor of Science in Business Administration degree program gain knowledge in the basic business disciplines of accounting, economics, management, finance, marketing and business law. Students will develop necessary skills in communication through a required business-writing course. The importance of communicating clearly across all areas of business is repeatedly emphasized through writing and presentation requirements in all courses. Through career-focused coursework, students will develop vital decision-making processes, explore ethical issues in business, and examine the details of business operations. Their study culminates in a capstone, where students will apply their skills in a business simulation.

Graduates can pursue employment in the areas of administrative and operations management in corporate settings, retail and consumer products businesses, or manufacturing firms.

This degree program is nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

**B.S. Business Administration Program Outcomes**

1. Students will demonstrate a sound theoretical foundation in the practices and methods of business in the current competitive environment.
2. Students will develop an ability to integrate concepts from various business disciplines and apply those concepts in the formulation of solutions to complex business issues and problems.
3. Students will possess a variety of qualitative and quantitative analytical skills appropriate to practical business situations demonstrated through mechanisms described above.
4. Students will become adept at problem solving through the use and application of interdisciplinary methods
5. Students will be practiced and skilled in the use of Information Technology and systems and its applications in modern business procedures. This competency will be displayed through the use of hardware and software applications in the development of upper-level (300-400) coursework products.
6. Students will possess the research skills and experience to further both individual and organizational growth as evidenced by performance in upper-level course work.  
Students will possess the interpersonal and teamwork skills necessary to succeed in modern business environments.
7. The primary measure will be performance in the practice of these skills in group and individual projects and presentations.
8. Students will have practiced and demonstrated an understanding of the concepts and methods of business decision-making, particularly under conditions of uncertainty.
9. Students will develop a global perspective as it relates to the function of business in an increasingly multicultural and multinational business environment.
10. Students will examine and apply ethical and professional behaviors to contemporary business situations
11. Students will communicate professionally with skills essential to success in the business environment.

**B.S. in Business Administration Curriculum**

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

GENERAL EDUCATION	60crs	MAJOR, CORE & CONCENTRATIONS	60crs
<b>COMMON CORE</b>	<b>12 crs</b>	<b>BUSINESS LAW</b>	<b>3 crs</b>
ENG110 College Writing	3 crs	BUS204 Business Law I	3 crs
ENG120 College Writing II	3 crs		
COM107 Introduction to Communications	3 crs	<b>BUSINESS CORE</b>	<b>18 crs</b>
CIS112 Introduction to Computing	3 crs	ACC111 Financial Accounting	3 crs
		ECO201 Macroeconomics	3 crs
<b>LIBERAL ARTS</b>	<b>21 crs</b>	MGT105 Principles of Management	3 crs
History Elective	3 crs	MKT101 Principles of Marketing	3 crs
BUS340 Business Ethics	3 crs	FIN201 Principles of Finance	3 crs
Social Science Elective	3 crs	BUS211 Malcolm Baldrige Quality Standards	3 crs
Performance, Written, or Fine Arts Elective	3 crs		
Elective	3 crs	<b>MAJOR CORE</b>	<b>18 crs</b>
Elective	3 crs	ACC211 Managerial Accounting	3 crs
Elective	3 crs	IBA301 Principles of International Business	3 crs
		ECO202 Microeconomics	3 crs
<b>DESIGNATED WRITING COURSE</b>	<b>3 crs</b>	BUS411 Business Policy Seminar	3 crs
BUS311 Managerial Communications	3 crs	MAT230 Quantitative Methods	3 crs
		BUS 300/400 Elective	3 crs
<b>MATH</b>	<b>6 crs</b>		
MAT120 College Algebra	3 crs	<b>REQUIRED CONCENTRATION</b>	<b>15 crs</b>
MAT220 Statistics I	3 crs		
		<b>CAREER &amp; SELF-AWARENESS</b>	<b>6 crs</b>
<b>SCIENCE</b>	<b>3 crs</b>	Main Campus:	
Elective	3 crs	CSA101 College Success Seminar	3 crs
		CSA260 Professional Success Seminar	1 cr
<b>OPEN ELECTIVES</b>	<b>15 crs</b>	CSA400 Career Capstone	2 crs
Elective	3 crs	ADP:	
Elective	3 crs	CSS101 College Success Seminar	3 crs
Elective	3 crs	PSS301 Professional Success Seminar:	
Elective	3 crs	Work, Life and Career Development	3 crs
Elective	3 crs		
<b>GRAND TOTAL</b>			<b>120 crs</b>

**Choose One Concentration:**

**ACCOUNTING CONCENTRATION**

- ACC301 Cost Accounting
- ACC303 Intermediate Accounting 1
- ACC330 Federal Income Taxes
- ACC ELECTIVE 300/400
- ACC ELECTIVE 300/400

**COMPUTER INFORMATION SYSTEM**

- CONCENTRATION** CIS312 End User Computing
- CIS412 End User Systems Design
- CIS370 Global E-Commerce
- CISELECTIVE 300/400
- MGT347 Systems Management

**INTERNATIONAL BUSINESS CONCENTRATION**

- IBA 305 International Business Law
- MKT311 International Marketing
- FIN 411 International Finance
- IBA421 International Management
- IBA ELECTIVE 300/400

**MANAGEMENT CONCENTRATION**

- MGT201 Human Resource Management
- MGT405 Organizational Behavior
- MGT408 Organization Theory and Design
- MGTELECTIVE 300/400
- MGTELECTIVE 300/400

**ENTREPRENEURSHIP CONCENTRATION**

FIN 305 Analysis of Financial Statements  
FIN 407\* Business Valuations for Mergers and Acquisitions  
MGT 221 Entrepreneurship & Creativity  
MGT 306 Small Business Management  
MGT 416 Managing a Growing Business  
MKT 319\*Brand Management  
MKT 342\*Marketing Research  
\*Choose One

**MARKETING CONCENTRATION**

MKT315 Marketing Management  
MKT342 Marketing Research  
MKT 404 Consumer Behavior  
MKT235 Social Media Marketing  
MKT319 Brand Management

**B.S. in Business Administration Fast Facts**

For program disclosures, please go to <http://www.post.edu/ge/BSBM-MC/index.html> or <http://www.post.edu/ge/BSBA-ONLINE/index.html>.

**B.S. FINANCE** 

Students in the Bachelor of Science in Finance degree program will develop their skills in analyzing financial situations, determining potential problems, and arriving at workable solutions. Through case studies, students will gain knowledge of the cultural, global and ethical environments in which businesses operate. They will also gain vital foundational knowledge in the areas of mathematics and quantitative methods necessary to effectively analyze business and investment decisions.

Graduates could pursue careers in corporate finance, investment and portfolio management, banking, public finance, personal finance and international finance. Graduates may go on to study finance at the graduate level.

This degree program is nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

**B.S. Finance Program Outcomes**

1. Students will develop theoretical and practical financial knowledge supported by the appropriate use of analytical and quantitative techniques to enable them to perform successfully in finance-related fields.
2. Students will evaluate market and organizational needs for developing, strengthening, and implementing corporate governance and dividend policy-making practices.
3. Students will identify, synthesize and integrate relevant business, finance and regulatory concepts to assist in providing innovative solutions to complex strategic and organizational challenges.
4. Students will apply the basic concepts of management, marketing, accounting, finance, and economics in a business environment.



**B.S. in Finance Curriculum**

This program is offered on our Main Campus and Online.

GENERAL EDUCATION	60crs	MAJOR, CORE & CONCENTRATIONS	60crs
<b>COMMON CORE</b>	<b>12 crs</b>	<b>BUSINESS LAW</b>	<b>3 crs</b>
ENG110 College Writing	3 crs	BUS204 Business Law I	3crs
ENG120 College Writing II	3 crs		
COM107 Introduction to Communications	3 crs	<b>BUSINESS CORE</b>	<b>18 crs</b>
CIS112 Introduction to Computing	3 crs	ACC111 Financial Accounting	3 crs
		BUS211 Malcolm Baldrige Quality Standards	3 crs
<b>LIBERAL ARTS</b>	<b>21 crs</b>	ECO201 Macroeconomics	3 crs
History Elective	3 crs	FIN201 Principles of Finance	3 crs
BUS340 Business Ethics	3 crs	MGT105 Principles of Management	3 crs
Social Science Elective	3 crs	MKT101 Principles of Marketing	3 crs
Performance, Written, or Fine Arts Elective	3 crs		
Elective	3 crs	<b>MAJOR CORE</b>	<b>24 crs</b>
Elective	3 crs	ACC211 Managerial Accounting	3 crs
Elective	3 crs	BUS411 Business Policy Seminar	3 crs
		ECO202 Microeconomics OR	
<b>DESIGNATED WRITING COURSE</b>	<b>3 crs</b>	ECO303 Money and Banking	3 crs
BUS311 Managerial Communications	3 crs	FIN302 Corporate Finance	3 crs
		FIN401 Insurance and Risk Management	3 crs
<b>MATH</b>	<b>6 crs</b>	FIN403 Investment Management	3 crs
MAT120 College Algebra	3 crs	FIN411 International Finance	3 crs
MAT220 Statistics I	3 crs	MAT230 Quantitative Analysis	3 crs
		<b>CONCENTRATION</b>	<b>9 crs</b>
<b>SCIENCE</b>	<b>3 crs</b>		
Elective	3 crs	<b>CAREER &amp; SELF-AWARENESS</b>	<b>6 crs</b>
		<b>Main Campus:</b>	
<b>OPEN ELECTIVES</b>	<b>15 crs</b>	CSA101 College Success Seminar	3 crs
Elective	3 crs	CSA260 Professional Success Seminar	1 cr
Elective	3 crs	CSA400 Career Capstone	2 crs
Elective	3 crs	<b>ADP:</b>	
Elective	3 crs	CSS101 College Success Seminar	3 crs
Elective	3 crs	PSS301 Professional Success Seminar: Work, Life and Career Development	3 crs
<b>GRAND TOTAL</b>			<b>120 crs</b>

**Corporate Finance Concentration**

Corporate Finance introduces students to the systems and processes used by companies to make financial decisions with the goal of enhancing corporate value.

<b>CORPORATE FINANCE CONCENTRATION</b>	<b>9 crs</b>
FIN405 Seminar in Finance	3 crs
FIN407 Business Valuations for Mergers and Acquisitions	3 crs
FIN 300/400 Level Directed Elective	3 crs

**Personal Finance Concentration**

The Personal Finance concentration teaches students to use the principles and tools of finance to prepare, plan, and invest for an individual's or household's future.

<b>PERSONAL FINANCE CONCENTRATION</b>	<b>9 crs</b>
FIN306 Personal Financial Planning	3 crs
FIN406 Seminar in Personal Finance	3 crs
FIN 300/400 Level Directed Elective	3 crs

**B.S. in Finance Fast Facts**

For program disclosures, please go to <http://www.post.edu/ge/BSFIN-MC/index.html> and <http://www.post.edu/ge/BSFIN-ONLINE/index.html>

**B.S. INTERNATIONAL BUSINESS ADMINISTRATION**

The Bachelor of Science in International Business Administration program provides the array of practical business knowledge and skills that qualified business professionals are expected to possess, with specific emphasis on cross-border, multi-national operations in diverse industries. The core program is grounded in the basic business disciplines of accounting, economics, management, finance, marketing, and business law and includes a macro-level overview of the international business environment. The program also emphasizes the development of business communications skills through use of a required business writing course and extensive writing and presentation requirements in all courses. Quantitative skills applicable in business are covered in required mathematics courses as well in the discipline-specific work. Following this core content, students will pursue additional work in the study of global business cultures, cross-border transactions and the specialized legal and financial environment of global business. Graduates will also study decision-making processes, ethical issues in business, and business operations and are expected to complete a capstone course in which all previously learned skills are applied in a comprehensive case study or business simulation format. Graduates of the international business program are prepared to seek positions in management and as individual contributors in a variety of positions in firms that conduct significant cross-border business with particular focus on the management of global supply chains and logistics, multi-national human resource management, and the global marketing of products and services. This newly-offered degree program will be eligible for accreditation by the ACBSP (ACBSP) when it has been in existence for at least two years and has program graduates.

**B.S. International Business Program Outcomes**

1. Students will demonstrate a sound theoretical foundation in the practices and methods of business in the current competitive environment.
2. Students will have practiced and demonstrated an understanding of the concepts and methods of business decision making, particularly under conditions of uncertainty and involving issues of regulation, international law, accommodation of different cultural practices and norms.
3. Students will possess a variety of qualitative and quantitative analytical skills appropriate to practical business situations demonstrated through mechanisms described above.
4. Students will develop a global perspective as it relates to the function of business in an increasingly multicultural and multinational business
5. Students will examine and apply ethical and professional behaviors to contemporary business situations
6. Students will communicate professionally with skills essential to success in the business environment.

**B.S. in International Business Curriculum**

This program is offered Online.

GENERAL EDUCATION		MAJOR, CORE & CONCENTRATIONS	
60crs		60crs	
<b>COMMON CORE</b>	<b>12 crs</b>	<b>BUSINESS LAW</b>	<b>3 crs</b>
ENG110 College Writing	3 crs	BUS204 Business Law I	3 crs
ENG120 College Writing II	3 crs		
COM107 Introduction to Communications	3 crs	<b>BUSINESS CORE</b>	<b>18 crs</b>
CIS112 Introduction to Computing	3 crs	ACC 111 Financial Accounting	3 crs
		BUS 211 Malcolm Baldrige Quality Standards	3 crs
<b>LIBERAL ARTS</b>	<b>21 crs</b>	ECO 201 Macroeconomics	3 crs
History Elective	3 crs	FIN 201 Principles of Finance	3 crs
BUS340 Business Ethics	3 crs	MGT 105 Principles of Management	3 crs
Social Science Elective	3 crs	MKT 101 Principles of Marketing	3 crs
Performance, Written, or Fine Arts Elective	3 crs		
Elective	3 crs	<b>MAJOR CORE</b>	<b>33 crs</b>
Elective	3 crs	BUS320 Logistics Management	3 crs
Elective	3 crs	BUS411 Business Policy Seminar	3 crs
		IBA301 Principles of International	3 crs
<b>DESIGNATED WRITING COURSE</b>	<b>3 crs</b>	IBA305 International Business Law	3 crs
BUS311 Managerial Communications	3 crs	IBA411 International Financial	3 crs
		IBA421 International Management	3 crs
<b>MATH</b>	<b>6 crs</b>	IBA Elective*	3 crs
MAT120 College Algebra	3 crs	IBA Elective	3 crs
MAT220 Statistics I	3 crs	IBA Elective	3 crs
		MKT311 International Marketing	3 crs
<b>SCIENCE</b>	<b>3 crs</b>	BUS Elective	3 crs
Elective	3 crs	<b>CAREER &amp; SELF-AWARENESS</b>	<b>6 crs</b>
		<b>ADP:</b>	
<b>OPEN ELECTIVES</b>	<b>15 crs</b>	CSS101 College Success Seminar	3 crs
Elective	3 crs	PSS301 Professional Success Seminar:	3 crs
Elective	3 crs	Work, Life and Career Development	
Elective	3 crs		
Elective	3 crs		
Elective	3 crs		

\*At least one elective must be at the 300-400 Level

<b>GRAND TOTAL</b>	<b>120 crs</b>
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For program disclosures, please go to <http://www.post.edu/ge/BSIB-ONLINE/index.html>

**B.S. MANAGEMENT** 

Students in the Bachelor of Science in Management degree program study modern management theories and practices and managerial techniques currently used in the industry. A special focus is placed on the future of management and is integrated into the curriculum, helping students understand the need for creativity and innovation in the current and future organization. Through interdisciplinary coursework, students will explore subjects such as diversity, ethical behavior, group behavior, globalization, strategic business planning and public management. A program-wide emphasis is placed on the importance of communication and teamwork. Students will work together in diverse groups on projects that address problems of organizational design, development and change at various levels in hypothetical organizations.

Graduates could pursue entry-level management positions in the fields of operations management, retail, social and community service, supply chain management, sales, product development, administrative services, human resources, and more.

This degree program is nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

**B.S. Management Program Outcomes**

1. Students will apply the basic concepts of management, marketing, accounting, finance, and economics in a business environment.
2. Students will demonstrate effective working knowledge of contemporary human resource issues including talent management, employment law, human resource strategy, recruit training, compensation, benefits, organizational development, and human resource information systems.
3. Students will evaluate individual and group behavior in organizations and the interpretation of this behavior in the context of the managerial environment. Students will assess the nature of such concepts as influence, power and control, attitudes, communication, conflict, and interpersonal relations as a means of understanding the dynamics of individual and group behavior.
4. Students will communicate professionally in written and/or oral skills essential to success in the business environment.
5. Students will interpret ethical and professional behavior in business situations.

**B.S. in Management Curriculum**

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

GENERAL EDUCATION		60crs	MAJOR, CORE & CONCENTRATIONS		60crs
<b>COMMON CORE</b>		<b>12 crs</b>	<b>BUSINESS LAW</b>		<b>3 crs</b>
ENG110 College Writing		3 crs	BUS204 Business Law I		
ENG120 College Writing II		3 crs			
COM107 Introduction to Communications		3 crs	<b>BUSINESS CORE</b>		<b>18 crs</b>
CIS112 Introduction to Computing		3 crs	ACC111 Financial Accounting		3 crs
			BUS211 Malcolm Baldrige Quality Standards		3 crs
<b>LIBERAL ARTS</b>		<b>21 crs</b>	ECO201 Macroeconomics		3 crs
History Elective		3 crs	FIN201 Principles of Finance		3 crs
BUS340 Business Ethics		3 crs	MGT105 Principles of Management		3 crs
Social Science Elective		3 crs	MKT101 Principles of Marketing		3 crs
Performance, Written, or Fine Arts Elective		3 crs			
Elective		3 crs	<b>MAJOR CORE</b>		<b>18 crs</b>
Elective		3 crs	BUS411 Business Policy Seminar	ECO202	3 crs
Elective		3 crs	Microeconomics		3 crs
			MGT201 Human Resources Management		3 crs
<b>DESIGNATED WRITING COURSE</b>		<b>3 crs</b>	MGT347 Systems Management		3 crs
BUS311 Managerial Communications		3 crs	MGT405 Organizational Behavior		3 crs
			MGT450 Seminar in Management		3 crs
<b>MATH</b>		<b>6 crs</b>			
MAT120 College Algebra		3 crs	<b>CONCENTRATION</b>		<b>15 crs</b>
MAT220 Statistics I		3 crs			
			<b>CAREER &amp; SELF-AWARENESS</b>		<b>6 crs</b>
<b>SCIENCE</b>		<b>3 crs</b>	<b>Main Campus:</b>		
Elective		3 crs	CSA101 College Success Seminar		3 crs
			CSA260 Professional Success Seminar		1 cr
<b>OPEN ELECTIVES</b>		<b>15 crs</b>	CSA400 Career Capstone		2 crs
Elective		3 crs	<b>ADP:</b>		
Elective		3 crs	CSS101 College Success Seminar		3 crs
Elective		3 crs	PSS301 Professional Success Seminar:		
Elective		3 crs	Work, Life and Career Development		3 crs
Elective		3 crs			
<b>GRAND TOTAL</b>					<b>120 crs</b>
<b>COMPUTER INFORMATION SYSTEMS</b>		<b>15 crs</b>	<b>INTERNATIONAL MANAGEMENT</b>		<b>15 crs</b>
<b>CONCENTRATION</b>			<b>CONCENTRATION</b>		
CIS312 End-User Computing (Application Design)		3 crs	FIN411* International Financial Management		3 crs
CIS 300/400 Level Non-Programming		3 crs	IBA301 Principles of International Business		3 crs
CIS 300/400 Level Non-Programming		3 crs	IBA320* International Logistics		3 crs
CIS 300/400 Level Non-Programming		3 crs	IBA325* Managing Culture and International		
CIS 300/400 Level Non-Programming		3 crs	Human Resources		3 crs
			IBA421* International Management		3 crs

**HUMAN RESOURCES MANAGEMENT CONCENTRATION** **15 crs**

ENV315\* General Occupational Safety and Health 3 crs

IBA325\* Managing Culture and International Human Resources 3crs

Choose four of the following:

MGT303 Labor and Management Relations 3crs

MGT305 Managing a Diverse Workplace 3crs

MGT 307 Compensation and Benefits 3crs

MGT308 Training and Development 3crs

MGT411 Seminar in Human Resource Mgt 3 crs

**ENTREPRENEURSHIP CONCENTRATION** **15crs**

FIN305 Analysis of Financial Statements 3crs

MGT221 Entrepreneurship & Creativity & Innov. 3crs

MGT306 Small Business Management 3crs

MGT416 Managing a Growing Business 3crs

Choose one of the following:

FIN407 Business Valuations for Mergers & Acquisitions 3crs

MKT319 Brand Management 3crs

MKT342 Marketing Research 3crs

**SPORT MANAGEMENT CONCENTRATION** **15crs**

SMG 101 Foundations of Sport Management 3crs

SMG151 Sport in Society 3crs

SMG301 Sports Marketing 3crs

SMG451 Sport Management Capstone 3crs

Choose one of the following:

SMG201 Sport and Athletic Administration 3crs

SMG251 Sport Event and Facility Management 3crs

SMG351 Sport Law 3crs

**SUSTAINABILITY MANAGEMENT CONCENTRATION** **15crs**

ENV110 Exploring Environmental Issues 3crs

ENV310 Natural History 3crs

ENV315 General Occ. Safety and Health 3crs

ENV405 Environmental Law & Practice 3crs

ENV430 Strategies for Sustainable Development 3crs

**B.S. in Management Fast Facts**

For program disclosures, please go to <http://www.post.edu/ge/BSMGT-MC/index.html> and <http://www.post.edu/ge/BSMGT-ONLINE/index.html>.



**B.S. MARKETING**

Students in the Bachelor of Science in Marketing degree program gain an understanding of current marketing theory and practices. The program is focused on current technological advances in marketing, ethical marketing practices, consumer relationships and Internet-based marketing trends. Students will gain job-oriented skills in brand development, social marketing, multi-cultural advertising, market research, strategic marketing, market research, and sales promotions. Through analysis of current markets, students will learn how to measure the effectiveness of marketing strategies locally, nationally and globally.

Graduates are positioned for careers as customer relationship managers, social media marketers, public relations and fundraising managers, retail managers, sales engineers, and marketing managers. They will be able to develop marketing strategies in business-to-business, business-to-consumer, and consumer-to-consumer segments across all sectors of the marketplace.

This degree program is nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

**B.S. Marketing Program Outcomes**

1. Students will identify and interpret the interrelationship of all activities involved in the marketing management process.
2. Students will recognize and evaluate the role of strategic planning regarding the organization's overall objectives.
3. Students will differentiate between domestic and international marketing.
4. Students will identify and examine the sequence of interrelated activities in marketing research and assess its role in planning marketing strategies.
5. Students will differentiate among industrial, consumer and government marketing with regard to marketing mix strategies.
6. Students will recognize and assess areas of ethical concern in marketing and the relation to public perception.
7. Students will evaluate and examine the role and application of marketing communications in the consumer and business-to-business markets.
8. Students will design, implement and assess an independent research study using the stages in the research procedure.

**B.S. in Marketing Curriculum**

This program is offered on our Main Campus and Online.

GENERAL EDUCATION		60crs	MAJOR, CORE & CONCENTRATIONS		60crs
<b>COMMON CORE</b>		<b>12 crs</b>	<b>BUSINESS LAW</b>		<b>3 crs</b>
ENG110 College Writing		3 crs	BUS204 Business Law I		
ENG120 College Writing II		3 crs			
COM107 Introduction to Communications		3 crs	<b>BUSINESS CORE</b>		<b>18 crs</b>
CIS112 Introduction to Computing		3 crs	ACC111 Financial Accounting		3 crs
			BUS211 Malcolm Baldrige Quality Standards		3 crs
<b>LIBERAL ARTS</b>	<b>21 crs</b>		ECO201 Macroeconomics		3 crs
History Elective	3 crs		FIN201 Principles of Finance		3 crs
BUS340 Business Ethics	3 crs		MGT105 Principles of Management		3 crs
Social Science Elective	3 crs		MKT101 Principles of Marketing		3 crs
Performance, Written, or Fine Arts Elective	3 crs				
Elective	3 crs		<b>MAJOR CORE</b>		<b>24 crs</b>
Elective	3 crs		ACC211 Managerial Accounting		3 crs
Elective	3 crs		ECO202 Microeconomics		3 crs
			IBA301 Principles of International Business		3 crs
<b>DESIGNATED WRITING COURSE</b>	<b>3 crs</b>		MKT203 Sales and Techniques of Selling		3 crs
BUS311 Managerial Communications	3 crs		MKT301 Business-to-Business Marketing		3 crs
			MKT315 Marketing Management		3 crs
<b>MATH</b>	<b>6 crs</b>		MKT342 Marketing Research		3 crs
MAT120 College Algebra	3 crs		MKT404 Consumer Behavior		3 crs
MAT220 Statistics I	3 crs				
			<b>CONCENTRATION</b>		<b>9 crs</b>
<b>SCIENCE</b>	<b>3 crs</b>		<b>CAREER &amp; SELF-AWARENESS</b>		<b>6 crs</b>
Elective	3 crs		<b>Main Campus:</b>		
			CSA101 College Success Seminar		3 crs
<b>OPEN ELECTIVES</b>	<b>15 crs</b>		CSA260 Professional Success Seminar		1 cr
Elective	3 crs		CSA400 Career Capstone		2 crs
Elective	3 crs		<b>ADP:</b>		
Elective	3 crs		CSS101 College Success Seminar		3 crs
Elective	3 crs		PSS301 Professional Success Seminar: Work, Life and Career Development		3 crs
<b>GRAND TOTAL</b>					<b>120 crs</b>
<b>INTERNATIONAL MARKETING CONCENTRATION</b>		<b>9 crs</b>	<b>SALES MANAGEMENT CONCENTRATION</b>		<b>9 crs</b>
BUS320 Logistics Management	3 crs		MKT319 Brand Management		3 crs
BUS411 Business Policy Seminar	3 crs		MKT320 Sales Force Management and		3 crs
MKT311 International Marketing	3 crs		BUS411 Business Policy Seminar		3 crs

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**B.S. in Marketing Fast Facts**

For program disclosures, please go to <http://www.post.edu/ge/BSMKT-MC/index.html> and <http://www.post.edu/ge/BSMKT-ONLINE/index.html>.

**B.S. SPORT MANAGEMENT**

Students in the Bachelor of Science in Sport Management degree program begin with a foundation course in sport management and build on that foundation in subsequent courses, gaining specific knowledge in the areas of societal sport, sport administration, sport events and facility management, sport marketing, sport law and sport economics. All students are required to complete a capstone course, allowing them to gain valuable hands-on experience in the area of sport management.

Graduates may pursue careers in athletic administration, sport marketing, ticket sales, game-day operations and community relations.

This degree program is nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

**B.S. Sport Management Program Outcomes**

1. Students will demonstrate the application of principles of innovation to sport management organizations.
2. Students will demonstrate an ability to integrate concepts from various business disciplines and apply those concepts in the formulation of solutions to complex sport management issues and problems.
3. Students will demonstrate the ability to adapt to the changing sport management environment through strategic planning.
4. Students will demonstrate possession of a global perspective as it relates to the function of sport management in an increasingly multicultural and multinational world.
5. Students will demonstrate the application of the basic concepts of Management, Marketing, Accounting, Finance, & Economics in business environments.
6. Students will examine and apply ethical and professional behaviors to contemporary business situations.
7. Students will communicate professionally with skills essential to success in the business environment.

**B.S. in Sport Management Curriculum**

This program is offered on our Main Campus and Online.

GENERAL EDUCATION		MAJOR, CORE & CONCENTRATIONS	
<b>COMMON CORE</b>	<b>12 crs</b>	<b>BUSINESS LAW</b>	<b>3crs</b>
ENG110 College Writing	3 crs	BUS204 Business Law I	3crs
ENG120 College Writing II	3 crs		
COM107 Introduction to Communications	3 crs	<b>BUSINESS CORE</b>	<b>18 crs</b>
CIS112 Introduction to Computing	3 crs	ACC111 Financial Accounting	3 crs
		BUS211 Malcolm Baldrige Quality Standards	3 crs
<b>LIBERAL ARTS</b>	<b>21 crs</b>	ECO201 Macroeconomics	3 crs
History Elective	3 crs	FIN201 Principles of Finance	3 crs
BUS340 Business Ethics	3 crs	MGT105 Principles of Management	3 crs
Social Science Elective	3 crs	MKT101 Principles of Marketing	3 crs
Performance, Written, or Fine Arts Elective	3 crs		
Elective	3 crs	<b>MAJOR CORE</b>	<b>24 crs</b>
Elective	3 crs	SMG101 Foundations of Sport Management	3 crs
Elective	3 crs	SMG151 Sport in Society	3 crs
		SMG201 Sport and Athletic Administration	3 crs
<b>DESIGNATED WRITING COURSE</b>	<b>3 crs</b>	SMG251 Sport Event and Facility Management	3 crs
BUS311 Managerial Communications	3 crs	SMG301 Sport Marketing	3 crs
		SMG351 Sport Law	3 crs
<b>MATH</b>	<b>6 crs</b>	SMG401 Sport Economics	3 crs
MAT120 College Algebra	3 crs	SMG451 Sport Management Capstone	3 crs
MAT220 Statistics I	3 crs		
		<b>DIRECTED ELECTIVES*</b>	<b>9 crs</b>
<b>SCIENCE</b>	<b>3 crs</b>	300-400 Level	3 crs
Elective	3 crs	300-400 Level	3 crs
		300-400 Level	3 crs
<b>OPEN ELECTIVES</b>	<b>15 crs</b>	<b>CAREER &amp; SELF-AWARENESS</b>	<b>6 crs</b>
Elective	3 crs	Main Campus:	
Elective	3 crs	CSA101 College Success Seminar	3 crs
Elective	3 crs	CSA260 Professional Success Seminar	1 cr
Elective	3 crs	CSA400 Career Capstone	2 crs
Elective	3 crs	ADP:	
		CSS101 College Success Seminar	3 crs
		PSS301 Professional Success Seminar:	
		Work, Life and Career Development	3 crs
<b>GRAND TOTAL</b>			<b>120 crs</b>

\* Directed Electives are selected under advisement in support of the student's professional goals.

**B.S. in Sport Management Fast Facts**

For program disclosures, please go to <http://www.post.edu/ge/BSSM-MC/index.html> and <http://www.post.edu/ge/BSSM-ONLINE/index.html>.

**A.S.ACCOUNTING**



Students in the Associate of Science in Accounting degree program are introduced to concepts and principles that are the foundation of accounting. Through coursework, students will analyze, record, and interpret accounting information to support financial planning and decision-making. In addition to understanding the practical aspects of bookkeeping, students also will explore in-depth accounting theories and use those theories to evaluate real businesses.

Graduates could seek employment as: bookkeeper, accountant, and payroll and billing clerk. Many graduates go on to complete their four-year degree and pursue CPA and CMA certifications.

This degree program is nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

**A.S.Accounting Degree Program Outcomes**

1. Students will obtain the necessary skills to perform basic functions of entry-level bookkeeping and accounting.
2. Students will analyze, record, and interpret accounting information to support internal and external decision-making.
3. Students will acquire a basic understanding of accounting theories and principles.
4. Students will prepare and interpret financial statements.
5. Students shall obtain a base of accounting knowledge necessary to advance academically in accounting to an accounting bachelor’s degree.

**A.S. in Accounting Curriculum**

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

GENERAL EDUCATION		27 crs	MAJOR,CORE & CONCENTRATIONS		33 crs
<b>COMMON CORE</b>		<b>12 crs</b>	<b>MAJOR CORE</b>		<b>12 crs</b>
ENG110 College Writing		3 crs	ACC211 Managerial Accounting		3 crs
ENG120 College Writing II		3 crs	ACC215 SS and GL Software		3 crs
COM107 Introduction to Communications		3 crs	ACC200 Level or Higher Elective		3 crs
CIS112 Introduction to Computing		3 crs	ACC200 Level or Higher Elective		3 crs
<b>LIBERAL ARTS</b>		<b>6 crs</b>	<b>BUSINESS CORE</b>		<b>18 crs</b>
BUS204 Business Law I		3 crs	ACC111 Financial Accounting		3 crs
Elective		3 crs	ECO201 Macroeconomics		3 crs
<b>MATH</b>		<b>3 crs</b>	MGT105 Principles of Management		3 crs
MAT120 College Algebra		3 crs	MKT101 Principles of Marketing		3 crs
<b>SCIENCE</b>		<b>3 crs</b>	FIN201 Principles of Finance		3 crs
Science Elective		3 crs	BUS211 Malcolm Baldrige Quality Standards		3 crs
<b>OPEN ELECTIVES</b>		<b>3 crs</b>	<b>CAREER &amp; SELF-AWARENESS</b>		<b>3 crs</b>
Elective		3 crs	<b>Main Campus:</b>		
			CSA101 College Success Seminar		3 crs
			<b>ADP:</b>		
			CSS101 College Success Seminar		3 crs
<b>GRAND TOTAL</b>					<b>60 crs</b>

**A.S. in Accounting Fast Facts**

For program disclosures, please go to <http://www.post.edu/ge/ASACC-MC/index.html> or <http://www.post.edu/ge/ASACC-ONLINE/index.html>.



**A.S. MANAGEMENT**

Students in the Associate of Science in Management degree program gain a solid foundation in business management. Through coursework with an interdisciplinary focus, students will explore economic trends and topics in workplace diversity, teamwork, leadership, time management and social skills. Program-wide emphasis is placed on the importance of working in a team, and students work together to complete presentations on subjects such as consumer behavior, globalization, human capital, and organizational structure.

Graduates could seek employment as human resource associates, retail store managers, sale representatives, account associates, customer service supervisors and independent business owners.

This degree program is nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

**A.S. Management Program Outcomes**

1. Students will compare general management theories and principles and apply their knowledge in order to synthesize a personalized vision, management style and leadership approach.
2. Students will analyze a variety of management principles and compare the range of managerial responsibilities in a globally-oriented environment and develop the ability to apply those principles in organizations.
3. Students will demonstrate effective working knowledge of contemporary human resource issues including talent management, employment law, HR strategy, recruitment, employee socialization, training, compensation, benefits, organizational development and HR information systems.
4. Students will explain overall operations and management of business organizations and the impact of those businesses in the overall economic system.
5. Students will interpret ethical and professional behavior in business situations.
6. Students will explain characteristics of successful entrepreneurs and identify / evaluate entrepreneurial opportunities, including analysis of basic business skills needed to start and establish new entrepreneurial ventures.

**A.S. in Management Curriculum**

This program is offered Online and during Evenings and Weekends.

GENERAL EDUCATION		27 crs	MAJOR, CORE & CONCENTRATIONS		33 crs
<b>COMMON CORE</b>		<b>12 crs</b>	<b>BUSINESS CORE</b>		<b>18 crs</b>
ENG110	College Writing	3 crs	ACC111	Financial Accounting	3 crs
ENG120	College Writing II	3 crs	BUS211	Malcolm Baldrige Quality Standards	3 crs
COM107	Introduction to Communications	3 crs	ECO201	Macroeconomics	3 crs
CIS112	Introduction to Computing	3 crs	FIN201	Principles of Finance	3 crs
			MGT105	Principles of Management	3 crs
			MKT101	Principles of Marketing	3 crs
<b>LIBERAL ARTS</b>		<b>6 crs</b>	<b>MAJOR CORE</b>		<b>12 crs</b>
BUS204	Business Law I	3 crs	ACC211	Managerial Accounting	3 crs
	Elective	3 crs	ECO202	Microeconomics	3 crs
<b>MATH</b>		<b>3 crs</b>	MGT201	Human Resources Management	3 crs
MAT120	College Algebra	3 crs	MGT221	Entrepreneurship	3 crs
<b>SCIENCE</b>		<b>3 crs</b>	<b>CAREER &amp; SELF-AWARENESS</b>		<b>3 crs</b>
	Elective	3 crs	<b>Main Campus:</b>		
<b>OPEN ELECTIVES</b>		<b>3 crs</b>	CSA101	College Success Seminar	3 crs
	Elective	3 crs	<b>ADP:</b>		
			CSS101	College Success Seminar	3 crs
<b>GRAND TOTAL</b>					<b>60 crs</b>

**A.S. in Management Fast Facts**

For program disclosures, please go to <http://www.post.edu/ge/ASMGT-MC/index.html> and <http://www.post.edu/ge/ASMGT-ONLINE/index.html>.

**A.S. MARKETING** 

Students in the Associate of Science in Marketing degree program will gain an understanding of current market theory and practices. Special attention is paid to current technological advances in marketing, ethical marketing practices, consumer relationships and Internet-based marketing trends. Students will gain skills in direct marketing, social marketing, multi-cultural advertising, retailing, strategic marketing, market research, and sales promotions. Through analysis of the current market, they will learn how to measure the effectiveness of marketing strategies locally, nationally and globally.

Graduates can seek employment in the areas of customer relationship management, marketing strategy development, and marketing trend analysis.

This degree program is nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

**A.S. Marketing Program Outcomes**

1. Students will understand the types and functions of selling institutions in the U.S. and internationally.
2. Students will analyze and evaluate the operations of retail institutions.
3. Students will differentiate the dynamics of marketing/ buying and the ethics of buyer/seller relationships.
4. Students will analyze and develop a budget of a retail operation.
5. Students will establish, maintain and improve the retail image of the operation.
6. Students will learn formalized sales procedures and practices.
7. Students will develop sales demonstrations and/or sales presentations.
8. Students will understand and analyze verbal and non-verbal sales cues.
9. Students will explain and practice the psychology of selling.
10. Students will develop sales strategies, and in specialized selling situations.

**A.S. in Marketing Curriculum**

This program is offered Online.

GENERAL EDUCATION		27 crs	MAJOR, CORE & CONCENTRATIONS		33 crs
<b>COMMON CORE</b>		<b>12 crs</b>	<b>BUSINESS CORE</b>		<b>18 crs</b>
ENG110 College Writing		3 crs	ACC111 Financial Accounting		3 crs
ENG120 College Writing II		3 crs	BUS211 Malcolm Baldrige Quality Standards		3 crs
COM107 Introduction to Communications		3 crs	ECO201 Macroeconomics		3 crs
CIS112 Introduction to Computing		3 crs	FIN201 Principles of Finance		3 crs
			MGT105 Principles of Management		3 crs
<b>LIBERAL ARTS</b>	<b>6 crs</b>		MKT101 Principles of Marketing		3 crs
BUS204 Business Law I	3 crs		<b>MAJOR CORE</b>	<b>12 crs</b>	
Elective	3 crs		MKT201 Retail Merchandising and Management		3 crs
<b>MATH</b>	<b>3 crs</b>		MKT 203 Sales and Techniques of Selling		3 crs
MAT120 College Algebra	3 crs		MKT235 Social Media Marketing		3 crs
<b>SCIENCE</b>	<b>3 crs</b>		MKT200 Level or Higher Elective		3 crs
Elective	3 crs				<b>3 crs</b>
<b>OPEN ELECTIVES</b>	<b>3 crs</b>		<b>CAREER &amp; SELF-AWARENESS</b>		3 crs
Elective	3 crs		CSS101 College Success Seminar		3 crs
<b>GRAND TOTAL</b>					<b>60 crs</b>

A.S. in Marketing Fast Facts

For program disclosures, please go to <http://www.post.edu/ge/ASMKT-ONLINE/index.html>.

**CERTIFICATE IN ACCOUNTING (POST-BACCALAUREATE)**

The online Certificate in Accounting (Post-Baccalaureate)\* offered through the Malcolm Baldrige School of Business at Post University is designed to provide individuals who currently hold a bachelor’s degree in a non-accounting or non-business discipline with the accounting education necessary to fulfill the CPA examination and licensure requirements in Connecticut.

CPA examination and licensure requirements differ from state to state. Please visit <http://www.post.edu/online/degrees/cpacertificate/index.shtml> to determine each state’s CPA exam and licensure requirements as established by the state’s Board of Accountancy. It is the student’s responsibility to review and understand his or her state’s CPA examination and licensure requirements. Post University is not responsible for ensuring CPA candidates meet a given state’s requirements, so please be sure to review your state’s requirements prior to enrolling.

\* This certificate requires a Bachelor’s degree. It does not include graduate courses.

Certificate in Accounting (Post -Baccalaureate) Curriculum 36crs

ACC111 Financial Accounting	3 crs
ACC211 Managerial Accounting	3 crs
ACC301 Cost Accounting	3 crs
ACC303 Intermediate Accounting I	3crs
ACC330 Federal Income Taxes	3crs
ACC340 Intermediate Accounting II	3 crs
ACC430 Accounting Information Systems	3 crs
ACC440 Auditing	3 crs
ACC450 Advanced Accounting I	3 crs
<b>Any three of the following Accounting Electives</b>	<b>9crs</b>
ACC305 Analysis of Financial Statements	3 crs
ACC315 Fraud Prevention and Examination	3 crs
ACC325 Forensic Accounting	3 crs
ACC341 Intermediate Accounting III	3 crs
ACC350 Taxation of Corporations	3 crs
ACC451 Advanced Accounting II	3 crs

Certificate in Accounting Fast Facts

For program disclosures, please go to <http://www.post.edu/ge/CERTPBACCT-ONLINE/index.html> and <http://www.post.edu/ge/CERTPBACCT-ONLINE/index.html>

**CERTIFICATE IN FINANCE**

Students pursuing a Certificate in Finance develop their knowledge of how to analyze financial situations, determine potential problems, and arrive at workable solutions. Through case studies, students will gain knowledge of the cultural, global and ethical environments in which businesses operate.

Students who earn their Certificate in Finance often go on to pursue their Bachelor of Science in Finance at Post University.

**Certificate in Finance Program Outcomes**

1. Students will develop theoretical and practical financial knowledge supported by the appropriate use of analytical and quantitative techniques to enable them to perform successfully in finance-related fields.
2. Students will evaluate market and organizational needs for developing, strengthening, and implementing corporate governance and dividend policy-making practices.
3. Students will identify, synthesize and integrate relevant business, finance and regulatory concepts to assist in providing innovative solutions to complex strategic and organizational challenges.
4. Students will apply the basic concepts of management, marketing, accounting, finance, and economics in a business environment.

**Certificate in Finance Curriculum**

This program is offered on Main Campus and Online.

Certificate in Finance	30 crs
ACC111 Financial Accounting	3 crs
ECO201 Macroeconomics	3 crs
ECO202 Microeconomics	3 crs
ECO303 Money and Banking	3 crs
FIN201 Principles of Finance	3 crs
FIN302 Corporate Finance	3 crs
FIN305 Analysis of Financial Statements	3 crs
FIN403 Investment Management	3 crs
FIN411 International Finance	3 crs
MGT105 Principles of Management	3 crs

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**Finance Certificate Fast Facts**

For program disclosures, please go to <http://www.post.edu/ge/CERTFIN-MC/index.html> and <http://www.post.edu/ge/CERTFINANCE-ONLINE/index.html>.

**CERTIFICATE FORENSIC ACCOUNTING**

Students pursuing a Certificate in Forensic Accounting learn and apply accounting methods and financial techniques necessary to uncover, solve and document financial crimes. In addition, students will review and analyze real-world case studies relating to fraud prevention, detection, deterrence and investigation.

Students who complete this certificate program could go on to find employment as an auditor, tax examiner, or investigator in the private and government sectors. Students also will complete the coursework needed to take the Certified Fraud Examiner test and become a Certified Fraud Examiner. Visit [acfe.org](http://acfe.org) for more information.

**Forensic Accounting Certificate Program Outcomes**

1. Students will demonstrate an understanding of the nature of fraud and forensic accounting.
2. Students will understand and explain various methods used in evidence management and litigation support.
3. Students will be able to compute basic economic damage calculations and income reconstruction totals.
4. Students will be able to demonstrate an understanding of the nature of forensic accounting techniques relating to the investigation of electronic data, digital forensics analysis, and cybercrime.
5. Students will understand the nature of forensic accounting techniques relating to bankruptcies, divorce, identity theft, and money laundering.
6. Students will obtain a basic understanding of concepts relating to business valuations.

**Forensic Accounting Certificate Curriculum**

This program is offered on Main Campus and Online.

CERTIFICATE IN FORENSIC ACCOUNTING	18 crs
ACC315 Fraud Prevention and Examination	3crs
ACC325 Forensic Accounting	3crs
CRJ101 Introduction to Criminal Justice	3crs
CRJ209 Criminal Law	
OR	
CRJ211 Criminal Investigation	3 crs
CRJ332 White Collar Crime	3 crs
Choose One of the Following:	
ACC425 Computer Control and Audit	3 crs
ACC430 Accounting Information Systems	3 crs
CRJ326 Computer Forensics	3 crs
CRJ346 Electronic Investigation	3 crs

**Forensic Accounting Certificate Fast Facts**

For program disclosures, please go to <http://www.post.edu/ge/FACC-MC/index.html> and <http://www.post.edu/ge/CERTFORACCT-ONLINE/index.html>.



**CERTIFICATE HUMAN RESOURCE MANAGEMENT**

Students pursuing a Certificate in Human Resource Management will learn how to successfully meet challenges encountered in today's competitive business environments. Students will explore the standards of performance that are expected of managers and employees, with special attention paid to the importance of a supportive relationship between employees and their organizations. Topics covered in the coursework will include employee compensation, benefits, communication dynamics, human resource systems, and labor and employment law.

Students who complete this certificate program could secure employment at entry or advanced-level in Human Resource departments as human resource associate, human resource manager, benefits coordinators, payroll administrator, and training and development managers.

**Certificate in Human Resource Management Program Outcomes**

1. Students will be capable of strategically planning for growth, leadership and team development, revenue growth, business valuation and succession planning of a small-to-medium-sized business. Students will learn 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.
2. Students will have the ability to identify changing business environments and develop strategic business planning. The course emphasizes on current research and techniques available to assist in the development of requisite management skills. Students will apply learning and program design, training methods and evaluations, e-learning and the use of technology in training, and the relationship of training to career management.
3. Students will be capable of incorporating essential principles of management and their application in public and private, profit and non-profit organizations. Students will develop capabilities in the areas of employee motivation, group behavior, leadership, strategic planning, organizational design, and career opportunities.
4. Students will be able to manage a team of subordinates and learn to build the supportive relationship needed between employees and their organizations. They will develop some proficiency in human capital asset management and understand the importance of and the specific functions of an organization's Human Resources department, including the human relations knowledge and skills vital to the success of any manager.

Human Resources Management Certificate Curriculum

This program is offered Online and during Evenings and Weekends.

**HUMAN RESOURCES MANAGEMENT CERTIFICATE** 18 crs

<b>General Education Requirements</b>	<b>9 crs</b>
MGT105 Principles of Management	3 crs
MGT201 Human Resources Management	3 crs
MGT411 Seminar in Human Resources Management	3 crs
<b>Electives (Choose any 3 of the following)</b>	<b>9 crs</b>
ENV315 General Occupational Safety and Health	3 crs
IBA325 Managing Culture and International Human Resources	3 crs
MGT303 Labor and Management Relations	3 crs
MGT305 Managing a Diverse Workforce	3 crs
MGT307 Compensation and Benefits	3 crs
MGT308 Training and Development	3 crs

Human Resource Management Certificate Fast Facts

For program disclosures, please go to <http://www.post.edu/ge/CERTHRMGT-MC/index.html> and <http://www.post.edu/ge/CERTHRMGT-ONLINE/index.html>.



School of  
Education

**SCHOOL OF EDUCATION**

The School of Education provides students with the knowledge, skills, tools and techniques needed to creatively educate learners, and to be leaders within and across a variety of education organizations. The School is predicated on the belief that we are preparing educators for a changing world of lifelong learning. To that end, we help educators develop a vision for the future of education, have the means to shape the future of their education organizations and succeed in a digitally-mediated learning environment.

Undergraduate Degrees & Certificates	MAIN CAMPUS	ONLINE	EVENING & WEEKEND
B.S. in Child Studies	Main Campus	Online	
B.S. in Instructional Design & Technology	Main Campus	Online	
A.S. in Early Childhood Education	Main Campus	Online	

**B.S. CHILD STUDIES**

Students in the Child Studies degree program learn appropriate skills and techniques to support the development of children aged birth through eight years old. Students gain an understanding of the characteristics of infants, toddlers and young children; their developmental stages; and strategies that support children developing typically, as well as, those with special needs. In their practicum and capstone courses students learn to work collaboratively with peers, co-workers and families. Additionally, students put learned theories into practice while planning, teaching and assessing young learners.

Post University’s Child Studies Degree program prepares students to meet the education standards set by the National Association for the Education of Young Children (NAEYC) and the Connecticut State Department of Education’s Early Childhood Teaching Credential.

Graduates may seek employment in private schools, early care and education centers, departments of social services, family resource centers, children’s museums and recreation centers.

**B.S. Child Studies Program Outcomes**

1. Students will apply developmental knowledge to create healthy, respectful, supportive and challenging learning environments that are reflective of the multiple influences on early development and learning.
2. Students will apply their knowledge and understanding of family, culture and community characteristics when building effective relationships with families and children.
3. Students will observe and document children’s learning using appropriate assessment tools and approaches while forming assessment partnerships with families and other professionals.
4. Students will construct and implement an engaging curriculum that is meaningful, challenging and achievable to all children both as a group and as individuals.
5. Students will demonstrate ethical guidelines (NAEYC’s Code of Ethical Conduct and Statement of Commitment) and other professional standards related to early childhood practice.
6. Students will demonstrate knowledgeable, reflective, and critical perspectives on their work making informed decisions that integrate knowledge from a variety of sources.
7. Students will develop a professional commitment to children, families, colleagues and the early childhood community.
8. Students will communicate effectively and professionally both orally and through writing.

**B.S. in Child Studies Curriculum**

This program is offered on our Main Campus and Online.

GENERAL EDUCATION		63 crs	MAJOR, CORE & CONCENTRATIONS		57 crs
<b>COMMON CORE</b>		<b>12 crs</b>	<b>DESIGNATED WRITING COURSE</b>		<b>3 crs</b>
ENG110 College Writing		3 crs	CHS450 Observation, Assessment and Individualization		3 crs
ENG120 College Writing II		3 crs			
COM107 Introduction to Communications		3 crs	<b>MAJOR CORE</b>		<b>33 crs</b>
CIS112 Introduction to Computing		3 crs	CHS 111 Foundations of Early Childhood Education (ECE)		3 crs
<b>LIBERAL ARTS</b>		<b>24 crs</b>	PSY201 Child Development		3 crs
History Elective*		3 crs	CHS 203 Children's Literature and Language Arts		3 crs
PHL203 Ethics		3 crs	CHS208 Teaching the Exceptional Child		3 crs
PSY101 Fundamentals of Psychology		3 crs	CHS250 STEM in the ECE Classroom		3 crs
SOC101 Principles of Sociology		3 crs	CHS254 Health, Safety and Nutrition		3 crs
SOC312 Race and Ethnicity		3 crs	CHS299 Practicum 3		3 crs
Performance, Written, or Fine Arts Elective		3 crs	CHS320 Emergent Literacy		3 crs
Elective		3 cr	CHS425 Curriculum Approaches in ECE		3 crs
Elective		3 crs	CHS 490 Capstone Field Experience		6 crs
<b>MATH</b>		<b>6 crs</b>	<b>BEHAVIORAL SCIENCE CORE</b>		<b>15 crs</b>
MAT105 Quantitative Methods OR			PSY260 Educational Psychology		3 crs
MAT120 College Algebra		3 crs	PSY310 Learning Theory		3 crs
MAT220 Statistics I		3 crs	PSY320 Lang. Develop. in Young Children		3 crs
<b>SCIENCE</b>		<b>3 crs</b>	SOC211 SOC of Marriage and the Family		3 crs
Science Elective*		3 crs	SOC or PSY 300-400		3 crs
<b>OPEN ELECTIVES</b>		<b>15 crs</b>	<b>CAREER &amp; SELF-AWARENESS</b>		<b>6 crs</b>
Elective**		3 crs	<b>Main Campus:</b>		
Elective		3 crs	CSA101 College Success Seminar		3 crs
Elective		3 crs	CSA260 Professional Success Seminar		1 cr
Elective		3 crs	CSA400 Career Capstone		2 crs
Elective		3 crs	<b>ADP:</b>		3 crs
<b>LEADERSHIP CORE</b>		<b>3 crs</b>	CSS101 College Success Seminar		3 crs
LCS105 Elements of Organizations		3 crs	PSS301 Professional Success Seminar		3 crs
<b>GRAND TOTAL</b>					<b>120 crs</b>

\* Main Campus, for those pursuing teacher certification after graduation, consider:

BIO143 and BIO143L General Biology I and Lab  
 HIS201 United States History I

\*\* The following courses are recommended open electives:

CHS201 Creative Activities  
 CHS252 Social Studies in ECE Classrooms  
 CHS307 Child Care Administration  
 CHS330 Environments for Play  
 CHS336 Home, School & Community

**B.S. in Child Studies Fast Facts**

For program disclosures, please visit <http://www.post.edu/ge/BSCHS-MC/index.html> and <http://www.post.edu/ge/BSCHS-ONLINE/index.html>

**B.S. INSTRUCTIONAL DESIGN & TECHNOLOGY**

The Bachelor of Science in Instructional Design and Technology program at Post University will prepare students for a variety of occupations in training and education. Throughout this program students explore the concepts of instructional design and instructional technology and, through project-based learning activities they develop employable skills in the field of instructional design and technology. The BS IDT program educates students to achieve their professional goals by providing relevant, hands-on experience that incorporates current educational theory and practice.

Graduates of the BSIDT program are prepared for positions in instructional design, instructional technology, e-learning design, training and performance improvement, and instructional systems design. After program completion, graduates are uniquely qualified to serve as leaders in the field of instructional design and technology due to the practical application and experience our learners gain. Specific focus is placed on project-based learning strategies that enable students to gain specific experiences and skills that are highly sought after by industry employers.

**B.S. Instructional Design & Technology Program Outcomes**

1. Students will explore theories, concepts, and processes related to the design and delivery of instruction in digital formats.
2. Students will develop a knowledgebase of learning processes and apply this knowledge to a diverse learning population.
3. Students will design and develop high-quality, digitally-based teaching and learning projects that can be applied in diverse educational settings.
4. Students will demonstrate understanding of ethical considerations related to the design and development of instruction in both educational and corporate settings.
5. Students will experience and demonstrate mastery in a broad range of instructional delivery methods using a variety of instructional models.
6. Students will identify and evaluate emerging technological trends in instructional design and technology to include social media, Web 2.0, and Web 3.0 technologies.
7. Students will evaluate and assess learning activities and projects to determine appropriateness and effectiveness.

**B.S. in Instructional Design & Technology**

This program is offered on our Main Campus and Online.

GENERAL EDUCATION		MAJOR, CORE & CONCENTRATIONS	
<b>COMMON CORE</b>	<b>12 crs</b>	<b>DESIGNATED WRITING COURSE</b>	<b>3crs</b>
ENG110 College Writing	3 crs	CIS311 Technical Writing in CIS	3crs
ENG120 College Writing II	3 crs		
COM107 Introduction to Communications	3 crs	<b>MAJOR CORE</b>	<b>33 crs</b>
CIS112 Introduction to Computing	3 crs	IDT201 Theory of Instructiona Design	3crs
		IDT212 Intro to Instructional Design	3crs
<b>LIBERAL ARTS</b>	<b>24 crs</b>	IDT231 The Process of Learning	3crs
History Elective*	3 crs	IDT236 Contemporary Visual Literacy	3crs
Performance, Written, or Fine Arts Elective	3 crs	IDT301 Instructional Design I	3 crs
Social Science Elective	3 crs	IDT312 Design of e-Learning	3 crs
IDT433 Ethics of Instructional Design	3 crs	GAM247 Interactive Computer Graphics	3 crs
Elective	3 crs	CIS312 End-User Computing Application Design	3 crs
Elective	3 crs	CIS350 Web Design	3 crs
Elective	3 cr	IDT401 Assessment of Learning	3 crs
Elective	3 crs	IDT412 Instructional Delivery Methods	3 crs
<b>MATH</b>	<b>6 crs</b>	<b>Electives</b>	<b>12crs</b>
MAT105 Quantitative Methods OR		Any CIS or IDT Elective 300 level or higher	3crs
MAT120 College Algebra	3 crs	Any CIS or IDT Elective 300 level or higher	3 crs
MAT220 Statistics I	3 crs	Any CIS or IDT Elective 300 level or higher	3 crs
		Any CIS or IDT Elective 300 level or higher	3 crs
<b>SCIENCE</b>	<b>3 crs</b>		
Science Elective	3 crs	<b>Capstone Project</b>	<b>3crs</b>
		IDT498 Instructional Design Capstone	3crs
<b>OPEN ELECTIVES</b>	<b>15 crs</b>		
Elective	3 crs	<b>CAREER &amp; SELF-AWARENESS</b>	<b>6 crs</b>
Elective	3 crs	<b>Main Campus:</b>	
Elective	3 crs	CSA101 College Success Seminar	3 crs
Elective	3 crs	CSA260 Professional Success Seminar	1 cr
Elective	3 crs	CSA400 Career Capstone	2 crs
		<b>ADP:</b>	3 crs
<b>LEADERSHIP CORE</b>	<b>3 crs</b>	CSS101 Learning Across the Lifespan	3crs
LCS105 Elements of Organizations	3 crs	PSS301 Professional Success Seminar	3crs
<b>GRAND TOTAL</b>			<b>120 crs</b>

**B.S. in Instructional Design and Technology Fast Facts**

For program disclosures, please visit <http://www.post.edu/ge/BSIDT-MC/index.html> and <http://www.post.edu/ge/BSIDT-ONLINE/index.html>



**A.S. EARLY CHILDHOOD EDUCATION**

Students in the Associate of Science in The Early Childhood Education degree program learn appropriate skills and techniques to support the development of children aged birth through eight years old. Students gain an understanding of the characteristics of infants, toddlers and young children; their developmental stages; and strategies that support children developing typically, as well as, those with special needs. Students create appropriate program plans that foster positive self-esteem, promote social skills and increase multicultural awareness. Students visit and participate in a variety of early childhood classroom settings where they have the opportunity to apply the skills that they are learning and work collaboratively with their peers and co-workers.

Graduates are prepared for careers as teachers in early care and education settings, as paraprofessionals or teacher assistants, or as home visitors, parent educators, nannies, family service workers, social services specialists or family resource center workers. Many students go on to earn a Bachelor of Science in Child Studies.

**Early Childhood Education Program Outcomes**

1. Students will demonstrate an understanding of young children's characteristics and development across all domains both as individuals and as a group.
2. Students will apply their knowledge and understanding of family, culture and community characteristics when building effective relationships with families and children.
3. Students will communicate their essential understanding of the goals, benefits and appropriate uses of assessment.
4. Students will implement developmentally effective approaches to curriculum and instruction that are research-based, culturally sensitive, appropriate for each and every child, and incorporate the children's family as partners.
5. Students will demonstrate research-based content knowledge in early education.
6. Students will maintain a professional commitment to children, families, colleagues and the early childhood community.
7. Students will communicate effectively and professionally both orally and through writing.

**A.S. in Early Childhood Education Curriculum**

This program is offered on our Main Campus and Online.

GENERAL EDUCATION		27 crs	MAJOR, CORE & CONCENTRATIONS		30 crs
<b>COMMON CORE</b>		<b>12 crs</b>	<b>MAJOR CORE</b>		<b>30 crs</b>
ENG110 College Writing		3 crs	CHS111 Foundations of Early Childhood		3 crs
ENG120 College Writing II		3 crs	CHS199 Practicum I		3 crs
COM107 Introduction to Communications		3 crs	CHS201 Creative Activities OR		
CIS112 Introduction to Computing		3 crs	CHS252 Social Studies in Early Childhood		3 crs
			CHS203 Children’s Literature and Language Arts		3 crs
<b>LIBERAL ARTS*</b>	<b>6 crs</b>		CHS208 Teaching the Exceptional Child		3 crs
Humanities Elective	3 crs		CHS250 STEM in the ECE Classroom		3 crs
Social Science Elective	3 crs		CHS254 Health, Safety and Nutrition		3 crs
			CHS298 Practicum II		3 crs
<b>MATH</b>	<b>3 crs</b>		CHS299 Practicum III		3 crs
MAT105 Quantitative Methods OR			PSY201 Child Development		3 crs
MA120 College Algebra	3 crs				
			<b>CAREER &amp; SELF-AWARENESS Main</b>		<b>3 crs</b>
<b>SCIENCE**</b>	<b>3 crs</b>		<b>Campus:</b>		
Science Elective	3 crs		CSA101 College Success Seminar		3 crs
			<b>ADP:</b>		
<b>LEADERSHIP CORE</b>	<b>3 crs</b>		CSS101 Learning Across the Lifespan		3 crs
LCS105 Elements of Organization	3 crs				
<b>GRAND TOTAL</b>					<b>60 crs</b>

\*Strongly Recommended  
 SOC101 Principles of Sociology  
 PSY101 Fundamentals of Psychology

\*\* Strongly Recommended  
 BIO120 Concepts of Biology  
 ENV110 Introduction to Environmental Science

Please Note: Eighteen (18) credits of the courses in any major in any Associates Degree must be at the 200 level or higher and courses above 200 level can only be electives.

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**A.S. in Early Childhood Education Fast Facts**

For program disclosures, please visit <http://www.post.edu/ge/ASECE-MC/index.html> and <http://www.post.edu/ge/ASECE-ONLINE/index.html>



JOHN P. BURKE  
School of Public Service

**THE JOHN P. BURKE SCHOOL OF PUBLIC SERVICE**

The John P. Burke School of Public Service provides a variety of academic programs dedicated to educating students for careers which serve the public interest.

The mission of the undergraduate **Human Service** program is to educate and prepare students to become professionals who meet a variety of human needs through an interdisciplinary knowledge base focused on recognizing and utilizing peoples’ strengths, abilities, and capacity for growth and change. The program emphasizes prevention theories and concepts; remediation of problems in living; advocating for social justice; inclusion; and egalitarian principles.

The mission of the Post University’s **Criminal Justice** program is to provide opportunities to develop knowledge in areas relating to crime, criminal justice, deviance, and social justice. The program prepares students for careers in law enforcement, the courts and corrections at a community, state and federal level.

The **Psychology** program at Post University provides our students with opportunities to acquire knowledge on the study of human behavior; increase personal awareness of and sensitivity to multiculturalism; cultivate abilities in critical thinking; and prepare for employment or graduate study.

In the **Legal Studies** program, we educate you to be part of a team of highly skilled legal professionals who make a difference by delivering legal services in the public interest. We encourage our graduates to pursue careers that enhance the public good by involvement in legal reform advocacy initiatives, non-profits, environmental protection, and community-based human rights organizations which protect the underrepresented. You will learn by doing in a hands-on, practical skills-based training environment based on tolerance, creativity, and respect for multiculturalism.

The **Sociology** program is dedicated to providing students with an educational experience that facilitates learning to “think sociologically” in order to define, analyze and understand human behavior. Central to this mission is a focus on stratification, inequality and diversity through the intersecting concepts of race, gender and social class. This includes developing critical and analytical thinking skills, understanding of research methodologies, statistical techniques and theories applicable to a broad range of jobs and occupations, or if desired, the pursuit of graduate or professional degrees.

Undergraduate Degrees & Certificates	MAIN CAMPUS	ONLINE	EVENING & WEEKEND
B.S. in Criminal Justice	Main Campus Main	Online	Evening & Weekend Evening
B.S. in Human Services	Campus	Online	& Weekend
Concentrations: Counseling, Criminal Justice, Human Services, Psychology-Health, Education and Community Services, Sociology-Health and Community Services			
B.S. in Legal Studies	Main Campus	Online	Evening & Weekend
B.A. in Psychology	Main Campus	Online	
Concentrations: Human Development, Education and Health, Organizational Studies			
Minors: Forensic Psychology, Psychology			
B.A. in Sociology	Main Campus		
Concentrations: Counseling Services, Health and Community Services, Security Services			
A.S. in Criminal Justice	Main Campus	Online	
A.S. in Legal Studies	Main Campus	Online	Evening & Weekend
Certificate in Legal Nurse Consulting		Online	
Certificate in Paralegal Studies	Main Campus	Online	Evening & Weekend



**B.S. CRIMINAL JUSTICE**

Students in the Bachelor of Science in Criminal Justice degree program develop skills in report writing, finger printing, and crime scene documentation. Students will gain well-rounded knowledge in the areas of law enforcement, forensic science, corporate security, criminal investigation and corrections. Students are encouraged to seek out internships that will grant them hands-on access to work in corrections, the court system and local, state and federal law enforcement. Graduates are prepared for a variety of career options at the federal, state and local levels of law enforcement, court systems, and corrections. Graduates completing the program may be able to secure employment in the Federal Marshall's office, the FBI, the ATF, the Department of Homeland Security, or the IRS. Graduates also may pursue careers as U.S. Postal Police officers, courtroom security officers, corporate security officers, or state/federal corrections employees.

**B.S. Criminal Justice Program Outcomes**

1. Students will examine the structure of the American Criminal Justice System, including, but not limited to identifying and demonstrating an understanding of the branches of government, their functions and how they interrelate with juvenile and adult proceedings
2. Students will be able to describe the nature of criminal law and its derivative in Common Law analyze and apply the U.S. Constitution (Bill of Rights) to contemporary issues in criminal justice
3. Students will be able to assess theories relating to the causation of crime and criminal activity and identify the categories of crimes, penalties and their defenses
4. Students will develop and demonstrate leadership in analyzing vital issues of concern within their field
5. Students will be able to compare and contrast the foundations of American criminal law and demonstrate how they translate to modern day criminal law
6. Students will be able to distinguish and identify discretion in the context of a criminal justice professional and demonstrate an understanding of ethical and professional responsibility
7. Students will develop and demonstrate effective communication on a college level to write and articulate criminal justice principles in the field
8. Students will be able to explain the role and function of law enforcement, including municipal police, the county sheriff, local agencies, state and federal law enforcement, public and private security industry
9. Students will be able to understand the purpose and function of probation, parole and imprisonment
10. Students will be able to identify, analyze, evaluate, and apply research-based techniques to complex issues facing criminal justice practitioners

**B.S. in Criminal Justice Curriculum**

This program is offered on our Main Campus and Online.

GENERAL EDUCATION		63 crs	MAJOR, CORE & CONCENTRATIONS		57 crs
<b>COMMON CORE</b>		<b>12 crs</b>	<b>DESIGNATED WRITING COURSE</b>		<b>3 crs</b>
ENG110 College Writing		3 crs	CRJ311 Effective Communication for Criminal Professionals		
ENG120 College Writing II		3 crs			
COM107 Introduction to Communications		3 crs			
CIS112 Introduction to Computing		3 crs			
<b>LIBERAL ARTS</b>		<b>24 crs</b>	<b>MAJOR CORE</b>		<b>27 crs</b>
History Elective		3 crs	CRJ101 Introduction to Criminal Justice		
Ethics Elective		3 crs	CRJ209 Criminal Law		3 crs
Social Science Elective		3 crs	CRJ302 Criminal Procedure		3 crs
Performance, Written, or Fine Arts Elective		3 crs	CRJ355 Research Methods in Criminal Justice		3 crs
Elective		3 crs	CRJ356 Statistical Methods in Criminal		3 crs
Elective		3 crs	CRJ401 Ethics & Discretion in Criminal Justice		3 crs
Elective		3 crs	CRJ404 Theoretical Criminology		3 crs
Elective		3 crs	CRJ405 Advanced Seminar in Criminal Justice		3 crs
			CRJ300-400 Level		3 crs
<b>MATH</b>		<b>6 crs</b>	<b>DIRECTED ELECTIVES**</b>		<b>21 crs</b>
MAT105 Quantitative Methods		3 crs	Criminal Justice Elective		3 crs
MAT220 Statistics I*		3 crs	Criminal Justice Elective		3 crs
			Criminal Justice Elective		3 crs
			Criminal Justice Elective		3 crs
<b>SCIENCE</b>		<b>3 crs</b>	Criminal Justice 300-400 Elective		3 crs
FRS180 Forensic Science I		3 crs	Criminal Justice 300-400 Elective		3 crs
			Criminal Justice 300-400 Elective		3 crs
<b>OPEN ELECTIVES</b>		<b>15 crs</b>	<b>CAREER &amp; SELF-AWARENESS</b>		<b>6 crs</b>
Elective		3 crs	<b>Main Campus:</b>		
Elective		3 crs	CSA101 College Success Seminar		3 crs
Elective		3 crs	CSA260 Professional Success Seminar		1 cr
Elective		3 crs	CSA400 Career Capstone		2 crs
Elective		3 crs	<b>ADP:</b>		
<b>LEADERSHIP CORE</b>		<b>3 crs</b>	CSS101 College Success Seminar		3 crs
LCS105 Elements of Organizations		3 crs	PSS301 Professional Success Seminar: Work, Life and Career Development		3 crs
<b>GRAND TOTAL</b>					<b>120 crs</b>

\*CRJ356 can be used as a substitute for MAT220. An additional 300 level elective will be required as part of the Directed Electives.

\*\* Selected under advisement



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**B.S. in Criminal Justice Fast Facts**

For program disclosures, please visit <http://www.post.edu/ge/BSCRJ-MC/index.html> and <http://www.post.edu/ge/BSCRJ-ONLINE/index.html>

**B.S. HUMAN SERVICES**

Students prepare for the challenging and rewarding work in the field of human services with a foundation in case management techniques, prevention theories and concepts, and knowledge of human development. Students gain an understanding of peoples' capacity for growth and change while learning to advocate for social justice by practicing their skills in the areas of counseling, ethical decision making, crisis intervention and advocacy. To help focus their studies, students may choose from five areas of concentration, Counseling, Human Service Management, Sociology, Criminal Justice, Psychology.

Graduates can pursue work in non-profit, state, or for-profit agencies in positions as, case worker, youth worker, probation officer, life skills instructor, group home manager, client advocate, program manager, and program engagement coordinator.

**B.S. Human Services Program Outcomes**

1. Students will be able to articulate the historical milestones and developmental highlights of the human services profession.
2. Students will be able to identify and apply the theories and principles of human development, counseling dynamics, social and legislative issues to various human service settings.
3. Students will be able to articulate an understanding of the various issues that impact human functioning.
4. Students will be able to integrate and apply information such as client data, statistical information, and record keeping in the delivery of human services.
5. Students will be able to assess and organize the needs of clients and client groups in relation to programming, service planning and outcomes.
6. Students will demonstrate proficiency in understanding and exploring interpersonal dynamics in regard to improving service delivery.
7. Students will be able to evaluate and analyze the administrative components of human service delivery systems.
8. Students will be able to articulate and apply a code of ethics in the delivery of human services.
9. Students will be able to reflect upon and discuss their own values, beliefs, and ideas in an effort to more effectively provide direct services in the human services field.
10. Students will be able to integrate and apply their learning experiences within a human service setting through a supervised field experience.
11. Students will be able to tie together vital skills and abilities necessary to be a competent professional in the field of human services.

**B.S. Human Services Curriculum**

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

GENERAL EDUCATION		63 crs	MAJOR, CORE & CONCENTRATIONS		57 crs
<b>COMMON CORE</b>		<b>12 crs</b>	<b>DESIGNATED WRITING COURSE</b>		<b>3 crs</b>
ENG110 College Writing		3 crs	HSV450 Senior Seminar		
ENG120 College Writing II		3 crs			
COM107 Introduction to Communications		3 crs	<b>MAJOR, CORE &amp; CONCENTRATIONS</b>		<b>27 crs</b>
CIS112 Introduction to Computing		3 crs	HSV101 Introduction to Human Services		3 crs
			HSV200 Intervention Methods		3 crs
<b>LIBERAL ARTS</b>		<b>24 crs</b>	HSV260 Social Welfare		3 crs
History Elective		3 crs	HSV364 Human Behavior in Social Environment		3 crs
PHL203 Ethics		3 crs	HSV400 Ethical/Legal Issues		3 crs
Social Science Elective		3 crs	HSV405 Human Service Administration		3 crs
Performance, Written, or Fine Arts Elective		3 crs	**HSV460 Practicum I		3 crs
Elective		3 crs	**HSV461 Practicum II		3 crs
Elective		3 crs	HSV/PSY/SOC341 Research Methods		3 crs
Elective		3 crs			
Elective		3 crs	<b>DIRECTED ELECTIVES *</b>		<b>6 crs</b>
			Elective		3 crs
			Elective		3 crs
<b>MATH</b>		<b>6 crs</b>			
MAT120 College Algebra OR		3 crs	<b>CAREER &amp; SELF-AWARENESS</b>		<b>6 crs</b>
MAT105 Quantitative Methods			<b>Main Campus:</b>		
MAT220 Statistics I		3 crs	CSA101 College Success Seminar		3 crs
			CSA260 Professional Success Seminar		1 crs
<b>SCIENCE</b>		<b>3 crs</b>	CSA400 Career Capstone		2 crs
Science Elective		3 crs	<b>ADP:</b>		
			CSS101 College Success Seminar		3 crs
<b>OPEN ELECTIVES</b>		<b>15 crs</b>	PSS301 Professional Success Seminar: Work, Life and Career Development		3 crs
Elective		3 crs			
Elective		3 crs			
Elective		3 crs			
Elective		3 crs			
Elective		3 crs			
<b>LEADERSHIP CORE</b>		<b>3 crs</b>			
LCS105 Elements of Organizations		3 crs			

**GRAND TOTAL** **120**

<b>COUNSELING CONCENTRATION</b>	<b>15 crs</b>	<b>PSYCHOLOGY - HEALTH, EDUCATION AND COMMUNITY SERVICES CONCENTRATION</b>	<b>15 crs</b>
HSV301 Interviewing	3 crs	PSY101 Fundamental of Psych I	3 crs
HSV303 Introduction to Counseling	3 crs	PSY102 Fundamental of Psych II	3 crs
HSV309 Theories of Counseling	3 crs	PSY306 Abnormal Psychology	3 crs
HSV330 Group Counseling	3 crs	PSY201 Child Development	3 crs
HSV368 Crisis Intervention	3 crs	PSY260 Educational Psychology	3 crs

<b>CRIMINAL JUSTICE CONCENTRATION</b>	<b>15 crs</b>	<b>SOCIOLOGY - HEALTH AND COMMUNITY SERVICES CONCENTRATION</b>	<b>15 crs</b>
CRJ 101 Intro to Criminal Justice	3 crs	SOC101 Principles of Sociology	3 crs
CRJ103 Intro to Corrections	3 crs	SOC211 Sociology of Marriage & Family	3 crs
CRJ331 Community Corrections	3 crs	SOC301 Social Problems	3 crs
Criminal Justice Elective	3 crs	SOC317 Alcohol & Drugs	3 crs
Criminal Justice Elective	3 crs	SOC324 Deviant Behavior	3 crs
<b>HUMAN SERVICES MANAGEMENT CONCENTRATION</b>	<b>15 crs</b>		
MGT105 Principles of Management	3 crs		
MGT201 Human Resource Mgmt	3 crs		
MGT350 Public Management	3 crs		
MGT405 Organizational Behavior	3 crs		
MGT Elective	3 crs		

**B.S. in Human Services Fast Facts**

For program disclosures, please visit <http://www.post.edu/ge/BSHSV-MC/index.html> and <http://www.post.edu/ge/BSHSV-ONLINE/index.html>

**B.S. LEGAL STUDIES**

Post University's Bachelor of Science in Legal Studies Degree provides students with the opportunity to acquire specific legal skills and knowledge in the context of ethical practice. It is a career-focused pathway to a variety of professional careers where undergraduate legal skills and knowledge are required.

The program includes both traditional skills-based paralegal courses and survey-type legal studies courses. Specific skills that are taught include, but are not limited to, legal research and writing; civil litigation; real estate closings; probate practice; family law & practice; environmental law & practice; intellectual property practice; business organizations & practice; and bankruptcy practice. Survey courses include business law, e-commerce, and, e-government.

Careers opportunities are available in a large variety of law firms, corporate legal departments, the court system, and government agencies.

**B.S. Legal Studies Program Outcomes**

1. Students will attain a professional level of organizational skills including thinking, planning, and execution skills.
2. Students will demonstrate an understanding of the team concept for the delivery of legal services.
3. Students will attain a professional level of written and oral communication skills.
4. Students will demonstrate skills in the use of technology in the delivery of legal services.
5. Students will demonstrate ethical awareness and understand the concept of integrity.
6. Students will demonstrate a comprehensive, practical understanding of subject specific skills-based areas of practical legal work.
7. Students will acquire knowledge of career opportunities in law firms, corporate legal departments, government, and non-profit settings.
8. Students will demonstrate a comprehensive understanding of various specialized areas of the Law.



**B.S. in Legal Studies Fast Facts**

For program disclosures, please visit <http://www.post.edu/ge/BSLS-MC/index.html> and <http://www.post.edu/ge/BSLS-ONLINE/index.html>

**B.A. PSYCHOLOGY**

Students in the Bachelor of Arts in Psychology degree program study the science of behavior and mental processes. They develop strong academic and social skills including critical thinking, collaboration, oral and written expression, interpersonal effectiveness, and social maturity. Coursework emphasizes personality and psychopathology, child and adolescent development, the relationship between the nervous system and behavior, societal and cultural influence on human interaction, and the relationship between psychology and the law. Students learn to critically review psychological literature, and apply theory to practice by conducting their own psychological research projects.

Skills acquired in this program help prepare students for careers in counseling, rehabilitation, human services, administration, community and public relations, advertising and market research, education, and legislative affairs. Students are well-prepared to pursue advanced degrees in Psychology or related fields.

**B.A. Psychology Program Outcomes**

1. Students will demonstrate knowledge of the major concepts, empirical findings, theoretical perspectives, and historical trends in psychology.
2. Students will utilize major concepts, research findings, and theories in psychology to explain both typical and atypical human behavior and mental processes.
3. Students will apply research methods in psychology including research design, data analysis, and interpretation of results.
4. Students will analyze a variety of assessment techniques used in psychology.
5. Students will analyze the interdisciplinary relationship between psychology and biology in order to explain mental processes and behavior.
6. Students will analyze the role of learning and experience in determining human behavior.
7. Students will apply creative and critical scientific thinking to solve problems related to behavior and mental processes.
8. Students will communicate key psychological concepts in oral and/or written formats.
9. Students will collaborate effectively through soliciting and integrating diverse viewpoints.
10. Students will utilize information technology to research psychological concepts.



**B.A. in Psychology Curriculum**

This program is offered on our Main Campus and Online.

GENERAL EDUCATION	63 crs	MAJOR, CORE & CONCENTRATIONS	57 crs
<b>COMMON CORE</b>	<b>12 crs</b>	<b>DESIGNATED WRITING COURSE</b>	<b>3 crs</b>
ENG110 College Writing	3 crs	PSY341 Research Methods	
ENG120 College Writing II	3 crs		
COM107 Introduction to Communications	3 crs	<b>MAJOR, CORE &amp; CONCENTRATIONS</b>	<b>27 crs</b>
CIS112 Introduction to Computing	3 crs	PSY101 Fundamentals of Psychology	
		PSY102 Fundamentals of Psychology II	3 crs
<b>LIBERAL ARTS</b>	<b>24 crs</b>	PSY305 Theories of Personality	3 crs
History Elective	3 crs	PS 306 Abnormal Psychology	3 crs
PHL203 Ethics	3 crs	PSY310 Learning Theory	3 crs
Social Science Elective	3 crs	PSY315 Tests & Measurements	3 crs
Performance, Written, or Fine Arts Elective	3 crs	PSY340 Neuropsychology	3 crs
Elective	3 crs	PSY403 Sensation & Perception	3 crs
Elective	3 crs	PSY421 Proseminar	3 crs
Elective	3 crs		
Elective	3 crs	<b>DIRECTELECTIVES*</b>	<b>9 crs</b>
<b>MATH</b>	<b>6 crs</b>	Elective	3 crs
MAT120 College Algebra	3 crs	Elective	3 crs
MAT220 Statistics I	3 crs		
		<b>CONCENTRATIONS</b>	<b>12 crs</b>
<b>SCIENCE</b>	<b>3 crs</b>	<b>CAREER &amp; SELF-AWARENESS</b>	<b>6 crs</b>
BIO120 Concepts of Biology	3 crs	<b>Main Campus:</b>	
		CSA101 College Success Seminar	3 crs
<b>OPEN ELECTIVES</b>	<b>15 crs</b>	CSA260 Professional Success Seminar	1 cr
Elective	3 crs	CSA400 Career Capstone	2 crs
Elective	3 crs	<b>ADP:</b>	
Elective	3 crs	CSS101 College Success Seminar	3 crs
Elective	3 crs	PSS301 Professional Success Seminar:	
Elective	3 crs	Work, Life and Career Development	3 crs
<b>LEADERSHIP CORE</b>	<b>3 crs</b>	*Selected under advisement	
LCS105 Elements of Organizations	3 crs		
<b>GRAND TOTAL</b>			<b>120 crs</b>

**Human Development, Education, and Health Concentration**

The Human Development, Education, and Health concentration explores physical, emotional, social, and cognitive aspects of human psychological development. The concentration focuses on child and adolescent development, in addition to alcohol and drug-related behaviors across the lifespan. This concentration is ideal for preparing students for a career in the helping professions such as counseling, education, social work, or other related areas of public service.

HUMAN DEVELOPMENT, EDUCATION, AND HEALTH CONCENTRATION	12 crs
PSY201 Child Development	3 crs
PSY203 Adolescent Psychology	3 crs
PSY260 Educational Psychology	3 crs
PSY307 Drugs and Behavior	3 crs

**Organizational Studies Concentration**

The concentration in Organizational Psychology provides students with a strong background in understanding the application of psychological principles to examining individual and group interactions in a variety of settings, including the workplace. Coursework includes organizational and consumer behavior, social psychology, drug use behaviors, and multicultural psychology. This concentration prepares students for business-related careers including those in human resources, marketing, and public relations.

<b>ORGANIZATIONAL STUDIES CONCENTRATION</b>	<b>12 crs</b>
PSY220 Multicultural Psychology	3 crs
PSY301 Social Psychology	3 crs
PSY307 Drugs and Behavior	3 crs
MGT405 Organizational Behavior OR	
MKT404 Consumer Behavior	3 crs

**B.A. in Psychology Fast Facts**

For program disclosures, please visit <http://www.post.edu/ge/BAPSY-MC/index.html> and <http://www.post.edu/ge/BAPSY-ONLINE/index.html>

**B.A. SOCIOLOGY**

Students in the Bachelor of Arts in Sociology degree program will examine human behavior as it exists in an individual, and in groups, organizations and communities. Emphasis is placed on the practical and applied aspects of sociology. Students are encouraged to examine their world and how they behave as an individuals and members of groups, while investigating issues of race, gender, ethnicity, social class, and sexuality. All courses require students to meet the standards set forth by the American Sociology Association in the areas of ethics, integrity, social responsibility, and respect for people's rights, dignity, and diversity.

Graduates can pursue a career in community action programs or as parole and probations workers, case workers, program managers and geriatric care workers. Students may also choose to pursue graduate study in sociology, criminal justice, psychology, law, social work, or counseling.

**B.A. Sociology Program Outcomes**

1. Students will demonstrate knowledge of sociological theories, society and social issues.
2. Students will possess the skills necessary to assess and evaluate the impact of social institutions on human behavior.
3. Students will identify and define the significance of the appropriate application of various sociological theories and concepts.
4. Students will recognize, evaluate and interpret structural inequalities based upon race, class, gender and/or religion.
5. Students will recognize and comprehend the use of sociological research.
6. Students will utilize, apply and comprehend appropriate communication skills regarding society and social issues.
7. Students will recognize future career and educational objectives through synthesizing course work into the field experience.

**B.A. in Sociology Curriculum**

This program is offered on our Main Campus.

GENERAL EDUCATION		63 crs	MAJOR, CORE & CONCENTRATIONS		57 crs
<b>COMMON CORE</b>		<b>12 crs</b>	<b>DESIGNATED WRITING COURSE</b>		<b>3 crs</b>
ENG110 College Writing		3 crs	SOC420 Issues in Contemporary Sociology		3 crs
ENG120 College Writing II		3 crs			
COM107 Introduction to Communications		3 crs	<b>MAJOR, CORE &amp; CONCENTRATIONS</b>		<b>27 crs</b>
CIS112 Introduction to Computing		3 crs	SOC101 Principles of Sociology		3 crs
			SOC211 Sociology of Marriage & Family		3 crs
<b>LIBERAL ARTS</b>		<b>24 crs</b>	SOC260 Social Welfare		3 crs
History Elective		3 crs	SOC301 Social Problems		3 crs
PHL203 Ethics		3 crs	SOC310 Social Stratification		3 crs
Social Science Elective		3 crs	SOC312 Race & Ethnicity		3 crs
Performance, Written, or Fine Arts Elective		3 crs	SOC340 Sociological Theory		3 crs
Elective		3 crs	SOC341 Research Methods		3 crs
Elective		3 crs	SOC401 Sociology of the Community		3 crs
Elective		3 crs			
Elective		3 crs	<b>DIRECTED ELECTIVES*</b>		<b>6 crs</b>
			Elective		3 crs
<b>MATH</b>		<b>6 crs</b>	Elective		3 crs
MAT120 College Algebra		3 crs			
MAT220 Statistics I		3 crs	<b>CONCENTRATION</b>		<b>15 crs</b>
			<b>CAREER &amp; SELF-AWARENESS</b>		<b>6 crs</b>
<b>SCIENCE</b>		<b>3 crs</b>	CSA101 College Success Seminar		3 crs
Science Elective		3 crs	CSA260 Professional Success Seminar		1 cr
			CSA400 Career Capstone		2 crs
<b>OPEN ELECTIVES</b>		<b>15 crs</b>			
Elective		3 crs			
Elective		3 crs			
Elective		3 crs			
Elective		3 crs			
Elective		3 crs			
<b>LEADERSHIP CORE</b>		<b>3 crs</b>			
LCS105 Elements of Organizations		3 crs			
<b>GRAND TOTAL</b>					<b>120 crs</b>
<b>COUNSELING SERVICES CONCENTRATION</b>		<b>15 crs</b>	<b>SECURITY SERVICES CONCENTRATION</b>		<b>15 crs</b>
HSV301 Interviewing		3 crs	SOC322 Criminology		3 crs
HSV303 Introduction to Counseling		3 crs	SOC330 Juvenile Delinquency		3 crs
HSV309 Theories of Counseling		3 crs	Interdisciplinary Elective		3 crs
HSV330 Group Counseling		3 crs	Interdisciplinary Elective		3 crs
HSV368 Crisis Intervention		3 crs	Interdisciplinary Elective		3 crs

\*Selected under advisement

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<b>HEALTH AND COMMUNITY SERVICES</b>	<b>15crs</b>
<b>CONCENTRATION</b>	
SOC317 Alcohol & Drugs	3 crs
SOC321 Aging	3 crs
SOC326 Medical Sociology	3 crs
Interdisciplinary Elective	3 crs
Interdisciplinary Elective	3 crs

**B.A. in Sociology Main Campus Fast Facts**

For program disclosures, please visit <http://www.post.edu/ge/BASOC-MC/index.html>

**A.S. CRIMINAL JUSTICE**

Students in the Associate of Science in Criminal Justice program learn a foundation of criminal justice that will help them succeed as professionals in the field of criminal justice, or as bachelor's degree candidates. Students enrolled in Post University's Associate of Science in Criminal Justice degree program develop skills in report writing, finger printing, ballistic examination and crime scene documentation. Students will gain well-rounded knowledge in the areas of law enforcement, forensic science, corporate security, criminal investigation, and department of corrections.

Graduates of Post University's Associate of Science in Criminal Justice degree program are prepared for a variety of career options at the federal, state and local levels of law enforcement. Many students opt to continue their studies and earn a Bachelor of Science in Criminal Justice degree.

A.S.Criminal Justice Program Outcomes

1. Student will define and describe the structure of the American Criminal Justice System.
2. Students will list and describe U.S. Constitution (Bill of Rights) provisions and how they apply to criminal laws and procedures.
3. Students will demonstrate effective communication on a college level to write and articulate criminal justice principles.
4. Students will demonstrate an understanding of crime and punishment.
5. Students will identify principles and procedures as they relate to their ethical and professional responsibility.

A.S. in Criminal Justice Curriculum

GENERAL EDUCATION	27 crs	MAJOR, CORE & CONCENTRATIONS	33 crs
<b>COMMON CORE</b>	<b>12 crs</b>	<b>MAJOR CORE</b>	<b>30crs</b>
ENG110 College Writing	3 crs	CRJ101 Introduction to Criminal Justice	3 crs
ENG120 College Writing II	3 crs	CRJ102 Introduction to Law Enforcement OR	
COM107 Introduction to Communications	3 crs	CRJ103 Introduction to Corrections	3 crs
CIS112 Introduction to Computing	3 crs	CRJ202 Introduction to Security	3 crs
		CRJ209 Criminal Law	3 crs
<b>LIBERAL ARTS</b>	<b>6 crs</b>	200/300/400 Level Elective	3 crs
Humanities Elective	3 crs	200/300/400 Level Elective	3 crs
Social Science Elective	3 crs	200/300/400 Level Elective	3 crs
		200/300/400 Level Elective	3 crs
<b>MATH</b>	<b>3 crs</b>	200/300/400 Level Elective	3 crs
MAT105 Quantitative Methods OR	3 crs	200/300/400 Level Elective	3 crs
MAT120 College Algebra	3 crs		
		<b>CAREER &amp; SELF-AWARENESS</b>	<b>3 crs</b>
<b>SCIENCE</b>	<b>3 crs</b>	<b>Main Campus:</b>	
100/200 Level Science Elective	3 crs	CSA101 College Success Seminar	3 crs
		<b>ADP:</b>	
<b>LEADERSHIP CORE</b>	<b>3 crs</b>	CSS101 College Success Seminar	3 crs
LCS105 Elements of Organizations	3 crs		
<b>GRAND TOTAL</b>			<b>60 crs</b>

**Note:** 18 credits of the courses in the major in any AS degree must be at the 200 Level or higher and courses above 200 Level can only be electives

**A.S. in Criminal Justice Fast Facts**

For program disclosures, please visit <http://www.post.edu/ge/ASCRJ-MC/index.html> and <http://www.post.edu/ge/ASCRJ-ONLINE/index.html>

**A.S. LEGAL STUDIES**

Post University’s Associate of Science in Legal Studies Degree provides students with the opportunity to acquire specific legal skills and knowledge in the context of ethical practice. It is a career-focused pathway to a variety of professional careers where undergraduate legal skills and knowledge are required.

The program includes skills-based paralegal courses. Specific skills that are taught include, but are not limited to, legal research; civil litigation; real estate closings; estate administration & probate practice; family law & practice; and bankruptcy practice. Careers are available in a large variety of law firms, corporate legal departments, the court system, and government agencies.

**A.S. Legal Studies Program Outcomes**

1. Students will attain a professional level of organizational skills including thinking, planning, and execution skills
2. Students will demonstrate an understanding of the team concept for the delivery of legal services
3. Students will attain a professional level of written and oral communication skills
4. Students will demonstrate skills in the use of technology in the delivery of legal services
5. Students will demonstrate ethical awareness and understand the concept of integrity
6. Students will demonstrate a comprehensive, practical understanding of subject specific skills-based areas of practical legal work
7. Students will acquire knowledge of career opportunities in law firms, corporate legal departments, government, and non-profit settings
8. Students will demonstrate a comprehensive understanding of various specialized areas of the Law

**A.S. in Legal Studies Curriculum**

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

GENERAL EDUCATION		27 crs	MAJOR, CORE & CONCENTRATIONS		30-33 crs
<b>COMMON CORE</b>		<b>12 crs</b>	<b>MAJOR CORE</b>		<b>27-30 crs</b>
ENG110 College Writing	3 crs		LAW101 Introduction to Law		3 crs
ENG120 College Writing II	3 crs		LAW105 Estate Admin. and Probate		3 crs
COM107 Introduction to Communications	3 crs		LAW201 Real Estate Law and Practice		3 crs
CIS112 Introduction to Computing	3 crs		LAW203 Civil Litigation		3 crs
			LAW/BUS204 Business Law I		3 crs
<b>LIBERAL ARTS</b>	<b>6 crs</b>		LAW/BUS205 Business Law II		3 crs
100 or 200 Level Social Sciences Elective	3 crs		LAW460 Legal Studies Internship OR		
100 or 200 Level Humanities Elective	3 crs		LAW425 Legal Writing and LAW440 Legal		3-6 crs
			200 Level or Higher Elective*		3 crs
<b>MATH</b>	<b>3 crs</b>		200 Level or Higher Elective*		3 crs
MAT105 Quantitative Methods OR					
MAT120 College Algebra	3 crs		<b>CAREER &amp; SELF-AWARENESS</b>		<b>3 crs</b>
			<b>Main Campus:</b>		
<b>SCIENCE</b>	<b>3 crs</b>		CSA101 College Success Seminar		3 crs
100 or 200 Level Elective	3 crs				
<b>LEADERSHIP CORE</b>	<b>3 crs</b>		<b>ADP:</b>		
LCS105 Elements of Organizations	3 crs		CSS101 College Success Seminar		3 crs
			CSA101 College Success Seminar		3 crs
<b>GRAND TOTAL</b>					<b>60-63</b>

\*18 credits of the courses in the major in any AS degree must be at the 200 Level or higher and courses above 200 Level can only be electives.



**A.S. in Legal Studies Fast Facts**

For program disclosures, go to <http://www.post.edu/ge/ASLS-MC/index.html> and <http://www.post.edu/ge/ASLS-ONLINE/index.html>

**LEGAL NURSE CONSULTING CERTIFICATE**

Post University’s legal nurse consulting certificate provides students with the opportunity to acquire specific legal skills and knowledge in the context of ethical practice. It is a career-focused pathway to a variety of professional careers where legal nurse consulting skills and knowledge are required.

The program teaches traditional legal skills-based courses such as legal research and writing, and civil litigation. It also includes an introductory legal course in addition to subject-specific courses in personal injury law and medical malpractice, and an internship.

As distinguished from general paralegal skills, specific legal nurse consulting skills that are taught include, but are not limited to, being able to summarize medical literature, evaluate the standards of health care practices, obtain and identify medical records, organize medically-related litigation materials, and, analyze medical events in relation to allegations.

The legal nurse consultant can practice in a variety of settings such as law firms, government offices, insurance companies, hospital risk management departments, forensic environments, consulting firms, HMOs, or as self-employed independent practice professionals.

**Legal Nurse Consulting Certificate Program Outcomes**

1. Students will attain a professional level of organizational skills including thinking, planning, and execution skills.
2. Students will demonstrate an understanding of the team concept for the delivery of legal nurse consulting services.
3. Students will attain a professional level of written and oral communication skills relevant to legal nurse consulting.
4. Students will demonstrate skills in the use of technology in the delivery of legal nurse consulting services.
5. Students will demonstrate ethical awareness and understand the concept of integrity as specifically required in the legal profession.
6. Students will demonstrate a comprehensive, practical understanding of subject specific skills-based areas of practical legal nurse consulting work.
7. Students will acquire knowledge of legal nurse consulting career opportunities in law firms and other relevant settings.
8. Students will demonstrate a comprehensive understanding of areas of the Law relevant to Legal Nurse Consulting.

**Legal Nurse Consulting Certificate Curriculum**

This program is offered Online.

ACC111 Financial Accounting	3 crs	LAW415 Personal Injury Law	3 crs
CIS112 Introduction to Computing	3 crs	LAW430 Medical Malpractice	3 crs
LAW101 Introduction to Law	3 crs	LAW425 Legal Writing	3 crs
LAW203 Civil Litigation Practice	3 crs	LAW Elective	3 crs
LAW205 Legal Research	3 crs	LAW460 Legal Studies Internship	3 crs

**GRAND TOTAL** **30CRS**

**Legal Nurse Consulting Certificate Fast Facts**

For program disclosures, please go to <http://www.post.edu/ge/CERTLAW-MC/index.html> and <http://www.post.edu/ge/CERTLNC-ONLINE/index.html>

**CERTIFICATE IN PARALEGAL STUDIES**

Students pursuing a Certificate in Paralegal Studies learn skills specific to practical work as a paralegal, becoming knowledgeable in summarizing depositions, legal research, preparing legal documents, and interviewing clients. Through coursework, students learn the inner workings of civil litigation, real estate closings, and probate practice. Students also have an introductory course and two additional survey courses in Business Law.

Entry-level careers as Paralegals and Legal Assistants may be available for students in a variety of law firms, corporate legal departments, the court system, government agencies, non-profits, and private industry.

**Certificate in Paralegal Studies Program Outcomes**

1. Students will attain a professional level of organizational skills including thinking, planning, and execution skills.
2. Students will demonstrate an understanding of the team concept for the delivery of legal services.
3. Students will attain a professional level of written and oral communication skills.
4. Students will demonstrate skills in the use of technology in the delivery of legal services.
5. Students will demonstrate ethical awareness and understand the concept of integrity.
6. Students will demonstrate a comprehensive, practical understanding of subject specific skills-based areas of practical legal work.
7. Students will acquire knowledge of career opportunities in law firms, corporate legal departments, government, and non-profit settings.
8. Students will demonstrate a comprehensive understanding of various specialized areas of the Law.

**Paralegal Certificate Curriculum**

This program is offered on our Main Campus and Online.

LCS105 Elements of Organizations	3 crs	CIS112 Introduction to Computing	3 crs
LAW/BUS205 Business Law II	3 crs	LAW105 Estate Admin. & Probate Practice	3 crs
LAW101 Introduction to Law	3 crs	LAW203 Civil Litigation Practice	3 crs
LAW201 Real Estate Law & Practice	3 crs	LAW460 Legal Studies Internship OR	3 crs
LAW205 Legal Research	3 crs	LAW425 Legal Writing & LAW440 Legal Ethics	6 crs
LAW/BUS204 Business Law I	3 crs		

**GRAND TOTAL** 30-33 crs

**Paralegal Certificate Fast Facts**

For program disclosures, go to <http://www.post.edu/ge/CERTLAW-MC/index.html> and <http://www.post.edu/ge/CERTLAW-ONLINE/index.html>.

**ACCOUNTING MINOR**

The Accounting minor focuses on the concepts and principles that are the foundation of accounting. The Accounting minor exposes students to the basic concepts of the accounting framework for recording and reporting of transactions, and the basic principles of financial management. Students will learn how to prepare and analyze financial statements.

<b>ACCOUNTING MINOR</b>	<b>15 crs</b>
ACC111 Financial Accounting	3 crs
ACC211 Managerial Accounting	3 crs
<b>Plus any three of the following:</b>	
ACC215 Spreadsheet and General Ledger Applications	3crs
ACC301 Cost Accounting	3crs
ACC303 Intermediate Accounting I	3 crs
ACC305 Analysis of Financial Statements	3 crs
ACC315 Fraud Prevention and Examination	3 crs
ACC325 Forensic Accounting	3 crs

**ARTMINOR**

Students may seek an academic minor in art. The Art Minor in the visual arts complements the skills the student gains in his or her major discipline by offering an aesthetic and personal exploration of imagery with an understanding of visual art processes, media and skills through a balance of art theory and practice.

<b>ART MINOR</b>	<b>15 crs</b>
ART101 Art History I OR	
ART102 Art History II	3 crs
ART105 Drawing 1	3 crs
Elective	3 crs
Elective	3 crs
Elective	3 crs

**BIOLOGY MINOR**

Whether you are discussing a diagnosis from your doctors, investing in a biotechnology firm, or a debating science policies, the biological sciences impact all of our lives. The minor in biology gives students a solid foundation in the essential concepts of biological sciences and the process of scientific investigation. Besides becoming more informed citizens, students with a minor in biology will able to tailor their careers towards industries in the biological and healthcare fields.

<b>BIOLOGY MINOR</b>	<b>15 crs</b>
BIO143 General Biology I	3 crs
BIO143L General Biology I Lab	1 cr
BIO144 General Biology II	3 crs
BIO144L General Biology II Lab	1 cr
BIO/ENV Elective at 200 – 400 Level	3 crs
BIO/ENV Elective at 200 – 400 Level	3 crs
BIO/ENVL Lab Elective at 200-400 Level	1 cr

**CHEMISTRY MINOR**

A Chemistry Minor requires 18 credits. Those wishing to include this minor in their curriculum should consult their advisor.

<b>CHEMISTRY MINOR</b>	<b>18 crs</b>
CHM115 General Chemistry I	3 crs
CHM115L General Chemistry I Lab	1 cr

CHM116 General Chemistry II	3 crs
CHM116L General Chemistry II Lab	1 cr
BIO313 Biochemistry	3 crs
ENV300 Toxicology	3 crs
CHM310 Environmental Chemistry	3 crs
CHM310L Environmental Chemistry Lab	1 cr

**INTERACTIVE COMMUNICATION MINOR 15 crs**

COM107 Introduction to Communications	3crs
COM201 Communication Theory	3crs
COM301 Mass Media and Society	3 crs

In addition to the above courses, students must select one 300-level course and one 400-level course.

**CRIMINAL JUSTICE MINOR 15 crs**

CRJ101 Introduction to Criminal Justice	3 crs
CRJ103 Introduction to Corrections	3 crs
CRJ201 Juvenile Justice	3 crs
CRJ404 Theoretical Criminology	3 crs
CRJ Elective	3 crs

**EDUCATION MINOR**

Undergraduate students who pursue a minor in education will gain a strong knowledge base in the area of education and be well-prepared to enter a graduate program or career in in the field of education. The minor in education utilizes many general education courses. This allows students to complement their major coursework with a minor, while completing general education requirements of the degree program. Note: Completion of a minor will not lead to a license or certificate.

**EDUCATION MINOR 15 crs**

EDU311: Foundations of Teaching	3 crs
PSY260: Educational Psychology	3 crs
SOC312: Race and Ethnicity	3 crs
PSY201: Human Development	3 crs
Elective (choose one):	3 crs
PSY310: Learning Theory	3 crs
PSY320: Language Development in Young Children	3 crs
CHS203: Children’s Literature and Language Arts	3 crs
PSY203: Adolescent Psychology	3 crs
SOC336: Home, School, and Community	3 crs

**ENGLISH MINOR**

As an English minor, a student will discover meaning in a variety of literary works and genres, as well creative writing courses. Pursuing a minor in English equips a student with practical skills in communication, analysis, and social interaction. With the knowledge and abilities developed through the study of English, a student continues the preparation needed for careers in a variety of challenging areas.

This minor requires a minimum of 15 credits not including the General Education requirement in English (ENG110 College Writing and ENG120 College Writing II)

<b>ENGLISH MINOR</b>	<b>15 crs</b>
ENG130 Literature and Composition	3 crs
ENG200 Elective	3 crs
ENG200 Elective	3 crs
ENG300 Elective	3 crs
ENG300 or 400 Elective	3 crs

**EQUINE STUDIES MINOR**

The minor in Equine Studies provides foundational examination of topics in stable management centered on an understanding of equines and their many roles in human lives. Students may select topics for advanced study in any of the broad range of subject areas offered within the Equine Program. This minor permits any student to develop the knowledge, skills, and experience for a specialty in equine-related aspects of their area of interest or professional preparation.

This Minor require a minimum of 16 credits. Those wishing to include an Equine Studies minor in their curriculum should consult an advisor in the Equine Program.

<b>EQUINE STUDIES MINOR</b>	<b>16 crs</b>
EQU161 Stable Management I: Horse Care and Management (with Lab) OR EQU162 Stable Management II: Facility Design and Operation (with Lab)	4cs
EQU251 Anatomy and Physiology of the Horse	3
crs EQU Elective at 200-level or above	3
crs EQU Elective at 300-level or above	6 crs

<b>ENVIRONMENTAL SCIENCE MINOR</b>	<b>16 crs</b>
ENV121 Environmental Science: A Global Concern	3 crs
ENV121L Environmental Science: A Global Concern Lab	1 cr
ENV420 Ecological Field Methods	3 crs
ENV430 Strategies for Sustainable Development	3 crs
BIO or ENV elective at 200-level or above	3crs
BIO or ENV elective at 200-level or above	3 crs

**FINANCE MINOR**

The Finance minor helps students build skills and capabilities in analyzing, defining, and arriving at viable solutions in financial decision making and planning, and prepares students for careers with financial services firms, brokerage and investment houses, banks, insurance companies, and domestic and international businesses, among other areas.

**FINANCE MINOR 15 crs**

FIN201 Principles of Finance	3 crs
FIN302 Corporate Finance	3 crs
PLUS 3 of the following:	
FIN305 Analysis of Financial Statements	3 crs
FIN306 Personal Financial Planning	3 crs
FIN401 Insurance and Risk Management	3 crs
FIN403 Investment Management	3 crs
FIN407 Business Valuations for Mergers and Acquisitions	3 crs
FIN411 International Financial Management	3 crs

**FORENSIC PSYCHOLOGY MINOR**

The Forensic Psychology minor focuses on the interdisciplinary relationship between psychology and the law. Students are exposed to topics such as the roles and responsibilities of forensic psychologists, insanity and competency, sexual offending, domestic violence, child abuse, criminal behavior, and the death penalty. This minor will help students prepare for careers in law enforcement, forensic science, legal studies, criminal justice and human services.

**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 Psychology Elective (Either PSY201, PSY203, PSY301, or PSY305)	3 crs

**HUMAN SERVICES MINOR**

This minors requires a minimum of 15 credits. Those wishing to include a minor in their curriculum should consult their advisor.

**HUMAN SERVICES MINOR 15 crs**

HSV101 Introduction to Human Services	3 crs
HSV200 Intervention Methods	3 crs
HSV260 Social Welfare Policy	3 crs
<b>Choose Two of the Following:</b>	
HSV301 Interviewing Methods	3 crs
HSV309 Theories of Counseling	3 crs
HSV330 Group Counseling	3 crs
HSV405 Human Services Administration	3 crs
HSV460 Human Services Practicum I	3 crs

**LEGAL STUDIES MINOR**

The foundational prerequisite course in the Legal Studies minor is LAW 101 Introduction to Law. The remaining four choices can be selected from among any of the specific skills-based paralegal courses along with any of the legal specialty project-based courses. This minor will help students prepare for any profession which requires a practical knowledge of the Law including, but not limited to, careers in business, accounting, criminal justice and human services.

**LEGAL STUDIES MINOR 15 crs**

LAW101(Prerequisite for other four courses)	3 crs
LAW Electives	12crs



**MARKETING MINOR**

The Marketing minor provides students with an introduction to the foundational concepts and principles of marketing. The program provides students a basic understanding of real-world applications of general marketing, selling techniques and retail merchandising/ management. Students will learn how to create a marketing plan, creative brief and the techniques of a competitive market analysis.

<b>MARKETING MINOR</b>	<b>15 crs</b>
MKT101 Principles of Marketing	3 crs
MKT203 Sales and Selling Techniques	3 crs
MKT305 Internet & Interactive Media Marketing	3 crs
MKT342 Marketing Research	3 crs
MKT404 Consumer Behavior	3 crs

**MATHEMATICS MINOR**

A Mathematics Minor on a student’s transcript indicates that a student can think logically, formulate sound arguments and support them with evidence, solve problems, formulate alternative approaches when the initial approach to a problem does not result in a solution, and possesses the skills to identify the essential elements of a problem and apply abstract tools learned in a variety of contexts to solving the problem. This minor requires a minimum of 15 credits with an average grade of “C-” or above. Those wishing to include a minor in their curriculum should consult their advisor or the Mathematics APM.

<b>MATHEMATICS MINOR</b>	<b>15 crs</b>
MAT171 Calculus I	3 crs
MAT172 Calculus II	3 crs
MAT271 Calculus III	3 crs

In addition to the courses listed above, students can select two additional courses numbered 220 and above.

**OCEAN CONSERVATION MINOR**

The Ocean Conservation minor is designed to expose students to the wonders and vulnerability of the tropical ocean ecosystem. With a foundation in ocean conservation and environmental science, the minor provides students with the scientific analytical skills to critique negative human effects on the tropical marine ecosystem, and assess creative and innovative solutions to these problems. Students will have an opportunity to practice ocean conservation field methods and techniques during class diving trips to tropical waters (Open Water Diver certification is required to dive).

<b>OCEAN CONSERVATION MINOR</b>	<b>15 or 16 crs</b>
ENV110 Exploring Environmental Issues	3crs
OR ENV121 & ENV121L Environmental Science: A Global Concern	4crs
ENV240 Ocean Conservation and Management	3crs
ENV330 Physical Oceanography	3crs
ENV410 Coral Reef Ecology and Restoration	3crs
ENV440 Methods in Scientific Diving	3crs

**PHILOSOPHY MINOR**

The Philosophy minor can help the student think critically, reasonably, and carefully. It offers students the opportunity to articulate their own ideas, deepen their self-awareness, develop a humane attitude, and envision alternative ways of looking at things, personally, professionally and as a member of the global community.

**PHILOSOPHY MINOR 15crs**

PHL101 Introduction to Philosophy	3crs
PHL203 Ethics	3crs
PHL301 World Religions	3crs
Plus two of the following:	
PHL302 Eastern Philosophy	3crs
PHL305 Political Philosophy	3crs
PHL309 Understanding Our Universe	3crs

**PSYCHOLOGY MINOR**

The Psychology Minor explores the fundamental principles of psychology and psychological research methods, while allowing for in-depth study of selected topics in upper-level courses including Personality Psychology, Abnormal Psychology, Child Psychology, and Forensic Psychology.

**PSYCHOLOGY MINOR 15crs**

PSY101 Fundamentals of Psychology I	3crs
PSY341 Research Methods for Social Sciences	3crs
PSY200-level course	3crs
PSY300-level course	3crs
PSY400-level course	3crs

**SOCIOLOGY MINOR**

The Sociology Minor is designed to help students enhance their current program of study and illustrates students' interest in learning about people within our world. A Sociology Minor on students' transcripts reflects a desire to learn about differences among people, inequalities that exist within our world, and how each of us can create change. This 15-credit minor shows that the student wishes to incorporate this knowledge while working with others and within their future career. Those wishing to include a minor in their curriculum should consult their advisor.

**SOCIOLOGY MINOR 15crs**

SOC101 Principles of Sociology	3crs
SOC301 Social Problems	3crs
SOC340 Sociological Theory	3crs
SOC300-level course	3crs
SOC400-level course	3crs

**SPORT MANAGEMENT MINOR**

The Sport Management minor (15 credits) in the Malcolm Baldrige School of Business allows students to explore the world of Sport Management. Students will begin with a Foundations of Sport Management course and take subsequent courses, both required and per student interest, to fulfill the requirements of the minor. Each student will complete a Sport Management capstone. The capstone allows students to gain valuable hands-on real world experience in a Sport Management setting.

**SPORT MANAGEMENT MINOR 15 crs**

SMG101 Foundations of Sport Management	3crs
SMG301 Sports Marketing	3crs
SMG451 Sport Management Capstone	3crs
<b>Plus any two of the following:</b>	
SMG151 Sport in Society	3 crs
SMG201 SportandAthletic Administration	3 crs
SMG251 Sport Event and Facility Management	3crs
SMG401 Sport Economics	3crs



Graduate  
Programs

## GRADUATE FACULTY

NAME	SUBJECTS TAUGHT	HIGHEST DEGREES HELD	INSTITUTION
Agvent, Christina	M.Ed. Program	Master of Science	Fairfield University
Atjum-Roberts, Therse	M.Ed. Program	Ed.D.	University of Massachusetts - Amherst
Baruth, Katey	Human Services	Ph.D.	New Mexico State University
Bergeron, Carole	Healthcare MBA	Ph.D.	Antioch University
Jannetty, David	Public Administration	M.S.	University of New Haven
Hunt, Alisa	MS Accounting	Ph.D.	Capella University
Kerns, Fred	MBA Program	M.B.A.	Wayne State University
Mueller, Ruediger	MBA Program	Ph.D.	Texas Tech University/Justus Liebig University in Germany
Parker, Ruby	M.Ed. TESOL	Ph.D.	Saint Louis University; Baguio, Philippines
Paulone, Stephen	MBA Program	D.B.A.	Northcentral University
Roe, Chuck	MBA Program	Doctorally Enrolled	Fielding Graduate Institute
Williams, Danielle	Human Services	Ph.D.	Andrews University
York, Jessica	Higher Education Administration	Ed.D.	Southern Connecticut State University

For a list of part-time Associate Faculty, please visit the faculty page of our website.

## Graduate Degrees and Certificates

<b>Master of Business Administration</b>	<b>Online</b>	
Concentrations: Corporate Innovation, Entrepreneurship, Finance, Leadership, Marketing, Multidisciplinary, Project Management		
<b>Healthcare MBA</b>	<b>Online</b>	
<b>Master of Science in Accounting</b>	<b>Online</b>	<b>Evening &amp; Weekend</b>
<b>Master of Education</b>	<b>Online</b>	
Concentrations: Higher Education Administration, Instructional Design & Technology, Online Teaching, Teaching and Learning, TESOL (Teaching English to Speakers of Other Languages)		
<b>Master of Science in Human Services</b>	<b>Online</b>	<b>Evening &amp; Weekend</b>
Concentrations: Clinical Counseling within Organizational Settings, Alcohol & Drug Counseling, Non-Profit Management, Forensic Mental Health Counseling		
<b>Master of Public Administration</b>	<b>Online</b>	
<b>Graduate Certificate in Corporate Innovation</b>	<b>Online</b>	
<b>Graduate Certificate in Entrepreneurship</b>	<b>Online</b>	
<b>Graduate Certificate in Finance</b>	<b>Online</b>	
<b>Graduate Certificate in Leadership</b>	<b>Online</b>	
<b>Graduate Certificate in Marketing</b>	<b>Online</b>	
<b>Graduate Certificate in Performance Management</b>	<b>Online</b>	

Graduate Certificate in Project Management	Online
Graduate Certificate in Alcohol & Drug Counseling	Online
Graduate Certificate in Higher Education Administration	Online
Graduate Certificate in Online Teaching	Online
Graduate Certificate in Professional Counseling	Online

**MALCOLM BALDRIGE SCHOOL OF BUSINESS GRADUATE PROGRAMS****MASTER OF BUSINESS ADMINISTRATION (MBA)**

Students in the Master of Business Administration (MBA) degree program begin by taking foundation courses in accounting, finance and marketing. Through coursework, students will learn how to solve business problems with innovation and creativity. Core courses build on the foundation courses, students will hone skills in the areas of financial modeling, project management, leadership, competitive intelligence, business strategy and planning, and organization dynamics. Students further their education by selecting one of the following areas of concentration: Corporate Innovation, Entrepreneurship, Finance, Leadership, Marketing, Project Management or Multidisciplinary. Graduates will be poised for career advancement and may seek employment as: supervisor, manager, director, corporate office or corporate executive.

This degree program is nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

**MBA IN CORPORATE INNOVATION**

The Corporate Innovation concentration in the MBA program of study builds on the core and foundation to provide specialized knowledge and applied skills in leading and managing change and complexity in organizations, fostering conditions that create and unleash innovation in organizations and applying financial tools to manage the innovation process.

Graduates of this concentration learn skills that will provide opportunities for career entry or advancement in corporations and organizations. Job titles may vary widely but generally include managers, directors and executives responsible for strategy, change and innovation.

**MBA IN ENTREPRENEURSHIP**

The Entrepreneurship concentration in the MBA program of study builds on the core and foundation to provide specialized knowledge and applied skills to create and manage new business ventures, develop new products and services, write business plans and buy and sell businesses. Students learn to apply entrepreneurial financial strategies to fund and operate businesses and organizations.

Graduates of this concentration learn skills that will provide opportunities for career entry or advancement in small business environments including: owner, partner, franchisee, manager or executive in an entrepreneurial organization.

**MBA IN FINANCE**

The Finance Concentration in the MBA program of study builds on the core and foundation to provide specialized knowledge and applied skills in management of financial institutions, analysis of financial statements, creation and management of financial portfolios and a working knowledge of the impact of public policy to application of financial principles.

Graduates of this concentration learn skills that will provide opportunities for career entry or advancement in the finance field including, but not limited to: financial analyst, banker, controller, money manager, investment analyst, underwriter, financial manager, finance executive.

**MBA IN LEADERSHIP**

The Leadership concentration in the MBA program of study builds on the core and foundation to provide specialized knowledge and applied skills in leading and managing change and complexity in organizations. Students learn to apply ethical values, beliefs and behaviors in making decisions for the socially responsible organization. Students explore and discover the leader within through study of academic models and assessments.

Graduates of this concentration learn skills that will provide opportunities for career entry or advancement in corporations and organizations. Job titles may vary widely but generally include team and unit leaders, supervisors, managers, directors and executives responsible for leadership and change.

**MBAINMARKETING**

The Marketing Concentration in the MBA Program of study builds on the core and foundation to provide specialized knowledge and applied skills in writing marketing plans, developing new products and services, matching value propositions to buyers and management of marketing organizations. Students also learn applied strategies in the use of Customer Relationship Management and Sales Lead Management systems.

Graduates of this concentration learn skills that will provide opportunities for career entry or advancement in the marketing field, including but not limited to: marketing analyst, sales supervisor or manager, business development manager, product researcher, product developer, marketing strategist or marketing manager, director or executive.

**MBA MULTIDISCIPLINARY CONCENTRATION**

The Multidisciplinary concentration in the MBA program of study builds on the core and foundation to provide specialized knowledge and applied skills from courses selected by the student from all other concentrations based on their specific career goals. This program of study is crafted in advisement with, and must be approved by, the Academic Program Manager for this concentration. Generally, graduates of this concentration learn skills that will provide opportunities for career entry or advancement in targeted opportunities based on the approved degree plan.

**MBA IN PROJECT MANAGEMENT**

The Project Management concentration in the MBA program of study builds on the core and foundation to provide specialized knowledge and applied skills in leading project teams, defining and managing project risk, using project management systems, assessing financial resource needs and impacts, and managing project finance. Students apply project management techniques to solve issues in specific industries.

Graduates of this concentration learn skills that will provide opportunities for career entry or advancement in the project management field, including but not limited to: project manager, program manager, program office manager, director or executive.

**MBA Program Outcomes**

- 1) Creativity and Innovation. Students will apply principles of creativity and innovation to for-profit and/or not-for-profit organizations.
- 2) Communication. Students will communicate professionally using graduate-level written and oral skills essential to success in the business environment.
- 3) Leadership. Students will develop and practice their own vision and leadership approach based on proven and innovative business methods.
- 4) Transformation of organizations. Students will use innovation and leadership principles to lead the transformation of their ventures, organizations or communities.
- 5) Strategic Business Planning. Students will demonstrate the ability to conduct strategic business planning supported by current market analysis.
- 6) Creation of new ventures, products and services. Students will apply innovative tools to evaluate organizational needs for developing and implementing new ventures, products and services.
- 7) Quantitative Reasoning. Students will identify, analyze, evaluate and apply financial models, analytical decision tools and planning models to solve complex organizational problems.
- 8) Ethics. Students will examine and apply ethical and professional behaviors to business situations.
- 9) Concentration-specific. Students will identify, analyze, evaluate and implement research-based business practices applicable to their area of concentration.

## Master of Business Administration Curriculum

This program is offered online.

**MBA Preparatory Course**

BUS500 MBA Preparatory Course 0 crs

**MBA Program Foundation Courses**

**9 crs**

BUS501 Economic Foundations of Applied Accounting and Finance 3 crs  
 BUS504 Marketing Mix Strategies 3 crs  
 BUS505 Organizational Creativity, Discovery, and Innovation 3 crs

**MBA Core Courses**

**18crs**

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 Graduate Seminar and Capstone Project 3 crs

**GRAND TOTAL**

**45 crs**

**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 3 crs  
 BUS675 Financial Tools for Managing Innovation 3 crs

**Entrepreneurship**

**12 crs**

BUS610 New Venture Creation 3 crs  
 BUS615 New Product Development 3 crs  
 BUS620 Financing the New Venture 3 crs  
 BUS625 Acquisitions in New Business Formation 3 crs

**Finance**

**12 crs**

**Choose four of the five courses listed below:**

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  
 BUS635 Organizational Risk Management 3 crs

**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 3 crs

**Marketing**

**12 crs**

BUS615 New Product Development 3 crs  
 BUS617 Matching Value Propositions to Buyers 3 crs  
 BUS618 Integrated Marketing for Managers 3 crs  
 BUS619 Driving Growth through Customer Relationship Management 3 crs

**Multidisciplinary**

**12 crs**

(An approved plan of four courses selected by the student from all other MBA concentrations)

**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



**Master of Business Administration Fast Facts**

For program disclosures, please go to:

MBA: <http://www.post.edu/ge/MBA-ONLINE/index.html>

MBA Corporate Innovation: <http://www.post.edu/ge/MBACI-ONLINE/index.html>

MBA Entrepreneurship: <http://www.post.edu/ge/MBAENTRE-ONLINE/index.html>

MBA Finance: <http://www.post.edu/ge/MBAFINANCE-ONLINE/index.html>

MBA Leadership: <http://www.post.edu/ge/MBALEADER-ONLINE/index.html>

MBA Marketing: <http://www.post.edu/ge/MBAMRKT-ONLINE/index.html>

MBA Multidisciplinary: <http://www.post.edu/ge/MBAMULT-ONLINE/index.html>

MBA Project Management: <http://www.post.edu/ge/MBAPM-ONLINE/index.html>

**HEALTHCARE MBA**

Curriculum in the Healthcare MBA program focuses on the essentials of leadership, organizational dynamics, business management and clinical care, presented from the perspective of a practicing health care administrator. Due to the complexity and sea-shift occurring in 21st century health care, the learning goals are a blend of theory and practice; the program is an exercise in applied learning to prepare the graduate to be work-ready upon graduation.

By developing their abilities in organizational science, analyzing and applying data, and identifying and responding to future trends, students will design new models for their current or future organization that will stand the tests of time and change while ensuring excellent patient care. Utilizing specific healthcare-oriented business strategies, students will make advancements in employee and organizational capacity and effectiveness. Students will interpret economics and the role of government as they pertain to healthcare, practicing sound fiscal management.

**Healthcare MBA Program Outcomes**

1. Students will provide effective, ethically guided leadership in designing, inspiring and leading a culturally responsive, high performance organization accountable for quality healthcare and improved population-based health.
2. Students will identify and utilize emerging trends in healthcare to design relevant care delivery models/ systems and manage change that creates quality and value.
3. Students will define, communicate and market the role of quality and value in the organization's strategic mission, within the context of the current healthcare environment, to both internal and external stakeholders, governmental and regulatory agencies.
4. Students will create and instill a culture of shared accountability, collaboration, creativity, and innovation within the organization, healthcare system and community served.
5. Students will utilize specific strategies, tactics and tools to build, enhance, and advance human/organizational capacity and effectiveness through engaged individuals and integrated multidisciplinary teams that plan and implement change processes.
6. Students will interpret the economic climate, public policy and role of government in healthcare as context for collecting, tracking, analyzing and integrating accurate quality and financial data when making & supporting organizational decisions.
7. Students will select and apply appropriate data and decision-making tools, along with financial, planning and customer relations models that guide program/process-enhancing changes and performance/outcome measurement.
8. Students will develop and manage effective care networks in project management while utilizing legal/regulatory guidelines to predict and manage differing forms of patient-related risk.
9. Students will develop quality patient care delivery systems, utilizing data to reduce variability in clinical processes, improving quality, cost-effectiveness, and outcomes of healthcare delivery.
10. Students will integrate organizational science and population informatics in determining appropriate interventions across diverse populations and settings to ensure community health and safety.

This newly-offered degree program will be eligible for accreditation by the ACBSP (ACBSP) when it has been in existence for at least two years and has program graduates.

## Healthcare MBA Program Curriculum

<b>Healthcare MBA Foundation Courses</b>	<b>15 crs</b>
HCA503 US Integrated Health Care Systems	3crs
HCA 504 Regulation, Compliance, and Ethics in Health Care Reform	3 crs
HCA505 Health Systems Financial Management	3 crs
HCA506 Health Care Leadership and Human Dynamics	3 crs
HCA507 Organizational Innovation, Creativity, and Change Management In Health Care	3 crs
<b>Healthcare MBA Core Courses</b>	<b>15 crs</b>
HCA510 Health Care Decisions, Analytics, and Systems Performance	3crs
HCA515 Human Resource Management in Health Care	3crs
HCA520 Organizational Behavior and Culture Management in Health Care	3crs
HCA525 Health Care Business Communication	3crs
HCA530 Health Care Quality and Performance Management	3crs
<b>Healthcare MBA Concentration Courses</b>	<b>12 crs</b>
HCA610 Entrepreneurship and Networking in Health Care	3crs
HCA611 Virtual Technology and eHealth	3crs
HCA612 Marketing Health Care Services	3crs
HCA613 Managing Community and Population Health	3crs
<b>Healthcare MBA Capstone Course and Culminating Experience</b>	<b>6 crs</b>
HCA698 Readings, Research and Planning	3crs
HCA699 Capstone Project	3crs
<b>GRAND TOTAL</b>	<b>48 crs</b>

## Healthcare MBA Fast Facts

For program disclosures, please go to <http://www.post.edu/ge/MBAHC-ONLINE/index.html>.

**MASTER OF SCIENCE IN ACCOUNTING**

The Master of Science in Accounting (MSA) degree provides students with a practitioner-focused program that focuses on the advanced knowledge and skills required for employment and advancement in the field of accounting. It also provides students with the educational requirements for CPA licensure in most states. In addition to the technical accounting skills necessary for a successful career, students will obtain those skills necessary for advancement into managerial positions. Integral to each course is a theme of adherence to professional standards and ethics. Graduates will be poised for career advancement and may seek employment as: Certified Public Accountant, Corporate Controller, Auditor, Financial Analyst, and other Managerial Accounting-related positions.

**Master of Science in Accounting Program Outcomes**

1. Students will measure, analyze and assess data-driven accounting information to effect solutions to business problems to include the application of research skills utilizing various accounting databases and other sources.
2. Students will apply best practice accounting and auditing techniques to insure best quality and accuracy of information.
3. Students will understand and apply accounting principles on a global basis.
4. Students will obtain a foundation of knowledge based on the subject matter embodied in the Uniform Certified Public Accounting Examination.
5. Students will examine and apply ethical and professional behaviors to accounting and other business situations.
6. Students will demonstrate the skills associated with business development, sales, customer service and networking.
7. Students will understand and engage in the role of the accountant and auditor as part of the management team and apply leadership, creativity and innovation in the strategic decision-making process relating to organizational planning and control.
8. Students will communicate professionally using graduate-level written and oral skills essential to success in the business environment.

Note: This degree program awaits national accreditation by the Accreditation Council for Business Schools and Programs (ACBSP) while it meets the ACBSP eligibility of 1) two years' existence and 2) program graduates.

**Master of Science in Accounting Curriculum**

<b>MSA Foundation Accounting Courses</b>	<b>18 crs</b>
ACC501 Research and Writing for the Accounting Profession (prerequisite for all other Accounting courses)	3 crs
ACC512 International Accounting	3 crs
ACC515 Non-Profit and Governmental Accounting	3 crs
ACC522 Advanced Audit Issues	3 crs
ACC525 Advanced Topics in Taxes	3 crs
ACC532 Enterprise Risk Management	3 crs
<b>MSA Foundation Management Courses</b>	<b>9 crs</b>
ACC535 Customer Relationship Management for Professional Organizations	3 crs
BUS505 Organizational Creativity, Discovery, and Innovation	3 crs
ACC545 Leading the Professional Organization	3 crs
<b>MSA Capstone Course</b>	<b>3 crs</b>
ACC699 Current Topics in Accounting	3 crs

M.S. in Accounting Fast Facts

For program disclosures, please go to <http://www.post.edu/ge/MSACC-ONLINE/index.html>.

**GRADUATE CERTIFICATE IN CORPORATE INNOVATION**

Students pursuing a Graduate Certificate in Corporate Innovation gain knowledge and skills in leading and managing an organization through natural changes and complexities. Students also will learn how to foster conditions that create and unleash innovation in an organization, and how to apply financial tools to manage the innovation process.

This Graduate Certificate is intended to augment knowledge gained by students in a bachelor or graduate degree program and to aid in career advancement in their chosen field.

Federal Financial Aid is not available for this program.

**Corporate Innovation Graduate Certificate Curriculum**

This program is offered Online.

**Graduate Certificate in Corporate Innovation**

**Prerequisite Course\*** 3 crs

**BUS505 Organizational Creativity, Discovery, and Innovation** 3 crs

**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

\*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 ENTREPRENEURSHIP**

Students pursuing a Graduate Certificate in Entrepreneurship will gain knowledge and skills in: understanding marketing strategies for small businesses, building and using financial models, gathering and using competitive intelligence, creating and managing new business ventures, and buying and selling businesses.

This Graduate Certificate is intended to augment knowledge gained by students in a bachelor or graduate degree program and to aid in career advancement in their chosen field.

Federal Financial Aid is not available for this program.

**Entrepreneurship Graduate Certificate Curriculum**

This program is offered Online.

**Graduate Certificate in Entrepreneurship**

**Prerequisite Course\*** 3 crs

**BUS501 Economic Foundations of Applied Accounting and Finance**

**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 3 crs

**GRADUATE CERTIFICATE IN FINANCE**

Students pursuing a Graduate Certificate in Finance will gain knowledge and skills in managing financial institutions, analyzing financial statements, and creating and managing financial portfolios. Students will also explore the impact of public policy on financial principles.

This Graduate Certificate is intended to augment knowledge gained by students in a bachelor or graduate degree program and to aid in career advancement in their chosen field.

Federal Financial Aid is not available for this program.

**Finance Graduate Certificate Curriculum**

This program is offered Online.

<b>Graduate Certificate in Finance Prerequisite Courses*</b>	<b>6 crs</b>
BUS501 Economic Foundations of Applied Accounting and Finance	3 crs
BUS510 Financial Modeling	3 crs
<b>Graduate Certificate in Finance Core Courses</b>	<b>12 crs</b>
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
<b>GRAND TOTAL</b>	<b>12 crs</b>

\*BUS501 and BUS510 are prerequisite courses that will be waived for Post University MBA graduates

**GRADUATE CERTIFICATE LEADERSHIP**

Students pursuing a Graduate Certificate in Leadership will gain knowledge and skills in leading and managing, as well as learn how to best manage complexity in organizations. Students also will learn how to apply ethical values, beliefs and behaviors to decision-making for socially responsible organizations. Students will explore and discover their own leadership qualities through study of academic models and assessments.

This Graduate Certificate is intended to augment knowledge gained by students in a bachelor or graduate degree program and to aid in career advancement in their chosen field.

Federal Financial Aid is not available for this program.

**Leadership Graduate Certificate Curriculum**

This program is offered Online.

<b>Graduate Certificate in Leadership Prerequisite Courses*</b>	<b>6 crs</b>
BUS508 The Future of Management and Leadership II	3 crs
BUS510 Financial Modeling	3 crs
<b>Graduate Certificate in Leadership Core Courses</b>	<b>12 crs</b>
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
<b>GRAND TOTAL</b>	<b>12 crs</b>

\*BUS508 and BUS510 are prerequisite courses that will be waived for Post University MBA graduates

**GRADUATE CERTIFICATE MARKETING**

Students pursuing a Graduate Certificate in Marketing will gain knowledge and skills in writing marketing plans, developing new products and services, matching value propositions to buyers, and managing marketing organizations.

This Graduate Certificate is intended to augment knowledge gained by students in a bachelor or graduate degree program and to aid in career advancement in their chosen field.

Federal Financial Aid is not available for this program.

**Marketing Graduate Certificate Curriculum**

This program is offered Online.

<b>Graduate Certificate in Marketing Prerequisite Course*</b>	<b>3 crs</b>
BUS504 Integrated Marketing Mix Strategies	3 crs
<b>Graduate Certificate in Marketing Core Courses</b>	<b>12 crs</b>
BUS615 New Product Development	3 crs
BUS617 Matching Value Propositions to Buyers	3 crs
BUS618 Integrated Marketing for Managers	3 crs
BUS619 Driving Growth through Customer Relationship Management	3 crs
<b>GRAND TOTAL</b>	<b>12 crs</b>

\* BUS504 is a prerequisite course that will be waived for Post University MBA graduates

**GRADUATE CERTIFICATE PERFORMANCE MANAGEMENT**

Students pursuing a Graduate Certificate in Performance Management will gain knowledge and skills in management, leadership, organizational dynamics, organizational effectiveness, and how to measure and reward performance. Students will also learn how to foster a positive team environment that will create and unleash innovation in organizations, and how to apply financial tools to gauge individual contributions in high-performing organizations.

This Graduate Certificate is intended to augment knowledge gained by students in a bachelor or graduate degree program and to aid in career advancement in their chosen field.

Federal Financial Aid is not available for this program.

**Performance Management Graduate Certificate Curriculum**

This program is offered Online

<b>Graduate Certificate in Performance Management Core Courses</b>	<b>12 crs</b>
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
<b>GRAND TOTAL</b>	<b>12 crs</b>



**GRADUATE CERTIFICATE IN PROJECT MANAGEMENT**

Students pursuing a Graduate Certificate in Project Management will gain knowledge and skills in leading project teams, defining and managing project risk, using project management systems, assessing financial resource needs and impacts, and managing project finances. Students will apply project management techniques to solving issues in specific industries.

This Graduate Certificate is intended to augment knowledge gained by students in a bachelor or graduate degree program and to aid in career advancement in their chosen field. Federal financial aid is not available for this program.

**Project Management Graduate Certificate Curriculum**

This program is offered Online.

**Graduate Certificate in Project Management**

<b>Prerequisite Course*</b>	<b>3 crs</b>
BUS530 Project Management	3 crs
<b>Graduate Certificate in Project Management Core Courses</b>	<b>12 crs</b>
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
<b>GRAND TOTAL</b>	<b>12 crs</b>

\*BUS530 is a prerequisite course that must be taken by anyone applying for the Project Management Certificate. However, this course will be waived for Post University MBA students or graduates since it is part of the MBA curriculum.

## SCHOOL OF EDUCATION GRADUATE PROGRAMS

## MASTER OF EDUCATION

The online Master of Education program at Post University provides educators with a curriculum tailored to the critical thinking, analytic, and forecasting skills needed to be change-agents and leaders in their education organizations. The program is grounded in the identification, evaluation and implementation of research-based education practices while keeping sight on the future of education through the use of trending and forecasting strategies. Technology is integrated throughout the program, enabling educators to create their own Personal Learning Environments (PLE's) to individualize education applications through a creative web presence.

During the program's four core courses, students will develop a vision for the future of education through an analysis of the issues and changes in both education and technology; apply principles of cognitive science; use metrics to measure student, programmatic, and institutional achievement; and identify and use relevant technology in the service of better learning. Following the core, students will select a four-course concentration sequence in Higher Education Administration, Instructional Design and Technology, Online Teaching, Teaching and Learning, and Teaching English to Speakers of Other Languages (TESOL). All students will complete the program with a study of research methods, and the design and implementation of an application-based capstone project.

The M.Ed. program prepares students to move to leadership positions within their own education context, which may be in the K-12, corporate, training, military, online, post-secondary, or other education environments. Master of Education career opportunities include being a teacher-leader, K-12 department chair, administrative leader, curriculum developer, corporate trainer, training leader, instructional designer, military trainer, or higher education professional, depending on a student's background and chosen area of concentration.

The Post University Master of Education (M.Ed.) degree develops innovative and creative educators who can transform the education enterprise to meet the challenges and respond to the opportunities of a changing world. Students who attain a Master of Education degree from Post University can expect to have achieved the outcomes listed below.

## Master of Education Program Outcomes

1. Students will develop a vision for the future of education, a personal critical and creative perspective on issues and changes in education, and several means to adapt to future realities.
2. Students will identify, analyze, evaluate and implement research-based education practices matched to an area of concentration (Higher Education Administration, Instructional Design & Technology, Online Teaching, Teaching & Learning, and TESOL.)
3. Students will apply the principles of cognitive science to teaching & learning to positively affect learning and improve the practice of teaching.
4. Students will define, understand, analyze, and use metrics to measure student, programmatic, and institutional achievement.
5. Students will identify and use current relevant technology in the service of better learning.
6. Students will demonstrate an understanding of creativity and innovation as applied to education.
7. Students will develop and demonstrate leadership thinking in critical areas of interest within their field.

**Note:** Note: Post University's Master of Education program is not a teacher licensure program. Please check with your state and/or local district to confirm the use of this degree towards any path to certification.

**M.Ed. Program Curriculum**

This program is offered Online.

<b>M.Ed. Core Courses</b>	<b>12 crs</b>
EDU505 Future of Education	3 crs
EDU510 The Cognitive Science of Teaching & Learning	3crs
EDU515 Measurement and Metrics	3 crs
EDU520 Digitally-Mediated Teaching & Learning	3 crs
<b>M.Ed. Concentration Courses</b>	<b>12 crs</b>
<b>M.Ed. Capstone</b>	<b>9 crs</b>
EDU697 Capstone Research Methods	3 crs
EDU698 Readings, Research & Planning	3 crs
EDU699 Capstone Project	3 crs
<b>GRAND TOTAL</b>	<b>33 crs</b>

**Higher Education Administration Concentration**

The Higher Education Administration concentration within the M.Ed. program will provide students with specialized knowledge, methods, and strategies in higher education leadership and administration. Courses in the concentration focus on adult learning theory, post-secondary student affairs and services, higher education leadership and higher education policy. This concentration will assist students in meeting the challenges of a changing world of higher education.

<b>Higher Education Administration</b>	<b>12 crs</b>
EDU643 Teaching the Adult Learner	3crs
EDU644 The New Post Secondary Student	3crs
EDU645 Administration and Leadership of Higher Education	3crs
EDU647 Higher Education Policy, Politics and Pressing Issues	3crs

**Instructional Design and Technology Concentration**

In the Instructional Design and Technology concentration within the M.Ed. program, students will focus on a broad range of instructional design theories and practical applications that will enable them to design, develop, evaluate, and implement technology-infused instruction to a broad range of participants. This concentration provides students with the opportunity to practice instructional design techniques that are applicable in many different educational environments.

<b>Instructional Design and Technology Concentration</b>	<b>12 crs</b>
EDU623 Designing Learning Environments	3 crs
EDU624 eLearning Design for Diverse Learning Environments	3 crs
EDU625 Integrating Technology into Learning	3 crs
EDU627 Managing Instruction & Technology	3 crs

**Online Teaching Concentration**

The Online Teaching concentration within the M.Ed. program is designed to provide specialized knowledge, methods, and strategies about online teaching to educators who currently work in a variety of education fields and wish to teach in an online environment. The four courses in the online teaching concentration provide students research-based knowledge, skills, and strategies related to quality online teaching, effective design and delivery of online courses, and strategies for assessment in online learning environments.

<b>Online Teaching</b>	<b>12 crs</b>
EDU630 Online Teaching and Learning	3 crs
EDU633 Designing and Delivering Online Instruction	3 crs
EDU637 Online Assessment & Evaluation	3 crs
EDU639 Trends in Online Learning	3 crs

**Teaching and Learning Concentration**

The Teaching and Learning concentration within the M.Ed. program is for teaching and/or curriculum professionals from varied education settings who seek a creative and innovative program to develop their curriculum and instructional skills. The coursework within the concentration focuses on research-based teaching strategies that promote learning and enhance achievement in all education settings. It also provides a differentiated learning experience so that students may pursue projects of interest to them.

Teaching and Learning	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

**TESOL (Teaching English to Speakers of Other Languages) Concentration**

Our online Master of Education with a concentration in TESOL trains students in language pedagogy, language acquisition, English as a Second Language (ESL) teaching methodology, and ESL curriculum and assessment. The program also exposes students to the various multicultural issues that are necessary constraints of a second language classroom. Our program equips students with the knowledge and skills to teach English to speakers of other languages, as well as to design, implement, and evaluate TESOL courses and curricula.

TESOL Concentration	12 crs
EDU604 Diversity Issues in 21st Century Education	3 crs
EDU651 Teaching ESL: Methods and Strategies	3 crs
EDU653 Second Language Acquisition	3 crs
EDU655 ESL Curriculum and Assessment	3 crs

**Master of Education Fast Facts**

For program disclosures, please visit:

M.Ed.	<a href="http://www.post.edu/ge/MED-ONLINE/index.html">http://www.post.edu/ge/MED-ONLINE/index.html</a>
M.Ed. / Higher Education Administration	<a href="http://www.post.edu/ge/MEDHEA-ONLINE/index.html">http://www.post.edu/ge/MEDHEA-ONLINE/index.html</a>
M.Ed. / Instructional Design & Technology	<a href="http://www.post.edu/ge/MEDIDT-ONLINE/index.html">http://www.post.edu/ge/MEDIDT-ONLINE/index.html</a>
M.Ed. / Online Teaching	<a href="http://www.post.edu/ge/MEDOT-ONLINE/index.html">http://www.post.edu/ge/MEDOT-ONLINE/index.html</a>
M.Ed. / Teaching & Learning	<a href="http://www.post.edu/ge/MEDOT-ONLINE/index.html">http://www.post.edu/ge/MEDOT-ONLINE/index.html</a>
M.Ed. / TESOL (Teaching English to Speakers of Other Languages)	<a href="http://www.post.edu/ge/MEDTESOL-ONLINE/index.html">http://www.post.edu/ge/MEDTESOL-ONLINE/index.html</a>

Note: Post University's Master of Education program is not a teacher licensure program. Please check with your state and/or local district to confirm the use of this degree towards any path to certification.

**GRADUATE CERTIFICATE IN HIGHER EDUCATION ADMINISTRATION**

Students pursuing a Graduate Certificate in Higher Education Administration will develop skills in the areas of adult learning, post-secondary student affairs and services, higher education leadership and higher education policy in order to be prepared to meet the challenges of a changing world of higher education.

**Graduate Certificate in Higher Education Administration Curriculum 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 & Pressing Issues	3 crs

**GRADUATE CERTIFICATE IN ONLINE TEACHING**

Students pursuing a Graduate Certificate in Online Teaching will develop their online instruction, course creation and technology integration skills in order to be prepared to meet the challenges and opportunities of online education. Coursework will introduce students to proven online teaching strategies—designing and delivering online instruction, online assessment and evaluation—and the latest research.

**Graduate Certificate in Online Teaching Curriculum 12 crs**

EDU630 Online Teaching and Learning	3 crs
EDU633 Designing and Delivering Online Instruction	3 crs
EDU637 Online Assessment & Evaluation	3 crs
EDU639 Trends in Online Learning	3 crs

Post University's Graduate Certificate in Online Teaching is not a teacher licensure program.

Federal financial aid is not available for the Graduate Certificate in Higher Education Administration nor is it available for the Graduate Certificate in Online Teaching.

**Graduate Certificate Fast Facts**

For program disclosures, please visit:

Graduate Certificate in Higher Education Administration	<a href="http://www.post.edu/ge/GCHEA-ONLINE/index.html">http://www.post.edu/ge/GCHEA-ONLINE/index.html</a>
Graduate Certificate in Online Teaching	<a href="http://www.post.edu/ge/GCERTOT-ONLINE/index.html">http://www.post.edu/ge/GCERTOT-ONLINE/index.html</a>

**JOHN P. BURKE SCHOOL OF PUBLIC SERVICE GRADUATE PROGRAMS  
MASTER OF SCIENCE IN HUMAN SERVICES**

Students in the Master of Science in Human Services degree program at Post University gain knowledge in the areas of prevention, remediation, psycho-education, diagnosis, assessment and intervention. This interdisciplinary curriculum helps students make an immediate and long-term impact with the people they serve. Students gain the operational knowledge, analytical skills and experience necessary to assess a problem and apply a solution quickly and competently. Students can choose a concentration in the following areas: Clinical Counseling, Alcohol and Drug Counseling, Forensic Mental Health Counseling, and Non-Profit Management.

Graduates are prepared to hold jobs in a wide variety of settings including mental health facilities, corrections, halfway houses, child and family service centers and geriatric facilities.

**Master of Science in Human Services Program Outcomes**

1. Students will analyze the historical development of human services.
2. Students will develop knowledge and theory of the interaction of human systems including individual, interpersonal, group, family, organizational, community, and societal.
3. Students will analyze the scope of conditions that promote or inhibit human functioning.
4. Students will develop an understanding of theories and/or techniques associated with multicultural competence in the field of human service.
5. Students will construct knowledge and skills in direct service delivery and appropriate interventions.
6. Students will develop learning experiences to build their interpersonal skills by developing knowledge, theory, and skills in the administrative aspects of the service delivery system.
7. Students will evaluate values and attitudes and promote understanding of human services ethics and their application in practice.
8. Students will develop awareness of their own values, personalities, reaction patterns, interpersonal styles, and limitations.
9. Students will complete field experiences that are integrated within the curriculum and demonstrate conceptual mastery of the field of professional practice.
10. Students will complete a capstone experience that demonstrates conceptual mastery of the field of professional practice.

**Master of Science in Human Services Curriculum**

<b>Core Courses</b>	<b>25 crs</b>
HSV502 Human Services Ethics and Diversity	3 crs
HSV504 Human Development Through the Lifecycle	3 crs
HSV510 Human Services Policy	3 crs
HSV511 Human Services Management	3 crs
HSV512 Applied Research Methods in Human Services	3 crs
HSV593 Field Practicum I	3 crs
HSV594 Field Practicum II	3 crs
HSV595 Advanced Field Practicum IA *	3 crs
HSV596 Advanced Field Practicum IIA *	3 crs
HSV698 Capstone Research Project I	2 crs
HSV699 Capstone Research Project II	2 crs
 <b>Concentration Courses</b>	 <b>12 crs</b>
<b>GRAND TOTAL</b>	<b>37 crs</b>

\*These courses can be substituted for HSV593 and/or HSV594

**Master of Science in Human Services Concentrations**

<b>Clinical Counseling Within Organizational Settings</b>	<b>12 crs</b>
HSV520 Theories of Counseling	3 crs
HSV521 Family Systems Theory	3 crs
HSV522 Group Therapy	3 crs
HSV524 Psychopathology and Psychological	3 crs

**Non-Profit Management** **12 crs**

HSV540 Human Service Management and Information Technology	3 crs
HSV541 Financial Management of a Non-Profit Organization	3 crs
HSV542 Human Resource Management	3 crs
HSV544 Organizational Behavior	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 Addictions	3 crs

**Forensic Mental Health Counseling**

HSV561 Introduction to Forensic Health Counseling	3 crs
HSV564 Theories of Criminal Behavior and Psychopathology	3 crs
HSV565 Victimology and Counseling Victims	3 crs
HSV567 Forensic Assessment and Techniques	3 crs

**Note:** The Post University MSHSV program affords students the opportunity to take additional coursework toward licensure eligibility, but *it is not a licensure program*. As licensure is a professional process, it is up to each student to fully understand the licensure process as it varies from state to state and area of specialization. The faculty and staff in the MSHSV program are here to support and advise students on program requirements, but it is ultimately the responsibility of individual students to be in charge of his/her own licensure process and to make sure that all requirements are met in obtaining licensure. Post University does not speak on behalf of any licensing board or body.

**Master of Science in Human Services Fast Facts**

For program disclosures, please visit:

M.S. in Human Services	<a href="http://www.post.edu/ge/MSHSV-ONLINE/index.html">http://www.post.edu/ge/MSHSV-ONLINE/index.html</a>
M.S. in Human Services / Alcohol & Drug Counseling	<a href="http://www.post.edu/ge/MSHSV-DARC-ONLINE/index.html">http://www.post.edu/ge/MSHSV-DARC-ONLINE/index.html</a>
M.S. in Human Services / Clinical Counseling	<a href="http://www.post.edu/ge/MSHSV-CC-ONLINE/index.html">http://www.post.edu/ge/MSHSV-CC-ONLINE/index.html</a>
M.S. in Human Services / Forensic Mental Health Counseling	<a href="http://www.post.edu/ge/MSHSV-FMHC-ONLINE/index.html">http://www.post.edu/ge/MSHSV-FMHC-ONLINE/index.html</a>
M.S. in Human Services / Non-Profit Management	<a href="http://www.post.edu/ge/MSHSV-NPM-ONLINE/index.html">http://www.post.edu/ge/MSHSV-NPM-ONLINE/index.html</a>
Graduate Certificate in Alcohol & Drug Counseling	<a href="http://www.post.edu/ge/GCERT-DARC-ONLINE/index.html">http://www.post.edu/ge/GCERT-DARC-ONLINE/index.html</a>
Graduate Certificate in Non-Profit Management	<a href="http://www.post.edu/ge/GCERT-NPM-ONLINE/index.html">http://www.post.edu/ge/GCERT-NPM-ONLINE/index.html</a>
Graduate Certificate in Professional Counseling	<a href="http://www.post.edu/ge/GCERT-PC-ONLINE/index.html">http://www.post.edu/ge/GCERT-PC-ONLINE/index.html</a>

**MASTER OF PUBLIC ADMINISTRATION**

Students in the Master of Public Administration degree program are molded into future policy makers, public administrators, and public managers through coursework that trains them in critical decision-making skills. The program includes a unique combination of business courses offered through the Malcolm Baldrige School of Business's online MBA degree program, and public administration courses.

Graduates will be prepared for a variety of careers in federal, state, and local government administrative and management positions. Graduates may also seek employment in the non-profit sector, in private or non-governmental organizations. Specific positions include budget and policy analyst, program manager, city and county manager, chief administrative officer, and program evaluator.

**Master of Public Administration Program Outcomes**

1. Students will identify, analyze, evaluate and implement research-based public administration practices.
2. Students will demonstrate ethical leadership and management skills.
3. Students will apply principles of finance to public and non-profit operations.
4. Students will analyze public policy formulation, interactions, implications, and avenues of impact.
5. Students will formulate and implement new or expanded government/non-profit services and programs, and/or consolidate/eliminate under-performing or obsolete programs and services.

**Public Administration Curriculum**

<b>Core Courses</b>	<b>15 crs</b>
BUS501 Economic Foundations of Applied Accounting and Finance	3crs
BUS505 Organizational Creativity, Discovery, and Innovation	3 crs
BUS508 The Future of Management and Leadership	3 crs
BUS515 Organizational Dynamics and Effectiveness	3 crs
BUS530 Project Management	3 crs
<b>MPA Core Courses</b>	<b>18 crs</b>
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
<b>Capstone Courses</b>	<b>4 crs</b>
PAD698 Graduate Seminar and Capstone Project I	2 crs
PAD699 Graduate Seminar and Capstone Project II	2 crs
<b>GRAND TOTAL</b>	<b>37 crs</b>

**Note:** The Post University MPA program *is not a licensure program*. As licensure is a professional process, it is up to each student to fully understand the licensure process as it varies from state to state and area of specialization. The faculty and staff in the MPA program are here to support and advise students on program requirements, but it is ultimately the responsibility of individual students to be in charge of his/her own licensure process and to make sure that all requirements are met in obtaining licensure. Post University does not speak on behalf of any licensing board or body.



**GRADUATE CERTIFICATE IN ALCOHOL AND DRUG COUNSELING**

The Certificate in Alcohol and Drug Counseling in the MSHSV program was developed based on a response of student need and desire to become licensed or certified eligible as an Alcohol and Drug Counselor. Similarly to the target audience of the MSHSV program, students in the MSHSV Certificate in Alcohol and Drug Counseling are adult practitioners who are typically employed and seeking a focused education in their discipline of choice.

**Alcohol and Drug Counseling Graduate Certificate Curriculum**

<b>Graduate Certificate in Alcohol and Drug Counseling Core Courses</b>	<b>18crs</b>
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
HSV593 Field Practicum I	3 crs
HSV594 Field Practicum II	3 crs

**Alcohol and Drug Counseling Fast Facts**

For program disclosures, please visit <http://www.post.edu/ge/GCERTDARC-ONLINE/index.html>

**GRADUATE CERTIFICATE IN PROFESSIONAL COUNSELING**

The Professional Counseling Certificate in the MSHSV program was developed based on a response of student need and desire to become license eligible as a Licensed Professional Counselor. Similarly to the target audience of the MSHSV program, the MSHSV Certificate in Professional Counseling targets adult practitioners who are typically employed and seeking a focused education on their discipline of choice.

**Professional Counseling Graduate Certificate Curriculum 24crs**

<b>Graduate Certificate in Professional Counseling Core Courses</b>	<b>12 crs</b>
HSV 552 Professional & Ethical Orientation to Counseling	3 crs
HSV 554 Career Counseling, Appraisal, and Development	3 crs
HSV 556 Multicultural Issues in Human Services	3crs
HSV 558 Testing and Appraisal of Individuals and Groups in Human Services	3 crs
<b>Choose either the Clinical Counseling Concentration or the Alcohol and Drug Counseling Concentration:</b>	
<b>Clinical Counseling Concentration</b>	
HSV520 Theories of Counseling	3 crs
HSV521 Family Systems Theory	3 crs
HSV522 Group Therapy	3 crs
HSV524 Psychopathology and Psychological Assessment	3 crs
<b>Alcohol and Drug Addiction Concentration</b>	
HSV520 Biology of Addiction	3 crs
HSV532 Theories of Alcohol and Drug Counseling	3 crs
HSV534 Psychopathology of Addiction	3 crs
HSV536 Group and Family Treatment in Addictions	3 crs

**Professional Counseling Fast Facts**

For program disclosures, please visit <http://www.post.edu/ge/GCERTPC-ONLINE/index.html>



The following courses will not be offered during the 2013-2014 academic year:

ANT230, ART305, ART306, ART407, BIO160, BIO203, BIO203L, BIO204, BIO204L, BIO290, BIO330, BIO330L, BUS325, CHS113, CHS115, COM105, COM302, COM460, ELC100, ENG270, ENG307, ENG310, ENG315, ENV220, ENV235, ENV310, ENV315, HIS230, HIS234, HIS311, HIS313, HIS355, ITA101, ITA102, ITA201, ITA202, ITA399, LAW303, MUS110, MUS111, MUS112, MUS120, MUS150, MUS301, PED101, PED102, PED112, PED114, PED118, PED119, PED122, PED140, PED146, PED154, PED160, PHY103, PSC303, SCI100, SOC321, SOC325, SOC326, SOC350, SOC398, SOC399, SOC400, SOC401, SOC421,

**Course Fees:** For a complete list of course fees, please visit: <http://www.post.edu/coursefees>

### 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 and assess 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 data driven processes 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 or LCS 105.*

#### **ACC301 Cost Accounting - 3 credits**

This course covers fundamental principles and procedures of cost determination for quality improvement and organizational planning 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: ACC211.*

#### **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 measure and analyze a business' current assets including cash, accounts receivable and inventory are studied. *Prerequisites: 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 best practices through data driven 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: ACC111.*

#### **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. Best practices for the prevention and examination of fraud in the various topic areas are discussed and evaluated. *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. Best practices for each topic are discussed and evaluated. *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, enhance their awareness of the complexities and sources of tax law and to measure and analyze the effect of various tax options. *Prerequisites: ACC303.*

**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 measure and analyze non-current assets, liabilities and shareholders' equity. *Prerequisite: ACC303.*

**ACC341 Intermediate Accounting III - 3 credits** This course studies the accounting treatment of and measurement for leases, pension and post-employment benefits, income taxes, cash flows, accounting changes and error correction. *Prerequisite: ACC340*

**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. It provides students with the knowledge to measure and analyze various tax options. *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 implementation of best practices in the design and application of controls within computer information systems to insure the best quality and accuracy of information provided to management and to the public. *Prerequisite: ACC303.*

**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 for 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 and ACC303.*

**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. Internal controls designed to insure the quality of financial data are analyzed. Best practices relating to the application of audit techniques that insure the best quality and accuracy of data are discussed and analyzed. *Prerequisites: ACC340.*

**ACC450 Advanced Accounting I - 3 credits**

The focus in this course is on accounting for partnerships, goodwill, business mergers and acquisitions and SEC Reporting. An understanding of the measurement and analysis of the effect of the accounting treatments for each area is developed. *Prerequisite: ACC340.*

**ACC451 Advanced Accounting II -3 credits**

The focus in this course is on accounting for foreign currency transactions, hedging foreign exchange risk, translation of foreign currency financial statements, legal reorganizations and liquidations (bankruptcies), estates and trusts, state and local governments, non-profit organizations and segment and interim reporting. An understanding of the measurement and analysis of the effect of the accounting treatments for each area is developed. *Prerequisite: ACC 340.*

**ACC460 Internship in Accounting**

ACC 460 provides valuable work experience for students to enter any professional environment. Students will have the opportunity to apply learned management & business skills, apply theories/ ideas in a work environment. This course is designed to be an in-depth workplace experience and students are encouraged to consider topics that reflect their career aspirations.

**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.

### **ART214 Photography II - 3 credits**

Photo II is a continuation of Photo I, exploring more difficult photography problems in a variety of techniques and concepts related to the photography arts. More emphasis will be placed on the development of personal self-expression. Prerequisite: *Cartooning I* or permission of the instructor.

### **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.

**ART307 Advanced Painting III- 3 credits**

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. *Prerequisites: ART200, ART201 or permission of the instructor. 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 Production- 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.

**ART315 Drawing III - 3 credits**

This course is a continuation of Drawing I and II, exploring more difficult drawing problems in traditional media and subject matter, as well as contemporary drawing problems and solutions such as abstraction. *Prerequisite: Art105 and ART205 or permission of the instructor. Studio fee required.*

**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- 3 credits**

This is an advanced level ceramics course designed to allow more advanced hand-building 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. *Prerequisites: ART221, ART222 or permission of the instructor. Studio fee required.*

**ART330 Cartooning II- 3 credits**

Cartooning II is a continuation of Cartoon I with more advanced problem-solving in the creation of cartoons, cartoon characters, and a deeper history of cartooning. 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. *Prerequisite: Cartooning I or permission of the instructor.*

**ART422 Advanced Ceramics IV- 3 credits**

This is an advanced level ceramics course designed to allow more advanced hand-building 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. *Prerequisites: ART221, ART222 and ART321 or permission of professor. Studio fee required.*

**BIOLOGY COURSE DESCRIPTIONS**

BIO-designated courses except BIO160, BIO435 and BIO498 qualify as General Education Science electives.

**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: Prerequisite: C- or better in BIO143, or permission of the instructor.

**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- 3 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.

**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. Prerequisite: BIO144, or permission of the instructor. Laboratory fee required.

**BIO203L Anatomy and Physiology I Lab - 1 credit** This course is offered as part of BIO203 Anatomy and Physiology I. Prerequisite: BIO144L, or permission of the instructor. 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, cardiovascular, excretory, and respiratory systems. The laboratory portion of this course will allow students to learn structures and relationships in a self-paced fashion. Prerequisite: BIO203, or permission of the instructor. Laboratory fee required

**BIO204L Anatomy and Physiology II Lab - 1 credit** This course is offered as part of BIO204 Anatomy and Physiology II. Prerequisite: BIO203L, or permission of the instructor. Laboratory fee required.

**BIO226 Botany - 3 credits**

Botany is a study of vascular and non-vascular 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. Prerequisites: BIO144 and CHM115, or permission of the instructor.

**BIO230L Microbiology lab - 1 Credit**

This course is offered as part of 810230 Microbiology.  
*Prerequisite: BIO144L, or permission of the instructor.*  
*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.  
*Prerequisite: BIO144L, or permission of the instructor.*  
*Laboratory fee required.*

**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.  
*Prerequisites: BIO144 and 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. *Prerequisites: BIO144 and CHM115, or permission of the instructor.*

**BIO310 Developmental Biology- 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.  
*Prerequisites: BIO144 and 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.  
*Prerequisites: BIO144 and CHM115, or permission of the instructor.* *Laboratory fee required.*

**BIO311L Cell Biology Lab - 1 Credit**

This course is offered as part of 810311 Cell Biology.  
*Prerequisite: BIO144L, or permission of the instructor.*  
*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. *Prerequisites: BIO144 And CHM115, or permission of the instructor.*

**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.*

**BIO315L General Physiology Lab -1 credit**

This course is offered as part of BIO315 General Physiology. *Prerequisite: BIO144L Laboratory fee required.*

**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. *Prerequisites: BIO144 and CHM115, or permission of the instructor.*



**BIO330 Molecular Biology- 3 credits**

This course examines the principles and ethical implications of molecular biology and biotechnology. Molecular biology is the study of the molecular mechanisms of biological processes. Biotechnology is the application of molecular biology and underlines recent innovations in medicine, agriculture, and other fields. Applications include genetic engineering, therapeutic cloning, genetically modified organisms, gene therapy, and genetic testing. Prerequisites: BIO144 and CHM115, or permission of the instructor.

**BIO330L Molecular Biology Lab- 1 credit**

This course is offered as part of BIO330 Molecular Biology. Prerequisite: BIO144L, or permission of the instructor. Laboratory fee required.

**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, and 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. Prerequisites: BIO144 and CHM115, or permission of the instructor.

**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: BIO144 or permission of the instructor.

**BIO435 Independent Study I- 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. Prerequisites: BIO144 and BIO144L, or permission of the instructor.

**BIO498 Internship I - 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. You must speak with your Academic Advisor as well as the Career Services Office before registering. Prerequisites: BIO144 and BIO144L, or 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.

**BUS11 Baldrige Principles and Introduction to Quality Systems- 3 credits**

This course provides students with an introduction to the history of the quality movement in American industry in the 20th and 21st centuries and presents the course principles of the Baldrige Quality assessment process. By direct exposure to these concepts and principles as they enter into their upper division coursework in the Malcolm Baldrige School of Business. Students will also be introduced to contemporary quality assurance systems, measurements and tools, and learn to apply these in business situations.

**BUS311 Managerial Communications- 3 credits**

This course provides instruction in organization and construction of the written, technological, and oral communication used in modern business. Effective communication at all levels is necessary for leaders in organizations. Well-developed communication skills will provide students with a framework for excellence across all business activities. Students will develop the skills necessary to communicate effectively in multiple modes both inside and outside of their organizations. 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 and the impact on business operations. 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 focus to help develop an understanding of systems that maximize customer utility and contribute to overall processes of continuous improvement. Emphasis is placed on the impact of logistics processes on the customer as well as internal operations.

**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 business leader, the business organization, and the capitalist system. Emphasis is on the development of an ethical culture based in fairness, honesty and persistence. 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 all prior business and economics courses in analyzing corporate business strategies. Students will focus on strategic thinking, leadership, and understanding the interconnected nature of all business activity. The course examines how businesses plan and react to factors affecting their success. Emphasis is placed on best practices and change management processes. Simulations and case studies are used with the goal of allowing students to develop and present their mastery of strategic business issues. Oral and written reports are required. *Prerequisite: Senior standing in an undergraduate business program.*

**BUS 460: Internship in Business Administration** BUS 460 provides valuable work experience for students to enter any professional environment. Students will have the opportunity to apply learned management & business skills, apply theories/ ideas in a work environment. This course is designed to be an in-depth workplace experience and students are encouraged to consider topics that reflect their career aspirations.

**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**

This 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 will also participate in resume and cover letter writing activities to prepare for the experiential learning of the next course. Students will establish short-term career goals and begin a career portfolio to be refined during successive semesters.

**CSA400 Career Capstone - 2 credits**

This course is the 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 skills. Students will explore life balance issues, life roles, and self-concept as they relate 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 to enter graduate school will engage in the application process, including interviewing practice, and admissions essay writing. *Prerequisite: CSA260.*

**CSS101 College Success Seminar: Learning Across the Lifespan- 3 credits**

This course provides theoretical bases and practical strategies for lifelong learning with an orientation to online learning and the learning management environment, BlackBoard. Students will become aware of university resources, as well as the policies and procedures critical to success at Post University. Emphasis is placed on time management, critical thinking, study skills, APA style writing, and strategies for college success necessary to

support learning in a university environment. Students will analyze their own learning abilities and styles and explore their motivations and the external determinants that affect their educational, personal, and career success.

**PSS301 Professional Success Seminar: Work, life and Career Development - 3 credits**

This course provides practical approaches to managing one's career, working with others in teams, understanding other's perceptions of one's performance, managing upwards and sideways for success, maneuvering through a changing work environment and global marketplace, and networking inside and outside of one's organization. Students will explore the changing global environment of business and the skills and knowledge that tomorrow's workforce will demand.

**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. *Prerequisite: MAT120.*

**CHM115L General Chemistry I Lab - 1 credit**

This course is an inquiry-based study of General Chemistry I topics that will provide hands-on application of appropriate lecture material and reinforce both the quantitative and qualitative components of chemistry. This course must be taken concurrently with CHM115. *Laboratory fee required.*

**CHM116 General Chemistry II- 3 credits**

Principles learned in General Chemistry I will be expanded in the course to include kinetics, equilibrium, thermodynamics, solubility, and pH. *Prerequisites: CHM115 and CHM115L.*

**CHM116L General Chemistry II lab - 1 credit**

This course must be taken concurrently with CHM116 General Chemistry II. *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. *Prerequisites: CHM115 and CHM116.*

**CHM205L Organic Chemistry I Lab - 1 credit.**

This course must be taken concurrently with CHM205 Organic Chemistry I. *Prerequisites: CHM115L and CHM116L. Laboratory fee required.*

**CHM206 Organic Chemistry II - 3 credits**

Organic Chemistry II is a continuation of the study of organic 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.*

**CHM206L Organic Chemistry II Lab - 1 credit**

This course is offered as part of CHM206 Organic Chemistry II. *Prerequisite: CHM205L. Laboratory fee required.*

**CHM301 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, water quality, industrial and agricultural processes, toxicology, ground level air pollution, soil quality, and pesticide use. *Prerequisite: ENV121.*

**CHM301L Environmental Chemistry Lab - 1 credit**

This course must be taken concurrently with CHM301 Environmental Chemistry. *Prerequisite: ENV121L. Laboratory fee required.*

**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 sttinior.

**CHS 113 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 accordance with theories of infant-toddler learning and development *Prerequisite: CHS 111.*

**CHS115 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 and movement theory within the context of childhood development and curriculum planning.

*Prerequisite: CHS111.*

**CHS199 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 an early care and education classroom for 100 hours. Students must demonstrate competency in providing a safe and healthy learning environment that enables young children to develop physical, cognitive and communication skills. *Prerequisite: CHS111 or permission from the ECE Academic Program Manager.*

**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 permission from the ECE Academic Program Manager.*

**CHS203 Children's Literature and Language Arts - 3 credits**

This course is designed to acquaint students with many literature genres beginning with storytelling and including genre such as folk and multicultural literature, fantasy, poetry, biographies and more. The course explores the use of technology in educational settings and lesson plans for literacy. *Prerequisite: CHS11.*

**CHS208 Teaching the Exceptional Child - 3 credits**

Today's classrooms celebrate diversity and embrace the inclusion of students with special needs, dual language learners, and those who are gifted and/or talented. This course provides students with theoretical and practical applications for creating caring, empathetic classroom communities while supporting each child's individual characteristics and developmental requirements. Students will explore the history and philosophy of special education, as well as, examine theory regarding the education of dual language learners.

Strategies for accommodating gifted students will be discussed. Students will investigate current public policies and practices including the Individuals with Disabilities Education Act as they pertain to exceptional learners. Other topics include assessments, individualized planning, and partnering with families and communities. *Prerequisite: CHS111.*

**CHS250 STEM 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 provides instruction on how to incorporate technology into the early childhood math and science curricula. Students will explore the role of STEM-based (Science, Technology, Engineering, and Math) project learning as a means to stimulate critical thinking and reasoning skills. Attention will be given to developing systematic approaches to learning and teaching using inquiry-based approaches, which integrate STEM in order to encourage growth and development for learners of all abilities. *Prerequisite: CHS111.*

**CHS252 Social Studies in the Early Childhood Classroom - 3 credits**

This course introduces teachers of young children to a variety of standards-based social studies themes and strategies that promote social awareness, and interpersonal skills. 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, multiculturalism and diversity are explored. Curriculum planning for young children with a wide variety of needs and abilities will be addressed. *Prerequisites: CHS111 and permission from your Academic Advisor or Academic Program Manager.*

**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, and health maintenance and illness prevention. Understanding cultural issues and special needs of individual children are addressed as aspects of health and safety. *Prerequisite: CHS111.*

**CHS 298 Practicum II- 3 credits**

This course is a continuation of CHS 199 and provides students with practical experiences in early childhood education. Students are required to spend 15 hours per semester in seminar sessions and to assist in an early care

demonstrate mastery of the core competency areas of creative development, self, social, guidance, families and professionalism when planning activities for young children. Prerequisites: CHS 111 and CHS 199 and permission from your Academic Advisor and the ECE Academic Program Manager.

### **CHS299 Practicum III- 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 infant/toddler or K-3 inclusive settings- if Practicum I & Practicum II were in preschool settings) for 100 hours. Students must demonstrate competencies in planning and carrying out appropriate lessons to promote young children's cognitive, creative, language, and literacy, social and emotional development. Students will use local, state and national standards as the basis of their work. Prerequisites: CHS111, CHS199, CHS298 and Permission of their Academic Advisor and ECE Academic Program Manager.

### **CHS307 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: CHS111, 9 credits in early childhood or permission from the ECE Academic Program Manager.

### **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 APM.

### **CHS330 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. Prerequisites: CHS299 and 9 credits in Early Childhood.

### **CHS336 Home, School, and Community**

This course emphasizes the primary roles of families and home-school-community partnerships to ensure children's optimal development. Students will acquire knowledge of theory-based approaches to family and community involvement in early childhood education. Course experiences include learning practical strategies for incorporating family strengths and diversity in the curriculum and classroom environment, building caring communities, developing cultural competence, and advocating for children and families.

### **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, and other developmentally appropriate curriculum approaches to early childhood education. As with all of our courses, the NAEYC standards related to developmentally appropriate practices, curriculum and teaching strategies are imbedded. Prerequisites: CHS299, 9 credits in Early Childhood and permission from the ECE Academic Program Manager.

### **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 Early Learning Development Standards and CT Preschool Assessment Framework will be incorporated into this course work. Prerequisite: CHS299, 9 credits in Early Childhood, and permission from ECE Academic Program Manager.

**CHS490 Capstone: Field Experience - 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.

*Prerequisites: Completion of all Child Studies major course work and permission from the ECE Academic Program Manager.*

## COMMUNICATION COURSE DESCRIPTIONS

Courses numbered COM105 or higher qualify as Humanities or Liberal Arts electives.

### COM107 Introduction to Communication- 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.

### COM108 Introduction to Interactive Communication- 3 credits

In this introductory-level course for Interactive Communication majors, students will become familiarized with the various forms of virtual and mediated communication and how each has been utilized within today's profession. Students will follow the evolution of communication ideas, and how the industry's ideas impact the economy, jobs, and businesses. The course will look at how the industry continually redefines both its methods and delivery.

### COM 201 Communication Theory - 3 credits

The purpose of this course is to provide a foundation for understanding the history and application of the most commonly studied mass communication theories: Agenda Setting, Framing, Priming, Cultivation Theory, Social Cognitive Theory, Social Perceptions of Reality, Uses & Gratifications, and Third Person Effect. Course

requirements will exemplify the student's ability to discuss, write, and present their ideas and evolving theoretical knowledge on various topics. The course will also prepare students to apply theory to other courses in the COM core and in the student's concentration.

*Prerequisite: COM108.*

### COM207 Speech Communication - 3 credits

This course is designed to introduce students to oral communication. Emphasis will be placed on informative and persuasive speaking, identifying poor and good speaking habits, and enhancing communication skills through finding topics, studying the audience, identifying the purpose of speaking, and studying and producing visual aids. Multi-media will be integrated in speech delivery. *Prerequisite: COM107.*

### 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.*

### COM240 Social Media Tools & Techniques - 3 credits

This course explores various forms of social media and helps students identify both the positive and negative aspects of using these media. Students will explore in depth various forms of social media, including blogging, tweeting, Facebook, YouTube, LinkedIn, and more. At the core of all the discussions will be the facts that social media have the potential to magnify postings and carry significant risks to privacy. Students will explore ways to mitigate those risks to their privacy. At the end of this course, students will have created a plan for developing a useful, safe online footprint.

### 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.

**COM311 Writing for the Communication Profession – 3 credits**

In this writing intensive course, students will illustrate their professional communication writing skills. They will execute written work with Associated Press style, meet deadlines, make contacts on their beats, and demonstrate interviewing skills. At the end of the course, students will have generated a full portfolio of professional-grade writing samples. *Prerequisite* COM108

**COM324 Persuasion – 3 credits**

This course stresses the mastery of complex forms of persuasive writing and speaking. Emphasis will be placed on understanding rhetorical theories, developing arguments, formulating rebuttals, and refining the writer's and speaker's style. *Prerequisites*: COM108 and COM 207.

**COM335 Group Communication – 3 credits**

We are members of groups from the day we are born, and our various group memberships have a sometimes direct and sometimes subtle impact on our daily lives. To interact with others in groups, we employ all of our interpersonal communication skills, but we need to add a sensitivity to processes that only show themselves when we are dealing with multiple people simultaneously. The purpose of this course is two-fold: to enable the student to become competent and analytical group collaborators and to understand the theories and research underpinning our group interactions. *Prerequisite*: COM108.

**COM341 Media Literacy– 3 credits**

In this course, students will critically evaluate media texts and devise a personal and societal strategy for increasing media literacy. Students will examine the impact of mass media and technology on society and culture from an individual as well as an industry perspective. Emphasis will be placed on evaluating issues concerning audience, industry, and content. Ultimately, students will develop the skills necessary to become a more aware and competent media consumer and producer.

**COM375 Public Relations – 3 credits**

This course focuses on the role of managed communications in public relations. It includes definitions and concepts, press release basics, history, potential careers, and research methods.

**COM378 Organizational Communication - 3 credits**

This course investigates the many aspects of communication within an organization. Students will examine the theories, structure, and methods of organizational practices. Additionally, students will assess social media and other technology for usability and impact on organizational structures. Case studies are incorporated to support concepts throughout the course.

**COM400 Media Research Techniques – 3 credits** This course provides students with a comprehensive overview of the mass media research methods and process. Explored are the most common research techniques used to study mass media communication, including a variety of both qualitative and quantitative research methods. *Prerequisite*: COM108.

**COM415 Social Interaction in a Virtual Environment–3 credits**

This course will examine the principles connected to new technologies and the relationships we develop in virtual worlds. In-class research will include student development and assessment of case studies and their own relationships in the virtual environment using social media and e-learning technologies. *Prerequisite*: COM108.

**COM450 Advance Seminar in Interactive Communication– 3 credits**

This course provides students with the opportunity to design and conduct individual research projects under the supervision of a faculty member. Students are expected to present their design and completed projects within the framework of the seminar. *Prerequisite*: COM108.

**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.*

**CIS220 A+ Computer Repair Course - 3 credits** This course provides an opportunity for students to obtain the knowledge and skills necessary to service microcomputer hardware and supported peripherals, build a computer from parts, and prepare for a successful result on the CompTIA A+ Essentials exam. *Prerequisites: CIS112; in concentration only.*

**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.*

**CIS280 Multimedia Web Design - 3 credits** This introductory multimedia course will use advanced web techniques and applications to provide a fundamental understanding of concepts for designing and developing multimedia websites. Students will develop hands-on experience with multimedia web programming. Topics will include developing, creating, modifying, and editing audio and video files, video shooting, still images, motion graphics, animation, text, digital photography, and digital arts. *Prerequisites: CIS112 and CIS 120 or with permission of the CIS Academic Program Manager.*

**CIS290 Mobile Application Development- 3 credits** This course will enhance student knowledge and experience in designing and developing mobile applications. The course will cover various topics including mobile programming, cloud-based

mobile application, JavaScript functions, webkit browser engine, building mobile applications, installing mobile web apps on iPhone devices and android devices, jQuery, embedding an interactive map, MongoDB database, usage data, launching SMS, hybrid application, photo-blogging, working with cloud development services, simpl,edb library, cloud server, cloud storage, cloud architecture, splash screen, and more. *Prerequisites: CIS112, CIS120 or by permission of CIS Academic Program Manager.*

**CIS290 Mobile Application Development- 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.*

**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. *Prerequisites: 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.*

**CIS320 CISCO Course ICDNI- 3 credits**

This course is a comprehensive guide for anyone wishing to obtain a background in basic CISCO networking concepts. Students are first introduced to theory-based concepts which are followed by practical hands-on labs. *Prerequisite: CIS222*

**CIS321 Microsoft Workstation Course (MCSE)- 3 credits**

This course prepares students to develop the skills needed to deploy and manage Windows. Students first learn how to migrate to Windows workstation. The course then covers the new features in Windows workstation, such as advanced security, and how those features compare to previous versions of Windows. The resource for the courses includes a section devoted to troubleshooting and doubles as a manual to be used in the profession. *Prerequisite: CIS320*

**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 Advanced Multimedia Web Design and Development - 3 credits**

In this course, students will go through the entire process of planning and building well-designed interactive web sites using HTML. Emphasis is on the design process incorporating proper color, images, and choosing the right fonts. Navigation will be another topic that this course covers in great detail. functional features and aesthetic qualities of a web site. This course may not be substituted for a programming language. *Prerequisites: CIS200 or permission of the CIS Academic Program Manager.*

**CIS351 Responsive Web Design and Development - 3 credits**

The emphasis of this course is on Responsive Design for multiple screens including mobile devices. Students will learn how to use CSS 3 and HTML 5 to design a variety of layouts for different devices. The course will conclude with the submission of a final project demonstrating a website that displays and works on a variety of devices. *Prerequisites: CIS350 or permission of the CIS Academic Program Manager.*

**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.*

**CIS361 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.*

**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.*

**CIS380 Data Structure and Algorithms - 3 credits**

This course will apply advanced programming techniques to a fundamental understanding of solving complex algorithmic problems. The course will cover analysis of algorithms, arrays, vectors, linked-lists, stacks, queues, priority queues, trees, traversal searches, binary trees, sorting, graphs, and hashing. *Prerequisites: CIS120, CIS200 and permission of the CIS Academic Program Manager.*

**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. 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.

**CIS410 Operating Systems - 3 credits**

This course will provide depth and profound understanding of fundamental concepts of an operating system and its use. Topics with cover operating system concepts including Operations, System Structure, Process Concept, Multithreaded Programming, Process Scheduling, Synchronization, Deadlocks, Memory-Management Strategies, Implementing FileSystems, Secondary Storage Structure, I/O Systems, System Protection, SystemSecurity, Distributed Operating Systems, and Distributed File Systems. Prerequisites: CIS112, CIS200 and by permission of the CIS Academic Program Manager.

**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 PUSQL-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.*

**CIS441 Microsoft Server Course (MCSE) - 3 credits**

This course prepares the student to administer networks using the Microsoft Windows Server operating system. Focusing on updates to the software and in-depth coverage of the administration aspects of Windows Server, this course includes topics such as installing, configuring, managing, and troubleshooting server installation. *Prerequisites: CIS320.*

**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.

**CRJ104 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.

**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.*

**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 Digital 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. *Prerequisite: CRJ322*

**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.*

**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.

**ECONOMICS COURSE DESCRIPTIONS****EC0201 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.

**EC0202 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.

**EC0303 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.*

## EDUCATION COURSE DESCRIPTIONS

### **EDU215 Higher Education : Foundations and Futures - 3 credits**

This course will provide an overview of pedagogical theory and teaching methods. Models of schools, teaching practice, assessment, and curriculum will be analyzed and assessed. Additionally, students will conceptualize their own teaching statement and envision their future role in education. *Prerequisite: ENG120.*

### **EDU311 Foundations in Teaching - 3 credits**

This course will provide an overview of pedagogical theory and teaching methods. Models of schools, teaching practice, assessment, and curriculum will be analyzed and assessed. Additionally, students will conceptualize their own teaching statement and envision their future role in education. *Prerequisite: ENG120.*

## ENGLISH AS A SECOND LANGUAGE COURSE DESCRIPTIONS

### **ELC101 English Communication Skills - 3 credits**

A multi-level English course emphasizing all skill groups: listening, speaking, reading, and writing. Instruction emphasizes the use of English in academic and social contexts and provides a comprehensive introduction to the language in preparation for further English study.

**ELC102 English Writing and Resources - 3 credits** An intermediate to high-intermediate level English course emphasizing standard written English and designed to prepare students for academic assignments in future University courses. Students improve their language proficiency through grammar and editing exercises, paragraphs, short essays, and research assignments. Students use library, Internet, video, and other media sources to research various topics and prepare short and long reports.

**ELC103 Speech and Comprehension - 3 Credits** An intermediate to high-intermediate level English course focusing on speech and pronunciation skills in tandem with listening and reading comprehension skills. Stories, articles, tapes, videos, and class observations are used to build vocabulary, reinforce grammar skills, and introduce idioms. Dialogues, tapes, and drills, and speeches help students practice north American English pronunciation and intonation patterns.

### **ELC105 American Culture and History - 1.5 Credits**

An introductory course that focuses on the knowledge and skills that students need to become integrated into American society. This information and these skills will include speaking, listening, media literacy, computer-mediated communication, cultural sensitivity, workplace communication, group dynamics, and critical thinking.

### **ELC107 Internship - 1.5 Credits**

International students qualified for a university scholarship are placed according to interest and abilities in various Post University offices for a 100 hour/semester internship. Students will meet as a class once a week to discuss their experiences, share questions, and journal observations.

### **ELC108 Advanced Writing - 3 Credits**

An advanced level English course emphasizing written English skills. Students learn fine points of grammar, standard academic essay form, and strategies for editing their work independently.

### **ELC109 Advanced Reading - 3 Credits**

An advanced level English course focusing on reading skills. Students read authentic short stories, novels, poetry, and articles to build vocabulary, reinforce grammar skills, and improve overall fluency.

### **ELC110 Discussion Seminar - 3 Credits**

An advanced level English course emphasizing listening and speaking skills. Students work independently and together to prepare debates, speeches, and group discussions on various topics. This course is designed to prepare students for active participation in other academic classes.

### **ELC435 Special Topics - 3 Credits**

An advanced level English course that focuses on a specific content area as determined by both the program director and student interest. Students will be expected to research, discuss, and write extensively in the designated subject area of interest.

## ENGLISH COURSE DESCRIPTIONS

English courses numbered 210 or higher qualify as Humanities or Liberal Arts electives.

### **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. *Prerequisite: 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.

*Prerequisite: ENG110.*

**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.*

**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. *Prerequisites: 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: ENG130 or permission of the English Academic Program Manager.*

**ENG412 Special Problems in English - 3 credits**

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 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: A Global Concern - 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.

**ENV121L Environmental Science Lab: A Global Concern – 1 credit**

This course must be taken concurrently with ENV121 Environmental Science: A Global Concern. Laboratory fee required.

**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 not only to 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 understanding 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.*

**ENV240 Ocean Conservation and Management – 3 credits**

This course is an introduction to the global concerns surrounding conservation and management of the marine ecosystem. The approach is interdisciplinary and focuses on applying an understanding of the physical, chemical and biological processes of the world's oceans to the conservation economics and international policy that will govern sustainable change.



**ENV250 Meteorology – 3 credits**

This course provides a general overview of the concepts in meteorology. Students will analyze weather data used to develop a weather forecast, study how cyclones grow and develop, and debate on whether global warming is a concern for the future.

**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 carcinogens (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, 144, and one of the following: BIO360, BIO226, or permission of the 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**

This course provides a detailed overview of safety and health in the work environment. Students will be prepared to ensure worker safety in a range of industries through completing a survey of topics including ergonomics and workplace stress, hazardous chemicals, bloodborne pathogens, terrorism preparedness, fire safety, accident prevention and investigation, and industrial hygiene. In addition, students will become familiar with current safety-related laws and OSHA standards.

**ENV330 Physical Oceanography – 3 credits**

This course is an overview of the world's oceans and the role they play in global geologic, climatologic, and biologic systems. Students will investigate current ocean science and technologies, patterns of environmental change, and coastal dynamics. *Prerequisite: ENV240.*

**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: ENV240.*

**ENV410 Coral Reef Ecology and Restoration - 3 credits**

This course is a detailed exploration of the ecology of the coral reef ecosystem, including current conservation and restoration methods. Students will investigate fish, invertebrates, and plants common to coral reefs; causes of natural and human-induced tropical ocean pollution and their subsequent effects on coral reef ecosystem dynamics; and restoration techniques to recreate, reconstruct or repair damaged tropical reefs.

**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 are 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*

**ENV435 Independent Study - 1 to 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.

**ENV498 Internship I - 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**

**EQU165 Equine Care and Management - 3 credits**

This course concentrates on the principles underlying best practices in the care and handling of equines. Those practices that maintain health and prevent injury are explored with an understanding of the equine as a domesticated biological creature that has evolved from a wild, herd-living, grazing, flight-oriented, prey species. Topics to be studied are aligned with hands-on activities of EQU165L, and include equine behavior, daily care and health needs, equestrian activities, tack and equipment, and emergency care. Safety is considered throughout, as well as the business concerns of those involved in the care, custody, and control of animals. Enrollment in EQU165L is corequisite to this course.

**EQU165L Equine Care and Management - 1 credit**

This laboratory course provides hands-on experience in the care and handling of equines in a professional stable setting. Special emphasis is placed on prevention of illness and injury. Course activities are aligned with the classroom study of EQU165 so that the student develops a professional caliber of hands-on skill in equine management. Topics to be addressed will include safe handling techniques, daily routine, grooming, selection and fit of tack and equipment, barn safety, basic feeding, parasite control, and emergency care. Enrollment in EQU165 is corequisite to this course.

**EQU166 Equine Facility Design and Operation - 3 credits**

This course examines the planning, construction, maintenance, and operation of equestrian facilities. Barn placement, design, and layout are covered in detail, considering such factors as environmental concerns,

drainage, ventilation, efficiency, safety and fire prevention, pastures, fencing, maintenance procedures, and purchasing and storing feed. Also covered are record keeping, insurance requirements; and selection, training, and management of staff. EQU166L is a practical 'lab' component corequisite to this course, enabling students to experience real-life applications of the concepts in a variety of settings.

**EQU166L Facility Design and Operation - 1 credit**

This course is the practical lab component of EQU 166, enabling students to examine and consider applications of the course concepts in a variety of real-life settings. Enrollment in EQU166 is corequisite to this course.

**EQU170 Equine Communication - 1 credit**

This course is a study in the safe and gentle handling of equines, founded on an understanding of the history of the species and using non-verbal body language communication. Students learn to distinguish resistance based in fear from that based in disrespect. Meeting the animal on its own terms leads to more effective and meaningful communication, and thereby a safer and more productive relationship.

**EQU171 Concepts of 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: EQU165 or permission of the instructor.*

**EQU172 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: EQU165 or permission of the instructor.*

**EQU251 Anatomy & Physiology of the Horse - 3 credits**

This course begins with an overview of domestic equine species as a product of their evolution and the influence of human efforts to select and produce for breed type. The course establishes a foundation of the structure and function of the horse, allowing students to acquire a basic understanding of the horse's body and how it works, including the knowledge of terminology needed to comprehend clinical applications related to equine wellness

and dysfunction. In addition, the course provides an overview of the relationship between conformation and soundness.

### **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: Foundations of Equestrian Instruction – 3 credits**

This course introduces the prospective horseback riding instructor to the theory that underlies the teaching of riding to individual students and groups. Students will come to appreciate the value of this historic profession by understanding the rationale of classical riding theory and the use of a training scale. Lesson planning that considers different learning and teaching styles and a variety of riding disciplines will be explored. Assessment criteria, the teaching environment, and school horses are considered, as these things are all related to safety and effective learning. Students will develop critical thinking by observing and evaluating instructors in the field, and communication and collaboration skills through appropriate learning activities. *Prerequisite: EQU165 or permission of the instructor.*

### **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: Riding Instructor Practicum – 3 credits**

This course builds on the foundations introduced in EQU265 by providing an opportunity for supervised practice teaching and collaborative learning. Lesson planning, skill development, and assessment strategies are applied to individual and group lessons. Students learn to adapt to changing circumstances, as controlling the learning environment and managing unexpected events must be practiced in a live teaching setting. Best practices for safety of horse and rider are reinforced throughout the course. In

addition, this course will introduce the process of instructor certification, and prepare the student for the first steps in earning certification in a variety of disciplines. *Prerequisite: EQU265.*

### **EQU301 Horse Industry Orientation - 3 credits**

This course begins with an examination of the recent history of the horse industry in the United States, considers the current state of the industry, and explores possibilities for the future. Students develop a basic understanding of the modern business manager's day-to-day concerns, and examine various approaches to real-life scenarios that affect such areas as management, public relations, and the law. Personal professional development topics are addressed in relation to specific businesses and the industry as a whole, which contributes billions of dollars to the U.S. economy. Visiting lectures from across the horse-related industry share their experiences, and give professional advice for students' future careers.

### **EQU302 Principles of Equine Reproduction - 3 credits**

This course provides a foundation for future employment at a veterinary clinic or farm specializing in equine reproduction. Students will develop a basic understanding of equine reproduction, including various breeding methods, embryo recovery and transfer, reproductive health of mares and stallions, reproductive technology, and evaluation of reproductive methods of foaling. Students will explore, examine and consider the design, staffing, and management of a successful breeding operation. *Prerequisite: EQU251.*

### **EQU303 Horse Industry Work Experience - 3 credits**

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.

**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 students 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.

**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. Prerequisites: EQU165 and 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 conquests 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 provides an in-depth look at many aspects of equine veterinary care: first aid, diagnosis, and treatment. An introduction to research methods and clinical thinking prepares students to work closely with veterinarians and other members of the wellness management team in managing complex or ongoing cases, including discussion of the necessity and implications of euthanasia. This course is intended to enable students to assess the seriousness of any equine medical problem and take appropriate action. Prerequisite: EQU251; BIO160 is recommended.

**EQU403 Equine Seminar 3 credits**

In this course, students complete a senior research project including preparation of a detailed paper. This format allows for 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

**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.*

**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 and operational/quality measures for financial administration, financial analysis, planning and control, investment decisions, and management of sources of funds. *Prerequisites: ACC111 and MGT105.*

**FIN302 Corporate Finance - 3 credits** This course is an analysis of capital investments relative to rates of return, goals, risks, and other operational/quality measures. A study of equity and debt financing, dividend policy, and multinational operations is also reviewed. *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, financial products, and investment alternatives. A study of the more common markets and investment trends and their contributions to corporate and personal wealth is included. Course is beneficial for students who are interested in pursuing the 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 operational/quality measures 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 and MAT220.*

**FIN403 Investment Management - 3 credits** This course analyzes the theory and practice of investment measurement and management Topics include principles of selection of assets, personal portfolio management, and performance criteria for selecting and making alternative corporate investment decisions. *Prerequisite: FIN201.*

**FIN405 Seminar in Finance - 3 credits** This seminar examines and evaluates current theories, issues, and problems relating to financial management and decision making. Emphasis is placed on both internal and external factors affecting managerial policies and strategic measures. The course includes study of relevant literature and financial policies prevailing in business. A case method of study is followed. *Prerequisites: FIN302 and 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 and Senior Standing in the Finance Program.*

**FIN407 Business Valuations for Mergers and Acquisitions- 3 credits**

This course considers the strategic 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 and FIN305.*

**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.*

**FIN 460: Internship in Finance**

FIN 460 provides valuable work experience for students to enter any professional environment. Students will have the opportunity to apply learned management & business skills, apply theories/ ideas in a work environment. This course is designed to be an in-depth workplace experience and students are encouraged to consider topics that reflect their career aspirations.

**FORENSIC SCIENCE COURSE DESCRIPTIONS**

FRS-designated courses qualify as Natural Science or Liberal Arts electives. FRS180, FRS180L, FRS280, and FRS380 may be used to fulfill the general education science requirement FRS213 and FRS342 may be used to fulfill the Liberal Arts requirement.

**FRS180 Forensic Science I - 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. *Prerequisites: BIO143 or ENV121 or permission of the instructor.*

**FRS180L Forensics Laboratory- 1 credit**

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 Corequisite: FRS180 or CHM116 or BIO144 or permission of the instructor.*

**FRS213 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.*

**FRS280 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: FRS180 and FRS180L or permission of the instructor.*

**FRS290 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 the instructor.*

**FRS380 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, FRS180 or PHY115 and CHM115, or permission of the instructor.*

**FRS342 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.*

## GAME DESIGN AND ANIMATION COURSE DESCRIPTIONS

**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 Fundamentals 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.

**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.

**HIS380 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 conquests 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.

**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 human services. 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.

**HSV200 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.

**HSV260 Social Welfare - 3 credits**

This course examines human needs and the resources available to assist families and individuals in need. The historical and social 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. *Prerequisites: HSV101*

**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. *Prerequisite: HSV101*

**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. *Prerequisite: HSV101*

**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. *Prerequisite: HSV101*

**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 Methods 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 student's 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. *Prerequisite: HSV101*

**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 the 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 ever-changing social environment. *Prerequisite: HSV 101 or permission of the instructor.*

**HSV450 Senior Seminar in Human Services- 3 credits**

This is a capstone course in which students will apply their

knowledge and professional development during their college experience to the design, planning and writing of a scholarly human services course paper. Students will be required to complete a senior-level composition based on a scholarly investigation in a selected area of human services, which will be presented and discussed in a seminar format. *Prerequisites: Completion of HSV101, completion of HSV460 and Senior standing.*

**HSV460 & HSV461 Human Services Practicum - 6 credits**

This course provides prospective human services workers with an opportunity to learn experientially at a human services 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. Students are required to complete 180 agency hours in HSV 460 and 180 agency hours in HSV 461. Human Services majors are required to complete internships at two separate agencies. You must speak with your Academic Advisor as well as the Career Services Office before registering. *Prerequisites: Completion of HSV101, completion of at least 90 course credits and Junior standing.*

**HSV465 Action Research Methods- 3 credits**

This course presents an overview of action research that assists human services and criminal justice professionals in improving their practice with individuals, groups, families and communities. The course will prepare students to be able to explore significant human services and criminal justice issues and to take restorative action to resolve problems. It will also build people's capacity to resolve issues effectively and provide long-term outcomes to enhance individuals, families, and community environments.

**INSTRUCTIONAL DESIGN AND TECHNOLOGY COURSE DESCRIPTIONS****IDT201 Theory of Instructional Design**

Students will examine the use of instructional design theories and models to create instruction that is appropriate in a variety of educational settings. Theories and models to support the design of web-based instruction will be emphasized. Students will focus on instructional strategies, media selection, and evaluation strategies that will enable them to design instruction in technology rich environments. *Prerequisite: CIS112*

**IDT212 Principles of Instructional Technology**

This course will provide an introduction to the field of instructional technology and its impact on teaching and learning. Historical and current perspectives are

examined, as well as emerging trends and issues. The application of innovative instructional technologies is introduced in this project-based course. Prerequisite: CIS112

**IDT231 The Process of Learning**

Students will explore human learning and cognitive process. The course will provide an overview of the development of learning theory, cognitive models, instructional strategies, and mental processes. The role of educators and trainers in the learning process to create interactive environments is examined. Major theories concerning the learning process and their implications for the instructional process are also investigated. Prerequisite: CIS112

**IDT236 Contemporary Visual Literacy**

Students will learn the basics of visual literacy and visual design concepts of Contrast, Alignment, Repetition, and Proximity (CARP) as it relates to the design of effective instructional content development. Emphasis will be placed on the use of high-quality images, appropriate color choices, and graphic design elements that result in a professional display of instructional content. Prerequisite: CIS112, IDT201

**IDT301 Instructional Design**

Students will engage in the fundamentals of instructional design, including design and development of instructional strategies that are relevant to a specific student-selected topic of interest. Students will learn and apply a given approach to completing each phase of a common instructional design process and will plan and produce projects from each of these phases to demonstrate mastery of each phase. Emphasis will be placed on the process of project planning, design, development, implementation and evaluation. Prerequisite: CIS112

**IDT312 Design of e-Learning**

Students will learn to develop and apply effective design strategies in the development of technology based instruction. These strategies will include design and development of activities that help learners absorb content, apply concepts, and connect prior learning through the use of digitally-based instructional strategies. Student will also consider the use of educational gaming and design for virtual environments as they relate to the design of technology based instructional environments. Prerequisite: CIS112, IDT301

**IDT315 Multimedia Content Design**

Students will explore research-based principles of multi-media learning to produce a series of digital multi-media projects for the classroom or online delivery. Projects will include audio recordings, podcasts, narrated presentations, and digital story telling activities. Prerequisite: CIS112

**IDT318 Social Media for Instruction**

Students will explore a variety of social media including social networking, blogs, wikis, and podcasts, to develop strategies that incorporate these tools into instructional environments. Through evaluation of social networking sites, students will continue to build on their Personal Learning Environments and keep an active presence in social media networks that relate to their individual areas of professional interest. Prerequisite: CIS112

**IDT321 Design for Collaborative Learning**

Students will explore the concept of collaborative learning environments and ways to accomplish collaboration among students using wiki-based projects. By reviewing current research on collaborative learning, students will develop activities that promote collaboration and enhance the collaborative learning process. They will also engage in an actual collaborative wiki project in order to apply the concepts in the design of their own collaborative learning project. Prerequisite: CIS112

**IDT326 Intro to Project-Based Learning**

Based on a current model of Project-Based Learning (PBL), students will study a variety of effective design strategies that result in the development of hands-on projects to assess student learning and achievement. Examples of exemplary projects will be analyzed and evaluated for applicability to a variety of instructional environments. Students will gain hands-on experience to create a detailed PBL project plan that can be applied to their current or future instructional environment. Prerequisite: CIS112

**IDT326 Intro to Project-Based Learning**

Based on a current model of Project-Based Learning (PBL), students will study a variety of effective design strategies that result in the development of hands-on projects to assess student learning and achievement. Examples of exemplary projects will be analyzed and evaluated for applicability to a variety of instructional environments. Students will gain hands-on experience to create a detailed PBL project plan that can be applied to their current or future instructional environment. Prerequisite: CIS112

**IDT401 Assessment of Learning**

In this course, students will demonstrate assessment literacy and will design and develop assessments to be integrated into the learning process. Concepts of both formative and summative assessments will be investigated as well as various methods of assessment as they can be applied to the learning process. Emphasis will be placed on the development of a variety of effective assessment tools. Prerequisite: CIS112, IDT301

**IDT412 Instructional Delivery Methods**

Students will learn methods and practices that will result in the delivery of engaging learning experiences. Emphasis will be placed on the variety of delivery methods to include both synchronous and asynchronous delivery of instruction and examine specific methods that motivate and engage the learning audience in both environments. The 4MAT model of instruction will be a focus of this course. *Prerequisite: CIS112, IDT301*

**IDT433 Ethics of Instructional Design**

Students will explore the various issues related to ethics when designing instruction. Concepts of copyright, plagiarism, netiquette, acceptable use, accessibility, intellectual property, privacy, and security will be investigated. Emphasis will be placed on Open Educational Resources (OER) and their use in instructional design projects. *Prerequisite: CIS112, IDT301*

**IDT498 Instructional Design Capstone**

Students will complete their BS IDT program with a final project. This project will be a full instructional design project developed to include a majority of the concepts, processes, and procedures mastered throughout the program. This final project will be designed and developed using one or more of the technologies explored during the program and will include a final instructional design document and rationale paper. Students will also complete a final reflection paper. *Prerequisite: Completion of all IDT Core and Electives.*

**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: 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 and 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 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 crosscultural 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 and 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. *Prerequisites: FIN201 and 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 GEM 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 credits**

IBA 460 provides valuable work experience for students to enter any professional environment. Students will have the opportunity to apply learned management & business skills, apply theories/ ideas in a work environment. This course is designed to be an in-depth workplace experience and students are encouraged to consider topics that reflect their career aspirations.

**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.*

**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.

**LAW301 Bankruptcy Law & 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.

**LAW306 E-Commerce: The Legal Context- 3 credits** This is a trailblazing course one-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.

**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.

**LAW334 Alternate Dispute Resolution – 3 credits** Students will be introduced to types of dispute resolution processes that do not involve adjudication. These processes are referred collectively as Alternative Dispute Resolution (ADR). ADR is used in public and private sectors as well as court sponsored programs. Students will gain an understanding of ADR, through an overview of conflict and dispute resolution. The theories, methods, and terminology of ADR will be introduced with emphasis on negotiation, mediation, and arbitration.

**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.

**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. 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 and LAW205.

**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 and 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 examining 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. Fundamental concepts of management, effective communication competency, ethical dilemmas faced by managers and corporate social responsibility will be explored.

**MGT105 Principles of Management - 3 credits** This course will heighten awareness and broaden the participant's knowledge of leadership theory, trends, and applications, managing ethical grey areas with integrity, and integrating leadership skills into daily work practices. This course provides students with an overview of business structure/functions, leadership styles, managerial processes, strategic planning, and change-oriented ethical leadership and considers the impact of public policy on leaders. responsibility will be explored.

**MGT201 Human Resource Management- 3 credits** This course includes the presentation, analysis, and discussion of the specific functions of a Human Resources Department, including human relations knowledge and skills vital to the success of any Human Resources manager. Students will explore the standards of performance that are expected of managers, subordinates, and the organization with a special emphasis on the supportive relationships 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.

**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.*

**MGT303 Labor & Management Relations – 3 credits** This course evaluates current problems encountered by management in the negotiation and administration of labor relation agreements and processes. Topics that will be explored and examined include preparation for bargaining agreements, costing of labor contracts, bargaining power, negotiations, impasses, the role of women in labor movements and the future of Labor & Management Relations. *Prerequisite: MGT201.*

**MGT306 Small Business Management – 3 credits** This course examines the skills required to set up, operate, and manage a small business. The development of a business plan is integral and introduces the entrepreneurial concepts of business management, planning, capital, managing employees, marketing products and services. *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. *Prerequisites: MGT105 and 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.*

**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. *Prerequisites: MGT105 and 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.*

**MGT435 Independent Study in Management I – 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 and study on modern management theories, practices, and managerial techniques currently used in the industry. A special focus is placed on the future of management and helping students understand the need for creativity and innovation in the current and future organization. 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.*

**MGT 460: Internship in Management**

MGT 460 provides valuable work experience for students to enter any professional environment. Students will have the opportunity to apply learned management & business skills, apply theories/ ideas in a work environment. This course is designed to be an in-depth workplace experience and students are encouraged to consider topics that reflect their career aspirations.

**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. Students will explore topics including consumer engagement, strategic planning, best practices along with the importance of measurements, analysis and utilizing acquired data. It is the foundation course for upper-level marketing courses.

**MKT201 Retail Merchandising & Management - 3 credits**

This course examines strategic Retail Management as an introduction to the principles and methods of retailing. Emphasis is placed on targeting consumers, data-collection, merchandise management & pricing, Human Resource & Operations Management and the overall retail strategy. Topics include marketing, trends in U.S. and global retailing markets, forecasting & financial planning and promotional strategy.

*Prerequisite: MKT101.*

**MKT203 Sales and Techniques of Selling - 3 credits**

This course covers supervising, managing and leading an organization's sales force. Emphasis is placed on strategic planning, sales leadership, consumer & market analysis, process & knowledge management and measurement. Topics include sales force recruitment & selection, leadership, ethics, goal setting, motivation & rewards, training and development.

**MKT204 Advertising - 3 credits**

This is an introductory course dealing with the theories, methods, and practices of modern advertising including customer engagement, strategic planning, measuring results, industry 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 & analysis, product and service best practices, strategic planning, 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 data-driven processes along with the functions of copy writing, layout, design, and artwork. It develops an

understanding of the advertising department within a company including best practices, ethics, as well as the resources available from an outside advertising agency. *Prerequisite: MKT204.*

**MKT305 Internet & Interactive Media Marketing – 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. Students will explore ethics in marketing on the Internet, customer engagement, best practices, analysis of data & measuring results. This course will also define the different capabilities that social media has enabled marketers to utilize. Students will revisit the basic tenets of marketing and assess the impact of Interactive Media on these basic principles. The course also will address the benefits as well as the limitations of Internet marketing and elements of social media platforms in marketing campaigns.

**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 organizations, best practices, multi-cultural consumer, strategic planning, 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. *Prerequisite: MKT101.*

**MKT315 Strategic Marketing Management – 3 credits**

This course explores 21st Century marketing strategies and plans, conducting research, creating long-term client relationships, building strong brands, communicating value and creating successful long-term growth. Exploring strategic planning including innovation, new product development, managing media & personal communications, designing & managing Integrated Marketing Communications, analysis of global markets and understanding the business and ethical problems an marketing managers faces in a global marketing environment challenges. *Prerequisite: MKT101.*

**MKT320 Sales Force Management & Leadership - 3 credits**

This course covers supervising, managing and leading an organization's sales force. Emphasis is placed on strategic planning, sales leadership, consumer & market analysis, process & knowledge management and measurement. Topics include sales force recruitment & selection, leadership, ethics, goal setting, measurement & analysis, motivation & rewards, training and development. *Prerequisite: MKT203.*



**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, analysis, selecting a sample, focus interviewing, questionnaire design, data collection & analysis, measurement, validating results, and drafting the final report. Students also learn basic statistical analysis of research findings. *Prerequisites: MKT101.*

**MKT401 Topics in Marketing – 3 credits**

This course allows students to study an approved marketing subject/topic and to prepare a substantial paper as agreed upon between the individual student and the instructor. Class discussions will include overview of current topics in marketing, as well as a review of marketing best practices, consumer behavior, sales, globalization, strategic planning, leadership, ethics, measurement & analysis. Course includes careful instructor monitoring of project progress via individual or group meetings with students. *Prerequisites: MKT101, MKT315 and MKT342.*

**MKT404 Consumer Behavior – 3 credits**

This course examines marketing from the point of view of key behavioral science concepts, relevant consumer research, best practices and practical marketing applications with a customer focus. 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.*

**MKT 460: Internship in Marketing- 3 Credits**

This course provides valuable work experience for students to enter any professional environment. Students will have the opportunity to apply learned management & business skills, apply theories/ ideas in a work environment. This course is designed to be an in-depth workplace experience and students are encouraged to consider topics that reflect their career aspirations.

**MATHEMATICS COURSE DESCRIPTIONS**

MAT-designated courses, with exception of MAT 101 and MAT102, qualify as Liberal Arts or Mathematics electives.

**MAT101 Elementary Algebra - 3 credits**

This course develops the fundamental processes of algebraic thinking and provides students with the skills for further study in higher level algebra based courses. Topics include a study of the real number system, solving and graphing linear equations and inequalities in one and two variables, exponents, scientific notation, operations on polynomials, ratios, proportions, and basic factoring in a problem solving context. Course requires subscription to a supplementary online program. Graphing calculator will be provided for occasional use in class. *Prerequisite: Department Recommendation.*

**MAT102 Intermediate Algebra – 3 credits**

This course builds upon algebraic skills learned in MAT101 or a similar experience and provides students with additional skills needed for further study in higher level algebra based courses. Topics include further development of the study of linear functions, solving absolute value equations and inequalities, solving linear systems for break-even analysis, working with polynomial functions, and further development of factoring skills, applications of quadratic functions, and simplifying rational and radical expressions. Course requires subscription to a supplementary online program. *Prerequisite: Department Permission.*

**MAT105 Quantitative Methods - 3 credits**

This course surveys topics in elementary algebra, personal finance, probability, and statistics. Topics include solving algebraic equations, solving ratio and proportion problems, applications involving percentage and interest, applying the definition of probability, measures of central tendency, descriptive statistics, frequency distributions, graphical representation of data, and applications of the normal distribution. Topics focus on real-life situations, decision-making skills, and problem solving. Some working knowledge of elementary algebra is expected. Course requires subscription to a supplementary online program. Scientific graphing calculator strongly recommended.

**MAT115 Contemporary Mathematics (elective offered in Spring of 2013) – 3 credits**

A survey of mathematics topics all students need to meet with success in today's society. Topics include a study of number systems, essential algebraic & geometric principles, sets and logic, counting principles, statistics, graphing, and data analysis. Optional topics may include networks, money, and voting principles. Course requires subscription to a supplementary online program. Scientific calculator recommended. Course is designed to prepare students for success on standard workplace competency assessments.

**MAT118 Geometric Applications – 3 credits**

Not your high school geometry class! This course provides is designed to address geometry topics as they apply to numerous cross-curricular programs, such as art, architecture, landscape design, computer programming/gaming, common core instructions, and science. Students will be participating in portfolio quality projects encompassing the critical concepts learned in previous studies of geometry. Final projects will be the students' choice and may be related to their major. Students planning to teach geometric topics at any level will gain hands-on experience in a holistic approach to incorporating projects into a curriculum. Optional field trips may be offered at an additional fee.

**MAT120 College Algebra – 3 credits**

This course provides a deeper understanding of the concepts of algebra including function applications, inequalities in two variables, matrix operations, linear programming, quadratic and polynomial applications, and solving rational and radical equations. Course requires subscription to a supplementary online program, *Prerequisite: C or better in MAT102 or Department Permission.*

**MAT130 Pre-Calculus and Trigonometry - 3 credits**

This course is a study of functions deeply embedded with real-life activities. Topics include an overview of algebraic, exponential, logarithmic, rational, radical, and trigonometric functions as they are applied to daily life experiences. Course requires subscription to a supplementary online program. Graphing calculators required. *Prerequisite: MAT120, successful completion of high school pre-calculus or the equivalent, or department recommendation.*

**MAT171 Calculus I - 3 credits**

This course introduces differential and integral calculus of one variable. Topics include analytic geometry, functions, limits, derivatives, applications of derivatives, and anti-derivatives. Course requires subscription to a supplementary online program. Graphing calculator required. *Prerequisite: MAT130 or successful completion of high school equivalent.*

**MAT172 Calculus II - 3 credits**

This course is a continuation of MAT171. Topics include the definite integral, the Fundamental Theorem of Calculus, exponential and logarithmic functions, techniques and integration, and applications. Course requires subscription to a supplementary online program. Graphing calculator required. *Prerequisite: MAT171*

**MAT220 Statistics I – 3 credits**

This course offers students an opportunity to experience statistics as it would occur in various settings. This course is integrated with a state of the art online program designed to assist students in achieving their goals of high level performance in and out of the classroom. Topics are presented through real life case studies and include an overview of the fundamentals of statistics, collective and descriptive statistical techniques, data collection and sampling, the normal distribution and probability, hypothesis testing, population inferences, simple linear regression, and correlation. An understanding of basic algebra is required. Course requires subscription to a supplementary online program. Scientific or graphing calculator and access to a spreadsheet program is recommended

**MAT223 Statistics II – 3 credits**

This course is a continuation of introductory 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. Course requires subscription to a supplementary online program, Scientific or graphing calculator and access to a spreadsheet program is recommended, *Prerequisite: MAT220.*

**MAT230 Finite 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. Course requires subscription to a supplementary online program. *Prerequisite: MAT120 or MAT130.*

**MAT261 Discrete Mathematics- 3 credits**

This course introduces students to writing rigorous proofs in the context of discrete structures. Topics include propositional and predicative logic, set theory, elementary proof techniques, relations, functions or sets, induction, elementary number theory (integers and their properties), combinatorics (permutations, counting principles), and basic discrete probability. *Prerequisite: MAT171*

**MAT271 Calculus III - 3 credits**

This course is the third in a two-year (four course) calculus sequence. This course begins with analysis of sequences and series, familiarizing students with series convergence tests and leading to Taylor's Theorem. The remainder of the course is focused on differential calculus in two or more variables, including vectors and vector algebra, analytic geometry in space, functions of several variables, partial differentiation, vector functions, solving constrained optimization problems, and the technique of Lagrange multipliers. Course requires subscription to a supplementary online program. *Prerequisite: MAT172*

**MAT272 Calculus IV - 3 credits**

This is the last course in a two-year (four course) calculus sequence. This course is focused on integral calculus in two or more variables, including multiple integration (double integrals, iterated integrals, triple integrals), non-Cartesian coordinate systems (polar coordinates in 2D, cylindrical coordinates and spherical coordinates in 3D), line integrals, Green's Theorem, and integral vector calculus (divergence and curl, Stokes' Theorem, and divergence theorem). *Prerequisite: MAT271*

**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.

**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

**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.

**PED135 Open Water Dive**

This is an introductory course for beginning level Scuba instruction. Students will learn the fundamentals of scuba diving including proper use of dive equipment, safety protocols, and dive techniques and processes. The course includes classroom lectures and pool sessions. Upon completion of the course, students will have the opportunity to earn Open Water Dive certification. *Prerequisites: 200 yard swim and 10 minute tread.*

**PERFORMING ARTS COURSE DESCRIPTIONS**

PFA Designated courses qualify as Humanities liberal arts electives.

**PFA304 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*

**PFA320 INTRODUCTION TO THEATER**

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 actual phases of staging and production as well as attendance at a live performance. *Prerequisite: ENG207.*

**PFA320 INTRODUCTION TO THEATER**

This course introduces students to the art of acting with emphasis on improvisation, characterization, acting techniques and scene study. *Prerequisite: COM 320 or permission from the instructor.*

**PHYSICS COURSE DESCRIPTIONS**

PHY-designated courses qualify as Natural Science or Liberal Arts electives. All PHY courses may be used to fulfill the general education science elective requirement.

**PHY103 Concepts of Physics**

This survey course introduces students to selected principles and applications of physics. While the main focus of this course is on 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 reinforced through hands-on application of theory in a laboratory environments. *Prerequisite: MAT120.*

**PHY115L Physics I Lab - 1 credit**

This course must be taken concurrently with PHY115 Physics I.

**PHY116 Physics II - 3 credits**

This laboratory course is the second part of a two semester sequence that helps students explore the basic tenets 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.*

**PHY116L Physics II Lab - 1 credit**

This course must be taken concurrently with PHY116 Physics II.

**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 and 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 adolescents. *Prerequisite: PSY101.*

**PSY220 Multicultural Psychology - 3 credits**

This course will explore how cultural differences in world view, communication, racial identity, gender identity, sexuality, immigration, and other cultural issues influence psychological processes and behavior.

**PSY240 Forensic Psychology - 3 credits**

This course surveys 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, 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 and 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.*

**PSY343 Neuropsychology - 3 credits**

Students examine advanced topics in the neuropsychological bases of behavior. Attention is given to such topics as neuronal transmission, psychopharmacology, the biology of sensory and motor systems, nervous system interaction with the endocrine system, regulation of biological rhythms, and neuropsychology of trauma-related disorders. This course will build upon concepts in PSY340. *Prerequisites: PSY340 or permission of the APM.*

**PSY347 Psychology of Trauma-Related Disorders - 3 credits**

Students examine the neuropsychology of Post-Traumatic Stress Disorder (PTSD) and Traumatic Brain Injury (TBI). Attention is given to secondary psychological disorders which often accompany PTSD and TBI including depression, substance abuse, suicide, behavioral problems, and family dysfunction. Intervention and therapeutic treatment strategies for PTSD, TBI, and related disorders are addressed. In addition, content relating to PTSD/TBI from a non-clinical caregiver (e.g. family) perspective will also be explored. Prerequisites: *DGM ( %cf'dYfga Jggjcb'cZ h\Y5DA "*

**PSY395 Special Topics in Forensics Psychology - 3 credits**

This course addresses the practical application of special topics in forensic psychology. It provides a survey into the interface between psychology and the law. Students will gain an understanding of how mental health disorders may cause, aggravate or mitigate criminal or civil cases. Students will identify a special topic in forensic psychology and apply theoretical knowledge for research and connect their research to the impact on society. Prerequisites: PSY101 and 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 and BIO120.

**PSY421 Proseminar - 3 credits**

This course is the culminating course for the Psychology degree. This course provides the opportunity for students to design and conduct individual research projects under the supervision of a faculty member. Students will present the design and results of their work within the framework of a seminar. In addition, students will demonstrate their ability to integrate and apply knowledge pertaining to key psychological theories, debates, and professional principles introduced in previous Psychology courses. Collaboration on small group projects will also be emphasized. Prerequisite: PSY341 and Senior Psychology Major

**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.

**SCI315 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.*

### **SOC312 Race and Ethnicity – 3 credits**

A study of racial and ethnic minorities and immigrant groups in America. Classic and contemporary sociological theories are used to examine the social structures and cultural ideologies that promote oppression and domination and their impact on the social stratification and the life chances of minority group members. *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 Illness 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 in 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.*

**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 and SOC341.*

**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 Spanish 101, 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, especially organizations that have shown excellence, 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, fairness in sport, etc. will be examined. *Prerequisite: SOC101.*

**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, customer engagement, and personnel management of sporting events and the facilities that host the 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, Attention will be paid to the 5 P's of marketing and how they apply to the world of sport marketing, Fairness and honesty in terms of marketing will be stressed, *Prerequisite: MKT101.*

**SMG 316 Media Relations in Sport - 3 credits**

This course will examine the many areas that make up the field of media relations in sport. The inner workings of the media relations operation of professional sports organizations and collegiate sports programs will be thoroughly evaluated. Students will learn about the best practices of, and importance of, sport communication through lectures, field assignments, our textbook, and guest speakers. Student registration for this course is contingent upon Sport Management Academic Program Manager approval.

**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. The ideas of proper customer engagement, fairness, and honesty will be stressed. *Prerequisite: LAW101.*

**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, organizational planning, and sport and economic development. *Prerequisites: ECO201.*

**SMG451 Sport Management Capstone - 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 Capstone sites that reflect their career aspirations, portray organizational excellence, show case a community of best practices, value customer input, and exhibit fairness. The Capstone work experience will be a minimum of eight weeks working a minimum of fifteen hours per week. *Prerequisites: SMG101, SMG151, SMG301 and completion of at least 90 credits.*

**SMG 476 Sport Management Co-op – 12 credits** SMG-476 provides valuable work experience for the student planning to enter the sports industry. This course affords students the opportunity to apply learned sport management skills, theories, and ideas in a work environment. This course is designed to be an in-depth experience and students are encouraged to consider Co-op sites that reflect their career aspirations, portray organizational excellence, show case a community of best practices, value customer input, and exhibit fairness. The Co-op work experience will be a minimum of twelve weeks working a minimum of forty hours per week in a Sport Management setting. *Prerequisites: SMG101, SMG151, SMG301 and completion of at least 90 credits.*

## **MASTER OF BUSINESS ADMINISTRATION COURSES**

**BUS500 MBA Preparatory Course - non-credit** 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. This course, which is strongly recommended for success in the Post University MBA degree program, is offered at \$300.

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 Integrated 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.

### **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, measure performance, collect data and format data collected with the intent to maximize organizational planning and opportunities. 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. *Prerequisite: Acceptance into the Program, BUS501.*

### **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. Using concepts of best practices for internal and external customer focused operational management of projects across functions and organizations. Prerequisite: BUS530.

#### **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. *Prerequisites: 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 Customer Relationship Management - 3 credits** Organizational business excellence is associated with being a true customer-centric company. This course focuses on relationship management associated with the various stages of the customer lifecycle, geared towards turning prospects into loyal advocators: Goals of the course include learning to target prospects, convert prospects to customers, engage customers and leverage them to grow the customer sphere. This is accomplished by offering customers the best competitive experience through relationship management by the organization and/or through embracing customer-managed relationships. During much of the course, students will explore the various strategies and activities associated with creating, growing and leveraging customer relationships. These

activities, as data-driven processes, are often supported and/or enabled by technology, which will be briefly reviewed in this course as well (present and future trends). Social media applications for the above activities will be specifically addressed in this course. 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. Risk will be quantified and qualified to aid in organizational planning and effectiveness with an eye toward institutionalizing processes to control and communicate risk.

*Prerequisites: BUS530*

### **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. Focus is on the changes within the finance industry and the leadership/ethics required instituting these changes in any number of financial positions. *Prerequisites: Completion of foundation and Core Courses in MBA program.*

**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, organizational planning, operational measurement, performance improvement, debt security/loan analysis, and equity security analysis. This course shows how accounting information is used for analysis and decision making, especially involving ratio analysis. This 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. *Prerequisites: Completion of foundation and core courses in the MBA program.*

**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 analysis. The course also reviews derivative securities and portfolio management approaches. The course assessment is based upon papers, discussions and a project.

The course includes the implementation of portfolio theory as a data-driven best practices process which is applicable in many situations as a performance management tool by leaders in many industries.

*Prerequisites: Completion of Foundation and Core Courses in MBA program.*

**BUS635 Organizational Risk Management - 3 Credits**

This course provides a complete review of the financial principles and practices used to manage risk in organizations with a focus on linking strategic planning, measurement analysis and best practice theory to actual practice. The course covers principles of insurance including pricing, measurement, risk and regulation. The course looks at the aversion to risk as well as various methodologies used to minimize and manage risk. Covered in the course are retirement plans, social security, insurance and investments. The course assessment is based upon papers, discussions and a final integrated project. *Prerequisites: Completion of Foundation and Core Courses.*

**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 for organizations of all types trying to improve organizational effectiveness. Students will be able to craft a plan of study that will allow them to research areas of interest in groundbreaking project management applications to establish a community of best project management practices and continually improve your organizational effectiveness in managing projects. *Prerequisite: BUS530.*

**BUS660 Leadership and Change Management - 3 credits**

This course will focus on individual, team, and organizational leadership, providing frameworks from various perspectives on organizational performance improvement. The course 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 is a key attribute for any organizational leader in building a culture for change, performance improvement and excellence.

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, managing performance and sustainability of a change effort, 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.

**BUS675 Financial Tools for Managing Innovation - 3 credits**

This course focuses on financial concepts and how they relate to the innovation process in data-driven organizations committed to continuous improvement. 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 with an appreciation of meeting all customers' needs to achieve organizational effectiveness in a continuously changing environment. Prerequisites: Completion of Foundation and Core Courses, inclusive of BUS501 and 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 strategic planning, measurement analysis and best practice 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 with an eye toward implementing improved processes focusing on the customer. The course assessment is based upon papers, discussions and a final integrated project. Prerequisites: Completion of Foundation and Core Courses.

**MASTER OF BUSINESS ADMINISTRATION  
IN HEALTHCARE COURSE DESCRIPTIONS**

**HCA503 US Integrated Health Care Systems - 3 credits**

Learners will explore the realities of managed care and competition in US health care institutions. This environment requires health systems reengineering to maintain a competitive business edge. The 'integration' behind these systems, policy & technology supported clinical and administrative processes that span the delivery system, will be examined. High performance integrated systems will be reviewed, analyzing improved care delivery systems & care experiences that facilitate staff interactions in a coordinated and holistic way to provide ultimate value for the customers/patients.

**HCA504 Regulation, Compliance & Ethics in HC Reform - 3 credits**

This class will explore the uniqueness of healthcare ethics: a blending of medical ethics and business ethics. The Federal emphasis on preventing healthcare fraud and abuse has provided a strong incentive for healthcare organizations to create programs that ensure adherence to regulatory requirements. Compliance programs focus on conformity to laws and regulations. Healthcare business ethics, as discussed in this class, emphasize a broader interpretation to include the organization's mission and values, the manager's contract with patients, employees and community. The emphasis is placed on understanding what it means to manage a healthcare organization according to high ethical standards and ideals, rather than simply complying with regulations.

**HCA505 Health Systems Financial Management - 3 credits**

Rising healthcare costs and regulatory efforts to control them are creating a dynamic context for healthcare financial management. This program will explore tools and strategies to manage the financial health of an organization: interpreting & analyzing healthcare financial statements, principles & practices of healthcare accounting, working capital management, and exploring the time value of money. Learners will explore how to make an investment decision, budgeting and responsibility accounting and capital financing for health care providers. They will place these functions within the context of provider cost finding methods & payment systems, to maintain a strong bottom line.

### **HCA506 Health Care Leadership & Human Dynamics - 3 credits**

Leadership is the art of taking risks while management is the science of maximizing them. Exceptional leadership requires the discipline of practice & the commitment of continued personal growth. This class will explore the professional & personal competencies; skills, knowledge, values and traits required for executive performance, behavior, interaction and decision-making. The class will also focus on the qualities of a true leader—beyond executive skills—personal conviction, communicating vision, mentoring others and stimulating creativity in all circumstance; distinguishing marks of a highly effective leader.

**HCA507 Organizational Innovation, Creativity & Change Management in Health Care - 3 credits** Building on principles of leadership & management, this class will explore the role of imagination and creativity in executing change and moving it forward in the dynamic health care industry. Removing barriers to change—both within oneself & the organization environment—is the key to successful innovation. Creative change begins with hiring winners, developing a successful staff, building a learning environment, establishing a high-performance team, motivating excitement and overcoming obstacles.

### **HCA510 Health Care Decisions, Analytics & Systems Performance - 3 credits**

Improving the efficiency of health care is one of the most important management challenges of this century. US expenditures in health care will reach \$4 trillion in 2016; 1 in 7 dollars spent today is devoted to health care. This class will focus on contemporary performance and efficiency evaluation methods, data analysis, and benchmarking tools and strategies to improve healthcare costs. The strength and limitations of various performance assessment methods will be explored along with the variables defining the process.

### **HCA515 Human Resource Management in Health Care - 3 credits**

Learners will focus on human resource management and methods for linking it to the strategic plans, priorities and goals of the organization. Methods for successful recruitment, retention, development and coaching of a high-performance workforce when reimbursement & financial pressures are high, will also be explored. Making solid cost-benefit human resources decisions within financial resources available, as well as creating the long-term ability to provide highly qualified staff, facilitates the delivery of organizational mission.

### **HCA520 Organizational Behavior & Culture Management in Health Care - 3 credits**

Human resource issues are complex & the answers are not simple. Building a strong link between organizational culture & outstanding care delivery requires strategic thinking, planning and execution. Compensation practices, equitable staffing schedules, competency management & professional career progression plans are explored along with 'special topics': unionization, special needs employees, unsafe performance, discipline & personnel issues. Health care environments have an additional challenge in health safety and workplace preparedness that must also be considered in creating a healthy work environment.

### **HCA525 Healthcare Business Communication - 3 credits**

Strong communication skills create a strong leader. Learners will explore how strategic communication skills at the interpersonal, group and organizational levels are critical for representing the organization & its vision, mission and goals. Marketing tools and information augment performance data when conducting a meeting, answering e-mail, meeting with a community group, or fielding a reporters' questions. Cultivating and using relationships and good information secure and expand market share.

### **HCA530 Health Care Quality & Performance Management - 3 credits**

The complexities of health care delivery and the legal environment call for accountability of all involved. Quality performance and risk management topics will be explored as an organized response focusing attention on issues of quality; hospitals over-all quality control program, quality management of medical and professional staff, hospital board and institutional management. Methods of establishing risk programs within the institution will be explored along with ways to create uniformity in outcomes of the risk management program.

### **HCA610 Entrepreneurship & Networking in Health Care - 3 credits**

Ever-growing healthcare expenditures are increasingly driving innovation in healthcare. Learners will explore new health care practice concepts such as shared care, evidence-based medicine, clinical practice guidelines and cradle-to-grave-health record and clinic

al workflow/careflow strategies. Another emerging strategy impacting health care to be explored is user-driven healthcare and narrative medicine using collaborative social networks and technologies.

**HCA611 Virtual Technology and e-Health - 3 credits**

The adoption of Information & Communication Technologies (ICT) in healthcare is driven by the need to contain costs while maximizing quality & efficiency. Learners will explore how this movement has impacted patient privacy and confidentiality. The security of healthcare information & services in the context of a networked, sensor-enabled pervasive and mobile computing infrastructure is the core of both the challenges and opportunities of Healthcare ICT adoption.

**HCA612 Marketing Health Care Services - 3 credits**

Learners will explore the marketing process, beginning with the nature of marketing strategy & the environment in which it operates. The core of marketing is the consumer; identifying ways to define and engage them as their decision-making processes are studied. The marketing research process will focus on methodologies for data capture and data mining. The course will conclude with an exploration of how the marketing data is integrated, along with finance, human resources and operational components, into a well-structured business plan.

**HCA613 Managing Community & Population Health - 3 credits**

Maintaining close connections with community often falls into a lower priority because there is no clear path of investing human and financial capital leading to outcomes that can be measured as deliverable to the bottom line. Learners will examine population health from multiple perspectives; protecting not-for-profit status of foundations and other philanthropic entities in an environment of increased governmental pressure to raise taxes, opening new channels of funding through increased philanthropy, foundation & government support. The course will review the purpose of health care organizations as charitable institutions, how they evolved and how community engagement strategies strengthen both the community and the organization. Aligning values of collaboration and service between the organization & the community is key to enhancing population health.

**HCA698 Readings, Research & Planning - 3 credits**

Learners will select a final project—in keeping with their career goals and/or the Certification requirements of the appropriate accrediting body. The learner will complete a plan for their project and perform a literature review of relevant concepts and research to complete their project design. An argument defending the world view or theoretical perspective of the project will be formulated.

**HCA699 Capstone Project - 3 credits**

The Learner will design and execute a project related to their area of professional expertise, including Certification 'applied learning' requirements. Three project goals must tie into the Health Care MBA program goals, as well as three of the Certification objectives. All projects must integrate technology and demonstrate new professional skills acquired through the Post University HC MBA Program. Upon completion of the Capstone Project and the MBA Degree, the student may apply for the National Certification Exam if all eligibility requirements are met.

**MASTER OF SCIENCE IN  
ACCOUNTING COURSE DESCRIPTIONS****ACC501 Research and Writing for the Accounting Profession - 3 credits**

This course involves the application of accounting research utilizing the various accounting/auditing/tax standards and databases and the preparation of written communications in a manner consistent with best practices in the accounting profession. (*prerequisite for all other MSA courses*)

**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.

**ACC512 International Accounting – 3 credits**

The course provides a foundation in the theory and practice of the study of international accounting. The course provides a study of the International Financial Reporting Standards (IFRS) with a comparison to United

States Generally Accepted Accounting Principles. Other international accounting issues such as foreign currency transactions, hedging foreign exchange risk and translation of foreign currency financial statements are also covered. *Prerequisite: ACC501.*

**ACC 515 Non Profit and Governmental Accounting – 3 credits**

The unique accounting principles relating to governmental and non-profit accounting are covered including examination of accounting principles, financial reporting and budgeting for non-profit organizations and government entities. *Prerequisite: ACC501.*

**ACC522 Advanced Audit Issues – 3 credits** This course applies auditing theory and research to real world business situations using a case study approach. *Prerequisite: ACC501.*

**ACC525 Advanced Topics in Taxes – 3 credits** This course provides coverage of tax issues relating to individual and business entities with an emphasis on tax research and developing a defensible outcome. *Prerequisite: ACC501.*

**ACC532 Enterprise Risk Management (ERM) – 3 credits** This course includes the systems, methods and processes used by organizations to manage risk. The use of various Enterprise Risk Management (ERM) frameworks that identify risks and assess them in terms of magnitude and likelihood of the occurrence are studied. Strategies to control and mitigate that risk are discussed. Concepts of internal control, strategic planning, and the Sarbanes–Oxley Act when dealing with risk are integrated in the course. *Prerequisite: ACC501.*

**ACC535 Customer Relationship Management (CRM) for Professional Organizations – 3 credits** This course introduces the concepts of business development, customer service and networking for the professional organization. It is acknowledged that the current professional organization requires all employees to act as advocates for the business while providing services. This course will not only introduce students to the strategies involved with securing, servicing and keeping customers happy but aid them in utilizing current methods and software tools to help them be productive in the Customer Relationship Management arena. Also included is a discussion of effective management consulting.

**ACC545 Leading the Professional Organization – 3 credits**

This course includes the topics of Team Building, Presentation skills, Business Communication skills, Time Management, Conflict Management and other issues relevant to successfully leading a professional organization. The course will focus on these necessary basic skills in the modern professional organization with the goal of preparing students to lead either units of professional organizations or their own organization.

**ACC699 Current Topics in Accounting (Capstone) – 3 credits**

This course integrates the topics covered within the MSA program. It focuses on the understanding, options and application of current accounting situations. It is the program’s capstone course and will include utilizing research to solve accounting case studies and “in the news” accounting dilemmas. *Prerequisite: Completion of all other courses in the MSA curriculum.*

**MASTER OF EDUCATION COURSE DESCRIPTIONS**

**EDU505 Future of Education – 3 credits**

This course explores technological, economic, demographic, and social trends and their implications for the future of education. As the foundation course for the M.Ed. program, students will develop their digital literacy skills - by creating an online Personal Learning Environment, and strengthen their graduate level writing skills through weekly discussions and a series of mini-projects, which culminate in a final Vision for the Future. Students will post their project to their PLE, as a first step toward creating their online learning community and professional portfolio. Note: Transfer credit will not be accepted for this course.

**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 technologies (e.g. WordPress, Twitter) to enhance learning through mini-projects throughout the course. *Note: Transfer credit will not be accepted for this 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. *Prerequisite for: EDU624, EDU625 and EDU627.*

**EDU624 E-Learning Design for Diverse Learning Environments - 3 credits**

This course explores how to maximize cognition for diverse and global learners through the design and structure of elearning content using multimedia modalities. Students will develop a mastery of brain-based visual design and multimedia principles using current research, authoring tools and data-driven strategies. Emphasis will be placed on directly applying these techniques in a project involving the design and development of an e-learning module relevant to the learners' environment. *Prerequisite: EDU623.*

**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. *Prerequisite: EDU623.*

**EDU627 Managing Instruction & Technology - 3 credits**

This course will introduce students to planning, assessing, budgeting, and evaluating instruction and 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 project management and instructional design to plan a training program. Students will utilize tools and metrics to monitor the program planning process, implementation success, and to improve program outcomes. *Prerequisite: EDU623.*

**EDU630 Online Teaching and Learning- 3 credits**

This course provides students with the principles of online teaching and learning. Students will trace the history of online learning, investigate the similarities and differences between synchronous and asynchronous environments, examine research-based best practices in e-learning, and identify online teaching modes. The course serves as an introduction to online delivery and offers students the opportunity to identify quality online teaching environments and methods for maximizing student achievement in those environments.

**EDU633 Designing and Delivering Online Instruction - 3 credits**

This course will teach basic concepts of how to design an online course and teach in an online environment. Teachers will learn navigation skills and the toolset of a learning management system. Educators will have the

opportunity to examine varied online instructional practices and have access to a learning management system to design an individual instructional module. Emphasis will be placed on research-based teaching practices that improve student achievement in online environments.

**EDU637 Online Assessment & Evaluation - 3 credits**

This course explores models for assessing and evaluating teaching and learning in the online environment. Appropriate evaluation methods; the creation of assessment tools, such as rubrics; and course management techniques will be the focus of the course. Students will interpret online learning policies ranging from those that pertain to both the individual and the institution, such as copyright and intellectual property, to national and international policies regarding delivery of online education. Students will examine a variety of quality indicators for the assessment of online programs, with an emphasis on those pertaining to teaching and learning.

**EDU639 Trends in Online Learning - 3 credits**

This course examines current trends and future possibilities for models of online teaching and learning. Models of new course design, such as Massive Online Open courses (MOOCs), the use of OERs (Open Education Resources), social media, and web-based resources as course elements will be compared and critiqued. Additionally, students will analyze online trend data to synthesize a vision for the future of online learning. Students will explore the future of teaching and technology in the online environment.

**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.

**EDU651 Teaching ESL: Methods and Strategies- 3 credits**

This course is designed to increase understanding of quality research-based practices and strategies that actively engage English Language Learners. More specifically, teachers in this course will plan and implement a variety of content-based standards including those applicable to English language development, content-based instruction, and literacy development in the primary and secondary language.

**EDU653 Second Language Acquisition - 3 credits**

This courses presents an overview of the field of Second Language Acquisition. Students will identify the research, empirical data, and theoretical concepts that explain what happens in the human mind during the acquisition of a first and second or subsequent language. Current theoretical perspectives on second language acquisition will be analyzed including research issues, models, and positions. Second language teaching methods and approaches will be integrated through an interdisciplinary knowledge base of major theories of learning in the fields of linguistics, psychology, sociology, cognitive development, and brain-based research as they relate to language learning and second language acquisition.

**EDU655 ESL Curriculum and Assesment- 3 credits**

Students in this course will review, analyze, and select quality content appropriate for ESL learners in a curriculum, including online programs and websites that will help ELLs gain comprehension in reading, writing, and math. Critical components of designing thematic content curricula for ESL learners will also be addressed. Emphasis will be placed on methodology and strategies that differentiate and mediate thining and learning. Students will identify means of ELL assessment and analyze the role of assessment in ESL curriculum.

**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 view they will be using in the final project.**

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 SCIENCE IN HUMAN SERVICES  
COURSES COURSE DESCRIPTIONS****HSV501 Master of Human Services Preparatory Course - 0 credits (Pass/Fail)**

This course is designed as an introduction to the MSHSV program in addition to providing an orientation to the process and technology essential for success in the program. The course will help develop critical thinking skills, professional graduate-level writing skills, and review APA writing rules necessary for graduate students to complete the MSHSV program. Additionally, the course will also expose students to relevant ethical and multicultural considerations necessary to be successful as a human service provider. This is a no-credit, pass/fail course with no prerequisites.

**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.

**HSV511 Human Services Management – 3 credits** This course provides students with knowledge, theory and technical skills in the administration of human service delivery systems. Course content includes management theory, principles of organization, planning, budgeting, fiscal responsibility, supervision and human resource management.

**HSV512 Applied Research Methods in Human Services – 3 credits**

This course presents an overview of frequently used quantitative and qualitative research methods. It prepares students to be critical consumers of scholarly social science research. It also examines the ways in which social science research can inform daily practice in various social service agencies. *Prerequisite: Completion of at least 21-24 credits.*



**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, understanding research and class discussions.

**HSV521 Family Systems Theory- 3 credits**

This course introduces the student to the field of family therapy and systems thinking. The student learns necessary skills 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. *Prerequisite:* HSV520 or HSV521.

**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. *Prerequisite:* HSV520 or HSV521.

**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 pathologic 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. *Prerequisite:* HSV 534.

**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. *Prerequisite:* HSV 530.

**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. *Prerequisite:* HSV 532.

**HSV540 Human Service Management and Information Technology - 3 credits**

The course will survey the basic theoretical and conceptual skills required for the effective management of human service organizations in today's varied and complex environment. The course also focuses on information technology applications and systems based on current computer and communication technology for human service managers.

**HSV541 Financial Management of a Non-Profit Organization – 3 credits**

This course teaches students the principles of financial management required for the planning, budgeting, and control functions of human service organizations. It includes the skills required for the analysis and interpretation of financial statements, interim and end-of-year reports, and the financial disclosures required by agency funding sources.

**HSV542 Human Resource Management – 3 credits** This course explores the working knowledge of human resource management in non-profit and public sectors of organizations using legal, technical and practical concepts. The course also examines issues related to compliance with federal and state employment laws, compensation systems, practical and affordable recruitment/retention strategies, problem performance analysis, and the development of personnel policies and job descriptions. The course teaches students how to combine human resource management theory with useful management practice to achieve organizational mission.

**HSV544 Organizational Behavior – 3 credits**

This course explores individual and small group behavior in organizations and the interpretation of this behavior in the context of the managerial environment. The nature of such concepts as influence, power and control, attitudes, communication, conflict, and interpersonal relations is explored to provide understanding of the dynamics of group behavior within organizations.

**HSV552 Professional and Ethical Orientation to Counseling - 3 credits**

This course provides students with a realistic view of several critical issues which counselors in the field of human services encounter, in addition to providing best practices in addressing these dilemmas. Humanservice professionals often face ethical issues such as professionalism, aspirational ethics, decisions making, mandated reporting, crisis intervention and/or legal issues on a daily basis. Professional practice in a multi-cultural society, client rights and responsibilities will also be explored, in addition to confidentiality, privileged communication, record keeping, and other key issues that counselors are also addressed. Prerequisite: Either (a) 21-24 completed hours of graduate coursework in the Post University MSHSV graduate program, or (b) a comparable number of graduate coursework hours in a helping-related program at another college or university.

**HSV594 Multicultural Issues in Human Services - 3 credits**

This course provides students with knowledge in the ways in which issues of multiculturalism can affect human services delivery. Course content includes examinations of oppression, discrimination, sexism, and other forms of prejudice, and their influence on the delivery of human services to culturally diverse and oppressed communities. Prerequisite: Either (a) 21-24 completed hours of graduate coursework in the Post University MSHSV graduate program or (b) a comparable number of graduate coursework in a helping-related program at another college or university.

**HSV556 Career Counseling, Appraisal, and Development - 3 credits**

This course provides students with an introduction to the history of the career development practice. The course also explores the process of career counseling, assessments, and information dissemination. Students will also become familiar with the process of helping individuals take action in preparing for work in our present society in terms of employability skills and placement services. The course will also discuss the process of creating career development programs in both the public and private sector in addition to exploring trends and issues in the labor market and job search process. Prerequisite: Either (a) 21-24 completed hours of graduate coursework in the Post University MSHSV graduate program or (b) a comparable number of graduate coursework in a helping-related program at another college or university.

**HSV558 Testing and Appraisal of Individuals and Groups in Human Services – 3 credits**

This course provides students with an introduction to psychological assessment measures commonly used individually or in group settings in a variety of human service agencies. The course is designed to provide students with information about test construction, administration, scoring, and interpretation. An introduction to intellectual, emotional, behavioral, and personality assessments for both children and adults will be examined. Prerequisite: Either (a) 21-24 completed hours of graduate coursework in the Post University MSHSV graduate program or (b) a comparable number of graduate coursework in a helping-related program at another college or university.

**HSV561 Introduction to Forensic Mental Health Counseling - 3 Credits**

Introduction to forensic mental health counseling that will provide an overview of the legal system as relevant to human service providers. Mental health issues related to the legal system, ethics, and other relevant issues in forensic mental health counseling will also be discussed (courts, law enforcement, prison, etc.). The course will explore criminal and civil forensic consultations, criminal behavior, and psychopathology. In addition, this course will explore tools used for evaluation and assessment of high-risk behaviors, issues in policing and effective treatment modalities used for treating deviant behaviors.

**HSV564 Theories of Criminal Behavior and Psychopathology - 3 Credits**

Introduction to understanding criminal behavior and psychopathology. Theoretical perspectives associated with crime and psychological disorders will be discussed, including the role of abnormal/deviant behavior and diagnosis, treatment modalities, counseling, and assessment. Topics that will be explored include the origins of criminal behavior, developmental risk factors, biological factors, learning in situational factors, and counseling techniques. Students will be exposed to the development of aggressive and violent behavior, and juvenile delinquency. Other topics include homicide, murder, sexual assault, substance abuse, property crimes, and the psychology of terrorism. *Prerequisite: HSV561*

**HSV565 Victimology and Counseling Victims - 3 Credits**

This course will explore the impact of child and adult victimization. Topics such as sudden and traumatic loss, child abuse, and trauma, domestic violence, rape, human trafficking, workplace violence, and witnesses to violent crimes, in addition to other victim populations, will be explored. Students will explore assessment, diagnosis, clinical interventions and techniques for counseling victims. Other topics will include understanding the legal system when working with victims in the justice system. *Prerequisite: HSV561.*

**HSV567 Forensic Assessment and Counseling Techniques - 3 Credits**

This course will provide an introduction to the psychological assessment tools typically used by counselors in forensic settings. The student will become familiar with understanding the testing measurements as well as interpretation. Students will also learn more about the various psychological disorders and criminal behaviors often diagnosed via testing. Students will be exposed to interviewing, assessment, and counseling skills that are used in forensic and clinical assessments and evaluations. *Prerequisites: HSV561 and HSV564*

**HSV593 and HSV594 Field Practicum I and II - 3 credits each**

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. *Prerequisites: Clinical Concentration: HSV 520 or HSV 521 and HSV 524; NPM: One core and one concentration course; A + D concentration: One Core and HSV 532.*

**HSV595 and HSV596 Advanced Field Practicum I and II - 3 credits each**

This course provides future human services managers, clinicians, and alcohol and drug treatment providers with the opportunity to put human services theory and principles into practice. The student will have the opportunity to learn by experience through a field placement at an approved human services agency in the community. Also of critical importance to the experience, the student will have an opportunity to share with his/her instructor and peers in detail the opportunities and challenges experienced at the practicum experience. A student who engages in this practicum experience is afforded the opportunity to gain additional practicum hours, which are invaluable in seeking employment in a human service agency. The student is also more likely to be well rounded and a more experienced clinician upon completion of the experience.

Additionally, the student will be more competitive when seeking practicum placements where students (such as MSW or MA in Counseling Psychology) are competing with practicum placements with non-human services programs that require additional practicum hours. Each section (i.e., HSV 595 and HSV 596) requires a minimum of 550 hours of on-site experience. HSV595 and HSV596 provide an alternative to taking HSV593 and HSV594 and will be considered a course substitution.

*Prerequisites: Clinical Concentration: HSV520 or HSV521 and HSV524; NPM: One core and one concentration course; A&D concentration: One core and HSV532; Forensic Mental Health Concentration: HSV564 and HSV565.*

### **HSV698 Capstone Research Project I - 2 credits I**

In this course, students will apply an action research approach to the development of an applied research project proposal. 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.*

### **HSV699 Capstone Research Project II – 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: HSV698.*

## **MASTER OF PUBLIC ADMINISTRATION COURSE DESCRIPTIONS**

### **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 a-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 strategic planning, measurement analysis and best practice 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 with an eye toward implementing improved processes focusing on the customer. The course assessment is based upon papers, discussions and a final integrated project. *Prerequisites: Completion of Foundation and Core Courses.*

**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. 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.

**PAD698 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.

**PAD699 Graduate Seminar and Capstone Project II -  
2 credits**

This course is Part II of the MPA Capstone course and the culmination of the MPA program. In Part I of the Capstone, students assumed 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 involved 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. In conducting their research, students needed to successfully demonstrate a mastery of the theories and practices discussed throughout the MPA program, demonstrate the ability to analyze, evaluate, and apply those theories and practices. Herein Part II of the Capstone, each student shall, on an individual basis, present their analysis and evaluation of the information they have gathered, synthesize a plan of program implementation, and present their recommendations in a simulated public hearing. The student shall be prepared to defend and justify their analysis and recommendations.

**Post University Catalog 2014 - 2015**  
**Addendum A**  
**November 2014**

**Effective August 1, 2014**

**Section 1.4**

Page 12: Arkansas: B.A. in Psychology replaces B.S. in Psychology.

**Section 3.0**

Page 29: Remove MSA from the work experience section

Page 30: Remove MSA from the work experience section

**Section 9.1**

**Page 64:**

**Graduate Accelerated Degree Programs (ADP):**

Post University offers six Accelerated Master's Degree Programs. The Master of Science in Human Services (MSHSV), is offered online and during evening and weekend hours at one of our three regional locations in Connecticut; the Master of Business Administration (MBA), Healthcare Master of Business Administration (HC MBA), Master of Education (M.Ed.), and the Master of Public Administration (MPA) degree programs are offered completely online. The Master of Science in Accounting (MSA) is offered online, on our Main Campus and as a hybrid program.

**Section 5.10.1**

**Page 45:** The following description replaces the current High Honors and Honors Scholarship descriptions.

**HIGH HONORS SCHOLARSHIP \$14,000**

Annual scholarship+ offered to incoming freshmen with a minimum high school GPA of 3.5 and a combined SAT score of 1800 or ACT score of 28, and to incoming transfer students with a minimum college GPA of 3.5. Students have the opportunity to participate in the Honors Program and graduate with Honors Program Distinction. Incoming freshmen admitted to the Honors Program with a High Honors Scholarship also may be eligible for a fourth-year, full-tuition grant.

## **FOURTH-YEAR FULL-TUITION HONORS PROGRAM SCHOLARSHIP**

Incoming freshmen admitted to the Honors Program with a High Honors Scholarship are eligible for a fourth-year, full-tuition scholarship if they have at least a 3.5 cumulative GPA at the end of their junior year, are in good standing with the University, and are on track to graduate within 4 years of admission.

## **HONORS SCHOLARSHIP \$12,000**

Annual scholarship+ offered to incoming freshmen with a minimum high school GPA of 3.25 and a combined SAT score of 1500 or ACT score of 24, and to incoming transfer students with a minimum college GPA of 3.25. Honors Scholarship students have the opportunity to participate in the Honors Program and graduate with Honors Program Distinction.

+ Scholarship is renewable annually provided student is in good academic standing.

### **10.5.2 Standardized Examinations should be listed as 10.15.2**

## **Section 11.0**

**Page 85:** Addition of Proquest Central to the Traurig Virtual Library.

### **Proquest Central**

Proquest Central is the largest single source of academic research information, covering 160 subject areas and featuring over 20,000 periodicals and a huge collection of other scholarly resources, including business case studies, dissertations, and theses.

## **Section 13.0**

**Page 92:** Replace Instructional Design & with Instructional Design & Technology.

## **Section 13.1**

**Page 104:** Replace CHM310/CHM310L Environmental and Lab with CHM310/CHM310L Environmental Chemistry and Lab

**Page 166:** The following concentrations are to be added to the B.S. Criminal Justice curriculum

<b>Forensic Science Concentration</b>	<b>17-18 crs</b>
BIO143/BIO143L General Biology I and Lab	4 crs
FRS180/FRS180L Forensic Science and Lab	4 crs
FRS280 Forensic Science II	3 crs
FRS290 Chemistry & Physics in Forensics	3 crs
CRJ or Science Elective	3-4 crs

<b>Law Enforcement Concentration</b>	<b>18 crs</b>
CRJ102 Introduction to Law Enforcement	3 crs
CRJ201 Juvenile Justice	3 crs
CRJ309 Police Administration and Management	3 crs
CRJ332 White Collar Crime	3 crs
LAW101 Introduction to Law	3 crs
Elective	3 crs

### Section 13.1

Page 174: The following description of the B.A. Psychology program replaces the current section.

### B.A. PSYCHOLOGY

Students in the Bachelor of Arts in Psychology degree program study the science of behavior and mental processes. They develop strong academic and social skills including critical thinking, collaboration, oral and written expression, interpersonal effectiveness, and social maturity. Coursework emphasizes personality and psychopathology, child and adolescent development, the relationship between the nervous system and behavior, sociocultural influences on human interaction, and the relationship between psychology and the law. Students learn to critically review psychological literature, and apply theory to practice by conducting their own psychological research projects.

Skills acquired in this program help prepare students for careers in counseling, rehabilitation, human services, administration, community and public relations, advertising and market research, education, and legislative affairs. Students are well-prepared to pursue advanced degrees in Psychology or related fields.

### Section 13.2

#### Graduate Faculty to be added to page 193:

Shiffman, Carolyn	MBA Program Ph.D.	Capella University
Walker, Lee Ann	MBA Program Ph.D.	Walden University

### Master of Science in Human Services

Page 193: Courses are available online and Evening (select courses only)

Page 194: Addition of Graduate Certificate in Non-Profit Management    Online



Page 211: Clinical Counseling concentration should be listed as Clinical Counseling within Organizational Settings

Page 212: HSV524 should be listed as Psychopathology and Psychological Assessment

Page 214: Clinical Counseling concentration should be listed as Clinical Counseling within Organizational Settings

Page 214: Number of credits for Clinical Counseling within Organizational Settings and Alcohol and Drug Counseling should be 12 for each. Grand Total should be 24 crs.

## **Section 14.0**

Page 222: BUS11 Baldrige Principles and Introduction to Quality Systems should be listed as BUS211.

Page 224: CHM206L Organic Chemistry II Lab: the following course description replaces the current description.

This course must be taken concurrently with CHM206 Organic Chemistry II. *Prerequisite: CHM205L. Laboratory fee required.*

Page 224: CHM301 Environmental Chemistry should be listed as CHM310 Environmental Chemistry.

Page 224: CHM301L Environmental Chemistry Lab should be listed as CHM310L Environmental Chemistry Lab. The following description replaces the current description.

This course must be taken concurrently with CHM310 Environmental Chemistry. *Prerequisite: ENV121L. Laboratory fee required.*

Page 233: CRJ326 Digital Forensics – the prerequisite is CRJ222.

Page 238: ENV301 Soils in our Environment - Prerequisites should be listed as: BIO144, ENV121 and one of the following: BIO226, BIO360, or permission of the instructor.

Page 238: ENV405 Environmental Law and Practice – Prerequisite should be listed as BUS204, ENV121 or LAW101.

Page 243: FRS290 Chemistry and Physics in Forensics – Prerequisites should be listed as FRS180, MAT130, or CHM115 and PHY115, or permission of the instructor.

Page 247: IDT301 Instructional Design – add IDT201 to prerequisites.

Page 247: IDT326 Intro to Project-Based Learning is duplicated.

Page 251: MGT310 Total Quality Management will not be offered in the 2014 – 2015 Academic Year.

Page 252: MGT460 Internship in Management is a 3 credit course.

Page 258: PSY240 Forensic Psychology: the following course description replaces the current description.

This course surveys relationship between psychology and the law. 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.

Page 259: PSY340 Neuropsychology should be listed as PSY340 Neuropsychology I.

Page 259: PSY343 Neuropsychology should be listed as PSY343 Neuropsychology II.

Page 260: PSY347 Psychology of Trauma-Related Disorders will not be offered in the 2014 – 2015 Academic Year.

Page 263: SMG316 Media Relations in Sport will not be offered in the 2014 – 2015 Academic Year.

## **Section 15.0**

Page 276: HSV501 Master of Human Services Preparatory Course will not be offered in the 2014 – 2015 Academic Year.

Page 277: HSV524 Psychopathology and Psychological Assessment: the following course description replaces the current description.

This course provides students with a basic historical perspective of abnormal psychology, research methods, biopsychosocial perspectives of categories of psychological disorders, diagnosis and treatment procedures, and ethical/legal issues in mental health. *Prerequisite: HSV520 or HSV521.*

Page 279: HSV593 and HSV594 Field Practicum I and II – add HSV564 or HSV565 and HSV567 as prerequisites.

Page 279: HSV595 and HSV596 Advanced Field Practicum I and II – add HSV567 to prerequisites.

**General:**

COM107 Introduction to Communications should be listed as COM107 Introduction to Communication throughout the catalog.

LAW/BUS204 Business Law I replaces BUS204 Business Law I throughout the catalog.

LAW/BUS206 Business Law II replaces BUS205 Business Law II throughout the catalog.

**Post University Catalog 2014 – 2015**

**Addendum B**

**January 2015**

**Effective August 1, 2014**

**Section 9.5**

**Page 69:**

**Baccalaureate 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.

**Associate Degree Honors**

To qualify for honors, Associate candidates must have earned a minimum of 30 credit hours in residence at Post University and achieved a cumulative grade point average of at least 3.50.