



# POST UNIVERSITY

CATALOG 2012-2013

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# ACADEMIC CALENDAR

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## Fall Semester 2012

September 1	Saturday	First Year Orientation Begins 8:30 a.m.
September 2	Sunday	First Year Orientation Continues Residence Halls Open for New Students, 8:30 a.m.
September 3	Monday	First Year Orientation Continues Residence Halls Open for Returning Students, 8:30 a.m. Labor Day
September 4	Tuesday	Fall Semester Main Campus Classes Begin
September 12	Wednesday	Last Day to Add a Main Campus Course or Change a Section Last Day to Drop a Main Campus Course Without a 'W'
September 28	Friday	Last Day to Withdraw from a MOD 1 Course/Receive a Grade of 'W'
October 8	Monday	Student Midterm Break—No Classes for Main Campus Columbus Day
October 15	Monday	Filing Date for December Graduation Fall Semester Midterm Warnings due to Registrar's Office for Main Campus
October 20	Saturday	MOD1 Ends
October 22	Monday	MOD2 Begins
October 24	Wednesday	MOD1 Final Grades due to Registrar's Office
November 2	Friday	Last Day to Withdraw from a Main Campus Course/Receive a Grade of 'W'
November 5	Monday	Registration for Spring Semester 2013
November 21	Wednesday	No Classes after 12:30 p.m. Residence Halls Close at 2 p.m.
November 22	Thursday	Thanksgiving Recess
November 23	Friday	University Closed
November 25	Sunday	Residence Halls Re-Open at 12 p.m.
November 26	Monday	Last Day to Withdraw from a MOD2 Course/Receive a Grade of 'W'
December 7	Friday	Last Day of Classes for Main Campus
December 8-9	Sat/Sun	Reading Days
December 10-13	Mon-Thu	Final Examinations for Main Campus
December 13	Thursday	Residence Halls Close at 5 p.m.
December 15	Saturday	MOD2 Ends
December 19	Wednesday	Fall Semester and MOD2 Final Grades due to Registrar's Office

**Spring Semester 2013**

January 7	Monday	MOD3 Begins
January 15	Tuesday	Filing Date for May Graduation
January 20	Sunday	Residence Halls Open for Students at 10 a.m
January 21	Monday	Martin Luther King Day/No Classes
January 22	Tuesday	Spring Semester Main Campus Classes Begin
January 30	Wednesday	Last Day to Add a Main Campus Course /Change a Section Last Day to Drop a Main Campus Course without a 'W'
February 1	Friday	Last Day to Withdraw from a MOD3 Course/Receive a Grade of 'W'
February 18	Monday	President's Day/No Classes
February 25	Monday	Spring Semester Midterm Warnings due to Registrar's Office for Main Campus
March 1	Friday	Residence Halls Close at 5 p.m.
March 2	Saturday	MOD3 Ends
March 4	Monday	MOD4 Begins
March 4-8	Mon-Fri	Main Campus Students Spring Recess
March 6	Wednesday	MOD 3 Final Grades due to Registrar's Office
March 10	Sunday	Residence Halls Reopen at 12 p.m.
March 22	Friday	Last Day to Withdrawal a Main Campus Course/Receive a Grade of 'W'
March 25	Monday	Registration for Fall Semester 2013 Begins
March 29	Friday	No Classes after 12:30 p.m.
April 5	Friday	Last Day to Withdraw a MOD4 Course/Receive a Grade of 'W'
April 26	Friday	Last Day of Classes for Main Campus
April 27-28	Sat-Sun	Reading Days
April 27	Saturday	MOD4 Ends
April 29	Monday	MOD5 Begins
April 29-May 2	Mon-Thu	Final Examinations for Main Campus
May 1	Wednesday	MOD4 Final Grades due to Registrar's Office
May 2	Thursday	Residence Halls Close at 5 p.m.
May 4	Saturday	Commencement
May 8	Wednesday	Spring Semester Final Grades due to Registrar's Office
May 31	Friday	Last Day to Withdraw from a MOD5 Course/Receive a Grade of 'W'
June 22	Saturday	MOD5 Ends
June 24	Monday	MOD6 Begins
June 26	Wednesday	MOD5 Final Grades due to Registrar's Office
July 15	Monday	Filing Date for August Graduation
July 26	Friday	Last Day to Withdraw from MOD6 Course/Receive a Grade of 'W'
August 17	Saturday	MOD6 Ends
August 21	Wednesday	MOD6 Final Grades due to Registrar's Office

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.

Post University is required by the State of Minnesota to post the following statement: "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."

Post University is required by the State of Minnesota to post the following statement: "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."

Post University has a very flexible credit transfer policy. For more information, transfer applicants should visit the Transfer Admissions section of the University website, [www.Post.edu](http://www.Post.edu).

### **Regional Accreditation**

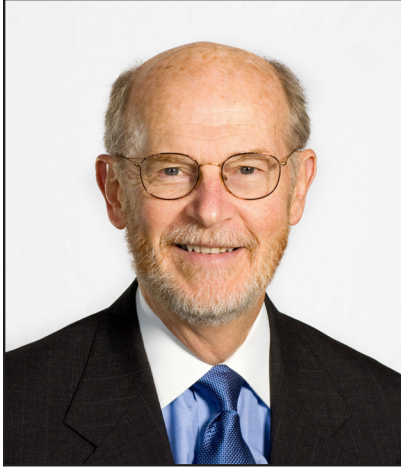
Post University is also accredited by the New England Association of Schools and Colleges (NEASC), Inc. through its Commission on Institutions of Higher Education.

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

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

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

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



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

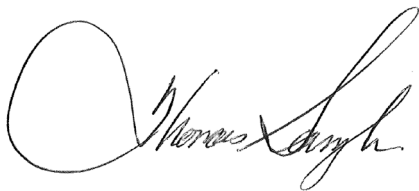
Our curriculum is designed to provide you with the knowledge, skills and experience you need to succeed in the career of your choice. In addition to courses that focus on your major, we also offer courses designed to help you develop your leadership and self-awareness skills. Our extensive general education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

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

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

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

Sincerely,

A handwritten signature in black ink that reads "Tom Samph". The signature is written in a cursive, flowing style with a large initial "T" and "S".

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





## **Post University: A Great Place to Start Your Future**

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

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

Post University is accredited by the New England Association of Schools and Colleges, Inc., through its Commission on Institutions of Higher Education. We are licensed by the Connecticut Office of Higher Education to grant associate, baccalaureate and master's degrees in a number of areas including business, criminal justice, information technology, legal studies, sport management, equine business management and social services, among others. Post University also offers 16 NCAA Division II men's and women's sports, as well as equestrian, dressage and western riding teams. The University also competes in the Collegiate Sprint Football League against other well-known universities, such as Army, Navy, Princeton and Cornell.

Post University attracts students from all races, cultures, geographies and socio-economic backgrounds. Approximately two-thirds of Post University's 800 Main Campus students live on campus in one of six residence halls. Students are encouraged to live on campus and participate in the many social, athletic and community activities available to them. Post University also is home to more than 11,000 online students.

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

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



## **ABOUT THE POST UNIVERSITY ONLINE EDUCATION INSTITUTE (OEI)**

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

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

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





## MISSION STATEMENT

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

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



## **POST UNIVERSITY GRADUATE SCHOOL MISSION AND PURPOSE**

The mission of the graduate programs at Post University is to enhance the professional knowledge and skills of our students through innovative instruction, individualized learning, and collaborative experiences. By preparing scholarly practitioners to apply new learning to authentic life and work experiences, we endeavor to create exceptional professionals and leaders who are future-focused in their outlook, strategic in their thinking, innovative in their approach, socially responsible in their intentions, and persistent in their lifelong learning. We are dedicated to ensuring our students anticipate, adapt, and thrive in an ever-changing world.

## **GRADUATE STUDIES COMMITTEE**

The Graduate Studies Committee (GSC) has as its purpose the assurance of academic quality and the integrity of all graduate programs at Post University. The GSC is responsible for reviewing and taking action on all matters related to academic standards and policy, including programs, staffing, and course development as they relate to graduate studies.

The role, scope, and responsibilities of the GSC include the following:

- Establish and maintain academic standards in all graduate programs and courses.
- Advise and monitor qualifications and appointments of graduate faculty and program managers.
- Establish and monitor policies and procedures governing academic integrity.
- Establish and monitor policies and procedures to adjudicate student academic appeals.
- Advise on petitions for variances from graduate academic standards and policies and make recommendations as requested by the Office of the Provost.
- Review proposals for new graduate courses and programs, revisions to existing courses and programs, and deletions of existing courses and programs.
- Act upon petitions for variances from graduate programs or course requirements and make recommendations to the Office of the Provost.



 **POST UNIVERSITY OWNERSHIP**

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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**

POST COLLEGE	MAIN CAMPUS	ONLINE	EVENING & WEEEND
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**Undergraduate Degrees & Certificates**

B.S. In Biology	Main Campus		
B.S. in Computer Information Systems	Main Campus	Online	
<i>Concentrations: Database, Software Development Management</i>			
B.S. in Environmental Science	Main Campus		
B.S. in Environmental Studies	Main Campus		
B.S. in Equine Business Management	Main Campus		
<i>Concentrations: Hoof Trimming, Equine Massage, Marketing, Environmental Studies, Counseling, Psychology Communications, Management; Certificates: Equine Law, Equine Veterinary Assisting</i>			
Certificate in Game Design and Animation	Main Campus	Online	

**THE MALCOLM BALDRIGE SCHOOL OF BUSINESS**
**Mission Statement**

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.

	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
<i>Concentrations: Accounting, CIS, Entrepreneurship, Equine Studies*, Finance, International Business, Management, Marketing</i>			
B.S. in Finance	Main Campus	Online	
<i>Concentrations: Corporate Finance, Personal Finance</i>			
B.S. in International Business Administration		Online	
B.S. in Management	Main Campus	Online	
<i>Concentrations: Computer Information Systems, Entrepreneurship, Environmental Management*, Human Resource Management, International Management, Sport Management</i>			
B.S. in Management for Registered Nurses		Online	
B.S. in Marketing	Main Campus	Online	
<i>Concentrations: International Marketing, Sales Management</i>			
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		Online	Evening & Weekend

**Graduate Degrees and Certificates**

Master of Business Administration		Online	
<i>Concentrations: Corporate Innovation, Entrepreneurship, Finance, Leadership, Marketing, Multidisciplinary, Project Management</i>		Online	
Graduate Certificate in Corporate Innovation		Online	
Graduate Certificate in Entrepreneurship		Online	
Graduate Certificate in Finance (GCF)		Online	



Graduate Certificate in Leadership	Online
Graduate Certificate in Marketing	Online
Graduate Certificate in Performance Management	Online
Graduate Certificate in Project Management	Online

## SCHOOL OF EDUCATION

### Mission Statement

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.

	MAIN CAMPUS	ONLINE	EVENING & WEEKEND
<b>Undergraduate Degrees &amp; Certificates</b>			
B.S. in Child Studies	Main Campus	Online	
A.S. in Early Childhood Education	Main Campus	Online	
<b>Graduate Degrees &amp; Certificates</b>			
Master of Education		Online	
Concentrations: Higher Education Administration, Instructional Design & Technology, and Teaching & Learning		Online	

<b>Undergraduate Degrees &amp; Certificates</b>			
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, Health, Education & Comm Services & Health & Community Services			
B.S. in Legal Studies	Main Campus	Online	Evening & Weekend
Concentrations: Corporate Law, Environmental Law*, Law Office Administration, Trial: Civil and Criminal			
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 (Legal Studies)	Main Campus	Online	
<b>Graduate Degrees &amp; Certificates</b>			
Master of Human Services		Online	Evening & Weekend
Concentrations: Clinical Counseling, Alcohol & Drug Counseling, Program Administration			
Master of Public Administration		Online	

\* Main Campus only

### **Application for Admissions**

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

- Obtain an application by contacting the Office of Admissions, then complete and return the application, along with a \$40 non-refundable application fee, and other required materials to the address below
- 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 **1.800.345.2562** or e-mail us at **[admissions@post.edu](mailto:admissions@post.edu)**.

### **Freshman Admissions**

Along with submitting your application, you will need to:

Have an official copy of your high school transcript forwarded to the Office of Admissions by either:

- Downloading the transcript request form available at [www.Post.edu/freshmen](http://www.Post.edu/freshmen) to authorize Post University's Office of Admissions to request your transcripts from your high school, or
- Requesting your high school to submit your official transcript to the Office of Admissions

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

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

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

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

#### **Jay Murray**

Director of Admissions

Post University

P.O. Box 2540

800 Country Club Road

Waterbury, Connecticut 06723-2540

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

Fax: **203.756.5810**

E-mail may be directed to: **[admissions@post.edu](mailto:admissions@post.edu)**





## Home-Schooled Students

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

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

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 school applicants are required to seek a personal interview with a Post University admissions counselor. Home school applicants denied admission to the University may appeal that decision to the Provost or his designee.

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

## Advanced Placement

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

### Jay Murray

Director of Admissions

Post University

P.O. Box 2540

800 Country Club Road

Waterbury, Connecticut 06723-2540

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

Fax: **203.756.5810**

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

## 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

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

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

If you have earned less than 30 college credits:

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

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

### Jay Murray

Director of Admissions

Post University

P.O. Box 2540

800 Country Club Road

Waterbury, Connecticut 06723-2540

Telephone: 203.596.4555 or 800.345.2562

Fax: **203.756.5810**

E-mail may be directed to: [admissions@post.edu](mailto:admissions@post.edu)

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

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



## Readmission

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

A student in good standing who has been absent from the University for fewer than two semesters may elect to return at any time by processing a registration form through the Office of the Registrar. A student who has been dismissed from the University, however, must follow the appeal process outlined in the student's dismissal letter.

## International Admissions

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

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

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

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

### Joshua Buland

Coordinator of International Student Services

Post University

P.O. Box 2540

800 Country Club Road

Waterbury, Connecticut 06723-2540

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

Fax: **203.841.1118**

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

## F-1 Visa Requirements

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

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

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

The F-1 student agrees to:

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

### **Admissions Decision Policy**

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

### **Accepted Student Reply Date**

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

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

Here’s what you need to do:

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

If you intend to live on campus, you must also submit your Housing form and include a room deposit of \$150. All deposits are credited toward your tuition. After May 1, admissions deposits are accepted subject to seating and residence hall availability.

### **Deferred Admissions**

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

### **Veteran Applicants**

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



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

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

### Options for Veterans

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

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

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

### Veteran Admissions

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

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

### VA Benefits & Financial Aid

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

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

### Veteran Student Services

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

### **Veteran Student Life**

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

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

### **Veteran Advising and Registration**

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

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

### **Veteran Career Services**

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

### **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 life-long 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 16 competitive NCAA Division II sports, and intercollegiate Equestrian Hunt Seat, Dressage, and Western Riding teams. Post also competes in the Collegiate Sprint Football League along with Army, Navy, Cornell, and Princeton, among others.

### **Benefits of the Honors Program**

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

**Membership in National Honor Societies:** Members of the Honors Program at Post University may enjoy 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 Honors retreats, 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, 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.

#### **Honors Program Admissions Criteria for Freshmen**

Admission to the Honors Program is highly competitive and is granted by the Honors Program Committee. The Committee typically considers the factors 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 23 (students with a GPA of at least 3.5 and combined SAT score of 1800 or ACT of 28 may be eligible for additional High Honors scholarships)
- Excellent recommendations from teachers and school counselors
- A record of leadership and/or positive involvement in high school and/or community
- Advanced Placement courses
- Admissions essay

#### **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

#### **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 enrichment activities
- Complete an independent study and community service project

**Admission Process: Undergraduate Degree Program & Certificate Students**

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

**First-Time College Students**

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

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

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

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

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

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

**Transfer College Students**

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

If you have a cumulative grade point average of 2.0 or higher from an accredited two-year or four-year educational institution, credits from courses with a grade of C- or above may be transferred. 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 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. Historically, determining what constitutes a 'legitimately accredited college or university' has presented some confusion.

Accordingly, 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 American academic institution recognized by the U.S. Department of Education as accredited for the purpose of granting Associate, Bachelors or Masters Degrees, is accredited. Any academic credits awarded by that institution are legitimate academic credits and are eligible for transfer into Post University if applicable to the desired program of study.

The easily accessible U.S. Department of Education Data Base 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.

### **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 school applicants are required to seek a personal interview with a Post University admissions counselor.

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

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

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

### **Post University Online**

#### **Office of ADP Admissions**

800 Country Club Road

P.O. Box 2540

Waterbury, CT 06723

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

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

Fax: **203.596.4602**



### **Matriculation Policy**

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

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

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

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

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

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

Non-matriculated students are not eligible for financial aid.

### **Additional Information**

Contact:

**Post University Online**

**Office of ADP Admissions**

800 Country Club Road

P.O. Box 2540

Waterbury, CT 06723

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

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

Fax: **203.596.4602**

### **ADP Conditional Acceptance into a Degree Program**

1. Students who do not meet the above 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.

2. Conditions include but are not limited to:

- a. Applicants must earn a minimum grade of C- in the first class(es)
- b. Applicants must meet a minimum number of credits with a minimum GPA (the standard requirement is 12 credits with an average 2.0 GPA),
- c. Additional materials may be submitted (e.g. writing samples, letters of recommendation, etc). All writing samples will be reviewed by the University Learning Center.

### **Admission Process: Graduate Students**

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

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

Application materials should be mailed to:

**Post University Graduate Admissions**

800 Country Club Road  
Post Office Box 2540  
Waterbury, CT 06723-2540

**Acceptance and Matriculation**

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

- Completed a graduate application.
- Submitted an official transcript from the institution that granted the student's accredited baccalaureate degree (we will accept the transcripts from all institutions attended, but require an official transcript from the institution from where the student graduated).
- Attained an undergraduate GPA of 3.0 or above (For exceptions to this requirement, see Acceptance with Conditions and Matriculation section below).
- Provided two letters of recommendation from academics or professionals attesting to the applicant's ability to undertake and complete graduate work or such other certifications or documentation as determined by the Dean or Program Director of the program to which the student is applying.
- Completed a minimum work experience as follows:
  - 3-5 years of relevant full-time work experience for the MBA 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.

A current resume is required for all students.

**Acceptance with Conditions and Matriculation**

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

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

- Submit the same materials as listed in Standard Acceptance and Matriculation.
- Once accepted the student must receive a 3.0 (B) grade or better for both of the first two courses taken in the program, or they will be dismissed from the program.
- Student must have at least (see table below) years of progressive/diverse work experience (preference given to those in a supervisory or management role).
- Submit a résumé documenting career accomplishments and employment record.
- For MSHSV Students, submit a writing sample that meets the requirements specified by the Program Director. If students do not meet the determined requirements, they should be referred to a writing course, and may reapply after the completion of a writing course with a grade of 3.0 or better.

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. If students do not meet the determined requirements, they should be referred to a writing course, and may reapply after the completion of a writing course with a grade of 3.0 or better.
- Petition to be reviewed by the Program Director / Manager (Director / Manager may request any additional information or may require additional coursework.)

<b>Program</b>	<b>2.5-2.99 GPA</b>	<b>2.0-2.49 GPA</b>
MBA	7-10 Years	15 Years (3 years of management experience)
M.Ed.	3-5 Years	5+ Years
MPA	7-10 Years	10+ Years
MSHSV	3 Years	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. Once admitted to a graduate degree program, the student is matriculated in that particular program of study. Once the student is matriculated, all course work must be taken at Post University. Credits earned at another institution will not be accepted.

### **Non-Matriculated Students**

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

### **Transfer Students**

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

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.

### **Conditional Acceptance**

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

### **Credit by Transfer**

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

**Note:** Transfer credits for required courses in certificate programs will not be accepted. 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:

1. syllabus
2. supervisor evaluation records
3. learning contract
4. other course-related materials that were provided during this experience for review
5. proof that the practicum was completed with a grade of “B” or higher
6. 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.

### **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 above).

Students may not transfer any credits into a certificate program.

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

Certificate students must 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 advisor.

### **International Applicants**

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

### **Application Deadlines**

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

### **Admissions Appeals**

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

 **ADP EVENING & WEEKEND LOCATIONS**

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

**Waterbury (Main Campus)**

800 Country Club Road

P.O. Box 2540

Waterbury, CT 06723

Telephone: 800.345.2562 or 203.596.4500

Fax: 203.596.4602

**Danbury**

Ability Beyond Disability Building

4 Berkshire Boulevard

Bethel, CT 06801

**Meriden**

Four Points by Sheraton

275 Research Parkway

Meriden, CT 06450



## STUDENTS WITH DISABILITIES

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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 University Disability Coordinator 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 Disability 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 learning accommodations they must contact the University Disabilities Coordinator. 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 Disability Coordinator.
- Students who request consideration for academic accommodations must present to the Disability Coordinator official documentation of their disability on letter head 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 will only share the necessary accommodations information with the student's professors. No other information will be revealed to any element of the University. Many students, however, choose to share the required accommodations with their academic advisor. Doing so helps the advisor develop academic schedules that best serve each student's individual needs.

For more detailed information on accommodations that can and cannot be made, concerned students must contact the University's Disability Coordinator.

# TUITION & FEES FOR MAIN CAMPUS STUDENTS

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## Full-Time Main Campus Students

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 over 18 credits will be subject to \$875 per credit hour fee.

<b>Annual fees</b>	<b>2012-2013</b>
Tuition:	\$26,250
Apartment-Style Room & Board:	\$12,230
Traditional-Style Room & Board:	\$10,430
Student Service Fee:	\$1,100
Technology Fee:	\$100

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

The same fees may apply for living in the University's hotel facilities as do the Apartment-Style rooms. Additional information can be obtained from the Residence Life Office at [reslife@post.edu](mailto:reslife@post.edu) or 203.596.4540.

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.

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

## ADDITIONAL FEES THAT MAY APPLY TO YOU

<b>Health Insurance Fee*</b>	\$468 for the entire year \$272 for Spring 2013 start
All full-time students must have health insurance coverage. Students will be automatically enrolled in University's insurance plan unless they complete a waiver that indicates they already have insurance coverage on or before the first day of classes. Payment for coverage is due July 15.	
<b>Lab/Studio Fees</b>	\$75-\$100 per 3-credit course
Laboratory and studio courses carry a fee that is used to cover expendable supplies. The fee for these courses will appear on your account.	
<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>Application Fee</b>	\$40
Application for admission to the University must be accompanied by a \$40 application fee.	
<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>Undergraduate Graduation Fee</b>	\$90
This fee covers the cost of your cap and gown and other graduation-related expenses.	

**Late Registration Fee**

\$50

**Books and Supplies (annual estimate)**

\$1000-\$1500

The cost of books and supplies will depend on the program of study. Students make payment directly to the Campus Store for all purchases.

**Declined Credit Card or Returned Check Fee**

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

**SEVIS Fee: \$200**

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

**Transcript Copies**

Official per copy:	\$10
Unofficial per copy:	\$3

**Deposits**

In order to ensure a position in a starting class, new students 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 student deposit**

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

**Payment Schedule**

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

**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:

<b>Tuition</b>	<b>2012-2013</b>
Campus Day Course Fee	*\$875/ credit
Auditing Fee	\$412.50/credit
Senior Citizens Fee	\$300/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.

## TUITION & FEES FOR ADP STUDENTS

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All students are assigned a Tuition Planner who will work with them to facilitate arrangements to cover the direct costs of Tuition and if needed, other indirect costs including books and supplies. There are several options offered and your Tuition Planner will assist you in determining the best options available to you.

- Federal financial aid may be available to those who meet the Basic Eligibility Requirements as outlined by the U.S. Department of Education. For information on Financial Aid eligibility, please refer to pages 38-47.
- Private Student loans may be available for those who meet lender eligibility requirements.
- Individual payments can be made at the time of registration by credit card, check, or money order. Payment plans are also available and can be discussed with a Student Accounts Processor. For information about billing and payments contact the Student Accounts Office at 800.345.2562.
- Employer tuition reimbursement paid directly to the University is accepted. A letter on company stationery from the applicant's employer documenting this commitment of direct payment to the school is required and cannot be contingent upon grade restrictions.
- Students who receive employer tuition reimbursement directly must make acceptable payment arrangements with the University.

### **ADP Online and Site Tuition for the 2012-13 Year**

#### **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 \$525 per credit hour.

The *Graduate* Tuition Rate for students enrolled in the Master of Business Administration degree program or any corresponding graduate certificate programs within this school is \$680 per credit hour.

#### **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 \$525 per credit hour.

The *Graduate* Tuition Rate for students enrolled in the Master of Science in Human Services degree program or any corresponding graduate certificate programs within this school is \$550 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 \$550 per credit hour

#### **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 \$490 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 \$550 per credit hour.

Some graduate coursework may require materials other than books. Please reference the specific course description located on our website at <http://www.post.edu/online/degrees/> to view the course materials/technology required and download the course materials via PDF. For all other required materials, please visit our bookstore at <https://www.postbookstore.com>.

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

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

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

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

### **Treatment of Title IV Aid when a Student Withdraws/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 per U.S. Department of Education regulations. This calculation determines the amount of Title IV Aid you have earned based on the amount of time you attended school. 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 the amount of aid earned.

If you earned less aid 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 Unsub, Direct Loan Sub, Direct PLUS, Pell, and SEOG.

If you earned more aid than was 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. However, you also can allow the University to keep the funds to reduce your debt at the school.

There are eligibility requirements for receiving aid as a post-withdrawal disbursement. 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 Institutional Student Information Record from the Department of Education with an official Expected Family Contribution number to receive any post-withdrawals disbursements. In addition, any SEOG funds must have been awarded before you 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 the your withdrawal or dismissal. Total payments are from all sources credited to the students account minus the amount required by the R2T4 to be returned to the Department of Education. **These excess funds will be returned in the following order:**

- Direct Loan Unsubsidized
- Direct Loan Subsidized
- Direct Loan PLUS
- Private Education Loans
- Agency Sponsorship
- Pell Grants
- FSEOG Funds
- any other grants or scholarship



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

**Military Programs Tuition for Active Duty Personnel**

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

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

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

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

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

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

Please refer to the Post University website for the most up-to-date military tuition information at [www.post.edu/military](http://www.post.edu/military).

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

**Military Programs Tuition for Veterans**

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



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

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

Please refer to the Post University website for the most up-to-date military tuition information at [www.post.edu/military](http://www.post.edu/military).

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

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

To begin this process, please call **800.345.2562** or send an e-mail to [milprog@post.edu](mailto:milprog@post.edu).

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

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

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

Post University's financial aid staff will work with you and your parents to develop a plan to make your education affordable.

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

- Federal Financial Aid - by filing of a Free Application for Federal Student Aid (FAFSA)
- Loans
- Scholarships\*
- Payment plans

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

Financial aid is available to those who qualify. For Admission into the Accelerated Degree Program, all applicants are advised to apply immediately after submitting a Post University admissions application. For Fall Admission It is best to apply for federal aid by February 15th. Institutional Aid for Fall Admission is awarded on a first come, first-served basis.

### **Free Application for Federal Student Aid (FAFSA)**

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): Students and parents can apply for the FAFSA 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.
- Students and Parents are encouraged to use the IRS Data Retrieval Tool (DRT) when completing the FAFSA. This is the most accurate way to submit your income information that resulted from your completed federal tax return. If you have not yet filed a tax return or are unable to use the DRT, you will need your W2 information from the prior tax year to complete the FAFSA.
- If you need assistance completing the FAFSA Your Tuition Planner is also available to help you or you may contact Federal Student Aid Customer Service by calling **1-800-4-FED-AID** (1-800-433-3243), 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 Tuition Planner will review your information, analyze your need and issue you an award letter.

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

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

**Step 1:** Apply for a Personal Identification Number (PIN) at <http://www.pin.ed.gov/PINWebApp/pinindex.jsp>  
This will allow you to electronically sign your FAFSA) once you have completed it.

**Step 2:** File your FAFSA. This application allows your Tuition Planner to determine your eligibility for federal, state, and institutional aid. The FAFSA must be completed every academic year.

**Step 3:** Review your Student Aid Report (SAR). You will receive your SAR within 5 – 7 days after submitting your FAFSA electronically. Follow the instructions on the SAR to make corrections or updates. If you need assistance with your SAR, contact the Federal Student Aid Information Center at 1-800-4-FED-AID **(1-800-433-3243)**

**Step 4:** Complete the verification process if your SAR indicates your FAFSA has been selected for verification \* A Tuition planner will work with you to complete this process before financial aid funds can be disbursed.

**Step 5:** Complete a Master Promissory Note (MPN). If your financial aid award includes a Federal 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.

**Step 6:** Complete Entrance Loan Counseling (ELC) if you are borrowing Federal Stafford Loans.

\*Regarding FAFSA applications selected for verification. Verification is the process of the Tuition Planner verifying the information reported by students on the FAFSA. The student and parents may be asked to provide documentation concerning the following information:

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

#### **Types of aid determined by your FAFSA that Post University participates in:**

##### **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 bachelor's or a professional degree.

##### **Stafford Loan (Subsidized)**

Direct Subsidized Loans are for undergrad students with demonstrated financial need who are enrolled at least half time. Students are not charged interest while enrolled at least half time or during grace periods and deferment periods.

- 1st year Undergraduates = \$3,500
- 2nd year Undergraduates = \$4,500
- Remaining Undergraduate years = \$ 5,500

Assistance received under this program must be repaid beginning six months after students graduate, leave college or attend college less than half time.

##### **Stafford Loan (Unsubsidized)**

The unsubsidized Stafford Loan is for undergrad and graduate students with no demonstrated financial need who are enrolled at least half time. Repayment begins six months after students graduate, leave college or attend college less than half time.

- Dependent undergraduates whose parent can borrow PLUS - \$2,000
- 1st and 2nd year undergraduate dependent students whose parents cannot borrow PLUS and independent student = \$6,000
- Remaining undergraduate years for dependent students whose parents cannot borrow PLUS and independent students = \$7,000

The program is similar to the subsidized Stafford Loan, except that the interest accrues while the student is attending school. Students, if they choose, may pay the interest while they are in school.

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

### **Federal Work-Study (FWS) Program**

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

### **Federal Parent Loan for Undergraduate Students (PLUS)**

Parents of dependent students may apply for a Direct PLUS Loan to help cover their child's cost of attendance that other financial aid does not cover.

For information regarding Direct PLUS loan eligibility go to:

<http://studentaid.ed.gov/PORTALSWebApp/students/english/parentloans.jsp>

### **Direct PLUS Loans for Graduate and Professional Degree Students**

Your Tuition Planner will have information from your completed FAFSA to help determine your maximum Direct Subsidized and Unsubsidized Stafford Loan. Then, if needed a student can borrow a Direct PLUS Loan

For information regarding Direct PLUS loan eligibility go to:

<http://studentaid.ed.gov/PORTALSWebApp/students/english/PlusLoansGradProfstudents.jsp>

### **Veterans' Benefits**

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

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

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

### **Federal Financial Aid Award Letter**

A Tuition Planner 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 or decline any part of the award.
- You and your parents have 14 days to sign and return the award letter from the time you receive it.
- A Tuition Planner will put you in touch with a Student Accounts Processor who will work with you to complete a payment plan to cover any out-of-pocket expense.

All students must be matriculated, enrolled at least half time and in an eligible program for their financial aid to disburse.

Students cannot receive Federal Aid at more than one institution concurrently. Please contact your Tuition Planner if you have received Aid at another institution during the current academic year.



**Students enrolled in the Accelerated Degree Program (ADP)** Students are eligible for financial aid if they take a minimum of six credits per enrollment period, which is 16 weeks and consists of two modules. Students should register in advance to avoid any revisions to financial aid because of enrollment status changes. For more information visit the financial aid page of the Post University website: <http://www.post.edu/online/financialaid.shtml>

**Undergraduate Academic Degree Progress 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:

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 each Period of Enrollment. Students not maintaining a 67% completion rate for the first time are subject to Probation. Students on Probation who do not raise their cumulative GPA to the required minimum or fail to complete 67% of their coursework will be dismissed from the institution.

**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, Connecticut 06723-2540  
 Telephone: 203.596.4527  
 E-mail: [finaid@post.edu](mailto:finaid@post.edu)  
 Fax: 203.841.1157

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

ADP Office of Student Finance  
 Post University  
 P.O. Box 2540  
 800 Country Club Road  
 Waterbury, Connecticut 06723-2540  
 Telephone: 800.345.2562  
 Fax: 203.841.1092  
 Email: [PostAdpFinancialAid@post.edu](mailto:PostAdpFinancialAid@post.edu)

**Student Accounts Main Campus**

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

**Student Accounts Accelerated Degree Program**

ADP Office of Student Finance  
 Post University  
 P.O. Box 2540  
 800 Country Club Road  
 Waterbury, Connecticut 06723-2540  
 Telephone: 800.345.2562  
 Fax: 203.841.1119  
 Email: [PostAdpFinancialAid@post.edu](mailto:PostAdpFinancialAid@post.edu)

## MAIN CAMPUS SCHOLARSHIPS

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

<b>High Honors Scholarship</b>	3.5-4.0	\$14,000	Awards are determined by admissions Director; they are available for new students. Renewable for 4 years; student must maintain a minimum 3.50 CGPA, take 30 CR per AY, maintain good behavior, and 4th year tuition ONLY is free. If they DO NOT maintain these criteria they will be dismissed from the Academic Honors Program. To maintain for financial aid purposes; must maintain 2.0 CGPA.
<b>Honors Scholarship</b>	3.49-3.25	\$12,000	Awards are determined by Admissions Director; they are available for New students. Renewable for 4 years; student must maintain a minimum 2.0 CGPA.
<b>Trustee</b>	3.0+	\$11,000	Awards are for new students only; renewable for 4 years. Student must maintain a minimum 2.0 CGPA over 4 years.
<b>Presidential</b>	2.5+	\$8,000	Awards are for new students only; renewable for 4 years. Student must maintain a minimum 2.0 CGPA over 4 years.
<b>Post Merit</b>	2.0+	\$6,000	Awards are for new students only; renewable for 4 years. Student must maintain a minimum 2.0 CGPA over 4 years.

*Scholarships are awarded at the discretion of the Admissions Committee.*

### Returning Student Scholarships

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

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

Alumni Association Scholarship	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 Scholarship
Joseph & Christin Alix Scholarship	



### **Athletic Scholarships**

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

### **Grant in Aid**

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

### **Sibling Discount**

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

### **Alumni Discount**

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

### **Sacred Heart High School Grant**

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

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

### **Military Discount Grant**

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

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

### **Post College Foundation**

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

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

**Alumni Discount**

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

**Post Scholars Scholarship**

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

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

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

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

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

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

Visit the above website to download the following forms:

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



 **ADP ACADEMIC SCHEDULES**

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

2012-2013 Course schedules for Post University Online may be downloaded at:

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

2012-2013 Course schedules for Post University Evening & Weekend Programs may be downloaded at:

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

### **Main Campus Academic Advising**

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

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

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

The Advising Center is located in Torrance Hall.

### **Main Campus Advisors**

Suzanne Koulouris, Academic Advisor <b>203.596.4606</b>	Anthony Medaglia, Academic Advisor <b>203-591-7388</b>	Caitlyn Whitmoyer, Academic Advisor <b>203.596.4539</b>
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### **ADP Academic Advising**

At Post University, our Accelerated Degree Program students have access to the same academic support services as our full-time on-campus students, including access to Academic Advising, Tutoring, Writing Center support, and our Virtual Library—all at no additional charge. In addition, undergraduate students are assigned a personal Success Coach for their first two modules.

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

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

### **How Your Advisor Can Assist You**

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

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

### **Advising Contacts**

Stephanie Staffey, Director of Advising Advises Non-Matriculated Students	sstaffey@post.edu 203.596.6197
Trudi Hope, Assistant Director of Advising Advises MPA Students	thope@post.edu 203.591.5622
Jennifer Owens, Assistant Director of Advising Advises Accounting Certificate, Finance	jowens@post.edu 203.591.5160

### **Regional Programs**

Steven Paternoster, Regional Site Students	spaternoster@post.edu 203.591.7317
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**Online Programs**

Gail Babington, Business Administration, Marketing	gbabington@post.edu 203.591.5665
Emily Cole, Psychology	ecole@post.edu 203.591.5573
Michael Corsetti, Accounting	mcorsetti@post.edu 203.591.5610
Jamie Covello, Criminal Justice	jcovello@post.edu 203.591.5239
Erica Fitzgerald, Business Administration, Marketing	efitzgerald@post.edu 203.591.5152
Marie Gaffney, Legal Studies	mgaffney@post.edu 203.591.5240
Jennifer Hardwick, Legal Studies	jhardwick@post.edu 203.591.5635
Keith Hudson, Master of Business Administration Business Graduate Certificates	khudson@post.edu 203.591.5612
Alan Kingsley, Military Advisor, Business Administration	akingsley@post.edu 203.591.7411
Laura McCarthy, Master of Human Services	lmccarthy@post.edu 203.591.5639
Lou Pacelli, Military Advisor, Business Administration	lpacelli@post.edu 203.591.5637
Danielle Proto, Management, Mgt for RNs, HR Cert	dproto@post.edu 203.591.5572
Sarah Rosato, Military Advisor, Business Administration	srosato@post.edu 203.591.5636
Marie Russell, Early Childhood Education, Child Studies	mrussell@post.edu 203.591.5670
Cindy Teixeira, Early Childhood Education, Child Studies	cteixeira@post.edu 203.591.7312
Nakia Washington, Human Services	nwashington@post.edu 203.591.5145
Emily Wengertsman, Computer Information Systems	ewengertsman@post.edu 203.591.7412
Stephanie Williams, Early Childhood Education, Child Studies	swilliams@post.edu 203.596.4583
Michael Wynn, Master of Education, Sport Management Yeshiva Students	mwynn@post.edu 203.596.4683

For General questions please e-mail [adpadvisor@post.edu](mailto:adpadvisor@post.edu), or call **1.888.801.7373**.

**Common services include:**

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

**How do you register for classes?**

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

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

**Who can you turn to for more help?**

For questions about registration, billing and financial aid questions:

- For Registration: Office of the Registrar: **203.596.4613**; [online@post.edu](mailto:online@post.edu)
- For Billing: Student Accounts: **1.800.345.2562**; [studentaccounts@post.edu](mailto:studentaccounts@post.edu)
- For Financial Aid: Financial Aid: **1.800.345.2562**; [PostADPFinancialAid@post.edu](mailto:PostADPFinancialAid@post.edu)
- Career Services: For questions about internships or career goals: **203.596.4504**

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

**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.

**Placement**

Students who apply to the University are given an English 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.

**University TOEFL Score Requirement**

Students with a Test on English as a Foreign Language (TOEFL) score above 500, or 75 on the Internet Based Test (iBT), or alternatively, a 5.5 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 which ESL courses they must take prior to or concurrent with enrollment in a regular program.

**Peer Tutoring**

Students will be required to meet weekly with an assigned peer tutor 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.

Inquiries regarding the English Language Institute may be directed to:

Dr. Ruby Parker

Director

English Language Institute

800 Country Club Road

PO Box 2540

Waterbury, CT 06723-2540

Telephone: 203-591-5234

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

**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, 22 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 at <http://www.post.edu/online/library.shtml>.

**Traurig Library Catalog**

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

**Ebscohost**

Ebscohost consists of 15 databases which offer access to more than 3,000 journals across all disciplines including business, sociology, human services, psychology and more. Many of these journals are full text.

**Connecticut Virtual library**

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

**Lexisnexis®**

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

**Reference USA**

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



### **Encyclopedia Britannica Online**

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

USERID: postu

PASSWORD: 2gw6

### **Tutoring Center**

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

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

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

### **University Learning Center**

North Hall 116

Monday - Thursday 8:30 am to 9 pm

Friday - 8:30 am to 5 pm

Sunday - 6 pm to 10 pm

Phone: **203.596.4686**

Email: **ulc@post.edu**

### **Online Tutoring Services**

Post University also provides online tutoring services at no cost in mathematics and writing through [tutor.com](http://tutor.com) 24 hours a day, 7 days a week. Accelerated Degree Program students should contact their Academic Advisor for login information. Main campus students should contact the Learning Center for login information.

### **Writing Center**

North Hall 116

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

203.596.4629 or 203.596.4633

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

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

The Writing Center works with students in all areas across disciplines for feedback in professional and writing standards, tone, as well professional and academic standards. The Writing Center's 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 Writing Center 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 Writing Center. For help with writing for online students, please email [writingcenter@post.edu](mailto:writingcenter@post.edu) and follow the specific guidelines found in the auto-reply for the quickest response.

### **Prospective Students Needing Advice on Selecting a Program**

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

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

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

**Our goals are:**

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

**The Academic Curriculum**

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

**Main Campus:**

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

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

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

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

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

**Academic 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.

**Standards for Academic Success**

Education is a key element for a prosperous life and a rewarding career. In order to boost your chances for educational success, you should:

- Attend every class, arrive on time, and remain in class for the full period. Take care of bathroom breaks, or any other reason for leaving the classroom, before class begins.
- Turn off and put away cell phones and all other electronic devices and refrain from sending text messages or surfing the Web while in class. Laptops and similar devices should only be used for academic purposes.
- Respect a quiet and productive learning environment by refraining from talking to your classmates while class is in session.
- Come to class prepared to participate. The classroom is not an appropriate place to catch up on sleep.
- Avoid disruptive or inappropriate behavior in the classroom.
- Contribute to a respectful classroom environment by not using offensive language in class.
- Prepare for each class meeting by bringing your book and other class material, regularly reviewing the syllabus, completing your homework and assignments, and studying for quizzes and exams.
- Be committed to the highest level of academic integrity. Avoid even the appearance of academic dishonesty in all of its forms.
- Check your Post University-assigned e-mail account daily. Professors and staff will only send e-mail to your @students.post.edu account.
- Adhere to the Post University Civility Code.

Students who are unable to comply with the policy will be referred to the appropriate office for judicial proceedings. Sanctions may include loss of privileges, loss of residence or administrative withdrawal from class. Significant and/or continued violations may result in dismissal from Post University.

### **Academic Policies and Procedures**

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

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

**[www.Post.edu/registrar](http://www.Post.edu/registrar)**.

### **Major**

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

### **Double Major**

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

### **Dual Degrees**

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

### **Minors**

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



### Second Baccalaureate Degree

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

### En-Route Associate Degree

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

### Residence Requirements

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

### 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.

### Grade Point Average (GPA) Computation

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

### Grading Policies

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

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



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

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

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

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

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

**IN:** **INCOMPLETE** — 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 the Incomplete will be at the instructor's discretion. The student must complete the missing course work up to 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.

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

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

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

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



### **Pass/Fail Option**

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

### **Grade Changes**

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

### **Grade Reports**

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

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

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

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

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

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

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

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

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

THE DECISION OF THE DEAN IS FINAL.

### **Honors**

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

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

#### **President's List: Full-time Main Campus Students and ADP Students**

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

**Dean’s List: Full-Time Main Campus Students and ADP Students**

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

**Dean’s List: Part-Time Main Campus Students and ADP Students**

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

**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.

**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

**Masters 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.”

**Honorary Organizations**

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

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

**Phi Theta Kappa (Main Campus & ADP Students)**

Membership is offered when a minimum cumulative grade point average of 3.5 is acquired after completing 24 credits of course work at Post University. Eligibility is determined two times per year, once during the fall semester and module two, and once during the spring semester and module four.

**National Criminal Justice Honor Society**

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

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

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

**Transcript of Record**

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

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



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

### **Degree Audit and Application for Graduation**

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

Potential graduates must meet with their advisors prior to their last semester or MOD to make sure they have completed all required courses. While faculty advisors may assist each student in the selection of courses, the responsibility for fulfilling the requirements of the program and all University academic requirements rests with the individual student.

### **Deadlines for Graduation Applications:**

**January 15 – May Graduation**

**July 15 – August Graduation**

**October 15 – December Graduation**

In addition, undergraduate students must submit a \$90 nonrefundable graduation fee and graduate students must submit a \$115 fee. Failure to submit the completed application and fee to the Office of the Registrar by the specified dates will mean a delay in graduation.

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

### **Graduation Requirements**

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

- Be matriculated in a program.
- Satisfactorily complete all degree program requirements: at least 60 credit hours for an associate degree; at least 120 credit hours for a Bachelor of Science or a Bachelor of Arts degree; or the required number of credits for a Master degree.
- Achieve a cumulative GPA of not less than 2.0. 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. We at Post University have developed a series of "Capstone Courses" which meet the CTOHE requirements as well as aid students in producing 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.

### **Alternative Credit Options**

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

### **Advanced Placement**

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

### **Standardized Examinations**

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

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

The CLEP and DANTES examinations are given off-campus. For information concerning sites and dates, consult the 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.

### **Credit for Life Work 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.

### **Undergraduate Academic Degree Progress Standards**

Periodically, the University will conduct a review to determine if students who are having academic difficulty are still in good standing. Students who fall below the required standards may be placed on warning 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:

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 each Period of Enrollment. Students not maintaining a 67% completion rate for the first time are subject to Probation. Students on Probation who do not raise their cumulative GPA to the required minimum or fail to complete 67% of their coursework will be dismissed from the institution.

In addition, any incoming student, (freshmen), who does 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.

### **Graduate Academic Standing**

#### **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.

### **Program Time Limit**

The 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 / Manager. The Provost will rule on the petition and make the final decision.

### **Academic Load**

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.

### **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.

### **Participation**

Online courses require regular participation in class discussions, group projects/work, and completion of assignments and examinations. Although the Graduate School expects that students log into their courses and actively participate in a substantive way a minimum of three days a week, it is recommended that students access course communications on a daily basis.

Online education requires your active attention and substantive participation.

If you will not be able to participate in your class for a week or more, contact your instructor as soon as you know prior to the absence. The instructor has the prerogative to decide how much work must be made up and when. For absences due to emergencies, please notify your instructor as soon as possible. You may be required to provide verification of the emergency.

### **Exiting Graduate Programs**

#### **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.

#### **Voluntary Departure**

Students who do not enroll in courses for a period of one (1) year will be considered to have withdrawn from the University and must reapply for admission.



## **Readmission to Program**

### **Readmission after Dismissal**

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

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 graduate study. The student must also agree to an academic improvement plan 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.

### **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 the 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.

### **Suspension**

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

### **Undergraduate 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.

### **Academic Dishonesty**

Academic dishonesty includes, but is not limited to, cheating, unauthorized collaboration, unauthorized use of digital materials, introduction of viruses, willful interruption of systems, and may include complicity in others' academic dishonesty. Instructors regularly monitor assignment submissions utilizing but not limited to plagiarism detection software. No papers or projects submitted in a previous course (at this or any other University) will be accepted in subsequent courses. Any cases of academic dishonesty will be reported to the appropriate Academic Program Manager and other University personnel as the situation dictates. Confirmed dishonesty may result in penalties up to and including dismissal from the program of study and denial of any financial reimbursement. Students have the right to appeal decisions made through this process through the proper channels and ultimately up to the office of the Provost. However, students wishing to appeal are required to follow the appropriate path as outlined in the appeal policy for grades and dismissals.

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. Together we are a learning community, respectful of individual scholarship and respectful of each other.

**Definition of Plagiarism:**

*In an instructional setting, plagiarism occurs when a student deliberately (or with disregard for proper scholarly procedures) uses someone else's (or their own previously written material) language, ideas, or other original material without acknowledging its source.* Proper scholarly procedures require that all quoted material be identified by quotation marks or indentation on the page, and the source of information and ideas, if from another (or in a previously written work by the author), must be identified and be attributed to that source. Students are responsible for learning proper scholarly procedures, and inadvertent plagiarism (done unknowingly) will not be accepted, and is not an adequate defense.

Post University utilizes the American Psychological Association (APA) Publication Manual guidelines for writing (in some instances MLA may be used), and students are required to be familiar with the contents. Numerous other resources are available to assist the student in proper writing techniques through the chosen Program of Study, the Writing Center, and the Post University Library.

**Penalties for Plagiarism/Cheating:**

Post University generally employs a three-strike process if students have cheated/plagiarized; however, an egregious violation of academic integrity may involve immediate dismissal.

**Step One:** Depending upon the severity of the plagiarism/cheating, an Instructor may choose to give a grade of zero on any work found to be plagiarized. It is up to the Instructor (with assistance from the Academic Program Manager if appropriate) to decide if this course of action will be taken. If the incident is considered to be relatively minor, the instructor may choose to allow a rewrite or some other form of disciplinary action may be taken. Again, this decision is up to the instructor and the Academic Program Manager.

**Step Two:** A second confirmed incident of plagiarism and/or cheating will result in the student receiving a grade of zero for the course. If it is found that a second incident of cheating or plagiarism has occurred, but in a different course, the course of action will continue to be a grade of zero for that particular course.

**Step Three:** If a third incident of plagiarism or cheating is confirmed throughout the student's tenure at Post University, the student will immediately be expelled from the University regardless of the week or time frame in the semester or module. The instructor must inform the Academic Program Manager who will inform the Dean of the respective school and the Provost (in the Office of Academic Affairs).

In all cases listed above the student may appeal the grade or disciplinary action as stated in the Grade Appeal or Dismissal Policy.

**Assessment**

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

**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.

**Auditing a Course**

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

**Course Substitutions**

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

**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.

**First-Year Placement: Full-Time Main Campus Students**

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

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

### **Residence Life**

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

The Office of Residence Life seeks to develop the whole person and assist each student in achieving his or her greatest potential. We embrace and foster understanding and acceptance of differences and similarities by celebrating each individual's contribution to the campus community. We strive to promote this vision through individual enrichment and leadership development opportunities. Residence Life can be reached at **203.596.4508**.

### **First Year Experience**

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

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

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

### **Campus Mailroom**

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

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

#### **Your Name**

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

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

To find out the Campus Mailroom's current hours of operation, please visit:

<http://www.post.edu/maincampus/mailroom.shtml>.

### **Campus Dining**

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

### **Campus Activities**

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

### **Campus Events**

A listing of current campus events can be found at [www.Post.edu/events](http://www.Post.edu/events).

### **Student Clubs**

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

### **Student Government Association**

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

### **Multicultural Student Affairs Office**

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

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

### **Contact information:**

Lucy J. Warren  
Director, Multicultural Student Affairs  
**203.596.4661**

### **Campus Safety**

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

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

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

### Photo Identification Cards

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

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

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

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

### Vehicle Registration

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

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

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

### Campus Safety

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

### Important Phone Numbers

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

### Uniform Crime Reports

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



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

### **Student Health Services**

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

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

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

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

Phone: **203.596.4503**

Fax: **203.596.4542**

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

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

### **Student Health Insurance Requirements**

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

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

### **Immunization Requirements**

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

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

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

Students who live on campus also must show proof of:

- The Meningococcal Meningitis Vaccine

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

### **Immunization Recommendations**

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

### **Travel and Immunization Clinic**

140 Grandview Avenue Suite Lo-1

Waterbury, CT 06708

(Call for an Appointment)

### **Counseling Center**

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

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

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

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

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

### **Meet the Counseling Center Staff**

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

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

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

Visit [www.Post.edu/counseling](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

### **Counseling Center Location and Hours**

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

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

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

***In a crisis situation, please call 203.228.8706.***

### **Confidentiality**

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

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

### **Campus Store**

#### **Regular Hours of Operation**

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

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

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

### **Contact Information**

Phone: **203.596.4580**

Fax: **203.596.4598**

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

Address: 800 Country Club Road

Waterbury, CT 06708

### **Additional Services and Products**

- Check cashing
- Gift certificates

### **Campus Merchandise**

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

### **Accepted Methods of Payment**

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

Post University also sells apparel and other Post University merchandise through the University's online store at [http://www.post.edu/campus\\_store/](http://www.post.edu/campus_store/).

### **Textbook Ordering Through the Online Bookstore**

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

### **Textbook Refund Policy**

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

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

### **Textbook Buyback Policy**

The Campus Store no longer sponsors a textbook buyback program. Students can sell back their books through the Online Bookstore at [www.postbookstore.com](http://www.postbookstore.com).

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

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

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

### **Policy Governing Information Technologies**

#### **ICT Support**

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

#### **Contact ICT Support**

Phone: **203.591.5671**

Email: **ICT@post.edu**

#### **Television, Phones, Computers, and the Post Network**

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

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

### **Student Records**

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

### **Outside Access to Student Records**

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

### **Family Educational Right to Privacy Act (FERPA)**

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

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

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

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

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

### **Course Registration**

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

### **Course Loads for Undergraduate Students**

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

ADP students enrolled for 12 or more credits during two consecutive MODs are considered full-time students. ADP students enrolled in 11 or fewer credits during two consecutive MODs are considered part-time students. The maximum course load is 18 credits.

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.

### **Course Loads for International Students**

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

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

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

### **Course Loads for Graduate Students**

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

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.

### **Schedule Changes**

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

#### ***Main Campus Students***

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

#### ***ADP Students***

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

## **Add/Drop Request**

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

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

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

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

### **Add/Drop Policy: ADP Students**

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

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

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

## **Repeating a Course**

### **Main Campus Students**

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

### **ADP Students**

Students may repeat courses already taken under the following circumstances:

1. Improving an already received passing grade or to gain additional knowledge. Students may repeat a course one time only. Students who have passed a course and wish to retake the course may be eligible for Federal Financial Aid through Title IV for retaking the course once. Please check with a University financial aid representative to see if you qualify.

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

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

### **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.

### **Unofficial Withdrawal**

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

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

### **Withdrawal from the University**

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

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

### **Withdrawal for Military Leave**

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

1. If withdrawal is during the first four full weeks of the term, no course credit shall be awarded, no grades shall be granted, and the term shall not be counted as a term in residence. Full refund of tuition, room and board will be granted.

2. If withdrawal is after the first four weeks of the term and before the last two weeks of the term, no course credit shall be awarded. The transcript or record shall note either WM (withdrawal/military) or IN (incomplete) for courses in progress at the time of activation, and the term shall count as a term in residence. When a student selects the withdrawal option, a full refund for tuition will be awarded.
3. If withdrawal is during the last two full weeks of the term, full course credit shall be awarded, grades attained at the time of withdrawal shall be granted, and the term shall count as a term of residence. Students enlisted in the National Guard or the Military Reserves are to be allowed a reasonable time to make up academic work lost while participating in required training.

### **Taking Courses at another University**

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



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

- **Skills assessments:** Three types of skills assessments are available – skills inventory, accomplishment sheet, and proficiency list – to help identify and present transferable skills and abilities to prospective employers and create targeted resumes, cover letters, and prepare for job interviews.
- **Resumes:** Write a winning resume using sections that highlight skills and experiences, browse resume samples in various occupations, and use a variety of style templates to customize your resume’s appearance.
- **Letters:** Craft the various letters that are part of a job search including: Employer Inquiry, Broadcast Letter, Cover Letter for Specific Job Response, Application, Thank you letter, Networking, Follow-up, Reminder, Reference, Decline Job Offer, and Accept Job Offer. Browse the different categories of sample letters and view helpful tips about each letter type.
- **Mock Interviews:** Refine your interviewing skills and choose what type of interview to practice: behavioral, final, hiring manager, initial face-to-face, panel, pressure, and screening, in addition to practicing inappropriate questions in an interview. Create a video mock interview using the webcam on your computer and view yourself as the interviewer does during the interview.
- **Professional website:** Enhance your online presence by creating a customized website using your professional documents including resume, skills assessment, and letter. Add a link to your LinkedIn profile. Improve your “Google footprint” when a hiring manager Google’s your name.
- **Resume GPS:** Place your resume in the database and 30,000 national employers with employment opportunities can search for candidates with matching resumes. See which employers have viewed your resume.

For all majors, we provide 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 your major. We also provide job resources in other categories such as Disability Job Search, General/National Job Search, Local Job Search, Military Friendly Job Search, Multi-Cultural Job Search, National and Local Non-Profit Job Search, Post University Job Opportunities, Regional Job Search, and Seasonal Job Search.

### **Career Coaching**

The Career Services Office offers:

- One-on-one sessions for resume reviews, cover letters, interview preparation, and job search strategies.
- Career Workshops on topics such as résumé writing, interviewing, job search strategies, attending job fairs, and dining etiquette. In addition, for international students, understanding VISA and process guidelines for internships and jobs before and after graduation.



- Announcements on current internships, part time jobs, full time jobs, summer jobs, and on and off campus job fairs.
- Connections with local companies and organizations representing a variety of career fields.

### **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. They may be paid or unpaid positions. 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.

### **Internship Guidelines for Students**

#### **University Requirements:**

- Must be at least Junior status
- Achieve a minimum GPA 2.5

#### **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 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**

### **Providing Opportunities**

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

#### **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  
Email: **careerdev@post.edu**  
Phone: **203.596.4504**  
Fax: 203.596.4618

#### **Career Services Office**

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

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

### **Overview**

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

In 2011-12, the Eagles' men's and women's swimming teams joined the Metropolitan Swimming and Diving Conference for its third year of competition, with the team earning the program's first win last season.

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

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

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

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

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

### **Athletic Programs**

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

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

The men's soccer team is one of the best in the conference including winning the 2008 CACC title, one of three conference championships. Under the direction of 2011 CACC Coach of the Year Ted Haley, the men's soccer team garnered its first CACC Regular Season Title in 2011 and the Eagles were ranked as high as #18 in the country at one point. The women's soccer program has been to the CACC Playoffs three times. The women's volleyball team has gone to the CACC finals three times in four seasons. In 2005, women's volleyball, men's soccer, women's soccer, and men and women's cross-country all participated in the conference championships. Post was one of just two member schools to see the women's soccer, men's soccer, and women's volleyball teams make the championships.

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

The Drubner Center is home to Post's men's and women's basketball teams, and on a game night it becomes the loudest spot in the region. Our men's team has won a CACC Championship in 2003. In 2010 head coach Al Sokaitis was named CACC Coach of the Year after leading the Eagles to their best record since the 2002–2003 season. Our women's basketball team showed much improvement last season by earning the most wins in four years. Post also offers a sub-varsity program for students to improve their game and their chances of walking onto the varsity squad.

The women's lacrosse team is completed its third season of competition and one of our midfielders, Mallorie Michalak, ranked in the top-11 in two statistical categories during the 2012 season. A new Men's Lacrosse program will be started in the Fall of 2012 and the school and community are truly excited. The men's and women's tennis programs continue to develop as a threat among CACC schools.

There are three co-ed 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.

### **Summary**

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

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

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

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

**Keep in Touch**

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

**Post University Alumni Affairs**

800 Country Club Road  
Waterbury, Connecticut 06708.

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

### **The Academic Curriculum**

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

### **Major Courses: Focus and Depth**

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

### **General Education Core**

As a career-oriented university, 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 College 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, develop a strong sense of career direction, and become savvy about the world-of-work.

The CSA Core 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, as well as the building of a 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 Cooperative Education Opportunities**

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

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

The value of “real world” work experience cannot be underestimated. Students at Post University are strongly encouraged to perform internships/co-ops/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/Co-op/Practicum towards earning a Bachelor degree. Only in cases where an academic program's curriculum requires a student to have earned a specified number of internship/co-op/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/co-op/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/Co-ops/Practicum within their declared major(s) unless waived in writing by the Dean of their school.

### **1. Procedure**

- A) The Registrar shall, upon receipt of a student's registration, verify the number of credits in Internship/Co-op/Practicum the student has already completed or is currently enrolled in.
- B) If the student has completed six credits or is in the process of completing, 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/co-op/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, their plan of study, and the University.
- E) Academic Program Managers and faculty members receiving student requests to perform internships/co-ops/practicum 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/co-op/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 Writing Center is open to all students who want to improve their skills and/or get feedback on their writing.

**ACCOUNTING A.S.**

The Associate of Science in Accounting program at the Malcolm Baldrige School of Business at Post University provides students with an introduction to the concepts and principles that are the foundation of accounting. Students learn and apply the accounting framework to the financial reporting of transactions and the skills necessary to prepare accounting information for management and economic decision making purposes.

The Associate of Science in Accounting program prepares students for a wide range of entry-level accounting opportunities including positions as a bookkeeping, accounting, payroll and billing clerk in business, government, and not-for-profit organizations.

Many students that earn an Associate of Science in Accounting degree continue on to complete a four-year Bachelor of Science in Accounting degree.

**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 planning and decision making.
3. Students will acquire a basic understanding of accounting theories and principles.
4. Students will prepare and interpret financial statements.
5. Students will develop and evaluate accounting and business information by using analytical and critical thought processes to support internal and external decision making.
6. Students will identify and evaluate the ethical issues, principles, and practices that affect the business and accounting environments and utilize the appropriate professional models.
7. 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

<b>General Education</b>	<b>27 crs</b>	<b>Major, Core and Concentrations</b>	<b>30 crs</b>
<b>Common Core</b>	<b>12 crs</b>	<b>Major Requirements</b>	<b>27 crs</b>
ENG110 College Writing	3 crs	ACC111 Financial Accounting	3 crs
ENG120 College Writing II	3 crs	ACC211 Managerial Accounting	3 crs
COM107 Intro to Communications	3 crs	ACC215 Spreadsheet & General Ledger Applications	3 crs
CIS112 Introduction to Computing	3 crs	MGT105 Principles of Management	3 crs
		MKT101 Principles of Marketing	3 crs
<b>Liberal Arts</b>	<b>6 crs</b>	BUS204 Business Law I	3 crs
Elective	3 crs	ECO201 Macroeconomics	3 crs
Elective	3 crs	ACC200 Level or Higher Elective	3 crs
		ACC200 Level or Higher Elective	3 crs
<b>Science</b>	<b>3 crs</b>		
Elective	3 crs	<b>Unrestricted Business Elective</b>	<b>3 crs</b>
		Elective	3 crs
<b>Math</b>	<b>3 crs</b>		
MAT120 College Algebra	3 crs	<b>Career and Self-Awareness</b>	<b>3 crs</b>
		CSA101 Exploring Self: Inside Out	3 crs
<b>Unrestricted Electives</b>	<b>3 crs</b>	CSS101 Learning Across the Lifespan	
Elective	3 crs	PSS301 Work Life and Career Development	
		CSS101 Learning Across the Lifespan	3 crs
<b>Grand Total</b>			<b>60 crs</b>

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

## **CRIMINAL JUSTICE A.S.**

Post University's Bachelor of Science in Criminal Justice is an intensive program of study that prepares the student to become a professional in the field of criminal justice with the skills needed to succeed. Success in the field of Criminal Justice requires the ability to think analytically, to comprehend the foundations of criminal justice and to develop the skills needed to become a competent professional.

The program embodies the skills and knowledge required in such areas as law enforcement, forensic science, corrections, corporate security and criminal investigation. Students will develop skills in report writing, analytical thinking, finger printing, ballistic examination and crime scene documentation. Internships will allow students to gain hands on experience in local, state and federal law enforcement, corrections settings and in the court system.

This program of study prepares students for a variety of career options at the federal, state and local levels of law enforcement including but not limited to, the Federal Marshall's office, FBI, Bureau of Alcohol, Tobacco and Firearms, Department of Homeland Security, Corporate Security, IRS, United States Postal Police and courtroom security, or to further their studies to acquire a Bachelor of Science Degree in Criminal Justice.

### **A.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.

## A.S. in Criminal Justice Curriculum

<b>General Education</b>	<b>30 crs</b>	<b>Major, Core and Concentrations</b>	<b>30 crs</b>
<b>Common Core</b>	<b>12 crs</b>	<b>Major Requirements</b>	<b>30 crs</b>
ENG110 College Writing	3 crs	CRJ101 Introduction to Criminal Justice	3 crs
ENG120 College Writing II	3 crs	CRJ102 Introduction to Law Enforcement	3 crs
COM107 Intro to Communications	3 crs	or CRJ103 Introduction to Corrections	3 crs
CIS112 Introduction to Computing	3 crs	CRJ104 Introduction to Security	3 crs
		CRJ209 Criminal Law	3 crs
<b>Liberal Arts</b>	<b>6 crs</b>	CRJ (200, 300, or 400 Level Elective)	3 crs
Elective	3 crs	CRJ (200, 300, or 400 Level Elective)	3 crs
Elective	3 crs	CRJ (200, 300, or 400 Level Elective)	3 crs
		CRJ (200, 300, or 400 Level Elective)	3 crs
<b>Science</b>	<b>3 crs</b>	CRJ (200, 300, or 400 Level Elective)	3crs
Elective**	3 crs		
		<b>Leadership Course</b>	<b>3 crs</b>
<b>Math</b>	<b>3 crs</b>	LCS105 Elements of Organization	3 crs
MAT105 Quantitative Methods OR	3 crs		
MAT120 College Algebra		<b>Career and Self-Awareness</b>	<b>3 crs</b>
		CSS101 Learning Across the Lifespan	3 crs
<b>Grand Total</b>			<b>60 crs</b>

This program is offered Online.

\* Recommended: PSC101, PSC102, SOC101 or PSY101

\*\* Recommended: BIO180



## **MANAGEMENT A.S.**

The Malcolm Baldrige School of Business at Post University's Associate of Science in Management degree program provides students with a solid foundation in business management. Students learn fundamental concepts in financial management, communication, legal & ethical impact of decision-making, human resource management and entrepreneurship. An interdisciplinary emphasis includes exploring economic trends, workplace diversity, teamwork, leadership, time management, and social skills. Program-wide emphasis focuses on team projects and oral presentations emphasizing basic principles of consumer behavior, globalization, human capital and organizational structure, provides the necessary functional competencies providing graduates with the necessary skills to effectively communicate and collaborate with diverse groups and individuals at various levels of an organization.

The AS in Management program prepares students for entry-level positions for careers including, but not limited to: as Human Resource Associates, Retail Store Asst. Managers, Sales Representatives, Account Executives, Customer Service Supervisors and Business Owners.

### **A.S. – Management Program Outcomes**

1. Students will distinguish between management, supervision and leadership while examining the emphasis of each in transactional or transformational activities.
2. Students will explain and evaluate the role of mission statements, policies, procedures, rules, and job descriptions within an organization and how they influence the responsibilities of supervisors/managers.
3. Students will analyze problems faced by management and apply appropriate theories to personal and/or work situations.
4. Students will synthesize the dynamics of organizational change as they relate to self and the supervision of others.
5. Students will evaluate good and poor work ethics when given a variety of workplace situations.
6. Students will apply principles of recruiting, interviewing, selecting, orienting

### A.S. in Management Curriculum

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

This program is offered Online and during Evenings and Weekends.

### A.S. in Management Online Fast Facts

<b>Students In This Accelerated Degree Program:</b>	<b>329</b>	<b>Occupations</b>
<b>2011-2012 Program Completers:</b>	<b>20</b>	This degree will prepare you for careers including, but not limited to, the ones listed below.
<b>2011-2012 Program Completers In Normal Time:</b>	<b>80%*</b>	Human Resource Specialist
<small>*ADP students who do not transfer in any credits and take one course each module will complete this program in 3.5 years.</small>		<a href="http://www.onetonline.org/link/summary/13-1071.00">http://www.onetonline.org/link/summary/13-1071.00</a>
<b>Average Program Completion Time:</b>	<b>33 Months</b>	Training & Development Specialist
<b>Average Number Of Transferred Credits:</b>	<b>39</b>	<a href="http://www.onetonline.org/link/summary/13-1151.00">http://www.onetonline.org/link/summary/13-1151.00</a>
<b>Average Class Size:</b>	<b>13 students</b>	Social Science Research Assistants
<b>University Faculty: Full-time: 38 Part-time: 319</b>		<a href="http://www.onetonline.org/link/summary/19-4061.00">http://www.onetonline.org/link/summary/19-4061.00</a>
<b>Job Placement: 94% of program graduates are employed</b>		Sales Engineers
<b>University Financial Aid: 70% of ADP undergraduate students receive some form of Financial Aid</b>		<a href="http://www.onetonline.org/link/summary/41-9031.00">http://www.onetonline.org/link/summary/41-9031.00</a>
<b>Tuition &amp; Fees 2012-2013:</b>		Sales Representatives, Services, All Other
<b>Program Cost:</b>	<b>\$31,500*</b>	<a href="http://www.onetonline.org/link/summary/41-3099.00">http://www.onetonline.org/link/summary/41-3099.00</a>
<b>Approximate Program Text Book Cost:</b>	<b>\$3,000*</b>	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products
<small>* This is the tuition cost using current tuition rates for the entire 60-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.</small>		<a href="http://www.onetonline.org/link/summary/41-4011.00">http://www.onetonline.org/link/summary/41-4011.00</a>
<b>Median Loan Debt:</b>		Search Marketing Strategists
<b>Number of Borrowers: 12</b>		<a href="http://www.onetonline.org/link/details/15-1199.10">http://www.onetonline.org/link/details/15-1199.10</a>
<b>Federal</b>	<b>Private Loans</b>	<b>Institutional Loans</b>
(Amount Borrowed)	(Amount Borrowed)	(Amount Owed)
\$8,649	\$0	\$0
		Solar Sales Representatives and Assessors
		<a href="http://www.onetonline.org/link/summary/41-4011.07">http://www.onetonline.org/link/summary/41-4011.07</a>
		Payroll & Timekeeping Clerk
		<a href="http://www.onetonline.org/link/summary/43-3051.00">http://www.onetonline.org/link/summary/43-3051.00</a>

## **MARKETING A.S.**

Marketing consists of a mix of classically defined elements; price, product (service), promotion, and place. An Associate of Science degree in Marketing delivers real-world experiences and practical applications which introduces students to the business-driven models of moving goods and services from concept to customer at all levels of commerce and industry.

This academic field of study concentrates on a consumer behavior focused perspective, including specialized skills in direct marketing, social marketing, multi-cultural advertising, retailing, strategic marketing, market research, market analysis, social media marketing, sales promotion, publicity and public relations, business ethics, and measuring the overall effectiveness of marketing strategies in domestic and global marketplaces in both not-for-profit and for-profit business sectors.

Graduates of the Associate program with 60 credits will develop marketable job-ready skills as; customer relationship management, assisting in the development of marketing strategies, and internet-based marketing trends which empower organizations to deliver its goods to its customers.

### **A.S. – Marketing Program Outcomes**

1. Understand the types and functions of selling institutions in the U.S. and abroad
2. Analyze and the operations of retail institutions
3. Subscribe to buying and the ethics of buyer/seller relationships
4. Analyze and develop budget of a retail operation
5. Establish, maintain and improve the retail image of the operation
6. Learn formalized sales procedures and practices
7. Develop sales demonstrations and/or sales presentations.
8. Understand and analyze verbal and non-verbal sales cues
9. Explain and practice the psychology of selling
10. Develop sales strategies, and specialized selling situations

### A.S. in Marketing Curriculum

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

This program is offered Online.

### A.S. in Marketing Online Fast Facts

<b>Students In This Accelerated Degree Program:</b>	<b>95</b>	<b>First-Line Supervisors of Non-Retail Sales Workers</b> <a href="http://www.onetonline.org/link/summary/41-1012.00">http://www.onetonline.org/link/summary/41-1012.00</a>
<b>2010-2011 Program Completers In Normal Time:</b>	<b>3.5 years*</b>	<b>First-Line Supervisors of Retail Sales Workers</b> <a href="http://www.onetonline.org/link/summary/41-1011.00">http://www.onetonline.org/link/summary/41-1011.00</a>
<small>*ADP students who do not transfer in any credits and take one course each module will complete this program in 3.5 years.</small>		<b>Meeting, Convention, and Event Planners</b> <a href="http://www.onetonline.org/link/summary/13-1121.00">http://www.onetonline.org/link/summary/13-1121.00</a>
<b>Average Program Completion Time:</b>	<b>17 Months</b>	<b>Purchasing Agents, Except Wholesale, Retail, and Farm Products</b> <a href="http://www.onetonline.org/link/summary/13-1023.00">http://www.onetonline.org/link/summary/13-1023.00</a>
<b>Average Number Of Transferred Credits:</b>	<b>47</b>	<b>Sales and Related Workers, All Other</b> <a href="http://www.onetonline.org/link/summary/41-9099.00">http://www.onetonline.org/link/summary/41-9099.00</a>
<b>Average Class Size:</b>	<b>12 students</b>	<b>Sales Managers</b> <a href="http://www.onetonline.org/link/summary/11-2022.00">http://www.onetonline.org/link/summary/11-2022.00</a>
<b>University Faculty: Full-time: 38 Part-time: 319</b>		<b>Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products</b> <a href="http://www.onetonline.org/link/summary/41-4011.00">http://www.onetonline.org/link/summary/41-4011.00</a>
<b>Job Placement: 100% of program graduates are employed</b>		<b>Sales Representatives, Services, All Other</b> <a href="http://www.onetonline.org/link/summary/41-3099.00">http://www.onetonline.org/link/summary/41-3099.00</a>
<b>University Financial Aid: 70% of ADP undergraduate students receive some form of Financial Aid</b>		<b>Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products</b> <a href="http://www.onetonline.org/link/summary/41-4012.00">http://www.onetonline.org/link/summary/41-4012.00</a>
<b>Tuition &amp; Fees 2012-2013:</b>		<b>Solar Sales Representatives and Assessors</b> <a href="http://www.onetonline.org/link/summary/41-4011.07">http://www.onetonline.org/link/summary/41-4011.07</a>
<b>Program Cost:</b>	<b>\$31,500*</b>	<b>Sales Representatives, Services, All Other</b> <a href="http://www.onetonline.org/link/summary/41-3099.00">http://www.onetonline.org/link/summary/41-3099.00</a>
<b>Approximate Program Text Book Cost:</b>	<b>\$3,000*</b>	
<small>* This is the tuition cost using current tuition rates for the entire 60-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.</small>		
<b>Occupations</b>		
This degree will prepare you for careers including, but not limited to, the ones listed below.		
<b>Customer Service Representatives</b> <a href="http://www.onetonline.org/link/summary/43-4051.00">http://www.onetonline.org/link/summary/43-4051.00</a>		
<b>Energy Brokers</b> <a href="http://www.onetonline.org/link/summary/41-3099.01">http://www.onetonline.org/link/summary/41-3099.01</a>		

### **EARLY CHILDHOOD EDUCATION A.S.**

The Early Childhood Education degree program at Post University supports students as they learn appropriate skills and techniques to support the development of children ages birth through 8 years old. Students will be exposed to the characteristics of young children; their developmental stages; strategies that support children developing typically as well as those who are not and their families; they will visit and participate in a variety of classroom settings with varying age groups; and, they will gain knowledge related to child development and learning while participating in opportunities where they can apply the skills they are learning in early care and education settings. As part of their work, in their practicum courses, students will learn to work collaboratively with others and practice their communication skills with children and co-workers. Early Childhood Education students take a judicious blend of major-specific and general education courses. The professional or major-specific courses are aligned with the Initial Educator Preparation Standards promoted by the National Association for the Education of Young Children. Among the skills Post students typically demonstrate are communication, collaboration, creativity, critical thinking, digital citizenship, multicultural sensitivity and ethical conduct.

Jobs available for students who have earned an Associate of Science Degree in Early Childhood Education include (but are not limited to): Teacher in an early care and education setting (preschool or infant/toddler); Paraprofessional or teacher assistant in an early care and education center or public school; Home visitor; Parent Educator; Nanny; Family Service Worker; Social Services Specialist; and, Family Resource Center.

#### **Early Childhood Education Program Outcomes**

1. Students will demonstrate an understanding of young children's characteristics and development both as a group and as individuals
2. Students will describe the nature of influences from multiple systems on child development and early learning
3. Students will use developmental knowledge to create healthy, respectful, supportive and challenging learning environments
4. Students will apply their knowledge and understanding of family and community characteristics when building relationships with families
5. Students will engage families and communities through respectful, reciprocal relationships
6. Students will partner with families and community members to share responsibility for their children's development and learning
7. Students will communicate their essential understanding of the goals, benefits, and appropriate uses of assessment
8. Students will use observation, documentation, and other appropriate assessment tools and approaches
9. Students will implement legal and ethical practices related to responsible assessments
10. Students will form assessment partnerships with families and other professionals and seek information and insights from all
11. Students will facilitate referrals based on observation and assessment
12. Students will build supportive relationships with children and families based on current theories and research
13. Students will implement developmentally effective approaches to curriculum and instruction that are research-based and appropriate for each and every child

14. Students will demonstrate research-based content knowledge in early education
15. Students will construct an engaging curriculum that is meaningful to all children as a group and as individuals
16. Students will implement best practices related to child nutrition, health and safety
17. Students will identify and involve themselves with the early childhood field
18. Students will use ethical guidelines and other professional standards related to early childhood practice
19. Students will engage in continuous and collaborative learning to inform practice
20. Students will demonstrate knowledgeable, reflective, and critical perspectives on their work, making informed decisions that integrate knowledge from a variety of sources
21. Students will engage in informed advocacy for children and the profession
22. Students will engage in effective oral and written professional communication
23. Students will engage in effective professional relationships and team building
24. Students will engage in the professional development of colleagues



**A.S. in Early Childhood Education Curriculum**

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

This program is offered on our Main Campus and Online.

\* Recommended: SOC101, PSY101

\*\* Recommended: BIO120 . If pursuing teacher certification, biology with a lab is recommended.

### A.S. in Early Childhood Education Main Campus Fast Facts

**Students In This Degree Program:** 28  
**2010-2011 Program Completers In Normal Time:** 2.5 years\*  
\* Students who do not transfer in any credits typically complete this program within 2.5 years.  
**Average Class Size:** 12 students  
**University Faculty:** Full-time: 38 Part-time: 319  
**Job Placement:** 75% of program graduates are employed  
**Financial Aid:** 100% of students receive some form of Financial Aid

**Tuition & Fees 2012-2013:**  
**Program Cost:** \$68,625\*  
**Room and Board:** \$26,075\*  
**Approximate Program Text Book Cost:** \$3,000\*  
\* This is the program cost for the entire 60-credit degree program using current tuition and room and board rates. Program costs will vary depending on transfer credits and financial aid amounts.

**Occupations**  
 This degree will prepare you for careers including, but not limited to, the ones listed below.  
**Preschool Teachers, Except Special Education**  
<http://www.onetonline.org/link/summary/25-2011.00>  
**Teacher Assistants**  
<http://www.onetonline.org/link/summary/25-9041.00>  
**Childcare Workers**  
<http://www.onetonline.org/link/summary/39-9011.00>  
**Nannies**  
<http://www.onetonline.org/link/summary/39-9011.01>

### A.S. in Early Childhood Education Online Fast Facts

**Students In This Accelerated Degree Program:** 651  
**2010-2011 Program Completers In Normal Time:** 3.5 years\*  
\*ADP students who do not transfer in any credits and take one course each module will complete this program in 3.5 years.  
**Average Program Completion Time:** 30 Months  
**Average Number Of Transferred Credits:** 28  
**Average Class Size:** 12 students  
**University Faculty:** Full-time: 38 Part-time: 319  
**Job Placement:** 75% of program graduates are employed  
**Financial Aid:** 70% of ADP undergraduate students receive some form of Financial Aid

**Tuition & Fees 2012-2013:**  
**Program Cost:** \$29,400\*  
**Approximate Program Text Book Cost:** \$3,000\*  
\* This is the tuition cost using current tuition rates for the entire 60-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.

**Occupations**  
 This degree will prepare you for careers including, but not limited to, the ones listed below.  
**Preschool Teachers, Except Special Education**  
<http://www.onetonline.org/link/summary/25-2011.00>  
**Teacher Assistants**  
<http://www.onetonline.org/link/summary/25-9041.00>  
**Childcare Workers**  
<http://www.onetonline.org/link/summary/39-9011.00>  
**Nannies**  
<http://www.onetonline.org/link/summary/39-9011.01>

## **LEGAL STUDIES A.S.**

Post University's Associate of Science in Legal Studies Degree program curriculum provides students with a thorough grounding in ethical decision-making skills as they explore the relationship of the legal system to business, government and society. Our Associate of Science in Legal Studies Degree program faculty members bring both advanced degrees and years of relevant experience in the field to our unique, student-oriented curriculum, which integrates Internet- and classroom-directed instructional technology to explore cutting-edge topics and traditional skill-based subject areas.

The Associate of Science in Legal Studies Degree program is a career-focused pathway to a variety of professional careers where undergraduate legal skills are required. A associate's in legal studies degree will prepare you to enter a rewarding career as a paralegal in corporate, private, or government organizations, or to pursue an bachelor's degree.

Students pursuing a bachelor's in legal studies degree may choose a concentration in the following areas: Corporate Law, Law and Technology, Trial: Civil and Criminal, Environmental Law, and Law Office Administration. We encourage students to participate in internships and cooperative education experiences, which 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**

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

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

This program is offered Online.

**A.S. in Legal Studies Online Fast Facts**

<b>Students In This Accelerated Degree Program:</b>	<b>163</b>	<b>Occupations</b>
<b>2010-2011 Program Completers In Normal Time:</b>	<b>3.5* years</b>	This degree will prepare you for careers including, but not limited to, the ones listed below.
<small>*ADP students who do not transfer in any credits and take one course each module will complete this program in 3.5 years.</small>		Loan Interviewers and Clerks
<b>Average Program Completion Time:</b>	<b>22 Months</b>	<a href="http://www.onetcodeconnector.org/ccreport/43-4131.00">http://www.onetcodeconnector.org/ccreport/43-4131.00</a>
<b>Average Number Of Transferred Credits:</b>	<b>11</b>	Legal Secretaries
<b>Average Class Size:</b>	<b>12 students</b>	<a href="http://www.onetcodeconnector.org/ccreport/43-6012.00">http://www.onetcodeconnector.org/ccreport/43-6012.00</a>
<b>University Faculty: Full-time: 38 Part-time: 319</b>		Legal Support Workers
<b>Job Placement: 88% of program graduates are employed</b>		<a href="http://www.onetcodeconnector.org/ccreport/23-2099.00">http://www.onetcodeconnector.org/ccreport/23-2099.00</a>
<b>Financial Aid: 70% of ADP undergraduate students receive some form of Financial Aid</b>		Criminal Investigators and Special Agent
		<a href="http://www.onetcodeconnector.org/ccreport/33-3021.03">www.onetcodeconnector.org/ccreport/33-3021.03</a>
<b>Tuition &amp; Fees 2012-2013:</b>		Tax Preparer
<b>Program Cost:</b>	<b>\$31,500*</b>	<a href="http://www.onetcodeconnector.org/ccreport/13-2082.00">http://www.onetcodeconnector.org/ccreport/13-2082.00</a>
<b>Approximate Program Text Book Cost:</b>	<b>\$3,000*</b>	
<small>* This is the tuition cost using current tuition rates for the entire 60-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.</small>		

## **ACCOUNTING B.S.**

The Bachelor of Science in Accounting program at the Malcolm Baldrige School of Business at Post University is centered on the practical application of accounting principles and concepts. The program combines accounting coursework with business and general education courses, which provides students with the basis for a professional career in accounting. Students learn and apply the accounting principles that govern financial reporting and auditing and the regulations that govern income tax compliance. In addition, students develop and utilize the analytical skills necessary to perform accounting activities such as financial analysis, forecasting, costing and budgeting.

A bachelor's degree in accounting prepares students for a wide range of career opportunities in the accounting profession including but not limited to public accounting, private industry, government and not-for-profit organizations.

### **B.S. - Accounting Program Outcomes**

1. Students will explain and apply the theory and practice of accounting
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 prepare and interpret financial statements for business, non-profit and government entities
4. Students will develop and evaluate accounting and business information by using analytical and critical thought processes to support internal and external decision making
5. Students will demonstrate and apply knowledge of tax laws for tax reporting and compliance purposes and its effects on financial reporting
6. Students will identify and evaluate the ethical issues, principles, and practices that affect the business and accounting environments and utilize the appropriate professional models
7. Students will demonstrate an understanding of current technologies related to accounting information development, audit, and analysis

**B.S. in Accounting Curriculum**

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

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

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

**\* Recommended Electives**

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



### B.S. in Accounting Main Campus Fast Facts

<b>Students In This Degree Program:</b>	<b>53</b>	<b>Occupations</b>
<b>2010-2011 Program Completers In Normal Time:</b>	<b>4.5 years*</b>	This degree will prepare you for careers including, but not limited to, the ones listed below.
<small>* Students who do not transfer in any credits typically complete this program within 4.5 years.</small>		<b>Accountants and Auditors</b>
<b>Average Class Size:</b>	<b>13 students</b>	<a href="http://www.onetonline.org/link/summary/13-2011.00">http://www.onetonline.org/link/summary/13-2011.00</a>
<b>University Faculty: Full-time: 38 Part-time: 319</b>		<b>Budget Analysts</b>
<b>Job Placement: 40% of program graduates are employed</b>		<a href="http://www.onetonline.org/link/summary/13-2031.00">http://www.onetonline.org/link/summary/13-2031.00</a>
<b>Financial Aid: 100% of students receive some form of Financial Aid</b>		<b>Credit Analysts</b>
<b>Tuition &amp; Fees 2012-2013:</b>		<a href="http://www.onetonline.org/link/summary/13-2041.00">http://www.onetonline.org/link/summary/13-2041.00</a>
<b>Program Cost:</b>	<b>\$123,525*</b>	<b>Financial Examiners</b>
<b>Room and Board:</b>	<b>\$46,935*</b>	<a href="http://www.onetonline.org/link/summary/13-2061.00">http://www.onetonline.org/link/summary/13-2061.00</a>
<b>Approximate Program Text Book Cost:</b>	<b>\$6,000*</b>	<b>Tax Examiners, Collectors, and Revenue Agents</b>
<small>* This is the program cost for the entire 120-credit degree program using current tuition and room and board rates. Program costs will vary depending on transfer credits and financial aid amounts.</small>		<a href="http://www.onetonline.org/link/summary/13-2081.00">http://www.onetonline.org/link/summary/13-2081.00</a>

### B.S. in Accounting Online Fast Facts

<b>Students In This Accelerated Degree Program:</b>	<b>393</b>	<b>Occupations</b>
<b>2010-2011 Program Completers:</b>	<b>40</b>	This degree will prepare you for careers including, but not limited to, the ones listed below.
<b>2010-2011 Program Completers In Normal Time:</b>	<b>95%*</b>	<b>Accountants and Auditors</b>
<small>*ADP students who do not transfer in any credits and take one course each module will complete this program in 7 years.</small>		<a href="http://www.onetonline.org/link/summary/13-2011.00">http://www.onetonline.org/link/summary/13-2011.00</a>
<b>Average Program Completion Time:</b>	<b>30 Months</b>	<b>Budget Analysts</b>
<b>Average Number Of Transferred Credits:</b>	<b>60</b>	<a href="http://www.onetonline.org/link/summary/13-2031.00">http://www.onetonline.org/link/summary/13-2031.00</a>
<b>Average Class Size:</b>	<b>13 students</b>	<b>Credit Analysts</b>
<b>University Faculty: Full-time: 38 Part-time: 319</b>		<a href="http://www.onetonline.org/link/summary/13-2041.00">http://www.onetonline.org/link/summary/13-2041.00</a>
<b>Job Placement: 88% of program graduates are employed</b>		<b>Financial Examiners</b>
<b>Financial Aid: 70% of ADP undergraduate students receive some form of Financial Aid</b>		<a href="http://www.onetonline.org/link/summary/13-2061.00">http://www.onetonline.org/link/summary/13-2061.00</a>
<b>Tuition &amp; Fees 2012-2013:</b>		<b>Tax Examiners, Collectors, and Revenue Agents</b>
<b>Program Cost:</b>	<b>\$63,000*</b>	<a href="http://www.onetonline.org/link/summary/13-2081.00">http://www.onetonline.org/link/summary/13-2081.00</a>
<b>Approximate Program Text Book Cost:</b>	<b>\$6,000*</b>	
<small>* This is the tuition cost using current tuition rates for the entire 120-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.</small>		

### Median Loan Debt:

Number of Borrowers: 32

Federal <small>(Amount Borrowed)</small>	Private Loans <small>(Amount Borrowed)</small>	Institutional Loans <small>(Amount Owed)</small>
\$16,433.43	\$0	\$ 5,000

**BIOLOGY B.S.**

Biology is the science of life. Biologists study the structure, function, development, growth, and evolution of life from molecules to ecosystems to better our understanding and improve our lives. Post University's Bachelor of Science in Biology is a broad-based curriculum that covers core concepts of several subspecialties including molecular biology, cell biology, microbiology, genetics, botany, anatomy, physiology, zoology, and ecology.

Students in this program will learn the art of scientific investigation through classroom lectures and hands-on inquiry in the laboratory and field. Students will develop scientific and quantitative reasoning by designing, performing, and analyzing experiments. Our faculty use active engagement to foster critical thinking and professional communication skills.

The program provides a solid foundation necessary for careers in the biological sciences, health care, and biopharmaceutical industries. A degree in biology is also an essential first step in pursuing advanced degrees at graduate and professional schools, including medicine, dentistry, pharmacy, and veterinary science.

**B.S. - Biology Program Outcomes**

1. Science Foundation's: Students will examine and apply fundamental concepts in math, chemistry, physics, and biology
2. Core Mastery: Students will examine, apply, and interrelate core concepts and principles in the areas of cell biology, molecular biology, genetics, organismal biology, ecology, and evolution
3. Communication: Students will communicate effectively and professionally using current scientific conventions in oral and written formats
4. Critical Thinking & Scientific Literacy: Students will use critical-thinking and quantitative reasoning to evaluating published scientific evidence
5. Scientific Investigation: Students will use scientific equipment to perform standard laboratory techniques. Students will formulate testable hypotheses, accurately record observations, statistically analyze data, appropriately display results, and draw justified conclusions
6. Leadership & Teamwork: Students will demonstrate scientific leadership and teamwork skills
7. Society and Ethics: Students will evaluate the ethical, social, political, and economical implications of biodiversity, biological research, and biotechnology

**B.S. in Biology Curriculum**

<b>General Education</b>	<b>64 crs</b>	<b>Major, Core and Concentrations</b>	<b>50-52 crs</b>
<b>Common Core</b>	<b>12 crs</b>	<b>Designated Writing Course</b>	<b>3 crs</b>
ENG110 College Writing	3 crs	SCI315 Writing in the Sciences	3 crs
ENG120 College Writing II	3 crs		
COM107 Intro to Communications	3 crs	<b>Major Core</b>	<b>39 crs</b>
CIS112 Introduction to Computing	3 crs	BIO144 General Biology II	3 crs
		BIO144L General Biology II Lab	1 cr
<b>Liberal Arts</b>	<b>24 crs</b>	BIO 204 Anatomy & Physiology II	3 crs
Elective	3 crs	BIO 204L Anatomy & Physiology II Lab	3 crs
Elective	3 crs	CHM115 General Chemistry I	3 crs
Elective	3 crs	CHM115L General Chemistry I Lab	1 cr
Elective	3 crs	PHY115 Physics I	3 crs
Elective	3 crs	PHY115L Physics I Lab	1 cr
Elective	3 crs	PHY116 Physics II	3 crs
Elective	3 crs	PHY116 Physics II Lab	1 cr
Elective	3 crs	BIO203 Anatomy and Physiology I	3 crs
<b>Math</b>	<b>6 crs</b>	BIO203L Anatomy and Physiology I Lab	1 cr
MAT220 Statistics I	3 crs	BIO313 Biochemistry	3 crs
MAT250 Calculus I	3 crs	BIO360 Ecology	3 crs
		BIO311 Cell Biology	3 crs
<b>Science</b>	<b>4 crs</b>	BIO311L Cell Biology Lab	1 cr
BIO143 General Biology I	3 crs	BIO306 Genetics	3 crs
BIO143L General Biology I Lab	1 cr	BIO498 Internship	1-3 crs
		MAT250 Calculus I	3 crs
<b>Unrestricted Electives</b>	<b>15 crs</b>	<b>Directed Electives</b>	<b>6 crs</b>
Elective	3 crs	200/300 Level Elective	3 crs
Elective	3 crs	300/400 Level Elective	3 crs
Elective	3 crs		
Elective	3 crs	<b>Career and Self-Awareness</b>	<b>6 crs</b>
Elective	3 crs	CSA101 Exploring Self: Inside Out	3 crs
<b>Leadership Course</b>	<b>3 crs</b>	CSA260 Professional Success Seminar	1 cr
LCS105 Elements of Organizations	3 crs	CSA400 Career Capstone	2 crs
<b>Grand Total</b>			<b>118 crs</b>

This program is offered on our Main Campus.

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

## B.S. in Biology Main Campus Fast Facts

**Students In This Degree Program:**

64

**2010-2011 Program Completers In Normal Time:**

4.5 years\*

\* Students who do not transfer in any credits typically complete this program within 4.5 years.

**Average Class Size:**

15 students

**University Faculty:** Full-time: 38 Part-time: 319

**Job Placement:** 100% of program graduates are employed

**Financial Aid:** 100% of students receive some form of Financial Aid

**Tuition & Fees 2012-2013:**

**Program Cost:**

\$123,525\*

**Room and Board:**

\$46,935\*

**Approximate Program Text Book Cost:**

\$6,000\*

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

**Occupations**

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

**Biologists**

<http://www.onetonline.org/link/summary/19-1020.01>

**Biological Scientists, All Others**

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

**Life Scientists, All Other**

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

**Biological Technicians**

<http://www.onetonline.org/link/summary/19-4021.00>

**Zoologists and Wildlife Biologists**

<http://www.onetonline.org/link/summary/19-1023.00>

**Clinical Research Coordinators**

<http://www.onetonline.org/link/summary/11-9121.01>

**Sales Representatives, Wholesale and**

**Manufacturing, Technical and Scientific Products**

<http://www.onetonline.org/link/summary/41-4011.00>

## **BUSINESS ADMINISTRATION B.S.**

The Bachelor of Science in Business Administration Program teaches the array of practical business knowledge and skills that qualified business professionals are expected to possess. The overall program is aimed at teaching these skills in the context of business operations across multiple industries. The program is grounded in the basic business disciplines of accounting, economics, management, finance, marketing and business law. 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. 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.

Students pursuing a bachelor's in business administration degree may choose a concentration in the following areas: Accounting, Computer Information Systems, Entrepreneurship, Equine Business Management, Finance, International Business, Management, and Marketing. The concentrations are structured to allow students to gain further discipline-specific knowledge in anticipation of the requirements of their desired career. In addition, all students enrolled in the Bachelor's in Business Administration degree program are encouraged to participate in internships, which are usually available with local firms in a variety of industries. Graduates with a business administration degree are qualified for employment in varied roles. Among these would be administrative and operations management in corporate settings, retail or consumer products businesses, or manufacturing firms. In addition graduates may be employed in government or not-for-profit agencies, entrepreneurial ventures or as franchise operators.

### **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. This will be demonstrated through a variety of methods including (but not limited to):
  - Examinations and assessments
  - Academic Research & Reporting
  - Business Simulations
  - Internships
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
7. Students will possess the interpersonal and teamwork skills necessary to succeed in modern business environments. The primary measure will be performance in the practice of these skills in group and individual projects and presentations



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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 have developed and practiced written and oral communications skills and abilities necessary to succeed in a business environment by the extensive use of written and oral presentation in all phases of the business curriculum
  10. Students will develop a global perspective as it relates to the function of business in an increasingly multicultural and multinational business environment
  11. Students will be aware of the ethical considerations present in all business decisions and will have understanding of the philosophical practical nature of ethical decisions



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

<b>General Education</b>	<b>60 crs</b>	<b>Major, Core and Concentrations</b>	<b>60 crs</b>
<b>Common Core</b>	<b>12 crs</b>	<b>Designated Writing Course</b>	<b>3 crs</b>
ENG110 College Writing	3 crs	SCI315 Managerial Communications	3 crs
ENG120 College Writing II	3 crs		
COM107 Intro to Communications	3 crs	<b>Business Core</b>	<b>15 crs</b>
CIS112 Introduction to Computing	3 crs	ACC111 Financial Accounting	3 crs
		ECO201 Macroeconomics	3 crs
<b>Liberal Arts</b>	<b>24 crs</b>	MGT105 Principles of Management	3 crs
Elective	3 crs	MKT101 Principles of Marketing	3 crs
Elective	3 crs	FIN201 Principles of Finance	3 crs
Elective	3 crs		
Elective	3 crs	<b>Major Requirements</b>	<b>18 crs</b>
Elective	3 crs	ACC211 Managerial Accounting	3 crs
Elective	3 crs	IBA301 Principles of International Business	3 crs
Elective	3 crs	ECO202 Microeconomics	3 crs
Elective	3 crs	BUS204 Business Law I	3 crs
Elective	3 crs	BUS411 Business Policy Seminar	3 crs
		MAT230 Quantitative Analysis	3 crs
<b>Math</b>	<b>6 crs</b>		
MAT120 College Algebra	3 crs	<b>Concentration</b>	<b>15 crs</b>
MAT220 Statistics	3 crs	Concentration Course	3 crs
		Concentration Course	3 crs
<b>Science</b>	<b>3 crs</b>	Concentration Course	3 crs
Elective	3 crs	Concentration Course	3 crs
		Concentration Course	3 crs
<b>Unrestricted Electives</b>	<b>15 crs</b>	Concentration Course	3 crs
Elective	3 crs		
Elective	3 crs	<b>Unrestricted Business Elective</b>	<b>3 crs</b>
Elective	3 crs	Elective	3 crs
Elective	3 crs		
Elective	3 crs	<b>Career and Self-Awareness</b>	<b>6 crs</b>
Elective	3 crs	CSA101 Exploring Self: Inside Out	3 crs
		CSA260 Professional Success Seminar	1 cr
		CSA400 Career Capstone	2 crs

**Grand Total**
**120 crs**

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

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

**B.S. in Business Administration Concentrations**

<b>Accounting</b>	<b>18 crs</b>	<b>Marketing</b>	<b>15 crs</b>
ACC301 Cost Accounting	3 crs	MKT315 Strategic Marketing Management	3 crs
ACC303 Intermediate Accounting I	3 crs	MKT342 Marketing Research	3 crs
ACC/FIN305 Analysis of Financial Statements	3 crs	MKT404 Consumer Behavior	3 crs
ACC Elective	3 crs	MKT Elective	3 crs
ACC Elective	3 crs	MKT Elective	3 crs
<b>Finance</b>	<b>15 crs</b>	<b>Computer Information Systems</b>	<b>15 crs</b>
FIN302 Corporate Finance	3 crs	CIS312 End-User Computing (Application Design I)	3 crs
FIN305 Analysis of Financial Statements	3 crs	MGT347 Systems Management	3 crs
FIN411 International Financial Management	3 crs	CIS412 End-User Systems Design (Application Design II)	3 crs
ECO303 Money and Banking	3 crs	CIS370 Global E-Commerce	3 crs
FIN Elective	3 crs	CIS Elective	3 crs
<b>Management</b>	<b>15 crs</b>	<b>Entrepreneurship</b>	<b>15 crs</b>
MGT201 Human Resource Management	3 crs	MGT221 Entrepreneurship, Creativity, & Innovation	3 crs
MGT405 Organizational Behavior	3 crs	MGT306 Small Business Management	3 crs
MGT408 Organizational Theory and Development	3 crs	FIN305 Analysis of Financial Statements	3 crs
MGT Elective	3 crs	MGT416 Managing a Growing Business	3 crs
MGT Elective	3 crs	MKT305 OR MKT342 OR FIN407	3 crs
<b>International Business</b>	<b>15 crs</b>	<b>Equine</b>	<b>17 crs</b>
IBA305 International Business Law	3 crs	EQU161 Stable Management I: Horse Care & Management	4 crs
MKT311 International Marketing	3 crs	EQU162 Stable Management II: Facility Design & Operation	4 crs
FIN411 International Financial Management	3 crs	EQU251 Anatomy & Physiology of the Horse	3 crs
IBA421 International Management	3 crs	EQU252 Equine Nutrition	3 crs
IBA Elective	3 crs	EQU Elective	3 crs

### B.S. in Business Administration Main Campus Fast Facts

Students In This Degree Program: **130**  
 2010-2011 Program Completers In Normal Time: **4.5 years\***  
\* Students who do not transfer in any credits typically complete this program within 4.5 years.  
 Average Class Size: **15 students**  
 University Faculty: **Full-time: 38 Part-time: 319**  
 Job Placement: **40% of program graduates are employed**  
 Financial Aid: **100% of students receive some form of Financial Aid**

Tuition & Fees 2012-2013:  
 Program Cost: **\$123,525\***  
 Room and Board: **\$46,935\***  
 Approximate Program Text Book Cost: **\$6,000\***

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

**Occupations**  
 This degree will prepare you for careers including, but not limited to, the ones listed below.  
**Sales Managers**  
<http://www.onetonline.org/link/summary/11-2022.00>  
**Social and Community Service Managers**  
<http://www.onetonline.org/link/summary/11-9151.00>  
**General and Operations Managers**  
<http://www.onetonline.org/link/summary/11-1021.00>  
**Managers, All Other**  
<http://www.onetonline.org/link/summary/11-9199.00>  
**Industrial Production Managers**  
<http://www.onetonline.org/link/summary/11-3051.00>  
**Construction Managers**  
<http://www.onetonline.org/link/summary/11-9021.00>  
**Transportation, Storage, and Distribution Managers**  
<http://www.onetonline.org/link/summary/11-3071.00>  
**Cost Estimators**  
<http://www.onetonline.org/link/summary/13-1051.00>  
**Administrative Services Managers**  
<http://www.onetonline.org/link/summary/11-3011.00>

### B.S. in Business Administration Online Fast Facts

Students In This Accelerated Degree Program: **1,959**  
 2010-2011 Program Completers: **93**  
 2010-2011 Program Completers In Normal Time: **99%\***  
\*ADP students who do not transfer in any credits and take one course each module will complete this program in 7 years.  
 Average Program Completion Time: **28 Months**  
 Average Number Of Transferred Credits: **62**  
 Average Class Size: **15 students**  
 University Faculty: **Full-time: 38 Part-time: 319**  
 Job Placement: **84% of program graduates are employed**  
 Financial Aid: **70% of ADP undergraduate students receive some form of Financial Aid**

Tuition & Fees 2012-2013:  
 Program Cost: **\$63,000\***  
 Approximate Program Text Book Cost: **\$6,000\***

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

**Occupations**  
 This degree will prepare you for careers including, but not limited to, the ones listed below.  
**Sales Managers**  
<http://www.onetonline.org/link/summary/11-2022.00>  
**Social and Community Service Managers**  
<http://www.onetonline.org/link/summary/11-9151.00>  
**General and Operations Managers**  
<http://www.onetonline.org/link/summary/11-1021.00>  
**Managers, All Other**  
<http://www.onetonline.org/link/summary/11-9199.00>  
**Industrial Production Managers**  
<http://www.onetonline.org/link/summary/11-3051.00>  
**Construction Managers**  
<http://www.onetonline.org/link/summary/11-9021.00>  
**Transportation, Storage, and Distribution Managers**  
<http://www.onetonline.org/link/summary/11-3071.00>  
**Cost Estimators**  
<http://www.onetonline.org/link/summary/13-1051.00>  
**Administrative Services Managers**  
<http://www.onetonline.org/link/summary/11-3011.00>

#### Median Loan Debt:

Number of Borrowers: 47

Federal (Amount Borrowed)	Private Loans (Amount Borrowed)	Institutional Loans (Amount Owed)
\$1,463	\$0	\$5,100

**CHILD STUDIES B.S.**

The Child Studies degree program at Post University supports students as they learn appropriate skills and techniques to support the development of children ages birth through 8 years old. Students will be exposed to the characteristics of young children; their developmental stages; strategies that support children developing typically as well as those who are not and their families; they will serve the children in classroom settings with varying age groups; and, they will gain knowledge related to child development and learning while applying the skills they are learning in a classroom setting. As part of their work, in their practicum and capstone courses, students will learn to work collaboratively with others and practice their communication skills with children, families and co-workers. Child Studies students take a judicious blend of major-specific and general education courses. The professional or major-specific courses are aligned with the Initial Educator Preparation Standards promoted by the National Association for the Education of Young Children as well as the \*Connecticut Early Childhood Teaching Credential. Among the skills Post students typically demonstrate are collaboration, critical thinking, information literacy, technological fluency, multicultural sensitivity and strong, ethical conduct.

Jobs available for students who have earned a Bachelor of Science Degree in Child Studies include (but are not limited to):

- Non-public school teacher, private preschool through grade 3
- Teacher in early care and education centers (Head Start, community-based)
- Child Specialist for the Department of Social Services
- Parent program coordinator
- Child advocate
- Family resource center coordinator
- Textbook editor
- Home visitor
- Youth manager for science and/or children's museums
- Early care and education program director
- Recreation center director
- Group and residential home worker
- Licensing specialist with the Department of Public Health

The Post University graduate with a BS degree in Child Studies can pursue teacher certification by applying for an Alternate Route to Certification program or a Master's degree.

\*Connecticut students with a BS Degree in Child Studies can be a Head Teacher in publicly funded preschool centers by requesting the Early Childhood Teaching Credential from the appropriate State agency.

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

1. Students will demonstrate an understanding of young children's characteristics and development both as a group and as individuals
2. Students will describe the nature of influences from multiple systems on child development and early learning
3. Students will use developmental knowledge to create healthy, respectful, supportive and challenging learning environments
4. Students will apply their knowledge and understanding of family and community characteristics when building relationships with families
5. Students will engage families and communities through respectful, reciprocal relationships
6. Students will partner with families and community members to share responsibility for their children's development and learning
7. Students will communicate their essential understanding of the goals, benefits, and appropriate uses of assessment
8. Students will use observation, documentation, and other appropriate assessment tools and approaches
9. Students will implement legal and ethical practices related to responsible assessments
10. Students will form assessment partnerships with families and other professionals and seek information and insights from all.
11. Students will facilitate referrals based on observation and assessment
12. Students will build supportive relationships with children and families based on current theories and research
13. Students will implement developmentally effective approaches to curriculum and instruction that are research-based and appropriate for each and every child
14. Students will demonstrate research-based content knowledge in early education
15. Students will construct an engaging curriculum that is meaningful to all children as a group and as individuals
16. Students will implement best practices related to child nutrition, health and safety
17. Students will identify and involve themselves with the early childhood field
18. Students will use ethical guidelines and other professional standards related to early childhood practice
19. Students will engage in continuous and collaborative learning to inform practice
20. Students will demonstrate knowledgeable, reflective, and critical perspectives on their work, making informed decisions that integrate knowledge from a variety of sources
21. Students will engage in informed advocacy for children and the profession
22. Students will engage in effective oral and written professional communication
23. Students will engage in effective professional relationships and team building
24. Students will engage in the professional development of colleagues

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

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

This program is offered on our Main Campus and Online.

**\* Recommended Elective**

PSY201 Child Development	3 crs
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### B.S. in Child Studies Main Campus Fast Facts

<b>Students In This Degree Program:</b>	26
<b>2010-2011 Program Completers In Normal Time:</b>	4.5 years*
<small>* Students who do not transfer in any credits typically complete this program within 4.5 years. This program was introduced in 2009.</small>	
<b>Average Class Size:</b>	14 students
<b>University Faculty:</b>	Full-time: 38 Part-time: 319
<b>Job Placement:</b>	50% of program graduates are employed
<b>Financial Aid:</b>	100% of students receive some form of Financial Aid
<b>Tuition &amp; Fees 2012-2013:</b>	
Program Cost:	\$123,525*
Room and Board:	\$46,935*
Approximate Program Text Book Cost:	\$6,000*
<small>* This is the program cost for the entire 120-credit degree program using current tuition and room and board rates. Program costs will vary depending on transfer credits and financial aid amounts.</small>	

#### Occupations

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

Kindergarten Teachers, Except Special Education  
<http://www.onetonline.org/link/summary/25-2012.00>

Education Administrators, Preschool and Childcare Center/Program  
<http://www.onetonline.org/link/summary/11-9031.00>

Elementary School Teachers, Except Special Education  
<http://www.onetonline.org/link/summary/25-2021.00>

Tutors  
<http://www.onetonline.org/link/summary/25-3099.02>

Community and Social Service Specialists, All Other  
<http://www.onetonline.org/link/summary/21-1099.00>

Recreation Workers  
<http://www.onetonline.org/link/summary/39-9032.00>

Program Directors  
<http://www.onetonline.org/link/summary/27-2012.03>

### B.S. in Child Studies Online Fast Facts

<b>Students In This Accelerated Degree Program:</b>	228
<b>2010-2011 Program Completers In Normal Time:</b>	7 Years*
<small>*ADP students who do not transfer in any credits and take one course each module will complete this program in 7 years.</small>	
<b>Average Program Completion Time:</b>	N/A
<b>Average Number Of Transferred Credits:</b>	39
<b>Average Class Size:</b>	14 students
<b>University Faculty:</b>	Full-time: 38 Part-time: 319
<b>Job Placement:</b>	90% of program graduates are employed
<b>Financial Aid:</b>	70% of ADP undergraduate students receive some form of Financial Aid
<b>Tuition &amp; Fees 2012-2013:</b>	
Program Cost:	\$58,800*
Approximate Program Text Book Cost:	\$6,000*
<small>* This is the tuition cost using current tuition rates for the entire 120-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.</small>	

#### Occupations

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

Kindergarten Teachers, Except Special Education  
<http://www.onetonline.org/link/summary/25-2012.00>

Education Administrators, Preschool and Childcare Center/Program  
<http://www.onetonline.org/link/summary/11-9031.00>

Elementary School Teachers, Except Special Education  
<http://www.onetonline.org/link/summary/25-2021.00>

Tutors  
<http://www.onetonline.org/link/summary/25-3099.02>

Community and Social Service Specialists, All Other  
<http://www.onetonline.org/link/summary/21-1099.00>

Recreation Workers  
<http://www.onetonline.org/link/summary/39-9032.00>

Program Directors  
<http://www.onetonline.org/link/summary/27-2012.03>



## **COMPUTER INFORMATION SYSTEMS B.S.**

Computer Information Systems (CIS) is the study of all aspects of computing technology and the rapidly changing computing environment in which people work and interact.

The study of CIS bridges the social sciences and computing sciences ranging from investigations of user behavior to applications in the design of user interfaces and the development of social media and mobile applications. CIS is also concerned with aspects related to the support and advocating of the users of computer technologies to meet their needs within a business context.

As an academic discipline, CIS is concerned with the issues relating to the administration, creation, maintenance and support of computing technologies.

Entry Level Jobs for graduates receiving the B.S. degree in CIS would be in the areas of 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. Interpret and analyze a problem, and identify the appropriate data, hardware components and/or software requirements to develop a feasible solution.
2. Design, implement, and evaluate web-based or computer-based applications to meet client's specifications
3. Apply knowledge of system analysis and computing techniques to process data into useful information for problem solving and decision making
4. Use current tools and practices that support the software documentation process
5. 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 hardware or software
6. Work cooperatively and effectively in teams to accomplish a shared goal
7. Identify and analyze local and global information technology (IT) trends, while recognizing the influences of IT on cultural, economic, ethical, and legal issues and responsibilities
8. Support the management of information systems

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

<b>General Education</b>	<b>60 crs</b>	<b>Major, Core and Concentrations</b>	<b>60 crs</b>
<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 Intro to Communications	3 crs	<b>Major Core</b>	<b>48 crs</b>
CIS112 Introduction to Computing	3 crs	CIS120 Introduction to Information Technology	3 crs
		CIS200 Programming Fundamentals VBI	3 crs
<b>Liberal Arts</b>	<b>24 crs</b>	CIS213 Project Management I	3 crs
Elective	3 crs	CIS340 Computer Ethics	3 crs
Elective	3 crs	CIS415 Information Resource Management	3 crs
Elective	3 crs	CIS398 Internship in CIS or	3 crs
Elective	3 crs	CIS450 Seminar in CIS	3 crs
Elective	3 crs	CIS Elective	3 crs
Elective	3 crs	CIS Elective	3 crs
Elective	3 crs	CIS Elective	3 crs
Elective	3 crs	300/400 CIS Elective	3 crs
Elective	3 crs	300/400 CIS Elective	3 crs
<b>Math</b>	<b>6 crs</b>	ACC111 Financial Accounting	3 crs
MAT120 College Algebra	3 crs	ECO201 Macroeconomics	3 crs
MAT220 Statistics I	3 crs	FIN201 Principles of Finance	
		MGT105 Principles of Management	3 crs
<b>Science</b>	<b>3 crs</b>	MKT101 Principles of Marketing	3 crs
Elective	3 crs		
		<b>Directed Electives</b>	<b>3 crs</b>
<b>Unrestricted Electives</b>	<b>15 crs</b>	300/400 Level Elective	3 crs
Elective	3 crs	300/400 Level Elective	3 crs
Elective	3 crs		
Elective	3 crs	<b>Career and Self-Awareness</b>	<b>6 crs</b>
Elective	3 crs	CSA101 Exploring Self: Inside Out	3 crs
Elective	3 crs	CSA260 Professional Success Seminar	1 cr
		CSA400 Career Capstone	2 crs
		<b>Leadership Course</b>	<b>3 crs</b>
		LCS105 Elements of Organizations	3 crs

**Grand Total**
**120 crs**

This program is offered on our Main Campus and Online.

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

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

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

Students In This Degree Program:	28
2010-2011 Program Completers In Normal Time:	4.5 years*
<small>* Students who do not transfer in any credits typically complete this program within 4.5 years.</small>	
Average Class Size:	13 students
University Faculty: Full-time: 38 Part-time: 319	
Job Placement: 50% of program graduates are employed	
Financial Aid: 100% of students receive some form of Financial Aid	
Tuition & Fees 2012-2013:	
Program Cost:	\$123,525*
Room and Board:	\$46,935*
Approximate Program Text Book Cost:	\$6,000*
<small>* This is the program cost for the entire 120-credit degree program using current tuition and room and board rates. Program costs will vary depending on transfer credits and financial aid amounts.</small>	

#### Occupations

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

- Computer Systems Analysts  
<http://www.onetonline.org/link/summary/15-1121.00>
- Network and Computer Systems Administrators  
<http://www.onetonline.org/link/summary/15-1142.00>
- Computer Programmers  
<http://www.onetonline.org/link/summary/15-1131.00>
- Computer User Support Specialists  
<http://www.onetonline.org/link/summary/15-1151.00>
- IT Project Managers  
<http://www.onetonline.org/link/summary/15-1199.09>
- Computer and Information Systems Managers  
<http://www.onetonline.org/link/summary/11-3021.00>

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

Students In This Accelerated Degree Program:	245
2010-2011 Program Completers:	11
2010-2011 Program Completers In Normal Time:	100%*
<small>*ADP students who do not transfer in any credits and take one course each module will complete this program in 7 years.</small>	
Average Program Completion Time:	32 Months
Average Number Of Transferred Credits:	61
Average Class Size:	13 students
University Faculty: Full-time: 38 Part-time: 319	
Job Placement: 88% of Program Graduates are employed	
Financial Aid: 70% of ADP undergraduate students receive some form of Financial Aid	
Tuition & Fees 2012-2013:	
Program Cost:	\$63,000*
Approximate Program Text Book Cost:	\$6,000*
<small>* This is the tuition cost using current tuition rates for the entire 120-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.</small>	

#### Occupations

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

- Computer Systems Analysts  
<http://www.onetonline.org/link/summary/15-1121.00>
- Network and Computer Systems Administrators  
<http://www.onetonline.org/link/summary/15-1142.00>
- Computer Programmers  
<http://www.onetonline.org/link/summary/15-1131.00>
- Computer User Support Specialists  
<http://www.onetonline.org/link/summary/15-1151.00>
- IT Project Managers  
<http://www.onetonline.org/link/summary/15-1199.09>
- Computer and Information Systems Managers  
<http://www.onetonline.org/link/summary/11-3021.00>

#### Median Loan Debt:

Number of Borrowers: 8

Federal (Amount Borrowed)	Private Loans (Amount Borrowed)	Institutional Loans (Amount Owed)
\$1,750	\$0	\$0

## **CRIMINAL JUSTICE B.S.**

Post University's Bachelor of Science in Criminal Justice is an intensive program of study that prepares the student to become a professional in the field of criminal justice with the skills needed to succeed. Success in the field of Criminal Justice requires the ability to think analytically, to comprehend the foundations of criminal justice and to develop the skills needed to become a competent professional.

The program embodies the skills and knowledge required in such areas as law enforcement, forensic science, corrections, corporate security and criminal investigation. Students will develop skills in report writing, analytical thinking, fingerprinting, ballistic examination and crime scene documentation. Internships will allow students to gain hands on experience in local, state and federal law enforcement, corrections settings and in the court system.

This program of study prepares students for a variety of career options at the federal, state and local levels of law enforcement including but not limited to, the Federal Marshall's office, FBI, Bureau of Alcohol, Tobacco and Firearms, Department of Homeland Security, Corporate Security, IRS, United States Postal Police and courtroom security.

### **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

<b>General Education</b>	<b>63 crs</b>	<b>Major, Core and Concentrations</b>	<b>57 crs</b>
<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 Justice Professionals	3 crs
ENG120 College Writing II	3 crs		
COM107 Intro 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>
Elective	3 crs	CRJ101 Introduction to Criminal Justice	3 crs
Elective	3 crs	CRJ209 Criminal Law	3 crs
Elective	3 crs	CRJ302 Criminal Procedure	3 crs
Elective	3 crs	CRJ355 Research Methods in Criminal Justice	3 crs
Elective	3 crs	CRJ356 Statistical Methods in Criminal Justice	3 crs
Elective	3 crs	CRJ404 Theoretical Criminology	3 crs
Elective	3 crs	CRJ405 Advanced Seminar in Criminal Justice	3 crs
Elective	3 crs	CRJ401 Ethics & Discretion in CRJ	3 crs
Elective	3 crs	CRJ Elective	3 crs
Elective	3 crs		
<b>Math</b>	<b>6 crs</b>	<b>Concentration</b>	<b>18 crs</b>
MAT105 Quantitative Methods	3 crs	CRJ Elective300/400 level	3 crs
MAT220 Statistics I	3 crs	CRJ Elective or Concentration	3 crs
		CRJ Elective or Concentration	3 crs
		CRJ Elective or Concentration	3 crs
		CRJ Elective or Concentration	3 crs
		CRJ Elective or Concentration	3 crs
<b>Science</b>	<b>3 crs</b>	CRJ Elective or Concentration	3 crs
Elective	3 crs	CRJ Elective or Concentration	3 crs
<b>Unrestricted Electives</b>	<b>15 crs</b>	<b>Directed Electives</b>	<b>3 crs</b>
Elective	3 crs	Directed Elective	3 crs
Elective	3 crs		
Elective	3 crs	<b>Career and Self-Awareness</b>	<b>6 crs</b>
Elective	3 crs	CSA101 Exploring Self: Inside Out	3 crs
Elective	3 crs	CSA260 Professional Success Seminar	1 cr
		CSA400 Career Capstone	2 crs
<b>Leadership Course</b>	<b>3 crs</b>		
LCS105 Elements of Organizations	3 crs		
<b>Grand Total</b>			<b>120 crs</b>

This program is offered on our Main Campus and Online.

### B.S. in Criminal Justice Concentrations

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

**B.S. in Criminal Justice Main Campus Fast Facts**

**Students In This Degree Program:** 164  
**2010-2011 Program Completers In Normal Time:** 4.5 years\*  
\* Students who do not transfer in any credits typically complete this program within 4.5 years.  
**Average Class Size:** 14 students  
**University Faculty:** Full-time: 38 Part-time: 319  
**Job Placement:** 46% of program graduates are employed.  
**Financial Aid:** 100% of students receive some form of Financial Aid

**Tuition & Fees 2012-2013:**  
**Program Cost:** \$123,525\*  
**Room and Board:** \$46,935\*  
**Approximate Program Text Book Cost:** \$6,000\*  
\* This is the program cost for the entire 120-credit degree program using current tuition and room and board rates. Program costs will vary depending on transfer credits and financial aid amounts.

**Occupations**

This degree will prepare you for careers including, but not limited to, the ones listed below.  
**Criminal Justice and Law Enforcement Teachers, Postsecondary**  
<http://www.onetcodeconnector.org/ccreport/25-1111.00>  
**Police Patrol Officers**  
<http://www.onetcodeconnector.org/ccreport/33-3051.01>  
**Police, Fire, and Ambulance Dispatchers**  
<http://www.onetcodeconnector.org/ccreport/43-5031.00>  
**Police Detectives**  
<http://www.onetcodeconnector.org/ccreport/33-3021.01>

**Criminal Investigators and Special Agents**  
<http://www.onetcodeconnector.org/ccreport/33-3021.03>  
**Sheriffs and Deputy Sheriffs**  
<http://www.onetcodeconnector.org/ccreport/33-3051.03>  
**First-Line Supervisors of Police and Detectives**  
<http://www.onetcodeconnector.org/ccreport/33-1012.00>  
**Intelligence Analysts**  
<http://www.onetcodeconnector.org/ccreport/33-3021.06>  
**Private Detectives and Investigators**  
<http://www.onetcodeconnector.org/ccreport/33-9021.00>  
**Transit and Railroad Police**  
<http://www.onetcodeconnector.org/ccreport/33-3052.00>  
**Police Identification and Records Officers**  
<http://www.onetcodeconnector.org/ccreport/33-3021.02>  
**Bailiffs**  
<http://www.onetcodeconnector.org/ccreport/33-3011.00>  
**Probation Officers and Correctional Treatment Specialists**  
<http://www.onetcodeconnector.org/ccreport/21-1092.00>  
**Occupational Health and Safety Specialists**  
<http://www.onetcodeconnector.org/ccreport/29-9011.00>  
**Police and Sheriff's Patrol Officers**  
<http://www.onetcodeconnector.org/ccreport/33-3051.00>  
**Security Managers**  
<http://www.onetcodeconnector.org/ccreport/11-9199.07>  
**First-Line Supervisors of Correctional Officers**  
<http://www.onetcodeconnector.org/ccreport/33-1011.00>  
**Retail Loss Prevention Specialists**  
<http://www.onetcodeconnector.org/ccreport/33-9099.02>

**B.S. in Criminal Justice Online Fast Facts**

**Students In This Accelerated Degree Program:** 573  
**2010-2011 Program Completers:** 26  
**2010-2011 Program Completers In Normal Time:** 100%\*  
\*ADP students who do not transfer in any credits and take one course each module will complete this program in 7 years.

**Average Program Completion Time:** 23 Months  
**Average Number Of Transferred Credits:** 60  
**Average Class Size:** 14 students  
**University Faculty:** Full-time: 38 Part-time: 319  
**Job Placement:** 87% of program graduates are employed.  
**Financial Aid:** 70% of ADP undergraduate students receive some form of Financial Aid

**Tuition & Fees 2012-2013:**  
**Program Cost:** \$63,000\*  
**Approximate Program Text Book Cost:** \$6,000\*  
\* This is the tuition cost using current tuition rates for the entire 120-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.

**Median Loan Debt:**  
**Number of Borrowers:** 14

Federal <small>(Amount Borrowed)</small>	Private Loans <small>(Amount Borrowed)</small>	Institutional Loans <small>(Amount Owed)</small>
\$4,228	\$0	\$9,250

**Occupations**  
 This degree will prepare you for careers including, but not limited to, the ones listed below.  
**Criminal Justice and Law Enforcement Teachers, Postsecondary**  
<http://www.onetcodeconnector.org/ccreport/25-1111.00>  
**Police Patrol Officers**  
<http://www.onetcodeconnector.org/ccreport/33-3051.01>

**Police, Fire, and Ambulance Dispatchers**  
<http://www.onetcodeconnector.org/ccreport/43-5031.00>  
**Police Detectives**  
<http://www.onetcodeconnector.org/ccreport/33-3021.01>  
**Criminal Investigators and Special Agents**  
<http://www.onetcodeconnector.org/ccreport/33-3021.03>  
**Sheriffs and Deputy Sheriffs**  
<http://www.onetcodeconnector.org/ccreport/33-3051.03>  
**First-Line Supervisors of Police and Detectives**  
<http://www.onetcodeconnector.org/ccreport/33-1012.00>  
**Intelligence Analysts**  
<http://www.onetcodeconnector.org/ccreport/33-3021.06>  
**Private Detectives and Investigators**  
<http://www.onetcodeconnector.org/ccreport/33-9021.00>  
**Transit and Railroad Police**  
<http://www.onetcodeconnector.org/ccreport/33-3052.00>  
**Police Identification and Records Officers**  
<http://www.onetcodeconnector.org/ccreport/33-3021.02>  
**Bailiffs**  
<http://www.onetcodeconnector.org/ccreport/33-3011.00>  
**Probation Officers and Correctional Treatment Specialists**  
<http://www.onetcodeconnector.org/ccreport/21-1092.00>  
**Occupational Health and Safety Specialists**  
<http://www.onetcodeconnector.org/ccreport/29-9011.00>  
**Police and Sheriff's Patrol Officers**  
<http://www.onetcodeconnector.org/ccreport/33-3051.00>  
**Security Managers**  
<http://www.onetcodeconnector.org/ccreport/11-9199.07>  
**First-Line Supervisors of Correctional Officers**  
<http://www.onetcodeconnector.org/ccreport/33-1011.00>  
**Retail Loss Prevention Specialists**  
<http://www.onetcodeconnector.org/ccreport/33-9099.02>



### **ENVIRONMENTAL SCIENCES B.S.**

Environmental Science is the study of the interactions between the biological, chemical and physical processes that shape our natural world. As an academic program, Environmental Science includes the exploration of scientific concepts and methodologies necessary to analyze natural and man-made environmental problems, and the identification of alternative solutions for resolving or reversing them. Post University's BS degree in Environmental Science prepares students to address these challenges through an interdisciplinary program accentuated by a hard science core coupled with practical, hands-on experience in environmental science lab and field methods.

The Environmental Science degree focuses on learning outcomes derived from collaboration, critical/quantitative thinking, written and oral communication, and scientific investigation. Due to the interdisciplinary nature of this field, inquiry in ecology, environmental law, environmental policy, sustainable development, environmental ethics, and environmental chemistry add to its foundation. Graduates of this program pursue graduate school or immediate entry-level employment with environmental consulting firms, environmental engineering firms, government agencies, or non-profit organizations.

#### **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

<b>General Education</b>	<b>64 crs</b>	<b>Major, Core and Concentrations</b>	<b>59-61 crs</b>
<b>Common Core</b>	<b>12 crs</b>	<b>Designated Writing Course</b>	<b>3 crs</b>
ENG110 College Writing	3 crs	SCI315 Writing in the Sciences	3 crs
ENG120 College Writing II	3 crs		
COM107 Intro to Communications	3 crs	<b>Major Core</b>	<b>50-52 crs</b>
CIS112 Introduction to Computing	3 crs	BIO144 General Biology II	3 crs
		BIO144L General Biology II Lab	1 cr
<b>Liberal Arts</b>	<b>24 crs</b>	BIO226 Botany	3 crs
Elective	3 crs	BIO360 Ecology	3 crs
Elective	3 crs	CHM115 General Chemistry I	3 crs
Elective	3 crs	CHM115L General Chemistry I Lab	1 cr
Elective	3 crs	CHM116 General Chemistry II	3 crs
Elective	3 crs	CHM116L General Chemistry II Lab	1 cr
Elective	3 crs	CHM301 Environmental Chemistry	3 crs
Elective	3 crs	CHM301L Environmental Chemistry Lab	1 cr
Elective	3 crs	PHY115 Physics I	3 crs
		PHY115L Physics I Lab	1 cr
<b>Math</b>	<b>6 crs</b>	PHY116 Physics II	3 crs
MAT120 College Algebra	3 crs	PHY116L Physics II Lab	1 cr
MAT220 Statistics I	3 crs	ENV121 Environmental Science	3 crs
		ENV121L Environmental Science Lab	1 cr
<b>Science</b>	<b>4 crs</b>	ENV200 Environmental Policy	3 crs
BIO143 General Biology I	3 crs	ENV201 Environmental Ethics	3 crs
BIO143L General Biology I Lab	1 cr	ENV301 Soils in our Environment	3 crs
		ENV420 Ecological Field Methods	1 cr
<b>Unrestricted Electives</b>	<b>15 crs</b>	ENV430 Strategies for Sustainable Development	3 crs
Elective	3 crs	ENV435/498 Ind. Study/Internship	1-3 crs
Elective	3 crs		
Elective	3 crs	<b>Career and Self-Awareness</b>	<b>6 crs</b>
Elective	3 crs	CSA101 Exploring Self: Inside Out	3 crs
Elective	3 crs	CSA260 Professional Success Seminar	1 cr
		CSA400 Career Capstone	2 crs
<b>Leadership Course</b>	<b>3 crs</b>		
LCS105 Elements of Organizations	3 crs		
<b>Grand Total</b>			<b>123-125 crs</b>

This program is offered on our Main Campus.

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

**Students In This Degree Program:** 6  
**2010-2011 Program Completers In Normal Time:** 4.5 years\*  
\* Students who do not transfer in any credits typically complete this program within 4.5 years.  
**Average Class Size:** 7 students  
**University Faculty:** Full-time: 38 Part-time: 319  
**Job Placement:** 100% of program graduates are employed  
**Financial Aid:** 100% of students receive some form of Financial Aid  
**Tuition & Fees 2012-2013:**  
**Program Cost:** \$123,525\*  
**Room and Board:** \$46,935\*  
**Approximate Program Text Book Cost:** \$6,000\*  
\* This is the program cost for the entire 120-credit degree program using current tuition and room and board rates. Program costs will vary depending on transfer credits and financial aid amounts.

Environmental Engineering Technicians  
<http://www.onetonline.org/link/summary/17-3025.00>  
 Environmental Science Teachers, Postsecondary  
<http://www.onetonline.org/link/summary/25-1053.00>  
 Natural Sciences Managers  
<http://www.onetonline.org/link/summary/11-9121.00>  
 Environmental Restoration Planners  
<http://www.onetonline.org/link/summary/19-2041.02>  
 Environmental Compliance Inspectors  
<http://www.onetonline.org/link/summary/13-1041.01>  
 Soil and Water Conservationists  
<http://www.onetonline.org/link/summary/19-1031.01>  
 Soil and Plant Scientists  
<http://www.onetonline.org/link/summary/19-1013.00>  
 Conservation Scientists  
<http://www.onetonline.org/link/summary/19-1031.00>  
 Environmental Economists  
<http://www.onetonline.org/link/summary/19-3011.01>  
 Environmental Science and Protection Technicians, including Health  
<http://www.onetonline.org/link/summary/19-4091.00>  
 Sustainability Specialists  
<http://www.onetonline.org/link/summary/13-1199.05>

**Occupations**

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

Environmental Science and Protection Technicians, including Health  
<http://www.onetonline.org/link/summary/19-4091.00>

Environmental Scientist and Specialist, including Health  
<http://www.onetonline.org/link/summary/19-2041.00>

**ENVIRONMENTAL STUDIES B.S.**

Environmental Studies is an exploration of human interaction with the natural environment. While its core is in science, Environmental Studies integrates the principles and concepts of natural sciences with those from law, economics, policy, and social sciences to address contemporary local and global environmental concerns. Effective and successful environmental policy must be grounded in well-researched, quality science. Yet, in order for their proposals to be valuable and realistic, the scientists who explore environmental problems and their solutions must understand the political and economic framework in which their science will be applied. It is upon this premise that Post University's BS degree in Environmental Studies is based.

The Environmental Studies degree focuses on Learning Outcomes derived from written and oral communications, leadership, ethics, and scientific investigation. Due to the interdisciplinary nature of this field, Environmental Studies bridges from hard science into environmental justice, environmental law and policy, environmental ethics, conservation, sustainable design, and natural resource management. Graduates of this program pursue graduate school or immediate entry-level employment with environmental consulting firms, government agencies, or non-profit organizations.

**B.S. - Environmental Studies 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 studies
3. Students will critically evaluate historical and contemporary environmental ethics as a source of their personal environmental viewpoints
4. Students will develop and demonstrate leadership thinking in critical areas of interest within environmental studies and sustainability
5. Students will utilize environmental field guides and ecological concepts to interpret the management needs of an ecosystem
6. Students will identify, analyze, and evaluate contemporary sustainable development practices, methods and policies
7. Students will analyze and evaluate the multidisciplinary nature of environmental studies by integrating concepts and material from a variety of non-science disciplines including economics, management, and social sciences

**B.S. in Environmental Studies Curriculum**

<b>General Education</b>	<b>64 crs</b>	<b>Major, Core and Concentrations</b>	<b>57-59 crs</b>
<b>Common Core</b>	<b>12 crs</b>	<b>Designated Writing Course</b>	<b>3 crs</b>
ENG110 College Writing	3 crs	SCI315 Writing in the Sciences	3 crs
ENG120 College Writing II	3 crs		
COM107 Intro to Communications	3 crs	<b>Major Core</b>	<b>39-41 crs</b>
CIS112 Introduction to Computing	3 crs	BIO144 General Biology II	3 crs
		BIO144L General Biology II Lab	1 cr
<b>Liberal Arts</b>	<b>24 crs</b>	BIO360 Ecology	3 crs
Elective	3 crs	CHM115 General Chemistry I	3 crs
Elective	3 crs	CHM115L General Chemistry I Lab	1 cr
Elective	3 crs	CHM301 Environmental Chemistry	3 crs
Elective	3 crs	CHM301L Environmental Chemistry Lab	1 cr
Elective	3 crs	ECO201 Macroeconomics	3 crs
Elective	3 crs	ENV121 Environmental Science	3 crs
Elective	3 crs	ENV121L Environmental Science Lab	1 cr
Elective	3 crs	ENV201 Environmental Ethics	1 cr
Elective	3 crs	ENV420 Ecological Field Methods	3 crs
<b>Math</b>	<b>6 crs</b>	ENV430 Strategies for Sustainable Development	3 crs
MAT120 College Algebra	3 crs	ENV 435/ENV498 Ind. Study/Internship	3 crs
MAT120 College Algebra	3 crs	MGT105 Principles of Management	1-3 crs
MAT220 Statistics	3 crs	PHY115 Physics I	3 crs
		HY115L Physics I Lab	3 cr
<b>Science</b>	<b>4 crs</b>	<b>Directed Electives</b>	<b>9 crs</b>
BIO143 General Biology I	3 crs	300/400 Level Elective	3 crs
BIO143L General Biology I Lab	1 cr	300/400 Level Elective	3 crs
		300/400 Level Elective	3 crs
<b>Unrestricted Electives</b>	<b>15 crs</b>	<b>Career and Self-Awareness</b>	<b>6 crs</b>
Elective	3 crs	CSA101 Exploring Self: Inside Out	3 crs
Elective	3 crs	CSA260 Professional Success Seminar	1 cr
Elective	3 crs	CSA400 Career Capstone	2 crs
Elective	3 crs		
<b>Leadership Course</b>	<b>3 crs</b>		
LCS105 Elements of Organizations	3 crs		

**Grand Total**
**121-123 crs**

This program is offered on our Main Campus.

**B.S. in Environmental Studies Main Campus Fast Facts**

**Students In This Degree Program:** 14  
**2010-2011 Program Completers In Normal Time:** 4.5 years\*  
\* Students who do not transfer in any credits typically complete this program within 4.5 years.  
**Average Class Size:** 7 students  
**University Faculty:** Full-time: 38 Part-time: 319  
**Job Placement:** 100% of program graduates are employed.  
**Financial Aid:** 100% of students receive some form of Financial Aid  
**Tuition & Fees 2012-2013:**  
**Program Cost:** \$123,525\*  
**Room and Board:** \$46,935\*  
**Approximate Program Text Book Cost:** \$6,000  
\* This is the program cost for the entire 120-credit degree program using current tuition and room and board rates. Program costs will vary depending on transfer credits and financial aid amounts.

Environmental Engineering Technicians  
<http://www.onetonline.org/link/summary/17-3025.00>  
 Environmental Science Teachers, Postsecondary  
<http://www.onetonline.org/link/summary/25-1053.00>  
 Natural Sciences Managers  
<http://www.onetonline.org/link/summary/11-9121.00>  
 Environmental Restoration Planners  
<http://www.onetonline.org/link/summary/19-2041.02>  
 Environmental Compliance Inspectors  
<http://www.onetonline.org/link/summary/13-1041.01>  
 Soil and Water Conservationists  
<http://www.onetonline.org/link/summary/19-1031.01>  
 Soil and Plant Scientists  
<http://www.onetonline.org/link/summary/19-1013.00>  
 Conservation Scientists  
<http://www.onetonline.org/link/summary/19-1031.00>  
 Environmental Economists  
<http://www.onetonline.org/link/summary/19-3011.01>  
 Environmental Science and Protection Technicians, including Health  
<http://www.onetonline.org/link/summary/19-4091.00>  
 Sustainability Specialists  
<http://www.onetonline.org/link/summary/13-1199.05>

**Occupations**

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

Environmental Science and Protection Technicians, including Health  
<http://www.onetonline.org/link/summary/19-4091.00>  
 Environmental Scientist and Specialist, including Health  
<http://www.onetonline.org/link/summary/19-2041.00>

### **EQUINE BUSINESS MANAGEMENT B.S.**

The Bachelor of Science degree in Equine Business Management is an interdisciplinary program that applies the business management tools of marketing, management, business law, and accounting to specialized fields within the equine industry. The major curriculum core develops an understanding of anatomy, physiology, and nutrition; as well as knowledge of safe barn practices, horse management skills, and experience handling a variety of types of horses in a range of different settings. The study of ethical reasoning and decision-making is applied specifically to equine business. In addition, a program-wide emphasis on group assignments and public speaking provides the foundational competencies that permit graduates to communicate and collaborate with the wide variety of professionals represented in the industry.

Each student will select one or more focus areas in which to specialize, developing further experience using advanced skills and knowledge of the specialty to address the specific concerns of that field as they relate to equine practice. These specialty fields include equine law, equine veterinary assisting, equine massage, hoof trimming, environmental studies, psychology, management, marketing, counseling, and communications.

#### **B.S. - Equine Business Management Program Outcomes**

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



**B.S. in Equine Business Management Curriculum**

<b>General Education</b>	<b>60 crs</b>	<b>Major, Core and Concentrations</b>	<b>51 crs</b>
<b>Common Core</b>	<b>12 crs</b>	<b>Designated Writing Course</b>	<b>3 crs</b>
ENG110 College Writing	3 crs	BUS311 Managerial Communications OR	3 crs
ENG120 College Writing II	3 crs	SCI315 Writing in the Sciences	
COM107 Intro 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>
Elective	3 crs	EQU161 Stable Management I: Horse Care & Management	4 crs
Elective	3 crs	EQU162 Stable Management II: Facilities Design & Operation	4 crs
Elective	3 crs	EQU251 Anatomy & Physiology of the Horse	3 crs
Elective	3 crs	EQU252 Equine Nutrition	3 crs
Elective	3 crs	EQU340 Equine Business Ethics	3 crs
Elective	3 crs	EQU406 Equine Internship	3 crs
Elective	3 crs	EQU100, EQU101, EQU170 or EQU270	1 cr
Elective	3 crs	EQU300 or 400 Elective	3 crs
Elective	3 crs	EQU300 or 400 Elective	3 crs
<b>Math</b>	<b>6 crs</b>	<b>Equine Business Concentration</b>	<b>12 crs</b>
MAT120 College Algebra OR	3 crs	ACC111 Financial Accounting OR	3 crs
MAT105 Quantitative Methods		ACC215 Spreadsheet & General Ledger Applications	
MAT220 Statistics I	3 crs	BUS205 Business Law II	3 crs
<b>Science</b>	<b>3 crs</b>	MGT105 Principles of Management	3 crs
Elective	3 crs	MKT101 Principles of Marketing	3 crs
<b>Unrestricted Electives</b>	<b>15 crs</b>	<b>Directed Electives</b>	<b>9 crs</b>
Elective	3 crs	300/400 Level Elective	3 crs
Elective	3 crs	300/400 Level Elective	3 crs
Elective	3 crs	300/400 Level Elective	3 crs
Elective	3 crs		
Elective	3 crs	<b>Career and Self-Awareness</b>	<b>6 crs</b>
<b>Leadership Course</b>	<b>3 crs</b>	CSA101 Exploring Self: Inside Out	3 crs
LCS105 Elements of Organizations	3 crs	CSA260 Professional Success Seminar	1 cr
		CSA400 Career Capstone	2 crs
<b>Grand Total</b>			<b>120 crs</b>

This program is offered on our Main Campus.

**B.S. in Equine Business Management Concentrations and Certificates**
**Counseling**

HSV301 Interviewing Methods  
 HSV303 Introduction to Counseling  
 HSV309 Theories of Counseling  
 HSV330 Group Counseling  
 SOC/HSV364 Human Behavior in the Social Environment

**15 crs**
**Hoof Trimming**

EQU306 Equine Locomotion  
 EQU315 Hoof Trimming I: Principles and Practices  
 EQU416 Hoof Trimming II: Rehabilitation  
 EQU401 Equine Medical Management  
 EQU406 Equine Internship

**15 crs**
**Communication**

COM105 Intro to Communications Theory  
 COM208 Interpersonal Communication  
 COM301 Mass Media and Society  
 COM375 Public Relations  
 Plus at least one of the following: CIS350, COM398, Communications Elective

**15 crs**
**Management**

MGT201 Human Resource Management  
 MGT221 Entrepreneurship, Creativity and Innovation  
 MGT306 Small Business Management  
 MGT450 Seminar in Management  
 Plus at least one of the following:  
 MKT305, MGT405, MGT435

**15 crs**
**Environmental Studies**

ENV121 Environmental Science as a Global Concern  
 ENV200 Environmental Policy  
 ENV201 Environmental Ethics  
 ENV430 Strategies for Sustainable Development  
 Plus at least one of the following: ENV315, LAW/ENV405, EQU/ENV460 Internship

**15 crs**
**Marketing**

MKT204 Advertising  
 MKT203 Sales & Techniques of Selling  
 MKT305 Internet & Interactive Media Marketing  
 CIS350 Web Design  
 Plus at least one of the following:  
 Art Elective, MGT306, MGT450

**15 crs**
**Equine Massage**

EQU306 Equine Locomotion  
 EQU317 Equine Massage I: Principles and Practices  
 EQU418 Equine Massage II: Rehabilitation  
 EQU401 Equine Medical Management  
 EQU403 Equine Internship

**15 crs**
**Psychology**

PSY201 Child Development  
 PSY203 Adolescent Psychology  
 PSY305 Theories of Personality  
 HSV309 Theories of Counseling & Psychotherapy  
 Plus at least one of the following:  
 PSY330 or Psychology Elective

**15 crs**
**Equine Veterinary Assistant Certificate**

BIO143 General Biology I + lab  
 BIO144 General Biology II + lab  
 BIO160 Med & Scientific Terminology  
 BIO350 Pharmacology  
 EQU322 Equine Veterinary Assisting  
 EQU401 Equine Medical Management  
 EQU460 Internship in Vet Practice

**23 crs**
**Certificate In Equine Law**

BUS204 Business Law I or LAW101 Introduction to Law  
 LAW203 Civil Litigation Practice  
 LAW205 Legal Research  
 ENV/LAW405 Env Law & Practice  
 EQU/LAW410 Equine Law  
 EQU/LAW460 Internship  
 Plus at least one of the following:  
 LAW307 Business Organize & Practice  
 LAW325 E-Government: the New Legal Environment in Business  
 LAW Elective

**21 crs**

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

**Students In This Degree Program:** 58  
**2010-2011 Program Completers In Normal Time:** 100\*  
\* Students who do not transfer in any credits typically complete this program within 4.5 years.  
**Average Class Size:** 8 students  
**University Faculty:** Full-time: 38 Part-time: 319  
**Job Placement:** 83% of program graduates are employed  
**Financial Aid:** 100% of students receive some form of Financial Aid

**Tuition & Fees 2012-2013:**  
**Program Cost:** \$123,525\*  
**Room and Board:** \$46,935\*  
**Approximate Program Text Book Cost:** \$6,000\*  
\* This is the program cost for the entire 120-credit degree program using current tuition and room and board rates. Program costs will vary depending on transfer credits and financial aid amounts.

**Occupations**

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

- Managers - All Other (Equine/Equestrian Business Manager)  
<http://www.onetonline.org/link/summary/11-9199.00>
- Farm and Ranch Managers (Horse Farm Manager)  
<http://www.onetonline.org/link/summary/11-9013.02>
- Farm and Ranch Managers (Horse Barn Manager)  
<http://www.onetonline.org/link/summary/11-9013.02>
- Customer Service Representatives (Equine)  
<http://www.onetonline.org/link/summary/43-4051.00>
- Nonfarm Animal Caretaker (Equine Massage Practitioner; Equine Hoof Care Specialist)  
<http://www.onetonline.org/link/summary/39-2021.00>
- Public Relations Specialists (Equine Public Relations/Communications/Journalism)  
<http://www.onetonline.org/link/summary/27-3031.00>
- Veterinary Technologists and Technicians (Equine Veterinary Assistant)  
<http://www.onetonline.org/link/summary/29-2056.00>
- Paralegals and Legal Assistants (Equine Specialist)  
<http://www.onetonline.org/link/summary/23-2011.00>
- Therapists, All Other (Animal-Assisted Therapy, Equine Specialist)  
<http://www.onetonline.org/link/summary/29-1129.00>
- First-Line Supervisors of Non-Retail Sales Workers (Equine)  
<http://www.onetonline.org/link/summary/41-1012.00>
- First-Line Supervisors of Retail Sales Workers (Equine)  
<http://www.onetonline.org/link/summary/41-1011.00>
- Purchasing Agents (Equine Products)  
<http://www.onetonline.org/link/summary/13-1023.00>
- Sales and Related Workers, All Other (Equine/Equestrian)  
<http://www.onetonline.org/link/summary/41-9099.00>

- Sales Representatives (Equine/Equestrian)  
<http://www.onetonline.org/link/summary/41-4012.00>
- Sales Representatives, Services, All Other (Equine/Equestrian)  
<http://www.onetonline.org/link/summary/41-3099.00>
- Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products (Equine/Equestrian)  
<http://www.onetonline.org/link/summary/41-4011.00>
- Wholesale and Retail Buyers, Except Farm Products  
<http://www.onetonline.org/link/summary/13-1022.00>
- Customer Service Representatives (Equine)  
<http://www.onetonline.org/link/summary/43-4051.00>
- Nonfarm Animal Caretaker (Equine Massage Practitioner; Equine Hoof Care Specialist)  
<http://www.onetonline.org/link/summary/39-2021.00>
- Public Relations Specialists (Equine Public Relations/Communications/Journalism)  
<http://www.onetonline.org/link/summary/27-3031.00>
- Veterinary Technologists and Technicians (Equine Veterinary Assistant)  
<http://www.onetonline.org/link/summary/29-2056.00>
- Paralegals and Legal Assistants (Equine Specialist)  
<http://www.onetonline.org/link/summary/23-2011.00>
- Therapists, All Other (Animal-Assisted Therapy, Equine Specialist)  
<http://www.onetonline.org/link/summary/29-1129.00>
- First-Line Supervisors of Non-Retail Sales Workers (Equine)  
<http://www.onetonline.org/link/summary/41-1012.00>
- First-Line Supervisors of Retail Sales Workers (Equine)  
<http://www.onetonline.org/link/summary/41-1011.00>
- Purchasing Agents (Equine Products)  
<http://www.onetonline.org/link/summary/13-1023.00>
- Sales and Related Workers, All Other (Equine/Equestrian)  
<http://www.onetonline.org/link/summary/41-9099.00>
- Sales Representatives (Equine/Equestrian)  
<http://www.onetonline.org/link/summary/41-4012.00>
- Sales Representatives, Services, All Other (Equine/Equestrian)  
<http://www.onetonline.org/link/summary/41-3099.00>
- Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products (Equine/Equestrian)  
<http://www.onetonline.org/link/summary/41-4011.00>
- Wholesale and Retail Buyers, Except Farm Products  
<http://www.onetonline.org/link/summary/13-1022.00>

**FINANCE B.S.**

The Bachelor of Science degree in Finance provides the concepts, principles and analytical tools essential for productive business decisions in the fields of finance. The requirements in the major complement business instruction in accounting, economics, management, marketing, and information systems.

Students gain knowledge of the cultural, global, and ethical environments within which businesses operate; an appreciation of the impact of business decisions on society, the enterprise, and individuals; knowledge of mathematics and quantitative methods necessary to effectively analyze business and investment decisions; and an understanding of the role and impact of diversity in organizations.

The major prepares students for careers in corporate finance, investment and portfolio management, banking, public finance, personal finance, and international finance. The major also prepares students who want to pursue graduate study in finance. Depending on their interests, graduates may then seek financial services credentials such as Certified Financial Planner (CFP) and Chartered Financial Analyst (CFA).

**B.S. – Finance Program Outcomes**

1. Students will develop theoretical and practical knowledge to enable them to perform successfully in finance-related fields
2. Students will examine and evaluate finance principles and concepts from a global perspective across the for-profit and not-for-profit sectors
3. Students will evaluate and respond to market and organizational needs for developing, strengthening, and implementing corporate governance and risk management practices
4. Students will examine and apply ethical and professional behaviors to business situations
5. Students will communicate professionally using undergraduate level written, oral and technological skills essential to success in business
6. Students will identify, apply, analyze, and evaluate appropriate decision tools, planning models, relevant business cases, and critical financial tools to lead, manage and sustain organizational change
7. Students will identify, analyze, evaluate and implement research-based business practices applicable to their finance track
8. Students will demonstrate the ability to adapt to cultural differences and changing business environments through strategic and financial business planning
9. Students will identify, synthesize and integrate relevant business, finance and regulatory concepts to assist in providing solutions to complex business challenges
10. Students will draw from general theories, principles and specific knowledge of their finance track to develop and practice their own vision and leadership approach

**B.S. in Finance Curriculum**

<b>General Education</b>	<b>60 crs</b>	<b>Major, Core and Concentrations</b>	<b>54 crs</b>
<b>Common Core</b>	<b>12 crs</b>	<b>Designated Writing Course</b>	<b>3 crs</b>
ENG110 College Writing	3 crs	BUS311 Managerial Communications	3 crs
ENG120 College Writing II	3 crs		
COM107 Intro to Communications	3 crs	<b>Business Core</b>	<b>15 crs</b>
CIS112 Introduction to Computing	3 crs	ACC111 Financial Accounting	3 crs
		ECO201 Macroeconomics	3 crs
<b>Liberal Arts</b>	<b>24 crs</b>	MGT105 Principles of Management	3 crs
Elective	3 crs	FIN201 Principles of Finance	3 crs
Elective	3 crs	MKT101 Principles of Marketing	3 crs
Elective	3 crs		
Elective	3 crs	<b>Major Requirements</b>	<b>21 crs</b>
Elective	3 crs	ACC211 Managerial Accounting	3 crs
Elective	3 crs	ECO202 Microeconomics OR	3 crs
Elective	3 crs	ECO303 Money and Banking	
Elective	3 crs	FIN302 Corporate Finance	3 crs
Elective	3 crs	FIN401 Insurance and Risk Management	3 crs
		FIN403 Investment Management	3 crs
<b>Math</b>	<b>6 crs</b>	FIN411 International Financial Management	3 crs
MAT120 College Algebra	3 crs	MAT230 Quantitative Analysis	3 crs
MAT220 Statistics I	3 crs		
		<b>Concentration</b>	<b>9 crs</b>
<b>Science</b>	<b>3 crs</b>	Concentration Course	3 crs
Elective	3 crs	Concentration Course	3 crs
		Concentration Course	3 crs
<b>Unrestricted Electives</b>	<b>15 crs</b>		
Elective	3 crs	<b>Career and Self-Awareness</b>	<b>6 crs</b>
Elective	3 crs	CSA101 Exploring Self: Inside Out	3 crs
Elective	3 crs	CSA260 Professional Success Seminar	1 cr
Elective	3 crs	CSA400 Career Capstone	2 crs
Elective	3 crs		
		<b>Directed Elective</b>	<b>3 crs</b>
<b>Unrestricted Business Elective</b>	<b>3 crs</b>	Elective	3 crs
Elective	3 crs		
<b>Grand Total</b>			<b>120 crs</b>

This program is offered on our Main Campus and Online.

**B.S. in Finance Concentrations**

<b>Corporate Finance</b>	<b>9 crs</b>	<b>Personal Finance</b>	<b>9 crs</b>
FIN405 Seminar in Finance	3 crs	FIN306 Personal Financial Planning	3 crs
FIN407 Business Valuations for Mergers and Acquisitions	3 crs	FIN406 Seminar in Personal Finance	3 crs
BUS411 Business Policy Seminar	3 crs	BUS411 Business Policy Seminar	3 crs

### B.S. in Finance Main Campus Fast Facts

<b>Students In This Degree Program:</b>	<b>20</b>	<b>Occupations</b>
<b>2010-2011 Program Completers In Normal Time:</b>	<b>4.5 years*</b>	This degree will prepare you for careers including, but not limited to, the ones listed below.
<small>* Students who do not transfer in any credits typically complete this program within 4.5 years.</small>		<b>Personal Financial Advisors</b>
<b>Average Class Size:</b>	<b>12 students</b>	<a href="http://www.onetonline.org/link/summary/13-2052.00">http://www.onetonline.org/link/summary/13-2052.00</a>
<b>University Faculty: Full-time: 38 Part-time: 319</b>		<b>Financial Examiners</b>
<b>Job Placement: Data not yet available.</b>		<a href="http://www.onetonline.org/link/summary/13-2061.00">http://www.onetonline.org/link/summary/13-2061.00</a>
<b>Financial Aid: 100% of students receive some form of Financial Aid</b>		<b>Financial Managers, Branch or Department</b>
		<a href="http://www.onetonline.org/link/summary/11-3031.02">http://www.onetonline.org/link/summary/11-3031.02</a>
<b>Tuition &amp; Fees 2012-2013:</b>		<b>Financial Analysts</b>
<b>Program Cost:</b>	<b>\$123,525*</b>	<a href="http://www.onetonline.org/link/summary/13-2051.00">http://www.onetonline.org/link/summary/13-2051.00</a>
<b>Room and Board:</b>	<b>\$46,935*</b>	<b>Sales Agents, Financial Services</b>
<b>Approximate Program Text Book Cost:</b>	<b>\$6,000*</b>	<a href="http://www.onetonline.org/link/summary/41-3031.02">http://www.onetonline.org/link/summary/41-3031.02</a>
<small>* This is the program cost for the entire 120-credit degree program using current tuition and room and board rates. Program costs will vary depending on transfer credits and financial aid amounts.</small>		<b>Risk Management Specialists</b>
		<a href="http://www.onetonline.org/link/summary/13-2099.02">http://www.onetonline.org/link/summary/13-2099.02</a>
		<b>Securities and Commodities Traders</b>
		<a href="http://www.onetonline.org/link/summary/41-3031.03">http://www.onetonline.org/link/summary/41-3031.03</a>
		<b>Loan Officers</b>
		<a href="http://www.onetonline.org/link/summary/13-2072.00">http://www.onetonline.org/link/summary/13-2072.00</a>
		<b>Credit Analysts</b>
		<a href="http://www.onetonline.org/link/summary/13-2041.00">http://www.onetonline.org/link/summary/13-2041.00</a>

### B.S. in Finance Online Fast Facts

<b>Students In This Accelerated Degree Program:</b>	<b>41</b>	<b>Occupations</b>
<b>2010-2011 Program Completers In Normal Time:</b>	<b>7 years*</b>	This degree will prepare you for careers including, but not limited to, the ones listed below.
<small>*ADP students who do not transfer in any credits and take one course each module will complete this program in 7 years.</small>		<b>Personal Financial Advisors</b>
<b>Average Program Completion Time:</b>	<b>36 Months</b>	<a href="http://www.onetonline.org/link/summary/13-2052.00">http://www.onetonline.org/link/summary/13-2052.00</a>
<b>Average Number Of Transferred Credits:</b>	<b>72</b>	<b>Financial Examiners</b>
<b>Average Class Size:</b>	<b>12 students</b>	<a href="http://www.onetonline.org/link/summary/13-2061.00">http://www.onetonline.org/link/summary/13-2061.00</a>
<b>University Faculty: Full-time: 38 Part-time: 319</b>		<b>Financial Managers, Branch or Department</b>
<b>Job Placement: 0% of program graduates are employed</b>		<a href="http://www.onetonline.org/link/summary/11-3031.02">http://www.onetonline.org/link/summary/11-3031.02</a>
<b>Financial Aid: 70% of ADP undergraduate students receive some form of Financial Aid</b>		<b>Financial Analysts</b>
		<a href="http://www.onetonline.org/link/summary/13-2051.00">http://www.onetonline.org/link/summary/13-2051.00</a>
<b>Tuition &amp; Fees 2012-2013:</b>		<b>Sales Agents, Financial Services</b>
<b>Program Cost:</b>	<b>\$63,000*</b>	<a href="http://www.onetonline.org/link/summary/41-3031.02">http://www.onetonline.org/link/summary/41-3031.02</a>
<b>Approximate Program Text Book Cost:</b>	<b>\$6,000*</b>	<b>Risk Management Specialists</b>
<small>* This is the tuition cost using current tuition rates for the entire 120-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.</small>		<a href="http://www.onetonline.org/link/summary/13-2099.02">http://www.onetonline.org/link/summary/13-2099.02</a>
		<b>Securities and Commodities Traders</b>
		<a href="http://www.onetonline.org/link/summary/41-3031.03">http://www.onetonline.org/link/summary/41-3031.03</a>
		<b>Loan Officers</b>
		<a href="http://www.onetonline.org/link/summary/13-2072.00">http://www.onetonline.org/link/summary/13-2072.00</a>
		<b>Credit Analysts</b>
		<a href="http://www.onetonline.org/link/summary/13-2041.00">http://www.onetonline.org/link/summary/13-2041.00</a>



## **HUMAN SERVICES B.S.**

Post University's Bachelor of Human Services program provides students with the opportunity to develop an interdisciplinary base of knowledge, including the provision of prevention and remediation services, to promote the overall quality of life for individuals served (Woodside & McClam, 2012). The program educates and prepares its students to become human service professionals who will meet a variety of human needs by recognizing, utilizing and applying 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. Through the curriculum students will learn, practice, and apply the skills of interpersonal awareness, counseling in different settings, ethical decision making, crisis intervention, and advocacy (Woodside & McClam, 2012).

Graduates will find employment in non-profit, state, or for-profit agencies that serve their clientele in their areas of need. Examples of job titles of human service professionals include but are not limited to: 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 demonstrate competency in the theories of human development, family therapy, and group dynamics.
2. Students will identify the conditions that promote or inhibit human functioning.
3. Students will demonstrate the skills and knowledge necessary to acquire, manage and analyze information.
4. Students will demonstrate knowledge and skill in the systematic analysis of services needs; planning appropriate strategies, services, and implementation; and evaluation of outcomes.
5. Students will apply the principles of direct service delivery and appropriate interventions to various clinical settings.
6. Students will further develop interpersonal skills to effectively work with a wide variety of clients and clinical populations.
7. Students will explore core counseling and basics tenants in the field of human services including confidentiality, professional boundaries, ethical standards, and multicultural competencies.
8. Students will develop and demonstrate awareness of their own values, personalities, reaction patterns, interpersonal styles, and limitations in addition to learning about ethical and multicultural aspects applicable in the field of human services.
9. Students should complete a field experience that reflects, and is integrated with, the curriculum.



**B.S. in Human Services Curriculum**

<b>General Education</b>	<b>60 crs</b>	<b>Major, Core and Concentrations</b>	<b>60 crs</b>
<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 in Human Services	3 crs
ENG120 College Writing II	3 crs		
COM107 Intro 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>
Elective	3 crs	HSV101 Introduction to Human Services	3 crs
Elective	3 crs	HSV200 Intervention Methods of Human Services	3 crs
Elective	3 crs	HSV260 Social Welfare	3 crs
Elective	3 crs	HSV364 Human Behavior in the Social Env.	3 crs
Elective	3 crs	HSV400 Ethical/Legal Issues in Human Services	3 crs
Elective	3 crs	HSV405 Human Service Administration	3 crs
Elective	3 crs	HSV460/461 Human Services Practicum	6 crs
Elective	3 crs	HSV341 Research Methods for the Social Sciences or	3 crs
Elective	3 crs	HSV465 Action Research Methods	
Elective	3 crs	<b>Concentration Courses</b>	<b>15 crs</b>
<b>Math</b>	<b>6 crs</b>	Concentration Course	3 crs
MAT120 College Algebra OR	3 crs	Concentration Course	3 crs
MAT105 Quantitative Methods		Concentration Course	3 crs
MAT220 Statistics I	3 crs	Concentration Course	3 crs
<b>Science</b>	<b>3 crs</b>	<b>Directed Electives</b>	<b>6 crs</b>
Elective	3 crs	300/400 Level Elective	3 crs
		300/400 Level Elective	3 crs
<b>Unrestricted Electives</b>	<b>15 crs</b>	<b>Career and Self-Awareness</b>	<b>6 crs</b>
Elective	3 crs	CSA101 Exploring Self: Inside Out	3 crs
Elective	3 crs	CSA260 Professional Success Seminar	1 cr
Elective	3 crs	CSA400 Career Capstone	2 crs
Elective	3 crs		
<b>Leadership Course</b>	<b>3 crs</b>		
LCS105 Elements of Organizations	3 crs		
<b>Grand Total</b>			<b>120 crs</b>

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

**B.S. in Human Services Concentrations**

<b>Health, Education, &amp; Comm. Services</b>	<b>15 crs</b>	<b>Health &amp; Community Services</b>	<b>15 crs</b>
PSY101 Fundamentals of Psychology I	3 crs	SOC101 Principles of Sociology	3 crs
PSY102 Fundamentals of Psychology II	3 crs	SOC211 Sociology of Marriage and the Family	3 crs
PSY306 Abnormal Psychology	3 crs	SOC301 Social Problems	3 crs
PSY Elective	3 crs	SOC317 Alcohol & Drugs	3 crs
PSY Elective	3 crs	SOC324 Deviant Behavior	3 crs

**B.S. in Human Services Concentrations (Cont.)**

<b>Management</b>	<b>15 crs</b>	<b>Criminal Justice</b>	<b>15 crs</b>
MGT105 Principles of Management	3 crs	CRJ101 Introduction to Criminal Justice	3 crs
MGT201 Human Resource Management	3 crs	CRJ103 Introduction to Corrections	3 crs
MGT350 Public Management	3 crs	CRJ331 Community Corrections	3 crs
MGT405 Organization Behavior	3 crs	Criminal Justice Elective	3 crs
MGT Elective	3 crs	Criminal Justice Elective	3 crs
<b>Counseling</b>	<b>15 crs</b>		
HSV301 Interviewing Methods	3 crs	HSV303 Intro to Counseling	3 crs
HSV309 Theories of Counseling	3 crs	HSV330 Group Counseling	3 crs
HSV368 Crisis Intervention	3 crs		

### B.S. in Human Services Main Campus Fast Facts

<b>Students In This Degree Program:</b>	<b>59</b>	<b>Mental Health Counselors</b> <a href="http://www.onetonline.org/link/summary/21-1014.00">http://www.onetonline.org/link/summary/21-1014.00</a>
<b>2010-2011 Program Completers In Normal Time:</b>	<b>4.5 years*</b>	<b>Substance Abuse &amp; Behavioral Disorder Counselors</b> <a href="http://www.onetonline.org/link/summary/21-1011.00">http://www.onetonline.org/link/summary/21-1011.00</a>
<small>* Students who do not transfer in any credits typically complete this program within 4.5 years.</small>		
<b>Average Class Size:</b>	<b>10 students</b>	<b>Social &amp; Community Service Managers</b> <a href="http://www.onetonline.org/link/summary/11-9151.00">http://www.onetonline.org/link/summary/11-9151.00</a>
<b>University Faculty: Full-time: 38 Part-time: 319</b>		<b>Healthcare Social Workers</b> <a href="http://www.onetonline.org/link/summary/21-1022.00">http://www.onetonline.org/link/summary/21-1022.00</a>
<b>Job Placement: 57% of program graduates are employed.</b>		<b>Community &amp; Social Service Specialists</b> <a href="http://www.onetonline.org/link/summary/21-1099.00">http://www.onetonline.org/link/summary/21-1099.00</a>
<b>Financial Aid: 100% of students receive some form of Financial Aid</b>		<b>Mental Health Substance Abuse Social Workers</b> <a href="http://www.onetonline.org/link/summary/21-1023.00">http://www.onetonline.org/link/summary/21-1023.00</a>
<b>Tuition &amp; Fees 2012-2013:</b>		<b>Community Health Workers</b> <a href="http://www.onetonline.org/link/summary/21-1094.00">http://www.onetonline.org/link/summary/21-1094.00</a>
<b>Program Cost:</b>	<b>\$123,525*</b>	<b>Rehabilitation Counselors</b> <a href="http://www.onetonline.org/link/summary/21-1015.00">http://www.onetonline.org/link/summary/21-1015.00</a>
<b>Room and Board:</b>	<b>\$46,935*</b>	<b>Social &amp; Human Service Assistants</b> <a href="http://www.onetonline.org/link/summary/21-1093.00">http://www.onetonline.org/link/summary/21-1093.00</a>
<b>Approximate Program Text Book Cost:</b>	<b>\$6,000*</b>	<b>Social Workers, All Others</b> <a href="http://www.onetonline.org/link/summary/21-1029.00">http://www.onetonline.org/link/summary/21-1029.00</a>
<small>* This is the program cost for the entire 120-credit degree program using current tuition and room and board rates. Program costs will vary depending on transfer credits and financial aid amounts.</small>		
<b>Occupations</b>		
This degree will prepare you for careers including, but not limited to, the ones listed below.		
Rehabilitation Counselors <a href="http://www.onetonline.org/link/summary/21-1015.00">http://www.onetonline.org/link/summary/21-1015.00</a>		

### B.S. in Human Services Online Fast Facts

<b>Students In This Accelerated Degree Program:</b>	<b>293</b>	<b>Occupations</b>
<b>2010-2011 Program Completers:</b>	<b>10</b>	This degree will prepare you for careers including, but not limited to, the ones listed below.
<b>2010-2011 Program Completers In Normal Time:</b>	<b>100%*</b>	<b>Rehabilitation Counselor</b> <a href="http://www.onetonline.org/link/summary/21-1015.00">http://www.onetonline.org/link/summary/21-1015.00</a>
<small>*ADP students who do not transfer in any credits and take one course each module will complete this program in 7 years.</small>		
<b>Average Program Completion Time:</b>	<b>31 Months</b>	<b>Mental Health Counselors</b> <a href="http://www.onetonline.org/link/summary/21-1014.00">http://www.onetonline.org/link/summary/21-1014.00</a>
<b>Average Number Of Transferred Credits:</b>	<b>54</b>	<b>Substance Abuse &amp; Behavioral Disorder Counselors</b> <a href="http://www.onetonline.org/link/summary/21-1011.00">http://www.onetonline.org/link/summary/21-1011.00</a>
<b>Average Class Size:</b>	<b>12 students</b>	<b>Social &amp; Community Service Managers</b> <a href="http://www.onetonline.org/link/summary/11-9151.00">http://www.onetonline.org/link/summary/11-9151.00</a>
<b>University Faculty: Full-time: 38 Part-time: 319</b>		<b>Health Care Social Worker</b> <a href="http://www.onetonline.org/link/summary/21-1022.00">http://www.onetonline.org/link/summary/21-1022.00</a>
<b>Job Placement: 67% of program graduates are employed</b>		<b>Community &amp; Social Service Specialists</b> <a href="http://www.onetonline.org/link/summary/21-1099.00">http://www.onetonline.org/link/summary/21-1099.00</a>
<b>Financial Aid: 70% of ADP undergraduate students receive some form of Financial Aid</b>		<b>Mental Health Substance Abuse Social Workers</b> <a href="http://www.onetonline.org/link/summary/21-1023.00">http://www.onetonline.org/link/summary/21-1023.00</a>
<b>Tuition &amp; Fees 2012-2013:</b>		<b>Community Health Workers</b> <a href="http://www.onetonline.org/link/summary/21-1094.00">http://www.onetonline.org/link/summary/21-1094.00</a>
<b>Program Cost:</b>	<b>\$63,000*</b>	<b>Rehabilitation Counselors</b> <a href="http://www.onetonline.org/link/summary/21-1015.01">http://www.onetonline.org/link/summary/21-1015.01</a>
<b>Approximate Program Text Book Cost:</b>	<b>\$6,000*</b>	<b>Social &amp; Human Service Assistants</b> <a href="http://www.onetonline.org/link/summary/21-1093.00">http://www.onetonline.org/link/summary/21-1093.00</a>
<small>* This is the tuition cost using current tuition rates for the entire 120-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.</small>		
<b>Median Loan Debt:</b>		
Number of Borrowers: 10		
<b>Federal</b> <small>(Amount Borrowed)</small>	<b>Private Loans</b> <small>(Amount Borrowed)</small>	<b>Institutional Loans</b> <small>(Amount Owed)</small>
<b>\$ 25,050.26</b>	<b>\$0</b>	<b>\$0</b>

## **INTERNATIONAL BUSINESS ADMINISTRATION B.S.**

The Bachelor of Science in International Business Program teaches 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 and 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.

### **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 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 with particular emphasis on international markets, cross-border transactions and related issues
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 with emphasis on global issues
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
7. Students will possess the interpersonal and teamwork skills necessary to succeed in global business environments. 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 and involving issues of regulation, international law, accommodation of different cultural practices and norms
9. Students will have developed and practiced written and oral communications skills and abilities necessary to succeed in a business environment by the extensive use of written and oral presentation in all phases of the business curriculum with sensitivity to cultural differences and requirements
10. Students will develop a global perspective as it relates to the function of business in an increasingly multicultural and multinational business environment

11. Students will be aware of the ethical considerations present in all business decisions and will have understanding of the philosophical practical nature of ethical decisions with particular sensitivity to cultural differences in ethical perceptions

### B.S. in International Business Administration Curriculum

<b>General Education</b>	<b>60 crs</b>	<b>Major, Core and Concentrations</b>	<b>60 crs</b>
<b>Common Core</b>	<b>12 crs</b>	<b>Designated Writing Course</b>	<b>3 crs</b>
ENG110 College Writing	3 crs	BUS 311 Managerial Communications	3 crs
ENG120 College Writing II	3 crs		
COM107 Intro to Communications	3 crs	<b>Business Core</b>	<b>15 crs</b>
CIS112 Introduction to Computing	3 crs	ACC 111 Financial Accounting	3 crs
		ECO 201 Macroeconomics	3 crs
<b>Liberal Arts</b>	<b>24 crs</b>	MGT 105 Principles of Management	3 crs
Elective	3 crs	MKT 101 Principles of Marketing	3 crs
Elective	3 crs	FIN 201 Principles of Finance	3 crs
Elective	3 crs		
Elective	3 crs	<b>Major Requirements</b>	<b>33crs</b>
Elective	3 crs	IBA 301 Principles of International Business	3 crs
Elective	3 crs	BUS 320 Logistics	3 crs
Elective	3 crs	IBA 305 International Business Law	3 crs
Elective	3 crs	MKT 311 International Marketing	3 crs
Elective	3 crs	IBA 421 International Management	3 crs
		IBA 411 International Financial Mangement	3 crs
<b>Science</b>	<b>3 crs</b>	BUS 411 Business Policy Seminar	3 crs
Elective	3 crs	*IBA Electives	12 crs
<b>Math</b>	<b>6 crs</b>	<b>Unrestricted Business Elective</b>	<b>3 crs</b>
MAT120 College Algebra	3 crs	Elective	3 crs
MAT220 Statistics I	3 crs		
		<b>Career and Self-Awareness</b>	<b>6 crs</b>
<b>Unrestricted Electives</b>	<b>15 crs</b>	CSS/PSS or CSA Series	6 crs
Elective	3 crs		
Elective	3 crs		
Elective	3 crs		
Elective	3 crs		

### Grand Total

**120 crs**

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

**LEGAL STUDIES B.S.**

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 which 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.

Students may choose a concentration in the following areas: Trial: Civil and Criminal; Environmental Law; and, Law Office Administration.

Careers are available in a large variety of law firms, corporate legal departments, the court system, government agencies, non-profits, and private industry, which include, but are not limited to: Paralegals and Legal Assistants (terms used interchangeably) and other Legal Support personnel ; Arbitrators, Mediators, Conciliators; Claims Examiners for Property and Casualty Insurance; Compliance Managers; Court Clerks; Investigators and Inspectors; Loan Officers, Loan Interviewers; and, Administrative Services Managers.

**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 Curriculum**

<b>General Education</b>	<b>60 crs</b>	<b>Major, Core and Concentrations</b>	<b>60 crs</b>
<b>Common Core</b>	<b>12 crs</b>	<b>Designated Writing Course</b>	<b>3 crs</b>
ENG110 College Writing	3 crs	LAW425 Legal Writing	3 crs
ENG120 College Writing II	3 crs		
COM107 Intro to Communications	3 crs	<b>Major Core</b>	<b>39 crs</b>
CIS112 Introduction to Computing	3 crs	LAW101 Introduction to Law	3 crs
		LAW105 Estate Admin. & Probate Practice	3 crs
<b>Liberal Arts</b>	<b>24 crs</b>	LAW201 Real Estate Law & Practice	3 crs
Elective	3 crs	LAW203 Civil Litigation Practice	3 crs
Elective	3 crs	LAW205 Legal Research	3 crs
Elective	3 crs	LAW209 Family Law & Practice	3 crs
Elective	3 crs	LAW301 Bankruptcy Law & Practice	3 crs
Elective	3 crs	LAW306 E-Commerce: The Legal Context	3 crs
Elective	3 crs	LAW307 Business Organizations & Practice	3 crs
Elective	3 crs	LAW310 Patent, Trademark & Copyright Law	3 crs
Elective	3 crs	LAW325 E-Government: The New Legal Environment of Business	3 crs
<b>Math</b>	<b>6 crs</b>	LAW405 Environmental Law & Practice	3 crs
MAT105 Quantitative Methods	3 crs	LAW440 Legal Ethics	3 crs
MAT220 Statistics I	3 crs		
<b>Science</b>	<b>3 crs</b>	<b>Directed Electives</b>	<b>9 crs</b>
Elective	3 crs	300/400 Legal Studies Elective	3 crs
		300/400 Legal Studies Elective	3 crs
<b>Unrestricted Electives</b>	<b>15 crs</b>	Legal Studies Internship Recommended	3 crs
Elective	3 crs		
Elective	3 crs	<b>Career and Self-Awareness</b>	<b>6 crs</b>
Elective	3 crs	CSA101 Exploring Self: Inside Out	3 crs
Elective	3 crs	CSA260 Professional Success Seminar	1 cr
Elective	3 crs	CSA400 Career Capstone	2 crs
Elective	3 crs		
		<b>Leadership Course</b>	<b>3 crs</b>
		LCS105 Elements of Organizations	3 crs
<b>Grand Total</b>			<b>120 crs</b>

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

**B.S. in Legal Studies Concentrations**

<b>Law Office Administration</b>	<b>9 crs</b>	<b>Trial: Civil &amp; Criminal</b>	<b>9 crs</b>
BUS205 Business Law II (Corporate Law)	3 crs	CRJ209 Criminal Law	3 crs
MGT306 Small Business Mgt.	3 crs	CRJ302 Criminal Procedure	3 crs
ACC211 Managerial Accounting	3 crs	LAW Elective	3 crs



**B.S. in Legal Studies Concentrations (Cont.)**

**Environmental Law – Main Campus Only**

ENV121 Environmental Science  
 ENV200 Environmental Policy  
 ENV220 Env. Impact Assessment

**9 crs**  
 3 crs  
 3 crs  
 3 crs

**Electives / No Concentration**

LAW306 E-Commerce: The Legal Context 3 crs  
 LAW307 Business Organizations & Practice 3 crs  
 LAW310 Patent, Trademark & Copyright Law 3 crs  
 LAW325 E-Government: The New Legal Environment of Business 3 crs  
 BUS205 Business Law II (Corporate Law) 3 crs  
 LAW315 Fraud Prevention and Examination 3 crs  
 LAW334 Alternative Dispute Resolution 3 crs  
 LAW415 Personal Injury Law 3 crs  
 LAW430 Medical Malpractice 3 crs

**B.S. in Legal Studies Main Campus Fast Facts**

**Students In This Degree Program:** 49  
**2010-2011 Program Completers In Normal Time:** 4.5 years\*  
\* Students who do not transfer in any credits typically complete this program within 4.5 years.  
**Average Class Size:** 12 students  
**University Faculty:** Full-time: 38 Part-time: 319  
**Job Placement:** 34% of program graduates are employed.  
**Financial Aid:** 100% of students receive some form of Financial Aid

**Tuition & Fees 2012-2013:**  
**Program Cost:** \$123,525\*  
**Room and Board:** \$46,935\*  
**Approximate Program Text Book Cost:** \$6,000\*

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

**Occupations**

This degree will prepare you for careers including, but not limited to, the ones listed below.  
 Administrative Law Judges, Adjudicators, and Hearing Officers  
<http://www.onetcodeconnector.org/ccreport/23-1021.00>

Arbitrators, Mediators, Conciliators  
<http://www.onetcodeconnector.org/ccreport/23-1022.00>  
 Claims Examiners, Property and Casualty Insurance  
<http://www.onetonline.org/link/summary/13-1031.01>  
 Compliance Managers  
<http://www.onetcodeconnector.org/ccreport/11-9199.02>  
 Court Clerks  
<http://www.onetcodeconnector.org/ccreport/43-4031.01>  
 Immigration and Customs Inspectors  
<http://www.onetcodeconnector.org/ccreport/33-3021.05>  
 Loan Interviewers and Clerks  
<http://www.onetcodeconnector.org/ccreport/43-4131.00>  
 Loan Officers, Loan Interviewers and Clerks  
<http://www.onetcodeconnector.org/ccreport/23-434131>  
 Administrative Services Managers  
<http://www.onetcodeconnector.org/ccreport/11-3011.00>  
 Paralegal and Legal Assistant (terms used interchangeably)  
<http://www.onetcodeconnector.org/ccreport/23-2011.00>  
 Legal Support Workers  
<http://www.onetcodeconnector.org/ccreport/23-2099.00>

## B.S. in Legal Studies Online Fast Facts

<b>Students In This Accelerated Degree Program:</b>	<b>314</b>
<b>2010-2011 Program Completers:</b>	<b>21</b>
<b>2010-2011 Program Completers In Normal Time:</b>	<b>100%*</b>
<small>*ADP students who do not transfer in any credits and take one course each module will complete this program in 7 years.</small>	
<b>Average Program Completion Time:</b>	<b>28 Months</b>
<b>Average Number Of Transferred Credits:</b>	<b>44</b>
<b>Average Class Size:</b>	<b>12 students</b>
<b>University Faculty: Full-time: 38 Part-time: 319</b>	
<b>Job Placement: 78% of program graduates are employed.</b>	
<b>Financial Aid: 70% of ADP undergraduate students receive some form of Financial Aid</b>	
<b>Tuition &amp; Fees 2012-2013:</b>	
<b>Program Cost:</b>	<b>\$63,000*</b>
<b>Approximate Program Text Book Cost:</b>	<b>\$6,000*</b>

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

### Median Loan Debt:

Number of Borrowers: 232

Federal <small>(Amount Borrowed)</small>	Private Loans <small>(Amount Borrowed)</small>	Institutional Loans <small>(Amount Owed)</small>
\$11,542.74	\$0	\$0

### Occupations

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

**Administrative Law Judges, Adjudicators, and Hearing Officers**

<http://www.onetcodeconnector.org/ccreport/23-1021.00>

**Arbitrators, Mediators, Conciliators**

<http://www.onetcodeconnector.org/ccreport/23-1022.00>

**Claims Examiners, Property and Casualty Insurance**

<http://www.onetonline.org/link/summary/13-1031.01>

**Compliance Managers**

<http://www.onetcodeconnector.org/ccreport/11-9199.02>

**Court Clerks**

<http://www.onetcodeconnector.org/ccreport/43-4031.01>

**Immigration and Customs Inspectors**

<http://www.onetcodeconnector.org/ccreport/33-3021.05>

**Loan Interviewers and Clerks**

<http://www.onetcodeconnector.org/ccreport/43-4131.00>

**Loan Officers, Loan Interviewers and Clerks**

<http://www.onetcodeconnector.org/ccreport/23-434131>

**Administrative Services Managers**

<http://www.onetcodeconnector.org/ccreport/11-3011.00>

**Paralegal and Legal Assistant**

**(terms used interchangeably)**

<http://www.onetcodeconnector.org/ccreport/23-2011.00>

**Legal Support Workers**

<http://www.onetcodeconnector.org/ccreport/23-2099.00>

## MANAGEMENT B.S.

Management is commonly defined as coordinating the activities of others in order to meet organizational goals. The Bachelor of Science in Management program at the Malcolm Baldrige School of Business enables students to learn and apply necessary business practices including analytical abilities, critical thinking, and logical reasoning necessary to prepare for a career in management. Students are trained to view the organization as a whole, understand the interrelationship between business units and see the role organizations play in their respective environments. The study of modern management theories and practices, managerial techniques, and resource allocation is applied directly to current organizational trends and industry. An interdisciplinary focus within this major specifically addresses human capital, diversity, ethical behavior, public management, group behavior, globalization adapting to changing environments, strategic business planning supported by current market analysis, as well as career development.

In addition, program-wide emphasis on team projects and oral presentations emphasizing the nature and problems of organizational design, development, and change in complex organizations, provides the necessary functional competencies that will allow graduates to communicate and collaborate with diverse groups and individuals at various levels of an organization.

The Bachelor of Science in Management program prepares students for entry-level management positions in the following fields: Operations Management, Retail, Social and Community Service, Supply Chain Management, Sales, Product Development, Administrative Services, Human Resources among others.

### B.S. - Management Program Outcomes

1. Students will compare general management theories and principles and apply their knowledge to their concentration in order to synthesize a personalized vision, management style and leadership approach
2. Students will demonstrate strategic thinking skills within a variety of business/organizational settings including decision making and planning in for-profit and non-profit organizations
3. Students will be able to 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
4. Students will have an 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
5. Students will evaluate small 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 group behavior
6. Students will identify and analyze the systems approach to management, via simulations, short cases and applying systems tools, with a view towards the entire range of managerial responsibilities associated with achieving effective performance as a “learning” organization
7. Students will synthesize the concepts that they have learned and be able to engage in discussions and analysis of current issues, problems and challenges that managers face as they apply tools and techniques for the effective management of an organization’s human resources
8. Students will evaluate current research in their chosen management discipline
9. Students will communicate professionally using undergraduate level written and oral skills essential to success in the business environment

10. Students will acquire a sound foundation the overall operations and management of the full scope of business enterprises as well as the place of those businesses in the overall economic system.
11. Students will exhibit ethical and professional behavior in business situations.

### B.S. in Management Curriculum

<b>General Education</b>	<b>60 crs</b>	<b>Major, Core and Concentrations</b>	<b>60 crs</b>
<b>Common Core</b>	<b>12 crs</b>	<b>Designated Writing Course</b>	<b>3 crs</b>
ENG110 College Writing	3 crs	BUS311 Managerial Communications	3 crs
ENG120 College Writing II	3 crs		
COM107 Intro to Communications	3 crs	<b>Business Core</b>	<b>15 crs</b>
CIS112 Introduction to Computing	3 crs	ACC111 Financial Accounting	3 crs
		ECO201 Macroeconomics	3 crs
<b>Liberal Arts</b>	<b>24 crs</b>	MGT105 Principles of Management	3 crs
Elective	3 crs	FIN201 Principles of Finance	3 crs
Elective	3 crs	MKT101 Principles of Marketing	3 crs
Elective	3 crs		
Elective	3 crs	<b>Major Requirements</b>	<b>18 crs</b>
Elective	3 crs	MGT201 Human Resource Management	3 crs
Elective	3 crs	MGT347 Systems Management	3 crs
Elective	3 crs	MGT405 Organizational Behavior	3 crs
Elective	3 crs	MGT450 Seminar in Management	3 crs
Elective	3 crs	ECO202 Microeconomics OR	3 crs
		BUS204 Business Law I	
<b>Math</b>	<b>6 crs</b>	BUS411 Business Policy Seminar	3 crs
MAT120 College Algebra	3 crs		
MAT220 Statistics I	3 crs		
		<b>Concentration</b>	<b>15 crs</b>
<b>Science</b>	<b>3 crs</b>	Concentration Course	3 crs
Elective	3 crs	Concentration Course	3 crs
		Concentration Course	3 crs
<b>Unrestricted Electives</b>	<b>15 crs</b>	Concentration Course	3 crs
Elective	3 crs	Concentration Course	3 crs
Elective	3 crs		
Elective	3 crs	<b>Career and Self-Awareness</b>	<b>6 crs</b>
Elective	3 crs	CSA101 Exploring Self: Inside Out	3 crs
Elective	3 crs	CSA260 Professional Success Seminar	1 cr
		CSA400 Career Capstone	2 crs
<b>Unrestricted Business Elective</b>	<b>3 crs</b>		
Elective	3 crs		

### Grand Total

**120 crs**

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

**B.S. in Management Concentrations**

<b>Human Resource Management</b>	<b>15 crs</b>	<b>International Management</b>	<b>15 crs</b>
MGT411 Seminar in Human Res. Mgt.	3 crs	IBA301 Prin. of International Business	3 crs
Choose any four of the following:		FIN411 International Financial Management	3 crs
MGT303 Labor & Management Relations	3 crs	IBA320 International Logistics	3 crs
MGT305 Managing a Diverse Workforce	3 crs	IBA325 Managing Culture & International Human Resources	3 crs
MGT307 Compensation and Benefits	3 crs		
MGT308 Training and Development	3 crs	IBA421 International Management	3 crs
ENV315 General Occ. Safety and Health	3 crs		
IBA325 Managing Culture & International Human Resources	3 crs		
<b>Environmental Management</b>	<b>15 crs</b>	<b>Sport Management</b>	<b>15 crs</b>
ENV121 Environmental Science	3 crs	SMG101 Foundations of Sport Management	3 crs
Choose any four of the following:		SMG151 Sport in Society	3 crs
ENV200 Environmental Policy	3 crs	SMG301 Sport Marketing	3 crs
ENV201 Environmental Ethics	3 crs	SMG451 Sport Management Capstone	3 crs
ENV430 Strategies for Sustainable Development	3 crs	Choose one of the following:	
ENV315 General Occ. Safety and Health	3 crs	SMG201 Sport & Athletic Admin	3 crs
ENV405 Environmental Law & Practice	3 crs	SMG251 Sport Event & Facility Management	3 crs
		SMG351 Sport Law	3 crs
		SMG401 Sport Economics	3 crs
<b>Entrepreneurship</b>	<b>15 crs</b>	<b>Computer Information Systems</b>	<b>15 crs</b>
MGT221 Entrepreneurship, Creativity, & Innovation	3 crs	CIS312 End-User Computing (Application Design I)	3 crs
MGT306 Small Business Management	3 crs	Choose any four non-programming CIS Electives	12 crs
FIN305 Analysis of Financial Statements	3 crs		
MGT416 Managing a Growing Business	3 crs		
Choose one of the following:			
MKT305 Internet & Interactive Media Marketing	3 crs		
MKT342 Marketing Research	3 crs		
FIN407 Business Valuations for Mergers & Acquisitions	3 crs		
		<b>General Management</b>	<b>15 crs</b>
		Students should consult their faculty advisor to choose five management electives.	

## B.S. in Management Main Campus Fast Facts

<p><b>Students In This Degree Program:</b></p> <p><b>2010-2011 Program Completers In Normal Time:</b>  <small>* Students who do not transfer in any credits typically complete this program within 4.5 years.</small></p> <p><b>Average Class Size:</b></p> <p><b>University Faculty:</b> Full-time: 38 Part-time: 319</p> <p><b>Job Placement:</b> 80% of program graduates are employed.</p> <p><b>Financial Aid:</b> 100% of students receive some form of Financial Aid</p> <p><b>Tuition &amp; Fees 2012-2013:</b></p> <p><b>Program Cost:</b></p> <p><b>Room and Board:</b></p> <p><b>Approximate Program Text Book Cost:</b>  <small>* This is the program cost for the entire 120-credit degree program using current tuition and room and board rates. Program costs will vary depending on transfer credits and financial aid amounts.</small></p>	<p style="text-align: center;">71</p> <p style="text-align: center;">4.5 years*</p> <p style="text-align: center;">13 students</p> <p style="text-align: center;">\$123,525*</p> <p style="text-align: center;">\$46,935*</p> <p style="text-align: center;">\$6,000*</p>	<p><b>Occupations</b></p> <p>This degree will prepare you for careers including, but not limited to, the ones listed below.</p> <p><b>Sales Managers</b>  <a href="http://www.onetonline.org/link/summary/11-2022.00">http://www.onetonline.org/link/summary/11-2022.00</a></p> <p><b>Advertising and Promotions Managers</b>  <a href="http://www.onetonline.org/link/summary/11-2011.00">http://www.onetonline.org/link/summary/11-2011.00</a></p> <p><b>Administrative Services Managers</b>  <a href="http://www.onetonline.org/link/summary/11-3011.00">http://www.onetonline.org/link/summary/11-3011.00</a></p> <p><b>Lodging Managers</b>  <a href="http://www.onetonline.org/link/summary/11-9081.00">http://www.onetonline.org/link/summary/11-9081.00</a></p> <p><b>First-Line Supervisors of Retail Sales Workers</b>  <a href="http://www.onetonline.org/link/summary/41-1011.00">http://www.onetonline.org/link/summary/41-1011.00</a></p> <p><b>Industrial Production Managers</b>  <a href="http://www.onetonline.org/link/summary/11-3051.00">http://www.onetonline.org/link/summary/11-3051.00</a></p> <p><b>General and Operations Managers</b>  <a href="http://www.onetonline.org/link/summary/11-1021.00">http://www.onetonline.org/link/summary/11-1021.00</a></p> <p><b>Social and Community Service Managers</b>  <a href="http://www.onetonline.org/link/summary/11-9151.00">http://www.onetonline.org/link/summary/11-9151.00</a></p> <p><b>Human Resource Managers</b>  <a href="http://www.onetonline.org/link/summary/11-3121.00">http://www.onetonline.org/link/summary/11-3121.00</a></p> <p><b>Sales Engineers</b>  <a href="http://www.onetonline.org/link/summary/41-9031.00">http://www.onetonline.org/link/summary/41-9031.00</a></p> <p><b>Sales Representatives, Services, All Other</b>  <a href="http://www.onetonline.org/link/summary/41-3099.00">http://www.onetonline.org/link/summary/41-3099.00</a></p> <p><b>Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products</b>  <a href="http://www.onetonline.org/link/summary/41-4011.00">http://www.onetonline.org/link/summary/41-4011.00</a></p> <p><b>Search Marketing Strategists</b>  <a href="http://www.onetonline.org/link/details/15-1199.10">http://www.onetonline.org/link/details/15-1199.10</a></p> <p><b>Solar Sales Representatives and Assessors</b>  <a href="http://www.onetonline.org/link/summary/41-4011.07">http://www.onetonline.org/link/summary/41-4011.07</a></p> <p><b>Supply Chain Managers</b>  <a href="http://www.onetonline.org/link/summary/11-9199.04">http://www.onetonline.org/link/summary/11-9199.04</a></p> <p><b>Survey Researchers</b>  <a href="http://www.onetonline.org/link/summary/19-3022.00">http://www.onetonline.org/link/summary/19-3022.00</a></p> <p><b>Title Examiners, Abstractors, and Searchers</b>  <a href="http://www.onetonline.org/link/summary/23-2093.00">http://www.onetonline.org/link/summary/23-2093.00</a></p> <p><b>Urban and Regional Planners</b>  <a href="http://www.onetonline.org/link/summary/19-3051.00">http://www.onetonline.org/link/summary/19-3051.00</a></p> <p><b>Wholesale and Retail Buyers</b>  <a href="http://www.onetonline.org/link/summary/13-1022.00">http://www.onetonline.org/link/summary/13-1022.00</a></p> <p><b>Community Services Managers</b>  <a href="http://www.onetonline.org/link/summary/11-3011.00">http://www.onetonline.org/link/summary/11-3011.00</a></p>
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**B.S. in Management Online Fast Facts**

**Students In This Accelerated Degree Program:** 150  
**2010-2011 Program Completers:** 22  
**2010-2011 Program Completers In Normal Time:** 68%\*  
\*ADP students who do not transfer in any credits and take one course each module will complete this program in 7 years.

**Average Program Completion Time:** 53 Months  
**Average Number Of Transferred Credits:** 39  
**Average Class Size:** 12 students  
**University Faculty:** Full-time: 38 Part-time: 319  
**Job Placement:** 78% of program graduates are employed  
**Financial Aid:** 70% of ADP undergraduate students receive some form of Financial Aid

**Tuition & Fees 2012-2013:**  
**Program Cost:** \$63,000\*  
**Approximate Program Text Book Cost:** \$6,000\*  
\* This is the tuition cost using current tuition rates for the entire 120-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.

**Median Loan Debt:**  
**Number of Borrowers:** 15

Federal <small>(Amount Borrowed)</small>	Private Loans <small>(Amount Borrowed)</small>	Institutional Loans <small>(Amount Owed)</small>
\$16,992.19	\$0	\$0

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

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

**Advertising and Promotions Managers**  
<http://www.onetonline.org/link/summary/11-2011.00>

**Administrative Services Managers**  
<http://www.onetonline.org/link/summary/11-3011.00>

**Lodging Managers**  
<http://www.onetonline.org/link/summary/11-9081.00>

**First-Line Supervisors of Retail Sales Workers**  
<http://www.onetonline.org/link/summary/41-1011.00>

**Industrial Production Managers**  
<http://www.onetonline.org/link/summary/11-3051.00>

**General and Operations Managers**  
<http://www.onetonline.org/link/summary/11-1021.00>

**Social and Community Service Managers**  
<http://www.onetonline.org/link/summary/11-9151.00>

**Human Resource Managers**  
<http://www.onetonline.org/link/summary/11-3121.00>

**Sales Engineers**  
<http://www.onetonline.org/link/summary/41-9031.00>

**Sales Representatives, Services, All Other**  
<http://www.onetonline.org/link/summary/41-3099.00>

**Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products**  
<http://www.onetonline.org/link/summary/41-4011.00>

**Search Marketing Strategists**  
<http://www.onetonline.org/link/details/15-1199.10>

**Solar Sales Representatives and Assessors**  
<http://www.onetonline.org/link/summary/41-4011.07>

**Supply Chain Managers**  
<http://www.onetonline.org/link/summary/11-9199.04>

**Survey Researchers**  
<http://www.onetonline.org/link/summary/19-3022.00>

**Title Examiners, Abstractors, and Searchers**  
<http://www.onetonline.org/link/summary/23-2093.00>

**Urban and Regional Planners**  
<http://www.onetonline.org/link/summary/19-3051.00>

**Wholesale and Retail Buyers**  
<http://www.onetonline.org/link/summary/13-1022.00>

**Community Services Managers**  
<http://www.onetonline.org/link/summary/11-3011.00>



### **MANAGEMENT FOR REGISTERED NURSES B.S.**

The Bachelor of Science program for Registered Nurses at the Malcolm Baldrige School of Business at Post University teaches students decision-making, critical thinking, communications, quantitative, analytical and leadership skills. Students will be prepared to respond to a diverse and constantly changing global healthcare environment and discuss current problems encountered by management in the negotiation and administration of labor relation agreements. Presentation, analysis, and discussion of the specific functions of an organization's Human Resources Department, including the human relations knowledge and skills vital to the success of any manager are explored. Students will explore the standards of performance that are expected of managers, subordinates, and the organization with a special emphasis on the supportive relationship needed between employees and their organizations. A systems approach to management analyzing business strategies is taught as well as the application of organizational theories in the treatment of technological, economic, and behavioral problems confronted by the practicing manager. Theories of organizational growth, change, and development and their impact on organizational outcomes are explored. Oral and written reports are required as the nature and problems of organizational design, development, and change in complex organizations is researched and applied to current organizational and industry trends.

The RN to BS in Management program prepares registered nurses for advanced administrative or management positions in healthcare, assuming roles that require decision-making, critical thinking, communications, quantitative, analytical, and leadership skills.

### **B.S. in Management for Registered Nurses Program Outcomes**

1. Students will learn essential skills to be able to manage a team of subordinates and the supportive relationship needed between employees and their organizations
2. Students will explore the areas of employee motivation, group behavior, leadership, strategic planning and organizational design
3. Students will have the ability to identify a systems approach to management with a view towards the entire range of managerial responsibilities associated with achieving effective performance from a learning organization
4. Students will examine principles of management and their application in public, private, profit and nonprofit organizations
5. Students will apply principles of recruiting, interviewing, selecting, orienting, training, and evaluating new employees in a real life or simulated activity

**B.S. in Management for Registered Nurses Curriculum****General Education**

ACC111 Financial Accounting	3 crs
BUS204 Business Law I	3 crs
ECO201 Macroeconomics	3 crs
FIN201 Principles of Finance	3 crs
MAT220 Statistics I	3 crs
MGT105 Principles of Management	3 crs
MGT201 Human Resource Management	3 crs
MGT303 Labor & Management Relations	3 crs
MGT347 Systems Management	3 crs
BUS411 Business Policy Seminar	3 crs
MKT101 Principles of Marketing	3 crs
CSS101 Learning Across the Lifespan	3 crs

**Management Concentration**

MGT308 Training and Development	3 crs
MGT408 Organizational Theory and Development	3 crs
MGT221 Entrepreneurship, Creativity, and Innovation	3 crs
MGT405 Organizational Behavior	3 crs
MGT450 Seminar in Management	3 crs

**Unrestricted Electives**

Elective	3 crs
Elective	3 crs
Elective	3 crs

**Common Core**

ENG110 College Writing	3 crs
ENG120 College Writing II	3 crs
COM107 Intro to Communications	3 crs
CIS112 Introduction to Computing	3 crs
MAT120 College Algebra	3 crs

**Humanities Electives**

Elective	3 crs
Elective	3 crs

This program is offered Online.

## **MARKETING B.S.**

Marketing consists of a mix of classically defined elements; price, product (service), promotion, and place. A Bachelor of Science degree in Marketing delivers real-world experiences and practical applications providing a framework introducing students to the business-driven models of moving goods and services from concept to customer at all levels of commerce and industry.

This academic field of study concentrates on a consumer behavior focused perspective, including specialized skills in new product planning/development, social marketing, sales and selling techniques, multi-cultural advertising, retailing, strategic marketing, market research, market analysis, social media marketing, non-profit marketing, publicity and public relations, business ethics, and measuring the overall effectiveness of marketing strategies in domestic and global marketplaces in both not-for-profit and for-profit business sectors.

Graduates will be positioned with job-ready skills in customer relationship management, identifying emerging markets, developing target marketing strategies in business-to-business, business-to-consumer, and consumer-to-consumer segments across all sectors of the marketplace.

### **B.S. - Marketing Program Outcomes**

1. Students will identify and understand 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 assess how the sales force actualizes the marketing concept in achieving organizational goals
4. Students will gain a comparative understanding of domestic and international marketing
5. Students will identify and examine the sequence of interrelated activities in marketing research and will assess its role in planning marketing strategies
6. Students will differentiate among industrial, consumer, and government markets with regard to marketing mix strategies
7. Students will recognize and assess areas of ethical concern in marketing and their relation to public perception
8. Students will evaluate and examine the role and application of marketing communications in the consumer and business to business markets
9. Students will design, implement, and assess an independent research study using the stages in the research procedure

**B.S. in Marketing Curriculum**

<b>General Education</b>	<b>60 crs</b>	<b>Major, Core and Concentrations</b>	<b>54 crs</b>
<b>Common Core</b>	<b>12 crs</b>	<b>Designated Writing Course</b>	<b>3 crs</b>
ENG110 College Writing	3 crs	BUS311 Managerial Communications	3 crs
ENG120 College Writing II	3 crs		
COM107 Intro to Communications	3 crs	<b>Business Core</b>	<b>15 crs</b>
CIS112 Introduction to Computing	3 crs	ACC111 Financial Accounting	3 crs
		ECO201 Macroeconomics	3 crs
<b>Liberal Arts</b>	<b>24 crs</b>	MGT105 Principles of Management	3 crs
Elective	3 crs	FIN201 Principles of Finance	3 crs
Elective	3 crs	MKT101 Principles of Marketing	3 crs
Elective	3 crs		
Elective	3 crs	<b>Major Requirements</b>	<b>21 crs</b>
Elective	3 crs	ACC211 Managerial Accounting	3 crs
Elective	3 crs	ECO202 Microeconomics	3 crs
Elective	3 crs	IBA301 Principles of International Business	3 crs
Elective	3 crs	MKT301 Business To Business Marketing	3 crs
Elective	3 crs	MKT315 Strategic 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>Directed Electives</b>	<b>12 crs</b>
<b>Unrestricted Electives</b>	<b>15 crs</b>	MKT300/400 Level Elective	3 crs
Elective	3 crs	MKT300/400 Level Elective	3 crs
Elective	3 crs	MKT300/400 Level Elective	3 crs
Elective	3 crs	MKT300/400 Level Elective	3 crs
Elective	3 crs		
Elective	3 crs	<b>Career and Self-Awareness</b>	<b>6 crs</b>
<b>Unrestricted Business Elective</b>	<b>3 crs</b>	CSA101 Exploring Self: Inside Out	3 crs
Elective	3 crs	CSA260 Professional Success Seminar	1 cr
		CSA400 Career Capstone	2 crs
<b>Grand Total</b>			<b>120 crs</b>

This program is offered on our Main Campus and Online.

**B.S. in Marketing Concentrations**

<b>International Marketing</b>	<b>9 crs</b>	<b>Sales Management</b>	<b>9 crs</b>
MKT311 International Marketing	3 crs	MKT203 Sales & Techniques of Selling	3 crs
BUS320 Logistics Management	3 crs	MKT320 Sales Force Management & Leadership	3 crs
BUS411 Business Policy Seminar	3 crs	BUS411 Business Policy Seminar	3 crs

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

<b>Students In This Degree Program:</b>	<b>36</b>	<b>Loan Officers</b> <a href="http://www.onetonline.org/link/summary/13-2072.00">http://www.onetonline.org/link/summary/13-2072.00</a>
<b>2010-2011 Program Completers In Normal Time:</b>	<b>4.5 years*</b>	<b>Market Research Analysts and Marketing Specialists</b> <a href="http://www.onetonline.org/link/summary/13-1161.00">http://www.onetonline.org/link/summary/13-1161.00</a>
<small>* Students who do not transfer in any credits typically complete this program within 4.5 years.</small>		<b>Marketing Managers</b> <a href="http://www.onetonline.org/link/summary/11-2021.00">http://www.onetonline.org/link/summary/11-2021.00</a>
<b>Average Class Size:</b>	<b>12 students</b>	<b>Advertising Sales Agents</b> <a href="http://www.onetonline.org/link/summary/41-3011.00">http://www.onetonline.org/link/summary/41-3011.00</a>
<b>University Faculty: Full-time: 38 Part-time: 319</b>		<b>Purchasing Agents, Except Wholesale, Retail, and Farm Products</b> <a href="http://www.onetonline.org/link/summary/13-1023.00">http://www.onetonline.org/link/summary/13-1023.00</a>
<b>Job Placement: 40% of program graduates are employed.</b>		<b>Purchasing Managers</b> <a href="http://www.onetonline.org/link/summary/11-3061.00">http://www.onetonline.org/link/summary/11-3061.00</a>
<b>Financial Aid: 100% of students receive some form of Financial Aid</b>		<b>Sales and Related Workers, All Other</b> <a href="http://www.onetonline.org/link/summary/41-9099.00">http://www.onetonline.org/link/summary/41-9099.00</a>
<b>Tuition &amp; Fees 2012-2013:</b>		<b>Sales Engineers</b> <a href="http://www.onetonline.org/link/summary/41-9031.00">http://www.onetonline.org/link/summary/41-9031.00</a>
<b>Program Cost:</b>	<b>\$123,525*</b>	<b>Sales Managers</b> <a href="http://www.onetonline.org/link/summary/11-2022.00">http://www.onetonline.org/link/summary/11-2022.00</a>
<b>Room and Board:</b>	<b>\$46,935*</b>	<b>Sales Representatives, Services, All Other</b> <a href="http://www.onetonline.org/link/summary/41-3099.00">http://www.onetonline.org/link/summary/41-3099.00</a>
<b>Approximate Program Text Book Cost:</b>	<b>\$6,000*</b>	<b>Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products</b> <a href="http://www.onetonline.org/link/summary/41-4011.00">http://www.onetonline.org/link/summary/41-4011.00</a>
<small>* This is the program cost for the entire 120-credit degree program using current tuition and room and board rates. Program costs will vary depending on transfer credits and financial aid amounts.</small>		<b>Search Marketing Strategists</b> <a href="http://www.onetonline.org/link/details/15-1199.10">http://www.onetonline.org/link/details/15-1199.10</a>
<b>Occupations</b>		<b>Solar Sales Representatives and Assessors</b> <a href="http://www.onetonline.org/link/summary/41-4011.07">http://www.onetonline.org/link/summary/41-4011.07</a>
This degree will prepare you for careers including, but not limited to, the ones listed below.		<b>Supply Chain Managers</b> <a href="http://www.onetonline.org/link/summary/11-9199.04">http://www.onetonline.org/link/summary/11-9199.04</a>
<b>Advertising and Promotions Managers</b> <a href="http://www.onetonline.org/link/summary/11-2011.00">http://www.onetonline.org/link/summary/11-2011.00</a>		<b>Survey Researchers</b> <a href="http://www.onetonline.org/link/summary/19-3022.00">http://www.onetonline.org/link/summary/19-3022.00</a>
<b>Energy Brokers</b> <a href="http://www.onetonline.org/link/summary/41-3099.01">http://www.onetonline.org/link/summary/41-3099.01</a>		<b>Urban and Regional Planners</b> <a href="http://www.onetonline.org/link/summary/19-3051.00">http://www.onetonline.org/link/summary/19-3051.00</a>
<b>Financial Managers, Branch or Department</b> <a href="http://www.onetonline.org/link/summary/11-3031.02">http://www.onetonline.org/link/summary/11-3031.02</a>		<b>Wholesale and Retail Buyers</b> <a href="http://www.onetonline.org/link/summary/13-1022.00">http://www.onetonline.org/link/summary/13-1022.00</a>
<b>First-Line Supervisors of Retail Sales Workers</b> <a href="http://www.onetonline.org/link/summary/41-1011.00">http://www.onetonline.org/link/summary/41-1011.00</a>		
<b>First-Line Supervisors of Non-Retail Sales Workers</b> <a href="http://www.onetonline.org/link/summary/41-1012.00">http://www.onetonline.org/link/summary/41-1012.00</a>		
<b>General and Operations Managers</b> <a href="http://www.onetonline.org/link/summary/11-1021.00">http://www.onetonline.org/link/summary/11-1021.00</a>		
<b>Green Marketers</b> <a href="http://www.onetonline.org/link/summary/11-2011.01">http://www.onetonline.org/link/summary/11-2011.01</a>		

## B.S. in Marketing Online Fast Facts

**Students In This Accelerated Degree Program:**

56

**2010-2011 Program Completers In Normal Time:**

7 years\*

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

**Average Program Completion Time:**

64 Months

**Average Number Of Transferred Credits:**

29

**Average Class Size:**

12 students

**University Faculty:** Full-time: 38 Part-time: 319

**Job Placement:** 100% of program graduates are employed.

**Financial Aid:** 70% of ADP undergraduate students receive some form of Financial Aid

**Tuition & Fees 2012-2013:**

**Program Cost:**

\$63,000\*

**Approximate Program Text Book Cost:**

\$6,000\*

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

### Occupations

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

**Advertising and Promotions Managers**

<http://www.onetonline.org/link/summary/11-2011.00>

**Energy Brokers**

<http://www.onetonline.org/link/summary/41-3099.01>

**Financial Managers, Branch or Department**

<http://www.onetonline.org/link/summary/11-3031.02>

**First-Line Supervisors of Retail Sales Workers**

<http://www.onetonline.org/link/summary/41-1011.00>

**First-Line Supervisors of Non-Retail Sales Workers**

<http://www.onetonline.org/link/summary/41-1012.00>

**General and Operations Managers**

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

**Green Marketers**

<http://www.onetonline.org/link/summary/11-2011.01>

**Loan Officers**

<http://www.onetonline.org/link/summary/13-2072.00>

**Market Research Analysts and Marketing Specialists**

<http://www.onetonline.org/link/summary/13-1161.00>

**Marketing Managers**

<http://www.onetonline.org/link/summary/11-2021.00>

**Advertising Sales Agents**

<http://www.onetonline.org/link/summary/41-3011.00>

**Purchasing Agents, Except Wholesale, Retail, and Farm Products**

<http://www.onetonline.org/link/summary/13-1023.00>

**Purchasing Managers**

<http://www.onetonline.org/link/summary/11-3061.00>

**Sales and Related Workers, All Other**

<http://www.onetonline.org/link/summary/41-9099.00>

**Sales Engineers**

<http://www.onetonline.org/link/summary/41-9031.00>

**Sales Managers**

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

**Sales Representatives, Services, All Other**

<http://www.onetonline.org/link/summary/41-3099.00>

**Sales Representatives, Wholesale and**

**Manufacturing, Technical and Scientific Products**

<http://www.onetonline.org/link/summary/41-4011.00>

**Search Marketing Strategists**

<http://www.onetonline.org/link/details/15-1199.10>

**Solar Sales Representatives and Assessors**

<http://www.onetonline.org/link/summary/41-4011.07>

**Supply Chain Managers**

<http://www.onetonline.org/link/summary/11-9199.04>

**Survey Researchers**

<http://www.onetonline.org/link/summary/19-3022.00>

**Urban and Regional Planners**

<http://www.onetonline.org/link/summary/19-3051.00>

**Wholesale and Retail Buyers**

<http://www.onetonline.org/link/summary/13-1022.00>

## **PSYCHOLOGY B.A.**

People who study Psychology gain unique insight into human behavior and use this understanding to positively impact people's daily lives. Earning a Bachelor's degree in Psychology is essential preparation for future employment or graduate study in Psychology or related fields.

The Bachelor of Arts in Psychology program emphasizes student development of strong academic and social skills, including critical thinking, collaboration, oral and written expression, interpersonal effectiveness, and social maturity. The curriculum is designed to enrich student understanding of human behavior. Specifically, students learn how individuals perceive, think, and learn. They analyze the contributions of environmental and biological factors to the development and expression of personality and psychopathology. Other key areas of curricular emphasis include child and adolescent development; the relationship between the nervous system and behavior; the influence of societal factors and variants of culture on human interaction; and the relationship between Psychology and the Law. Importantly, students learn to critically evaluate existing psychological literature, and apply theory to practice by conducting their own psychological research projects.

There are many career options for those with a Bachelor's degree in Psychology. The skills acquired prepare students for careers in fields including, but not limited to, counseling and rehabilitation, human services, administration, community and public relations, advertising and market research, education, and legislative affairs. Additionally, a Psychology degree from Post University serves as a foundation for graduate study in Psychology and related fields.

The program offers two applied concentrations: 1) Organizational Studies and 2) Human Development, Education, and Health. A minor in Forensic Psychology is also offered. Students have the opportunity to participate in internship and cooperative education experiences throughout their college career in order to gain real-world experience before graduation.

### **B.A. – Psychology Program Outcomes**

Strong program for students intending to pursue advanced studies in Psychology or related fields or proceed directly to the workplace upon graduation

Learning outcomes for the program include, but are not limited to the following:

1. Students will be able to demonstrate knowledge of the major concepts, empirical findings, theoretical perspectives, and historical trends in the field of psychology
2. Students will be able to describe the fundamental characteristics of the science of psychology
3. Students will be able to distinguish the important sub-disciplines of psychology and their contribution in explaining the human condition
4. Students will be able to use the ideas and concepts of the major theories in the field to explain multiple psychological phenomena
5. Students will be able to demonstrate critical and scientific thinking in applying psychological concepts in understanding the causes and consequences of personal, interpersonal, and social problems
6. Students will be able to analyze research studies that address psychological questions using appropriate research methods and ethical principles
7. Student will be able to explain key psychological concepts in oral and written formats



### B.A. in Psychology Curriculum

<b>General Education</b>	<b>60 crs</b>	<b>Major, Core and Concentrations</b>	<b>54 crs</b>
<b>Common Core</b>	<b>12 crs</b>	<b>Designated Writing Course</b>	<b>3 crs</b>
ENG110 College Writing	3 crs	PSY341 Research Methodology for the Soc Sc.	3 crs
ENG120 College Writing II	3 crs		
COM107 Intro to Communications	3 crs	<b>Major Core</b>	<b>27 crs</b>
CIS112 Introduction to Computing	3 crs	PSY101 Fundamentals of Psychology I	3 crs
		PSY102 Fundamentals of Psychology II	3 crs
<b>Liberal Arts</b>	<b>24 crs</b>	PSY305 Theories of Personality	3 crs
Elective	3 crs	PSY306 Abnormal Psychology	3 crs
Elective	3 crs	PSY310 Learning Theory	3 crs
Elective	3 crs	PSY315 Psychological Tests & Measurements	3 crs
Elective	3 crs	PSY340 Neuropsychology	3 crs
Elective	3 crs	PSY403 Sensation and Perception	3 crs
Elective	3 crs	PSY421 Proseminar	3 crs
Elective	3 crs		
Elective	3 crs	<b>Concentration Courses</b>	<b>12 crs</b>
		Elective	3 crs
<b>Math</b>	<b>6 crs</b>	Elective	3 crs
MAT120 College Algebra	3 crs	Elective	3 crs
MAT220 Statistics I	3 crs	Level 300/400 Elective	3 crs
<b>Science</b>	<b>3 crs</b>	<b>Directed Electives</b>	<b>9 crs</b>
Elective	3 crs	Elective	3 crs
		Elective	3 crs
<b>Unrestricted Electives</b>	<b>15 crs</b>	Elective	3 crs
Elective	3 crs		
Elective	3 crs	<b>Career and Self-Awareness</b>	<b>6 crs</b>
Elective	3 crs	CSA101 Exploring Self: Inside Out	3 crs
Elective	3 crs	CSA260 Professional Success Seminar	1 cr
Elective	3 crs	CSA400 Career Capstone	2 crs
<b>Leadership Course</b>	<b>3 crs</b>		
LCS105 Elements of Organizations	3 crs		

### Grand Total

**120 crs**

This program is offered on our Main Campus and Online.

### B.A. in Psychology Concentrations

<b>Human Development, Education, &amp; Health</b>	<b>12 crs</b>	<b>Organizational Studies</b>	<b>12 crs</b>
PSY201 Child Development	3 crs	PSY220 Multicultural Psychology	3 crs
PSY203 Adolescent Psychology	3 crs	PSY301 Social Psychology	3 crs
PSY260 Educational Psychology	3 crs	PSY307 Drugs and Behavior	3 crs
PSY307 Drugs and Behavior	3 crs	MGT405 Organizational Behavior OR	3 crs
		MKT404 Consumer Behavior	

### B.A. in Psychology Concentrations (Cont.)

<b>Forensic Psychology Minor</b>	<b>15 crs</b>
PSY102 Fundamentals of Psychology II*	3 crs
PSY240 Forensic Psychology	3 crs
PSY341 Research Methodology for the Social Sciences*	3 crs
PSY395 Special Topics in Forensics Psychology	3 crs
Forensic Psych Elective	3 crs

\* PSY341 and PSY102 are part of the requirements for the degree plan. Electives are either PSY201, PSY203, PSY301, and PSY305

### B.A. in Psychology Main Campus Fast Facts

<b>Students In This Degree Program:</b>	<b>78</b>
<b>2010-2011 Program Completers In Normal Time:</b>	<b>4.5 years*</b>

\* Students who do not transfer in any credits typically complete this program within 4.5 years.

**Average Class Size:** 14 students

**University Faculty:** Full-time: 38 Part-time: 319

**Job Placement:** 40% of program graduates are employed

**Financial Aid:** 100% of students receive some form of Financial Aid

**Tuition & Fees 2012-2013:**

**Program Cost:** \$123,525\*

**Room and Board:** \$46,935\*

**Approximate Program Text Book Cost:** \$6,000\*

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

#### Occupations

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

Mental health & substance abuse social workers

<http://www.onetonline.org/link/summary/21-1023.00>

Teacher assistants

<http://www.onetonline.org/link/summary/25-9041.00>

Social science research assistants

<http://www.onetonline.org/link/summary/19-4061.00>

Training & development managers

<http://www.onetonline.org/link/summary/11-3131.00>

Psychiatric technicians

<http://www.onetonline.org/link/summary/29-2053.00>

Child, family, & school social workers

<http://www.onetonline.org/link/summary/21-1021.00>

Rehabilitation counselors

<http://www.onetonline.org/link/summary/21-1015.00>

Social & human service assistants

<http://www.onetonline.org/link/summary/21-1093.00>

### B.A. in Psychology Online Fast Facts

<b>Students In This Accelerated Degree Program:</b>	<b>162</b>
<b>2010-2011 Program Completers:</b>	<b>N/A*</b>
<b>2010-2011 Program Completers In Normal Time:</b>	<b>7 years*</b>

\*This program was introduced in 2010.

\*ADP students who do not transfer in any credits and take one course each module will complete this program in 7 years. This program was introduced in 2010.

**Average Number Of Transferred Credits:** 24

**Average Class Size:** 14 students

**University Faculty:** Full-time: 38 Part-time: 319

**Job Placement:** 80% of program graduates are employed\*

This program was introduced in 2010.

**Financial Aid:** 70% of ADP undergraduate students receive some form of Financial Aid

**Tuition & Fees 2012-2013:**

**Program Cost:** \$63,000\*

**Approximate Program Text Book Cost:** \$6,000\*

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

#### Occupations

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

Mental health & substance abuse social workers

<http://www.onetonline.org/link/summary/21-1023.00>

Teacher assistants

<http://www.onetonline.org/link/summary/25-9041.00>

Social science research assistants

<http://www.onetonline.org/link/summary/19-4061.00>

Training & development managers

<http://www.onetonline.org/link/summary/11-3131.00>

Psychiatric technicians

<http://www.onetonline.org/link/summary/29-2053.00>

Child, family, & school social workers

<http://www.onetonline.org/link/summary/21-1021.00>

Rehabilitation counselors

<http://www.onetonline.org/link/summary/21-1015.00>

Social & human service assistants

<http://www.onetonline.org/link/summary/21-1093.00>

**SOCIOLOGY B.S.**

Post University's Sociology program curriculum provides students with the opportunity to develop critical thinking skills while exploring the complex structure and dynamics of social systems, social life, and social change within societies. Course work prepares students to be analytical thinkers while examining the intricacies of human behavior as individuals, participants in groups, organizations, and communities. Students are afforded the opportunity to examine their social world and how they act as creators of this world while investigating issues of race, gender, ethnicity, social class, and sexuality in the courses. Courses also utilize the American Sociology Association's ethical principles of integrity, social responsibility, and respect for people's rights, dignity, and diversity. Students who choose to minor or take elective course work in our sociology courses at Post University will be able understand many areas of social phenomena in addition to both historical and present day issues and problems impacting our present world.

Students who major or take substantive elective course work will find employment in such settings as community action programs, parole and probation at juvenile and adult levels, case workers, program managers, and geriatrics. Students considering graduate work could apply for graduate programs in sociology, criminal justice, law, social work, or counseling.

**B.S. - 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**

<b>General Education</b>	<b>60 crs</b>	<b>Major, Core and Concentrations</b>	<b>51 crs</b>
<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 I	3 crs
ENG120 College Writing II	3 crs		
COM107 Intro to Communications	3 crs	<b>Major Core</b>	<b>21 crs</b>
CIS112 Introduction to Computing	3 crs	PHL203 Ethics	3 crs
		SOC101 Principles of Sociology	3 crs
<b>Liberal Arts</b>	<b>24 crs</b>	SOC301 Social Problems	3 crs
Elective	3 crs	SOC310 Social Stratification	3 crs
Elective	3 crs	SOC340 Sociological Theory	3 crs
Elective	3 crs	SOC341 Research Methodology for the Soc. Sc.	3 crs
Elective	3 crs	SOC398 Internship in Sociology I	3 crs
Elective	3 crs		
Elective	3 crs	<b>Concentration</b>	<b>15 crs</b>
Elective	3 crs	Concentration Course	3 crs
Elective	3 crs	Concentration Course	3 crs
Elective	3 crs	Concentration Course	3 crs
<b>Math</b>	<b>6 crs</b>	Concentration Course	3 crs
MAT120 College Algebra OR	3 crs	Concentration Course	3 crs
MAT105 Quantitative Methods			
MAT220 Statistics I	3 crs	<b>Directed Electives</b>	<b>12 crs</b>
		300/400 Level Elective	3 crs
<b>Science</b>	<b>3 crs</b>	300/400 Level Elective	3 crs
Elective	3 crs	300/400 Level Elective	3 crs
		300/400 Level Elective	3 crs
<b>Unrestricted Electives</b>	<b>15 crs</b>		
Elective	3 crs	<b>Career and Self-Awareness</b>	<b>6 crs</b>
Elective	3 crs	CSA101 Exploring Self: Inside Out	3 crs
Elective	3 crs	CSA260 Professional Success Seminar	1 cr
Elective	3 crs	CSA400 Career Capstone	2 crs
Elective	3 crs		
		<b>Leadership Course</b>	<b>3 crs</b>
		LCS105 Elements of Organizations	
<b>Grand Total</b>			<b>120 crs</b>

This program is offered on our Main Campus.

### B.A. in Sociology Concentrations

<b>Security Services</b>	<b>15 crs</b>	<b>Health and Community Services</b>	<b>15 crs</b>
SOC322 Criminology	3 crs	SOC317 Alcohol & Drugs	3 crs
SOC330 Juvenile Delinquency	3 crs	SOC321 Aging	3 crs
Interdisciplinary Elective	3 crs	SOC326 Medical Sociology	3 crs
Interdisciplinary Elective	3 crs	Interdisciplinary Elective	3 crs
Interdisciplinary Elective	3 crs	Interdisciplinary Elective	3 crs
<b>Counseling Services</b>	<b>15 crs</b>		
HSV301 Interviewing Methods	3 crs		
HSV303 Introduction to Counseling	3 crs		
HSV309 Theories of Counseling	3 crs		
HSV330 Group Counseling	3 crs		
HSV368 Crisis Intervention	3 crs		

### B.A. in Sociology Main Campus Fast Facts

<b>Students In This Degree Program:</b>	<b>19</b>	<b>Occupations</b>
<b>2010-2011 Program Completers In Normal Time:</b>	<b>4.5 years*</b>	This degree will prepare you for careers including, but not limited to, the ones listed below.
<small>* Students who do not transfer in any credits typically complete this program within 4.5 years.</small>		<b>Social Science Research Assistants</b>
<b>Average Class Size:</b>	<b>16 students</b>	<a href="http://www.onetonline.org/link/summary/19-4061.00">http://www.onetonline.org/link/summary/19-4061.00</a>
<b>University Faculty: Full-time: 38 Part-time: 319</b>		<b>Sociologists</b>
<b>Job Placement: 40% of program graduates are employed</b>		<a href="http://www.onetonline.org/link/summary/19-3041.00">http://www.onetonline.org/link/summary/19-3041.00</a>
<b>Financial Aid: 100% of students receive some form of Financial Aid</b>		
<b>Tuition &amp; Fees 2012-2013:</b>		
<b>Program Cost:</b>	<b>\$123,525*</b>	
<b>Room and Board:</b>	<b>\$46,935*</b>	
<b>Approximate Program Text Book Cost:</b>	<b>\$6,000*</b>	
<small>* This is the program cost for the entire 120-credit degree program using current tuition and room and board rates. Program costs will vary depending on transfer credits and financial aid amounts.</small>		

### **SPORTS MANAGEMENT B.S.**

The Bachelor of Science degree in Sport Management in the Malcolm Baldrige School of Business is an interdisciplinary program that applies the business management disciplines of management, marketing, finance, and economics to fields within the sport management industry.

The major curriculum core begins with a foundation course in sport management. Subsequent courses build upon the foundation course giving students specific knowledge and comprehension in the areas of societal sport, sport administration, sport event and facility management, sport marketing, sport law, and sport economics.

All students in the major will complete a capstone course. The capstone course allows students to gain valuable hands-on real world experience. The capstone is a minimum eight-week experience working a minimum of fifteen hours per week with a sport management organization.

Sport Management majors learn skills that will provide opportunities for careers in athletic administration, sport marketing, ticket sales, game-day operations, and community relations.

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

1. Students will apply principles of creativity and innovation to sport management organizations
2. Students will develop 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 become skilled in the use of technology appropriate to the sport management environment
5. Students will examine and apply ethical and professional behaviors to sport management situations
6. Students will develop written and oral communications skills and abilities necessary to succeed in the sport management environment
7. Students will develop a global perspective as it relates to the function of sport management in an increasingly multicultural and multinational world

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

<b>General Education</b>	<b>60 crs</b>	<b>Major, Core and Concentrations</b>	<b>54 crs</b>
<b>Common Core</b>	<b>12 crs</b>	<b>Designated Writing Course</b>	<b>3 crs</b>
ENG110 College Writing	3 crs	BUS311 Managerial Communications	3 crs
ENG120 College Writing II	3 crs		
COM107 Intro to Communications	3 crs	<b>Business Core</b>	<b>15 crs</b>
CIS112 Introduction to Computing	3 crs	ACC111 Financial Accounting	3 crs
		ECO201 Macroeconomics	3 crs
<b>Liberal Arts</b>	<b>24 crs</b>	MGT105 Principles of Management	3 crs
Elective	3 crs	MKT101 Principles of Marketing	3 crs
Elective	3 crs	FIN201 Principles of Finance	3 crs
Elective	3 crs		
Elective	3 crs	<b>Major Requirements</b>	<b>24 crs</b>
Elective	3 crs	SMG101 Foundations of Sport Management	3 crs
Elective	3 crs	SMG151 Sport in Society	3 crs
Elective	3 crs	SMG201 Sport & Athletic Admin	3 crs
Elective	3 crs	SMG251 Sport Event & Facility Management	3 crs
Elective	3 crs	SMG301 Sport Marketing	3 crs
<b>Math</b>	<b>6 crs</b>	SMG351 Sport Law	3 crs
MAT120 College Algebra	3 crs	SMG401 Sport Economics	3 crs
MAT220 Statistics I	3 crs	SMG451 Sport Management Capstone	3 crs
<b>Science</b>	<b>3 crs</b>	<b>Directed Electives</b>	<b>9 crs</b>
Elective	3 crs	300/400 Level Elective	3 crs
		300/400 Level Elective	3 crs
<b>Unrestricted Electives</b>	<b>15 crs</b>	300/400 Level Elective	3 crs
Elective	3 crs		
Elective	3 crs	<b>Career and Self-Awareness</b>	<b>6 crs</b>
Elective	3 crs	CSA101 Exploring Self: Inside Out	3 crs
Elective	3 crs	CSA260 Professional Success Seminar	1 cr
Elective	3 crs	CSA400 Career Capstone	2 crs
<b>Unrestricted Business Elective</b>	<b>3 crs</b>		
Elective	3 crs		
<b>Grand Total</b>			<b>120 crs</b>

This program is offered on our Main Campus and Online.

**B.S. in Sport Management Concentrations**

<b>Sport Law</b>	<b>15 crs</b>
LAW101 Introduction to Law	3 crs
LAW205 Legal Research	3 crs
LAW307 Business Organizations and Practice	3 crs
LAW310 Patent, Trademark, and Copyright Law	3 crs
SMG351 Sport Law	3 crs



### B.S. in Sport Management Main Campus Fast Facts

<b>Students In This Degree Program:</b>	<b>87</b>	<b>Occupations</b>
<b>2010-2011 Program Completers In Normal Time:</b>	<b>4.5 years*</b>	This degree will prepare you for careers including, but not limited to, the ones listed below.
<small>* Students who do not transfer in any credits typically complete this program within 4.5 years.</small>		<b>General and Operations Managers</b>
<b>Average Class Size:</b>	<b>12 students</b>	<a href="http://www.onetonline.org/link/summary/11-1021.00">http://www.onetonline.org/link/summary/11-1021.00</a>
<b>University Faculty: Full-time: 38 Part-time: 319</b>		<b>Managers, All Other</b>
<b>Job Placement: 14% of program graduates are employed</b>		<a href="http://www.onetonline.org/link/summary/11-9199.00">http://www.onetonline.org/link/summary/11-9199.00</a>
<b>Financial Aid: 100% of students receive some form of Financial Aid</b>		<b>Public Relations Specialist</b>
<b>Tuition &amp; Fees 2012-2013:</b>		<a href="http://www.onetonline.org/link/summary/27-3031.00">http://www.onetonline.org/link/summary/27-3031.00</a>
<b>Program Cost:</b>	<b>\$123,525*</b>	<b>Marketing Managers</b>
<b>Room and Board:</b>	<b>\$46,935*</b>	<a href="http://www.onetonline.org/link/summary/11-2021.00">http://www.onetonline.org/link/summary/11-2021.00</a>
<b>Approximate Program Text Book Cost:</b>	<b>\$6,000*</b>	<b>Agents and Business Managers of Artists, Performers, and Athletes</b>
<small>* This is the program cost for the entire 120-credit degree program using current tuition and room and board rates. Program costs will vary depending on transfer credits and financial aid amounts.</small>		<a href="http://www.onetonline.org/link/summary/13-1011.00">http://www.onetonline.org/link/summary/13-1011.00</a>
		<b>Fitness and Wellness Coordinators</b>
		<a href="http://www.onetonline.org/link/summary/11-9039.02">http://www.onetonline.org/link/summary/11-9039.02</a>
		<b>Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products</b>
		<a href="http://www.onetonline.org/link/summary/41-4012.00">http://www.onetonline.org/link/summary/41-4012.00</a>
		<b>Recreation Workers</b>
		<a href="http://www.onetonline.org/link/summary/39-9032.00">http://www.onetonline.org/link/summary/39-9032.00</a>

### B.S. in Sport Management Online Fast Facts

<b>Students In This Accelerated Degree Program:</b>	<b>116</b>	<b>Occupations</b>
<b>2010-2011 Program Completers:</b>	<b>N/A*</b>	This degree will prepare you for careers including, but not limited to, the ones listed below.
<small>*This program was introduced in 2009.</small>		<b>General and Operations Managers</b>
<b>2010-2011 Program Completers In Normal Time:</b>	<b>7 years*</b>	<a href="http://www.onetonline.org/link/summary/11-1021.00">http://www.onetonline.org/link/summary/11-1021.00</a>
<small>*ADP students who do not transfer in any credits and take one course each module will complete this program in 7 years. This program was introduced in 2009.</small>		<b>Managers, All Other</b>
<b>Average Class Size:</b>	<b>12 students</b>	<a href="http://www.onetonline.org/link/summary/11-9199.00">http://www.onetonline.org/link/summary/11-9199.00</a>
<b>University Faculty: Full-time: 38 Part-time: 319</b>		<b>Public Relations Specialist</b>
<b>Job Placement: 50% of program graduates are employed*</b>		<a href="http://www.onetonline.org/link/summary/27-3031.00">http://www.onetonline.org/link/summary/27-3031.00</a>
<small>This program was introduced in 2009.</small>		<b>Marketing Managers</b>
<b>Financial Aid: 70% of ADP undergraduate students receive some form of Financial Aid</b>		<a href="http://www.onetonline.org/link/summary/11-2021.00">http://www.onetonline.org/link/summary/11-2021.00</a>
<b>Tuition &amp; Fees 2012-2013:</b>		<b>Agents and Business Managers of Artists, Performers, and Athletes</b>
<b>Program Cost:</b>	<b>\$63,000*</b>	<a href="http://www.onetonline.org/link/summary/13-1011.00">http://www.onetonline.org/link/summary/13-1011.00</a>
<b>Approximate Program Text Book Cost:</b>	<b>\$6,000*</b>	<b>Fitness and Wellness Coordinators</b>
<small>* This is the tuition cost using current tuition rates for the entire 120-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.</small>		<a href="http://www.onetonline.org/link/summary/11-9039.02">http://www.onetonline.org/link/summary/11-9039.02</a>
		<b>Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products</b>
		<a href="http://www.onetonline.org/link/summary/41-4012.00">http://www.onetonline.org/link/summary/41-4012.00</a>
		<b>Recreation Workers</b>
		<a href="http://www.onetonline.org/link/summary/39-9032.00">http://www.onetonline.org/link/summary/39-9032.00</a>



## Minors

### Accounting

Minors require a minimum of 15 credits. Those wishing to include a minor in their curriculum should consult their advisor.

ACC111 Financial Accounting	3 crs
ACC211 Managerial Accounting	3 crs

#### Plus any three of the following:

ACC215 Spreadsheet and General Ledger Applications	3 crs
ACC301 Cost Accounting	3 crs
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

**TOTAL 15 crs**

### Biology

Minors require a minimum of 15 credits. Those wishing to include a minor in their curriculum should consult their advisor.

BIO143 General Biology I	3 crs
BIO143L General Biology I Lab	1 crs
BIO144 General Biology II	3 crs
BIO144L General Biology II Lab	1 crs
BIO/ENV Elective at 200-400 level	3 crs
BIOL/ENVL Lab Elective at 200-400 level	1 crs
BIO/ENV Elective at 200-400 level	3 crs

**TOTAL 15 crs**

### Chemistry

Minors require a minimum of 18 credits. Those wishing to include a minor in their curriculum should consult their advisor.

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
CHM301 Environmental Chemistry	3 crs
CHM301L Environmental Chemistry Lab	1 cr

**TOTAL 18 crs**

### Communications

Minors require a minimum of 15 credits not including the Gen Ed requirement in Communications (COM 107 Intro to Communications).

COM200 Popular Culture	3 crs
COM208 Interpersonal Communications	3 crs
COM300 Introduction to Mass Communications	3 crs
COM302 Media Literacy and Culture or COM301 Mass Media and Society	3 crs
COM375 Public Relations or COM460 Internship in Communications	3 crs

**TOTAL 15 crs**

### Criminal Justice

Minors require a minimum of 15 credits. Those wishing to include a minor in their curriculum should consult their advisor.

CRJ 101 Introduction to Criminal Justice	3 crs
CRJ 103 Introduction to Corrections	3 crs
CRJ 201 Juvenile Justice	3 crs
CRJ 404 Theoretical Criminology	3 crs
CRJ Elective	3 crs
<b>TOTAL</b>	<b>15 crs</b>

### English

Minors require a minimum of 15 credits not including the GEN ED requirement in English (ENG110 College Writing and ENG120 College Writing II).

ENG130 Writing with Literature	3 crs
ENG200 Elective	3 crs
ENG200 Elective	3 crs
ENG300 Elective	3 crs
ENG300 or 400 Elective	3 crs
<b>TOTAL</b>	<b>15 crs</b>

### Environmental Science

Minors require a minimum of 16 credits. Those wishing to include a minor in their curriculum should consult their advisor.

ENV121 Environmental Science	3 crs
ENV121L Environmental Science	1 cr
ENV420 Ecological Field Methods	3 crs
ENV430 Strategies for Sustainable Development	3 crs
BIO or ENV elective at 200-level or above	3 crs
BIO or ENV elective at 200-level or above	3 crs
<b>TOTAL</b>	<b>16 crs</b>

### Equine Studies

Those wishing to include an Equine Studies minor in their curriculum should consult their advisor.

EQU161 Stable Management I: Horse Care & Handling OR	
EQU162 Stable Management II: Facility Design & Operation	4 cr
EQU251 Anatomy & Physiology of the Horse	3cr
<b>Plus pick 3 from the following:</b>	<b>9 cr</b>

- EQU252 Equine Nutrition
- EQU301 Horse Industry Orientation
- EQU340 Equine Business Ethics
- EQU401 Equine Medical Management

Non-business majors should take one introductory business course as one of the three courses in this section

<b>TOTAL</b>	<b>16 crs</b>
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### Finance

Minors require a minimum of 15 credits. Those wishing to include a minor in their curriculum should consult their advisor.

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
<b>TOTAL</b>	<b>15 crs</b>

### Legal Studies

Minors require a minimum of 15 credits. Those wishing to include a minor in their curriculum should consult their advisor.

LAW101(Prerequisite for other four courses)	3 crs
LAW Electives	12crs
<b>TOTAL</b>	<b>15 crs</b>

### Marketing

Minors require a minimum of 15 credits. Those wishing to include a minor in their curriculum should consult their advisor.

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
<b>TOTAL</b>	<b>15 crs</b>

### Philosophy

Minors require a minimum of 15 credits. Those wishing to include a minor in their curriculum should consult their advisor.

PHL101 Introduction to Philosophy	3 crs
PHL203 Ethics	3 crs
PHL301 World Religions	3 crs
<b>Plus Two of the Following:</b>	
PHL302 Eastern Philosophy	3 crs
PHL305 Political Philosophy	3 crs
PHL309 Understanding Our Universe	3 crs
<b>TOTAL</b>	<b>15 crs</b>

### Sport Management

Minors require a minimum of 15 credits. Those wishing to include a minor in their curriculum should consult their advisor.

SMG 101 Foundations of Sport Management	3 crs
SMG 301 Sport Marketing	3 crs
SMG 451 Sport Management Internship	3 crs
<b>Plus any two of the following:</b>	
SMG 151 Sport in Society	3 crs
SMG 201 Sport and Athletic Administration	3 crs
SMG 251 Sport Event and Facility Management	3 crs
SMG 351 Sport Law	3 crs
SMG 401 Sport Economics	3 crs
<b>TOTAL</b>	<b>15 crs</b>

## **MBA**

The Masters of Business Administration (MBA) degree is an interdisciplinary program that applies the business management disciplines of marketing, leadership, innovation, finance, project management and entrepreneurship to prepare students to lead businesses and organizations. The interactive program is designed specifically for working professionals.

The Program begins with foundation courses in accounting, finance and marketing. Students also learn to apply concepts of innovation and creativity to solve business problems.

The Program's core courses build upon the foundation courses giving students specific tools in the disciplines of financial modeling, project management, management, leadership, competitive intelligence, business strategy and planning as well as organizational dynamics.

Students select one of seven concentrations to complete their program of study. Each concentration includes four specialized courses culminating with a 6 credit applied capstone experience in which apply what they have learned to solve a real business problem or create or transform an organization.

MBA graduates learn skills that will provide opportunities for career advancement as supervisor, manager, director, corporate officer or executive. Concentrations offer students the opportunity to acquire more specialized knowledge and applied skills.

### **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 DEGREE 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 DEGREE 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.

### **MBA DEGREE IN MARKETING**

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 product 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 DEGREE**

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 DEGREE 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. Students will apply principles of creativity and innovation to for-profit and/or not-for-profit organizations
2. Students will identify, analyze, evaluate and implement research-based business practices applicable to their area of concentration
3. Students will draw from general theories, principles and specific knowledge of their concentration to develop and practice their own vision and leadership approach
4. Students will lead the creation or transformation of their ventures, organizations, or communities
5. Students will demonstrate the ability to adapt to changing business environments through strategic business planning supported by current market analysis
6. Students will identify, synthesize and integrate relevant business concepts to advance options and solutions for complex business challenges
7. Students will evaluate and respond to market and organizational needs for developing and implementing new ventures, products and services
8. Students will identify, analyze, evaluate and apply appropriate decision tools, planning models, relevant business cases, and critical financial tools to lead, manage and sustain innovation and change
9. Students will examine and apply ethical and professional behaviors to business situations
10. Students will communicate professionally using graduate level written and oral skills essential to success in the business environment



**Master of Business Administration Curriculum****MBA Preparatory Course**

BUS500 MBA Preparatory Course

**MBA Program Foundation Courses****9 crs**

BUS501 Economic Foundations of Applied Accounting and Finance 3 crs

BUS504 Marketing Mix Strategies 3 crs

BUS505 Organizational Creativity, Discovery, and Innovation 3 crs

**MBA Core Courses****18 crs**

BUS508 The Future of Leadership and Management II 3 crs

BUS510 Financial Modeling 3 crs

BUS515 Organizational Dynamics and Effectiveness 3 crs

BUS520 Competitive Intelligence 3 crs

BUS525 Business Strategy and Planning 3 crs

BUS530 Project Management 3 crs

**Concentration****12 crs****Capstone Course and Culminating Experience****6 crs**

BUS698 Capstone Research Course 3 crs

BUS699 Graduate Seminar and Capstone Project 3 crs

**Grand Total****45 crs**

This program is offered online.

**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**

BUS631 Managing Financial Institutions 3 crs

BUS632 Advanced Financial Statement Analysis 3 crs

BUS633 Investment Management and Analysis 3 crs

PAD634 Public Finance Policy and Application 3 crs

**Master of Business Administration Concentrations (Cont.)**

<b>Leadership</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>Marketing</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>Multidisciplinary</b> - Elective Courses (Choose four courses from the list below)	<b>12 crs</b>
BUS610 New Venture Creation	3 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
BUS620 Financing the New Venture	3 crs
BUS625 Acquisitions in New Business Formation	3 crs
BUS631 Managing Financial Institutions	3 crs
BUS632 Advanced Financial Statement Analysis	3 crs
BUS633 Investment Management and Analysis	3 crs
PAD634 Public Finance Policy and Application	3 crs
BUS660 Leadership and Change Management	3 crs
BUS665 Unleashing and Sustaining Innovation in Organizations	3 crs
BUS668 Virtuous Leadership	3 crs
BUS669 Innovating Leadership and Management	3 crs
BUS670 Complexity of the Innovative Process	3 crs
BUS675 Financial Tools for Managing Innovation	3 crs
<b>Project Management</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

**Master of Business Administration Online Fast Facts**

**Students In This Accelerated Degree Program:** 479  
**2010-2011 Program Completers:** 39  
**2010-2011 Program Completers In Normal Time:** 87%\*

\* MBA students who do not transfer in any credits and take one course each module will complete this program in 2.5 years.

**Average Program Completion Time:** 23 Months  
**Average Number Of Transfered Credits:** 5  
**Average Class Size:** 8 students

**University Faculty:** Full-time: 38 Part-time: 319

**Financial Aid:** 72% of ADP graduate students receive some form of Financial Aid

**Tuition & Fees 2012-2013:**

**Program Cost:** \$36,000\*

**Approximate Program Text Book Cost:** \$1,500\*  
\* This is the tuition cost using current tuition rates for the entire 45-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.

**Median Loan Debt:**

**Number of Borrowers:** 26

Federal <small>(Amount Borrowed)</small>	Private Loans <small>(Amount Borrowed)</small>	Institutional Loans <small>(Amount Owed)</small>
\$21,197.40	\$0	\$0

**Occupations**

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

- Chief Executives**  
<http://www.onetonline.org/link/summary/11-9021.00>
- Management Analysts**  
<http://www.onetonline.org/link/summary/11-3071.00>
- Managers, All Other**  
<http://www.onetonline.org/link/summary/11-9199.00>
- Sales Managers**  
<http://www.onetonline.org/link/summary/11-2022.00>
- Social and Community Service Managers**  
<http://www.onetonline.org/link/summary/11-9151.00>
- General and Operations Managers**  
<http://www.onetonline.org/link/summary/11-1021.00>
- Industrial Production Managers**  
<http://www.onetonline.org/link/summary/11-3051.00>
- Construction Managers**  
<http://www.onetonline.org/link/summary/11-9021.00>
- Transportation, Storage, and Distribution Managers**  
<http://www.onetonline.org/link/summary/11-3071.00>
- Cost Estimators**  
<http://www.onetonline.org/link/summary/13-1051.00>
- Administrative Services Managers**  
<http://www.onetonline.org/link/summary/11-3011.00>
- First-Line Supervisors/Managers of Office and Administrative Support Workers**  
<http://www.onetonline.org/link/summary/43-1011.00>
- Marketing Managers**  
<http://www.onetonline.org/link/summary/11-2021.00>
- Business Operations Specialists, All Other**  
<http://www.onetonline.org/link/summary/13-1199.00>
- Market Research Analysts**  
<http://www.onetonline.org/link/summary/19-3021.00>
- Public Relations Specialists**  
<http://www.onetonline.org/link/summary/27-3031.00>

## **MASTER OF EDUCATION**

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 Teaching and Learning, Higher Education Administration, or Instructional Design & Technology. 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.

M.Ed. Higher Education Administration

M.Ed. Instructional Design & Technology

M.Ed. Teaching & Learning

### **M.Ed. 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 be able to identify, analyze, evaluate and implement research-based education practices matched to an area of concentration (teaching & learning, or instructional design & technology)
3. Students will develop expertise in designing and delivering instruction to support the achievement of a diverse population of learners of all ages in a variety of settings (e.g., public education, private education, charter schools, corporations, elearning, *et al.*)
4. Students will be able to apply the principles of cognitive science to teaching & learning to positively affect learning and improve the practice of teaching
5. Students will be able to define, understand, analyze, and use metrics to measure student, programmatic, and institutional achievement
6. Students will be able to identify and use current relevant technology in the service of better learning
7. Students will demonstrate an understanding of creativity and innovation as applied to education
8. Students will develop and demonstrate leadership thinking in critical areas of interest within their field

**Master of Education Curriculum**

<b>M.Ed. Core Courses</b>	<b>12 crs</b>
EDU505 Future of Education	3 crs
EDU510 The Cognitive Science of Teaching & Learning	3 crs
EDU515 Measurement and Metrics	3 crs
EDU520 Digitally-Mediated Teaching & Learning	3 crs
<b>Concentration</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>

This program is offered Online.

**Master of Education Concentrations**

<b>Higher Education Administration</b>	<b>12 crs</b>
EDU643 Teaching the Adult Learner	3 crs
EDU644 The New Post Secondary Student	3 crs
EDU645 Administration & Leadership of Higher Education	3 crs
EDU647 Higher Education Policy, Politics and Pressing Issues	3 crs
<b>Instructional Design &amp; Technology</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
<b>Teaching &amp; Learning Concentration</b>	<b>12 crs</b>
EDU603 Curriculum 2.0	3 crs
EDU604 Diversity issues in 21st Century Education	3 crs
EDU605 Differentiated Instruction	3 crs
EDU607 Assessing and Managing Learning	3 crs

## Master of Education Online Fast Facts

**Students In This Accelerated Degree Program:** 177  
**2010-2011 Program Completers:** 11  
**2010-2011 Program Completers In Normal Time:** 100%\*  
\* M.Ed. students who do not transfer in any credits and take one course each module will complete this program in 2 years.

**Average Program Completion Time:** 15 Months  
**Average Number Of Transferred Credits:** 8  
**Average Class Size:** 8 students

**University Faculty:** Full-time: 38 Part-time: 319  
**Financial Aid:** 72% of ADP graduate students receive some form of Financial Aid

**Tuition & Fees 2012-2013:**  
**Program Cost:** \$18,150\*  
**Approximate Program Text Book Cost:** \$1,650\*  
\* This is the tuition cost using current tuition rates for the entire 33-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.

**Median Loan Debt:**  
**Number of Borrowers:** 6

Federal <small>(Amount Borrowed)</small>	Private Loans <small>(Amount Borrowed)</small>	Institutional Loans <small>(Amount Owed)</small>
\$11,701	\$0	\$0

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

**Education Teachers, Postsecondary**  
<http://www.onetonline.org/link/summary/25-1081.00>

**Adult Literacy, Remedial Education, and GED Teachers and Instructors**  
<http://www.onetonline.org/link/summary/25-3011.00>

**Teachers and Instructors, All Other**  
<http://www.onetonline.org/link/summary/25-3099.00>

**Education Administrators, All Other**  
<http://www.onetonline.org/link/summary/11-9039.00>

**Elementary School Teachers, Except Special Education**  
<http://www.onetonline.org/link/summary/25-2021.00>

**Special Education Teachers, Preschool, Kindergarten, and Elementary School**  
<http://www.onetonline.org/link/summary/25-2041.00>

**Middle School Teachers, Except Special and Vocational Education**  
<http://www.onetonline.org/link/summary/25-2022.00>

**Secondary School Teachers, Except Special and Vocational Education**  
<http://www.onetonline.org/link/summary/25-2031.00>

**Education Administrators, Preschool and Child Care Center/Program**  
<http://www.onetonline.org/link/summary/11-9031.00>

**Education Administrators, Elementary and Secondary School**  
<http://www.onetonline.org/link/summary/11-9032.00>

**Education Administrators, Postsecondary**  
<http://www.onetonline.org/link/summary/11-9033.00>

**Instructional Coordinators**  
<http://www.onetonline.org/link/summary/25-9031.00>

**Instructional Designers and Technologists**  
<http://www.onetonline.org/link/summary/25-9031.01>

## **M.S. in HUMAN SERVICES**

Post University's Master of Science in Human Services (MSHSV) degree curriculum provides students with the knowledge, skills and experience necessary to effectively implement empirically validated models and methods of practice in helping people. The mission of the MSHSV program is to train competent, caring and ethical individuals who are committed to strengthening our communities from the microsystem to macro-system (Oetzel, Ting-Toomey, & Rinderle, 2006). A Master of Science in Human Service's degree will allow our graduates to make an immediate and long term impact with those they serve, by integrating interdisciplinary knowledge in the areas of prevention, remediation, psycho-education, diagnosis, assessment and intervention. Our students are also equipped when acting as an advocate in facing issues of social welfare policy, social change, and social justice (Lonne, McDonald, & Fox, 2012).

Our graduates are prepared to hold professional jobs in a wide variety of settings including but not limited to mental health facilities, corrections, halfway houses, child and family service centers and geriatric facilities. In addition to providing direct services to the various populations served, many graduates will go on to hold administrative, management and leadership roles within the agencies in which they serve.

### **Master of Science in Human Services Outcomes**

1. Students will demonstrate competency in the theories of human development, family therapy, and group dynamics.
2. Students will identify the conditions that promote or inhibit human functioning
3. Students will demonstrate the skills and knowledge necessary to acquire, manage, and analysis information
4. Students will demonstrate knowledge and skill in the systematic analysis of services needs; planning appropriate strategies, services, and implementation; and evaluation of outcomes
5. Students will apply the principles of direct service delivery and appropriate interventions to various clinical settings
6. Students will further develop interpersonal skills to effectively work with a wide variety of clients and clinical populations
7. Students will explore core counseling and basics tenants in the field of human services including confidentiality, professional boundaries, ethical standards, and multicultural competencies
8. Students will develop and demonstrate awareness of their own values, personalities, reaction patterns, interpersonal styles, and limitations in addition to learning about ethical and multicultural aspects applicable in the field of human services
9. Students should complete a field experience that is integrated with the curriculum



### Master of Science in Human Services Curriculum

<b>Core Requirements</b>	<b>25 crs</b>
HSV500 Sociology of Human Services	3 crs.
HSV502 Human Services Ethics and Diversity	3 crs.
HSV504 Human Development Through the Lifecycle	3 crs.
HSV510 Human Services Policy	3 crs.
HSV511 Human Services Management (To be offered for the first time in 1/13)	3 crs.
HSV512 Applied Research Methods in Human Services	3 crs.
HSV593 Field Practicum I	3 crs.
HSV594 Field Practicum II	3 crs.
HSV698 Capstone Research Project I	2 crs.
HSV699 Capstone Research Project II	2 crs.

**Concentration** **12 crs**

**Grand Total** **37 crs**

### Master of Science in Human Services Concentrations

<b>Clinical Counseling</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 Assessment	3 crs.

<b>Alcohol &amp; Drug Counseling</b>	<b>12 crs</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.

<b>Program Administration</b> (Students must choose four management courses)	<b>12 crs</b>
<i>Note: To be removed from curriculum 1/13</i>	
BUS501 Economic Foundations of Applied Accounting and Finance	3 crs.
BUS505 Organizational Creativity, Discovery, and Innovation	3 crs.
BUS508 The Future of Management and Leadership	3 crs.
BUS510 Financial Modeling	3 crs.
BUS525 Business Strategy and Planning	3 crs.
BUS530 Project Management	3 crs.
BUS660 Leadership and Change Management	3 crs.
BUS665 Unleashing and Sustaining Innovation in Organizations	3 crs.

<b>Non-Profit Management</b>	<b>12 crs</b>
<b>Note: To replace Public Administration Concentration as of 1/13</b>	
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

**Master of Science in Human Services Electives/Preparatory Course**

HSV501 Master of Human Services Preparatory Course	3 crs.
HSV552 Professional & Ethical Orientation to Counseling	3 crs.
HSV554 Career Counseling, Appraisal, and Development	3 crs
HSV556 Multicultural Issues in Human Services	3 crs
HSV558 Testing and Appraisal of Individuals and Groups in Human Services	3 crs

**Master of Science in Human Services Online Fast Facts**

<b>Students In This Accelerated Degree Program:</b>	<b>451</b>	<b>Occupations</b>
<b>2010-2011 Program Completers:</b>	<b>34</b>	This degree will prepare you for careers including, but not limited to, the ones listed below.
<b>2010-2011 Program Completers In Normal Time:</b>	<b>79%*</b>	<b>Social and Community Service Managers</b> <a href="http://www.onetonline.org/link/summary/11-9151.00">http://www.onetonline.org/link/summary/11-9151.00</a>
<small>* MSHSV students who do not transfer in any credits and take one course each module will complete this program in 2 years.</small>		<b>Social and Human Service Assistants</b> <a href="http://www.onetonline.org/link/summary/21-1093.00">http://www.onetonline.org/link/summary/21-1093.00</a>
<b>Average Program Completion Time:</b>	<b>24 Months</b>	<b>Community and Social Service Specialists,</b>
<b>Average Number Of Transferred Credits</b>	<b>3</b>	<b>All Other</b>
<b>Average Class Size:</b>	<b>3 students</b>	<a href="http://www.onetonline.org/link/summary/21-1099.00">http://www.onetonline.org/link/summary/21-1099.00</a>
<b>University Faculty: Full-time: 38 Part-time: 319</b>		
<b>Financial Aid: 72% of ADP graduate students receive some form of Financial Aid</b>		

**Tuition & Fees 2012-2013:**

<b>Program Cost:</b>	<b>\$20,350</b>
<b>Approximate Program Text Book Cost:</b>	<b>\$1,800*</b>

\* This is the tuition cost using current tuition rates for the entire 37-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.

**Median Loan Debt:**

**Number of Borrowers: 30**

<b>Federal</b> <small>(Amount Borrowed)</small>	<b>Private Loans</b> <small>(Amount Borrowed)</small>	<b>Institutional Loans</b> <small>(Amount Owed)</small>
<b>\$25,820.52</b>	<b>\$0</b>	<b>\$0</b>

## **MASTER OF PUBLIC ADMINISTRATION**

The MPA program at Post University is designed to provide students with a rigorous program of study preparing policy makers, public administrators, and public managers with critical decision making skills. Success in the field of public policy and management is based on building analytical skills to diagnose problems, synthesize information, and effectively choose among competing policy options in the course of managing in various public sector environments, non-governmental settings, and not-for-profit operations. The program consists of intellectually challenging study in policy analysis, administrative law and ethics, public administration foundations, public finance, labor relations, and research methods, but also provides an interdisciplinary flavor by its strong association with Post's Malcolm Baldrige School of Business, Master of Business Administration Program. By this association consisting of the first five courses in the program, students broaden their knowledge in such core areas as applied finance and accounting, organizational change and innovation, leadership and management, and project management.

The program of study prepares students for a variety of career options in state, federal, and local government administrative and management positions, as well as non-profit, private, and non-governmental organizations. Specific positions include roles as budget and policy analysts, program managers, city and county managers, human resource managers, program evaluators, and a variety of leadership and management positions in health care, education, government and non-governmental organizations.

### **MPA 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 & programs, and/or consolidate/eliminate under-performing or obsolete programs & services

### Master of Public Administration Curriculum

<b>MPA Core Courses</b>	<b>15 crs</b>
BUS501 Economic Foundations of Applied Accounting and Finance	3 crs
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>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>MPA 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>

### Master of Public Administration Online Fast Facts

<b>Students In This Accelerated Degree Program:</b>	<b>26</b>	<b>Occupations</b>
<b>2010-2011 Program Completers:</b>	<b>0*</b>	This degree will prepare you for careers including, but not limited to, the ones listed below.
<small>* This program was introduced in 2010.</small>		
<b>2010-2011 Program Completers In Normal Time:</b>	<b>2 years*</b>	<b>Chief Executives</b>
<small>* MPA students who do not transfer in any credits and take one course each module will complete this program in 2 years. This program was introduced in 2010.</small>		<a href="http://www.onetonline.org/link/summary/11-1011.00">http://www.onetonline.org/link/summary/11-1011.00</a>
<b>Average Class Size:</b>	<b>5 students</b>	<b>Chief Sustainability Officers</b>
<b>University Faculty: Full-time: 38 Part-time: 319</b>		<a href="http://www.onetonline.org/link/summary/11-1011.03">http://www.onetonline.org/link/summary/11-1011.03</a>
<b>Financial Aid: 72% of ADP graduate students receive some form of Financial Aid</b>		<b>General Operations Managers</b>
		<a href="http://www.onetonline.org/link/summary/11-1021.00">http://www.onetonline.org/link/summary/11-1021.00</a>
<b>Tuition &amp; Fees 2012-2013:</b>		<b>Legislators</b>
<b>Program Cost:</b>	<b>\$20,350*</b>	<a href="http://www.onetonline.org/link/summary/11-1031.00">http://www.onetonline.org/link/summary/11-1031.00</a>
<b>Approximate Program Text Book Cost:</b>	<b>\$1,300*</b>	<b>Transportation, Storage, and Distribution Managers</b>
<small>* This is the tuition cost using current tuition rates for the entire 33-credit degree program. Program costs will vary depending on transfer credits and financial aid amounts.</small>		<a href="http://www.onetonline.org/link/summary/11-3071.00">http://www.onetonline.org/link/summary/11-3071.00</a>
		<b>Postmasters and Mail Superintendents</b>
		<a href="http://www.onetonline.org/link/summary/11-9131.00">http://www.onetonline.org/link/summary/11-9131.00</a>
		<b>Social and Community Service Managers</b>
		<a href="http://www.onetonline.org/link/summary/11-9151.00">http://www.onetonline.org/link/summary/11-9151.00</a>
		<b>Managers, all others</b>
		<a href="http://www.onetonline.org/link/summary/11-9199.00">http://www.onetonline.org/link/summary/11-9199.00</a>

## **GAME DESIGN & ANIMATION CERTIFICATE**

The certificate in game design and development is a program that prepares students to enter the highly competitive industry of game design or to pursue studies at a graduate level. This is an applied, interdisciplinary major, which focuses on the meaningful application of game technologies beyond commercial entertainment by addressing serious topics in business and higher education. Students receive a solid foundation in fundamental arts principles and concepts, and develop specialized technical skills and competence in digital art and design.

Students who choose the Gaining certificate will be working towards the creation of the resources for games such as characters, props, costumes, architecture, levels and sound. The program is geared towards business applications along with higher education applications.

Entry Level Jobs for graduates receiving the Gaming and Animation Certificate: Computer Programmer, Game Developer, Game Designer & Game Technical Support.

### **Game and Animation Certificate Program Outcomes**

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

### **Gaming and Animation Certificate Curriculum**

GAM217 Introduction to Video Games	3 crs
GAM247 Interactive Computer Graphics	3 crs
GAM257 Fundamentals of Game Programming	3 crs
GAM301 Game Design and Animation I	3 crs
GAM401 Game Design and Animation II	3 crs

**Grand Total** **15 crs**

This program is offered on Main Campus and Online.

## FINANCE CERTIFICATE

The finance certificate provides the basic concepts, principles and analytical tools essential for productive business decisions in the fields of finance. The finance certificate is designed for students who desire careers in finance or for the finance professional seeking continuing education. It consists of the ten required courses (30 credits): *ACC 111, ECO 201, ECO 202, ECO 303, FIN 201, FIN 302, FIN 305, FIN 403, FIN 411 and MGT 105.*

Students gain knowledge of the cultural, global, and ethical environments within which businesses operate; an appreciation of the impact of business decisions on society, the enterprise, and individuals; knowledge of mathematics and quantitative methods necessary to effectively analyze business and investment decisions; and an understanding of the role and impact of diversity in organizations.

The finance certificate prepares students for careers in corporate finance, investment and portfolio management, banking, public finance, personal finance, and international finance.

### Certificate in Finance Program Outcomes

1. Students will develop theoretical and practical knowledge to enable them to perform successfully in finance-related fields
2. Students will examine and evaluate finance principles and concepts from a global perspective across the for-profit and not-for-profit sectors
3. Students will evaluate and respond to market and organizational needs for developing, strengthening, and implementing corporate governance and risk management practices
4. Students will examine and apply ethical and professional behaviors to business situations
5. Students will communicate professionally using undergraduate level written, oral and technological skills essential to success in business
6. Students will identify, apply, analyze, and evaluate appropriate decision tools, planning models, relevant business cases, and critical financial tools to lead, manage and sustain organizational change
7. Students will identify, analyze, evaluate and implement research-based business practices applicable to their finance track
8. Students will demonstrate the ability to adapt to cultural differences and changing business environments through strategic and financial business planning
9. Students will identify, synthesize and integrate relevant business, finance and regulatory concepts to assist in providing solutions to complex business challenges
10. Students will draw from general theories, principles and specific knowledge of their finance track to develop and practice their own vision and leadership approach

### Finance Certificate Curriculum

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

### Grand Total

**30 crs**

This program is offered on Main Campus and Online.

### Finance Certificate Main Campus Fast Facts

<b>Students In This Degree Program:</b>	<b>2</b>	<b>Occupations</b>
<b>2010-2011 Program Completers In Normal Time:</b>	<b>1 year*</b>	This degree will prepare you for careers including, but not limited to, the ones listed below.
<small>* Students who do not transfer in any credits typically complete this program within 1 year.</small>		<b>Personal Financial Advisors</b>
<b>Average Class Size:</b>	<b>12 students</b>	<a href="http://www.onetonline.org/link/summary/13-2052.00">http://www.onetonline.org/link/summary/13-2052.00</a>
<b>University Faculty: Full-time: 38 Part-time: 319</b>		<b>Financial Examiners</b>
<b>Financial Aid: 100% of students receive some form of Financial Aid</b>		<a href="http://www.onetonline.org/link/summary/13-2061.00">http://www.onetonline.org/link/summary/13-2061.00</a>
<b>Tuition &amp; Fees 2012-2013:</b>		<b>Financial Managers, Branch or Department</b>
<b>Program Cost:</b>	<b>\$26,250*</b>	<a href="http://www.onetonline.org/link/summary/11-3031.02">http://www.onetonline.org/link/summary/11-3031.02</a>
<b>Approximate Program Text Book Cost:</b>	<b>\$1,500*</b>	<b>Financial Analysts</b>
<small>* This is the program cost for the entire 30-credit certificate program using current tuition rates. Program costs will vary depending on transfer credits and financial aid amounts.</small>		<a href="http://www.onetonline.org/link/summary/13-2051.00">http://www.onetonline.org/link/summary/13-2051.00</a>
		<b>Sales Agents, Financial Services</b>
		<a href="http://www.onetonline.org/link/summary/41-3031.02">http://www.onetonline.org/link/summary/41-3031.02</a>
		<b>Risk Management Specialists</b>
		<a href="http://www.onetonline.org/link/summary/13-2099.02">http://www.onetonline.org/link/summary/13-2099.02</a>
		<b>Securities and Commodities Traders</b>
		<a href="http://www.onetonline.org/link/summary/41-3031.03">http://www.onetonline.org/link/summary/41-3031.03</a>
		<b>Loan Officers</b>
		<a href="http://www.onetonline.org/link/summary/13-2072.00">http://www.onetonline.org/link/summary/13-2072.00</a>
		<b>Credit Analysts</b>
		<a href="http://www.onetonline.org/link/summary/13-2041.00">http://www.onetonline.org/link/summary/13-2041.00</a>

### Finance Certificate Online Fast Facts

<b>Students In This Accelerated Degree Program:</b>	<b>19</b>	<b>Occupations</b>
<b>2010-2011 Program Completers In Normal Time:</b>	<b>1.5 years</b>	This degree will prepare you for careers including, but not limited to, the ones listed below.
<b>Average Class Size:</b>	<b>12 students</b>	<b>Risk Management Specialists</b>
<b>University Faculty: Full-time: 38 Part-time: 319</b>		<a href="http://www.onetonline.org/link/summary/13-2099.02">http://www.onetonline.org/link/summary/13-2099.02</a>
<b>Financial Aid: 70% of ADP graduate students receive some form of Financial Aid</b>		<b>Loan Officers</b>
<b>Tuition &amp; Fees 2011-2012:</b>		<a href="http://www.onetonline.org/link/summary/13-2072.00">http://www.onetonline.org/link/summary/13-2072.00</a>
<b>Program Cost:</b>	<b>\$15,750*</b>	<b>Credit Analysts</b>
<b>Approximate Program Text Book Cost:</b>	<b>\$1,500*</b>	<a href="http://www.onetonline.org/link/summary/13-2041.00">http://www.onetonline.org/link/summary/13-2041.00</a>
<small>* This is the tuition cost using current tuition rates for the entire 30-credit certificate program. Program costs will vary depending on transfer credits and financial aid amounts.</small>		<b>Personal Financial Advisors</b>
		<a href="http://www.onetonline.org/link/summary/13-2052.00">http://www.onetonline.org/link/summary/13-2052.00</a>
		<b>Financial Examiners</b>
		<a href="http://www.onetonline.org/link/summary/13-2061.00">http://www.onetonline.org/link/summary/13-2061.00</a>
		<b>Financial Managers, Branch or Department</b>
		<a href="http://www.onetonline.org/link/summary/11-3031.02">http://www.onetonline.org/link/summary/11-3031.02</a>
		<b>Securities and Commodities Traders</b>
		<a href="http://www.onetonline.org/link/summary/41-3031.03">http://www.onetonline.org/link/summary/41-3031.03</a>
		<b>Sales Agents, Financial Services</b>
		<a href="http://www.onetonline.org/link/summary/41-3031.02">http://www.onetonline.org/link/summary/41-3031.02</a>
		<b>Financial Analysts</b>
		<a href="http://www.onetonline.org/link/summary/13-2051.00">http://www.onetonline.org/link/summary/13-2051.00</a>



## FORENSIC ACCOUNTING CERTIFICATE

The Forensic Accounting Certificate at the Malcolm Baldrige School of Business at Post University provides students who major in accounting or criminal justice with the necessary knowledge and skills to specialize in this field. Students will learn and apply the accounting methods and financial techniques necessary to uncover, solve and document economic based crimes. In addition, students will review and analyze real world case studies relating to fraud prevention, detection, deterrence and investigation.

Opportunities for students who earn this certificate include entry level positions as an auditor, tax examiner, and investigator in the private and government sectors.

### 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

CRJ101 Introduction to Criminal Justice	3 crs	And one of the following:	
CRJ209 Criminal Law OR	3 crs	CRJ326 Computer Forensics OR	3 crs
CRJ211 Criminal Investigation		CRJ346 Electronic Investigations OR	
CRJ332 White Collar Crime	3 crs	ACC425 Computer Control and Audit OR	
ACC315 Fraud Prevention & Examination	3 crs	ACC430 Accounting Information Systems	
ACC325 Forensic Accounting	3 crs		

### Grand Total

**18 crs**

This program is offered on Main Campus and Online.

### Forensic Accounting Certificate Main Campus Fast Facts

<b>Students In This Degree Program:</b>	<b>2</b>	<b>Occupations</b>
<b>2010-2011 Program Completers:</b>	<b>1</b>	This degree will prepare you for careers including, but not limited to, the ones listed below.
<b>2010-2011 Program Completers In Normal Time:</b>	<b>100%</b>	Accountants and Auditors <a href="http://www.onetonline.org/link/summary/13-2011.00">http://www.onetonline.org/link/summary/13-2011.00</a>
<b>Average Class Size:</b>	<b>16 students</b>	Budget Analysts <a href="http://www.onetonline.org/link/summary/13-2031.00">http://www.onetonline.org/link/summary/13-2031.00</a>
<b>University Faculty: Full-time: 35 Part-time: 298</b>		Credit Analysts <a href="http://www.onetonline.org/link/summary/13-2041.00">http://www.onetonline.org/link/summary/13-2041.00</a>
<b>Financial Aid: 100% of students receive some form of Financial Aid</b>		Financial Examiners <a href="http://www.onetonline.org/link/summary/13-2061.00">http://www.onetonline.org/link/summary/13-2061.00</a>
<b>Tuition &amp; Fees 2012-2013:</b>		Tax Examiners, Collectors, and Revenue Agents <a href="http://www.onetonline.org/link/summary/13-2081.00">http://www.onetonline.org/link/summary/13-2081.00</a>
<b>Program Cost:</b>	<b>\$22,050*</b>	
<b>Approximate Program Text Book Cost:</b>	<b>\$1,050*</b>	

\* This is the program cost for the entire 18-credit certificate program using current tuition rates. Program costs will vary depending on transfer credits and financial aid amounts.

#### Median Loan Debt:

Number of Borrowers: 1

Federal (Amount Borrowed)	Private Loans (Amount Borrowed)	Institutional Loans (Amount Owed)
\$0	\$219	\$0

### Forensic Accounting Certificate Online Fast Facts

<b>Students In This Accelerated Degree Program:</b>	<b>79</b>	<b>Occupations</b>
<b>2010-2011 Program Completers:</b>	<b>7</b>	This degree will prepare you for careers including, but not limited to, the ones listed below.
<b>2010-2011 Program Completers In Normal Time:</b>	<b>57%</b>	Accountants and Auditors <a href="http://www.onetonline.org/link/summary/13-2011.00">http://www.onetonline.org/link/summary/13-2011.00</a>
<b>Average Class Size:</b>	<b>16 students</b>	Budget Analysts <a href="http://www.onetonline.org/link/summary/13-2031.00">http://www.onetonline.org/link/summary/13-2031.00</a>
<b>University Faculty: Full-time: 35 Part-time: 319</b>		Credit Analysts <a href="http://www.onetonline.org/link/summary/13-2041.00">http://www.onetonline.org/link/summary/13-2041.00</a>
<b>Financial Aid: 70% of ADP graduate students receive some form of Financial Aid</b>		Financial Examiners <a href="http://www.onetonline.org/link/summary/13-2061.00">http://www.onetonline.org/link/summary/13-2061.00</a>
<b>Tuition &amp; Fees 2011-2012:</b>		Tax Examiners, Collectors, and Revenue Agents <a href="http://www.onetonline.org/link/summary/13-2081.00">http://www.onetonline.org/link/summary/13-2081.00</a>
<b>Program Cost:</b>	<b>\$9,450*</b>	
<b>Approximate Program Text Book Cost:</b>	<b>\$600*</b>	

\* This is the tuition cost using current tuition rates for the entire 18-credit certificate program. Program costs will vary depending on transfer credits and financial aid amounts.

#### Median Loan Debt:

Number of Borrowers: 50

Federal (Amount Borrowed)	Private Loans (Amount Borrowed)	Institutional Loans (Amount Owed)
\$9,454	\$10	\$0

## HUMAN RESOURCE MANAGEMENT CERTIFICATE

The Human Resource Management Certificate program at the Malcolm Baldrige School of Business at Post University provides the knowledge and practical skills for career enhancement and job advancement in Human Resource management. The focus of this certificate is on current business and personnel management systems. Students learn how to successfully meet the challenges encountered in today's competitive business environments. Students will explore the standards of performance that are expected of managers, subordinates, and the organization with a special emphasis on the supportive relationship needed between employees and their organizations.

An emphasis on employee compensation, benefits, communication dynamics, human resource systems, and labor and employment law is discussed. Students will be trained in developing and administering HR systems, measuring and benchmarking best practices. Training includes developing strategies for reducing corporate risk and liability through effective HR processes. The HR Management Certificate prepares students for entry-level and/or advanced administrative positions in Human Resource departments including, Human Resource Associate, Human Resource Manager, Benefits Coordinator, Payroll Administrator, Training & Development Manager, among others.

### Certificate in H.R. Management Program Outcomes

1. Students will learn how to identify and evaluate entrepreneurial and intrapreneurial opportunities. They will understand the characteristics of successful entrepreneurs and learn the dynamics of creating new venture ideas
2. Students will be capable of managing the cash management, strategic planning for growth, leadership and team development, revenue growth, business valuation, succession planning of a small to medium-sized business
3. Students will have the ability to identify changing business environments and develop strategic business planning. They will have an emphasis on current research and techniques available to assist in the development of requisite management skills
4. 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 the areas of employee motivation, group behavior, leadership, strategic planning, organizational design, and career opportunities
5. Students will be able to manage a team of subordinates and 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 Resource Management Certificate Curriculum

<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 & Management Relations	3 crs.
MGT305 Managing a Diverse Workforce	3 crs.
MGT307 Compensation and Benefits	3 crs.
MGT308 Training and Development	3 crs.
<b>Grand Total</b>	<b>18 crs</b>

This program is offered Online and during Evenings and Weekends.

### Human Resource Management Certificate Online Fast Facts

<b>Students In This Accelerated Degree Program:</b>	120	<b>Occupations</b>
<b>2010-2011 Program Completers:</b>	29	This degree will prepare you for careers including,
<b>2010-2011 Program Completers In Normal Time:</b>	52%	but not limited to, the ones listed below.
<b>Average Class Size:</b>	16 students	Social and Community Service Managers
<b>University Faculty: Full-time: 35 Part-time: 319</b>		<a href="http://www.onetonline.org/link/summary/11-9151.00">http://www.onetonline.org/link/summary/11-9151.00</a>
 		Social and Human Service Assistants
<b>Tuition &amp; Fees 2012-2013:</b>		<a href="http://www.onetonline.org/link/summary/21-1093.00">http://www.onetonline.org/link/summary/21-1093.00</a>
<b>Program Cost:</b>	\$9,450*	Community and Social Service Specialists,
<b>Approximate Program Text Book Cost:</b>	\$750*	All Other
<small>* This is the program cost for the entire 18-credit certificate program using current tuition rates. Program costs will vary depending on transfer credits and financial aid amounts.</small>		<a href="http://www.onetonline.org/link/summary/21-1099.00">http://www.onetonline.org/link/summary/21-1099.00</a>

**CERTIFICATE IN LEGAL NURSE CONSULTING**

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 which 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 including, but not limited to: law firms; government offices; insurance companies; hospital risk management departments; forensic environments; consulting firms HMOs; and, can be self-employed independent practice.

**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**

ACC111 Financial Accounting	3 crs
CIS112 Introduction to Computing	3 crs
LAW101 Introduction to Law	3 crs
LAW203 Civil Litigation Practice	3 crs
LAW205 Legal Research	3 crs
LAW415 Personal Injury Law	3 crs
LAW430 Medical Malpractice	3 crs
LAW425 Legal Writing	3 crs
LAW Elective	3 crs
LAW460 Legal Studies Internship	3 crs

**Grand Total** **30 crs**

This program is offered Online.

### Legal Nurse Consulting Certificate Online Fast Facts

**Students In This Accelerated Degree Program:** 8  
**2010-2011 Program Completers:** 1  
**2010-2011 Program Completers In Normal Time:** 100%  
**Average Class Size:** 16 students  
**University Faculty:** Full-time: 38 Part-time: 319  
**Financial Aid:** 70% of ADP graduate students receive some form of Financial Aid

#### Occupations

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

Legal Support Workers, All Other

<http://www.onetonline.org/link/summary/23-2099.00>

#### Tuition & Fees 2011-2012:

**Program Cost:** \$15,750\*  
**Approximate Program Text Book Cost:** \$1,000\*

\* This is the tuition cost using current tuition rates for the entire 30-credit certificate program. Program costs will vary depending on transfer credits and financial aid amounts.

#### Median Loan Debt:

Number of Borrowers: 7

Federal (Amount Borrowed)	Private Loans (Amount Borrowed)	Institutional Loans (Amount Owed)
\$9,454	\$0	\$0

**PARALEGAL STUDIES CERTIFICATE**

Post University's paralegal 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 entry level legal skills and knowledge are required.

The program teaches 5 traditional skills-based paralegal courses. Specific skills which are taught include: legal research; civil litigation; real estate closings; and, probate practice. The program also includes an introductory course in addition to two survey courses in Business Law and an Internship which can be substituted with two courses, one in Legal Writing and another in Legal Ethics.

Entry level careers as Paralegals and Legal Assistants (the terms are used interchangeably) are available in a large variety of law firms, corporate legal departments, the court system, government agencies, non-profits, and private industry.

**Certificate in Paralegal 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**

LCS105 Elements of Organizations	3 crs.	BUS204 Business Law I	3 crs.
BUS205 Business Law II	3 crs.	CIS112 Introduction to Computing	3 crs.
LAW101 Introduction to Law	3 crs.	LAW105 Estate Admin. & Probate Practice	3 crs.
LAW201 Real Estate Law & Practice	3 crs.	LAW203 Civil Litigation Practice	3 crs.
LAW205 Legal Research	3 crs.	LAW460 Legal Studies Internship OR	3 crs.
		LAW425 Legal Writing & LAW440 Legal Ethics	6 crs.

**Grand Total****30-33 crs**

This program is offered on our Main Campus and Online.



### Paralegal Certificate Main Campus Fast Facts

<b>Students In This Degree Program:</b>	<b>3</b>	<b>Occupations</b>
<b>2010-2011 Program Completers In Normal Time:</b>	<b>1 year*</b>	This degree will prepare you for careers including, but not limited to, the ones listed below.
<b>Average Class Size:</b>	<b>12 students</b>	Legal Support Workers, All Other <a href="http://www.onetonline.org/link/summary/23-2099.00">http://www.onetonline.org/link/summary/23-2099.00</a>
<b>University Faculty: Full-time: 38 Part-time: 319</b>		Paralegals and Legal Assistants <a href="http://www.onetonline.org/link/summary/23-2011.00">http://www.onetonline.org/link/summary/23-2011.00</a>
<b>Financial Aid: 100% of students receive some form of Financial Aid</b>		Law Clerks <a href="http://www.onetonline.org/link/summary/23-2092.00">http://www.onetonline.org/link/summary/23-2092.00</a>
<b>Tuition &amp; Fees 2012-2013:</b>		Title Examiners, Abstractors, and Searchers <a href="http://www.onetonline.org/link/summary/23-2093.00">http://www.onetonline.org/link/summary/23-2093.00</a>
<b>Program Cost:</b>	<b>\$26,250*</b>	
<b>Approximate Program Text Book Cost:</b>	<b>\$1,500*</b>	

\* This is the tuition cost using current tuition rates for the entire 30-credit certificate program. Program costs will vary depending on transfer credits and financial aid amounts.

### Paralegal Certificate Online Fast Facts

<b>Students In This Accelerated Degree Program:</b>	<b>157</b>	<b>Occupations</b>
<b>2010-2011 Program Completers:</b>	<b>20</b>	This degree will prepare you for careers including, but not limited to, the ones listed below.
<b>2010-2011 Program Completers In Normal Time:</b>	<b>95%</b>	Paralegals and Legal Assistants <a href="http://www.onetonline.org/link/summary/23-2011.00">http://www.onetonline.org/link/summary/23-2011.00</a>
<b>Average Class Size:</b>	<b>12 students</b>	Law Clerks <a href="http://www.onetonline.org/link/summary/23-2092.00">http://www.onetonline.org/link/summary/23-2092.00</a>
<b>University Faculty: Full-time: 38 Part-time: 319</b>		Title Examiners, Abstractors, and Searchers <a href="http://www.onetonline.org/link/summary/23-2093.00">http://www.onetonline.org/link/summary/23-2093.00</a>
<b>Financial Aid: 70% of ADP undergraduate students receive some form of Financial Aid</b>		Legal Support Workers, All Other <a href="http://www.onetonline.org/link/summary/23-2099.00">http://www.onetonline.org/link/summary/23-2099.00</a>
<b>Tuition &amp; Fees 2011-2012:</b>		
<b>Program Cost:</b>	<b>\$15,750*</b>	
<b>Approximate Program Text Book Cost:</b>	<b>\$1500*</b>	

\* This is the tuition cost using current tuition rates for the entire 30-credit certificate program. Program costs will vary depending on transfer credits and financial aid amounts.

### Median Loan Debt:

Number of Borrowers: 19

Federal <small>(Amount Borrowed)</small>	Private Loans <small>(Amount Borrowed)</small>	Institutional Loans <small>(Amount Owed)</small>
\$12,822.50	\$0	\$0

**CORPORATE INNOVATION GRADUATE CERTIFICATE**

The Graduate Certificate in Corporate Innovation is designed 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.

This Graduate Certificate is intended to augment the students existing body of knowledge or education. It assists students who already hold a bachelor or graduate degree in preparing for career advancement in their chosen field.

**Corporate Innovation Graduate Certificate Curriculum****Graduate Certificate in Corporate Innovation Prerequisite Course\*** **3 crs.**

BUS505 Organizational Creativity, Discovery and Innovation 3 crs.

*\* BUS505 is a prerequisite course that must be taken by anyone applying for the Corporate Innovation Certificate. This course will be waived for Post University MBA students or graduates as this course is a part of the MBA online curriculum.*

**Graduate Certificate in Corporate Innovation Core Courses** **12 crs**

BUS660 Leadership and Change Management 3 crs.

BUS665 Unleashing and Sustaining Innovation in Organizations 3 crs.

BUS670 Complexity of the Innovation Process 3 crs.

BUS675 Financial Tools for Managing Innovations 3 crs.

**Grand Total** **12 crs**

This program is offered Online.

**ENTREPRENEURSHIP GRADUATE CERTIFICATE**

The Graduate Certificate in Entrepreneurship is designed to provide specialized knowledge and applied skills to understand marketing strategies for small business, build and use financial models, gather and use competitive intelligence and either create and manage new business ventures or to buy and sell businesses.

This Graduate Certificate is intended to augment the students existing body of knowledge or education. It assists students who already hold a bachelors or graduate degree in preparing for career advancement in their chosen field.

**Entrepreneurship Graduate Certificate Curriculum****Graduate Certificate in Entrepreneurship Prerequisite Course\*** **3 crs.**

BUS501 Economic Foundations of Applied Accounting and Finance 3 crs.

*\* BUS501 is a prerequisite course that will be waived for Post MBA graduates*

**Graduate Certificate in Entrepreneurship Core Courses** **12 crs**

BUS504 Integrated Marketing Mix Strategies 3 crs.

BUS510 Financial Modeling 3 crs.

BUS520 Competitive Intelligence 3 crs.

BUS610 New Venture Creation OR 3 crs.

BUS625 Acquisitions in New Business Formation

**Grand Total** **12 crs**

This program is offered Online.

## FINANCE GRADUATE CERTIFICATE

The Graduate Certificate in Finance is designed 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.

This Graduate Certificate is intended to augment the students existing body of knowledge or education. It assists students who already hold a bachelors or graduate degree in preparing for career advancement in their chosen field.

### Finance Graduate Certificate Curriculum

<b>Graduate Certificate in Finance Prerequisite Course*</b>	<b>6 crs.</b>
BUS501 Economic Foundations of Applied Accounting and Finance	3 crs.
BUS510 Financial Modeling	3 crs.

*\* BUS501 and BUS510 are prerequisite courses that will be waived for Post University MBA graduates*

<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.

**Grand Total** **12 crs**

This program is offered Online.

## LEADERSHIP GRADUATE CERTIFICATE

The Graduate Certificate in Leadership is designed to provide tools and skills 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.

This Graduate Certificate is intended to augment the students existing body of knowledge or education. It assists students who already hold a bachelors or graduate degree in preparing for career advancement in their chosen field.

### Leadership Graduate Certificate Curriculum

<b>Graduate Certificate in Leadership Prerequisite Course*</b>	<b>6 crs</b>
BUS508 The Future of Management and Leadership II	3 crs
BUS510 Financial Modeling	3 crs

*\* BUS508 and BUS510 are prerequisite courses that must be taken by anyone applying for the Leadership Certificate. However, both of these courses will be waived for Post University MBA students or graduates since they are part of the MBA curriculum.*

<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.

**Grand Total** **12 crs**

This program is offered Online.

## MARKETING GRADUATE CERTIFICATE

The Graduate Certificate in Marketing is designed to provide specialized knowledge and applied skills in writing marketing plans, developing new product 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.

The Graduate Certificate is intended to augment the students existing body of knowledge or education. It assists students who already hold a bachelors or graduate degree in preparing for career advancement in their chosen field.

### Marketing Graduate Certificate Curriculum

#### Graduate Certificate in Marketing Prerequisite Course\* **3 crs**

BUS504 Integrated Marketing Mix Strategies **3 crs**

*\* BUS504 is a prerequisite course that must be taken by anyone applying for the Graduate Certificate in Marketing. However, this course will be waived for Post MBA students or graduates since it is part of the MBA curriculum.*

#### Graduate Certificate in Marketing Core Courses **12 crs**

BUS615 New Product Development **3 crs.**

BUS617 Matching Value Propositions to Buyers **3 crs.**

BUS618 Integrated Marketing for Managers **3 crs.**

BUS619 Driving Growth through Customer Relationship Management **3 crs.**

#### Grand Total **12 crs**

This program is offered Online.

## PERFORMANCE MANAGEMENT GRADUATE CERTIFICATE

Graduate Certificate in Performance Management is designed to provide specialized knowledge and applied skills in the disciplines of management and leadership, organizational dynamics and effectiveness and measuring and rewarding performance. Students also learn to foster team environments that create and unleash innovation in organizations applying financial tools to gauge and recognize the individual contributions in high performing organizations.

This Graduate Certificate is intended to augment the students existing body of knowledge or education. It assists students who already hold a bachelors or graduate degree in preparing for career advancement in their chosen field contact with and feedback from professors, as well as the opportunity to learn from and interact with other working professionals. Our highly interactive online classes are offered in eight-week modules, six times a year, making it possible for you to complete your Online Performance Management Graduate Certificate in less time without sacrificing quality.

### Performance Management Graduate Certificate Curriculum

#### Graduate Certificate in Performance Management Core Courses **12 crs**

BUS508 The Future of Management and Leadership II **3 crs.**

BUS515 Organizational Dynamics and Effectiveness **3 crs.**

BUS665 Unleashing and Sustaining Innovation in the Organization **3 crs.**

BUS661 Benchmarking, Measuring and Rewarding Performance **3 crs.**

#### Grand Total **12 crs**

This program is offered Online.

## PROJECT MANAGEMENT GRADUATE CERTIFICATE

The Graduate Certificate in Project Management is designed 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.

This Graduate Certificate is intended to augment the students existing body of knowledge or education. It assists students who already hold a bachelors or graduate degree in preparing for career advancement in their chosen field.

### Project Management Graduate Certificate Curriculum

<b>Graduate Certificate in Project Management Prerequisite Course*</b>	<b>3 crs</b>
BUS530 Project Management	3 crs
<i>* BUS530 is a prerequisite course that must be taken by anyone applying for the Leadership Certificate. However, this course will be waived for Post University MBA students or graduates since it is part of the MBA curriculum.</i>	
<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>

This program is offered Online.

## **ACCOUNTING COURSE DESCRIPTIONS**

### **ACC111 Financial Accounting - 3 credits**

This course is for the student to learn about accounting as an information development and communications function that supports economic decision-making. The course will help students perform financial analysis; derive 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, not to be taken concurrently*

### **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: ACC111, ACC211 or ACC111 and departmental permission.*

### **ACC303 Intermediate Accounting I – 3 credits**

This course introduces the fundamental accounting concepts that underlie the structure and content of the statements that disclose the financial record of business organizations. Methods used to measure and analyze a business' current assets including cash, accounts receivable and inventory are studied. *Prerequisite: ACC211 or ACC111 and departmental permission.*

### **ACC305 Analysis of Financial Statements - 3 credits**

Modern investing and lending decisions are based on financial statement analysis. Investing and lending decisions require the application 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: ACC211 or ACC303*

### **ACC315 Fraud Prevention and Examination – 3 credits**

This course covers the principles and methodology of fraud prevention, detection, deterrence and investigation. The course includes such topics as skimming, cash larceny, check tampering, register disbursement schemes, billing schemes, payroll and expense reimbursement schemes, non-cash misappropriations, corruption, financial management fraud, and interviewing witnesses. 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. *Prerequisite: ACC303 and Junior or Senior status*

**ACC340 Intermediate Accounting II – 3 credits**

This course continues the study of accounting for businesses started in ACC303. It reviews the valuation methods applied to 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 or ACC303 and departmental permission*

**ACC350 Taxation of Corporations – 3 credits**

This course concentrates on the federal income taxation of corporations and introduces the federal tax regulations pertaining to partnerships, S corporations, estates, trusts and gifts. 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. This course may be used as an Accounting elective. *Prerequisite: CIS112, 12 credits of Accounting, Junior or Senior status and permission of advisor for Accounting majors.*

**ACC430 Accounting Information Systems- 3 credits**

This course introduces the system flow of financial information in the contexts of the system development process and the actual applications of computer technology to record keeping and information gathering functions. The intent is to provide a strategic understanding of the linkages between organizational components provided by the AIS, and to develop a working knowledge of best practices in the development and implementation of accounting applications. Applications studied include procurement and receiving, inventory control, accounts payable, marketing and shipping, billing and collections, etc. The course includes case studies and a hands-on computer project. *Prerequisites: CIS112, 12 credits of Accounting, Junior or Senior status and permission of advisor for Accounting majors.*

**ACC440 Auditing – 3 credits**

This course develops an understanding of the nature of auditing, its code of ethics, and its role in society, the Sarbanes-Oxley Act and the practice of professional, governmental, and internal auditing within companies. 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. *Prerequisite: ACC303, 12 credits of accounting, and Junior or Senior status*

**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: ACC 303, 12 credits of accounting, and Junior or Senior status.*



**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 303, 12 credits of accounting, and Junior or Senior status*

**ANTHROPOLOGY COURSE DESCRIPTIONS****ANT230 Archaeology and Physical Anthropology - 3 credits**

Archaeology is the study of people's remnants to reconstruct their past culture. With a focus on New World Prehistory, students are introduced into the method and theory of archaeology in examining the lithic, ceramic, botanical, and faunal evidence reflecting the subsistence behavior and settlement patterns of past peoples. Physical Anthropology examines the evidence of fossil ancestors as well as primates to study human behavior.

**ART COURSE DESCRIPTIONS**

ART-designated courses qualify as Humanities or Liberal Arts electives.

**ART101 Art History I - 3 credits**

This course provides an introduction to the history of the visual arts from prehistory to the early Renaissance. Major works in architecture, sculpture, painting, and graphic arts are covered in chronological order.

**ART102 Art History II - 3 credits**

This course provides an introduction to the history of the visual arts from the Renaissance to the Twentieth-Century. It presents a chronological coverage of architecture, sculpture, painting, and graphic arts, stressing the characteristics that identify periods and styles.

**ART105 Drawing I - 3 credits**

A foundation drawing course which concentrates on developing basic skills. The course examines varied media in the study of figure, still life, landscape, abstract, and an introduction to color as it relates to drawing. *Studio fee required.*

**ART110 Design I - 3 credits**

This is a foundation course centering on design elements (shape, line, texture, color, space). Principles of organization with problems in structure are explored. *Studio fee required.*

**ART114 Beginning Photography - 3 credits**

This course provides an introduction to the photographic process. Basic darkroom procedures and fundamental camera skills are included. Design and aesthetic theory are discussed. Simple adjustable camera required. *Studio fee required.*

**ART115 Three-Dimensional Design - 3 credits**

This course will provide the study and investigation of three-dimensional space using line, plane, volumes, form and negative space. Through the exploration and arrangement of objects in space, the student will solve problems involving content, surface, texture, scale, mass, color, space and composition, and visual impact. The objective of this course is for the student to gain a better understanding of three-dimensional design and awareness of form in space.

**ART200 Painting I - 3 credits**

This is an introduction to painting for the beginning student. Working from the figure, still life, and inventive forms, students explore painting materials, techniques, and concepts on a basic level. Both acrylic and oil mediums are used. *Studio fee required.*

**ART201 Painting II - 3 credits**

This course is a continuation of Painting I. The emphasis is on more complex problems of color, form, and figure. *Prerequisite: ART200. Studio fee required.*

**ART205 Drawing II - 3 credits**

This course is a continuation of Drawing I, exploring more difficult drawing problems in traditional media and subject matter, as well as contemporary drawing problems and solutions such as abstraction. *Prerequisite: ART105. Studio fee required.*

**ART210 Digital Photography - 3 credits**

This course is a basic introduction to Digital Photography for both beginner and intermediate skill levels. The course is designed to show students how to use a digital camera and computer photo editing software to capture, edit, and manipulate images and to develop excellent photographic and aesthetic practices as students learn the basic and advanced techniques to improve their photography. Topics include: understanding the digital camera, file formats, composition, focusing and metering, depth of field, sharpness, lighting and flash, white balance, lens and filters, equipment essentials, image editing techniques and printing images. *Prerequisite: ART114*

**ART211 Design II - 3 credits**

This course is a continuation of Design I, exploring more complex design elements of color, line, space, texture, shape, and materials. *Prerequisite: ART110. Studio fee required.*

**ART221 Ceramics I - 3 credits**

This course exposes students to a variety of techniques and concepts related to ceramic hand building. Both functional and non-functional objects are used to demonstrate coil, slab, and pinch techniques. Emphasis is placed on the three-dimensional concepts of texture, form, color, balance, and design. The acquisition of technical skills and aesthetic awareness is assessed on an individual basis. *Studio fee required.*

**ART222 Ceramics II - 3 credits**

This course is a continuation of Ceramics I, exploring more difficult ceramic problems in a variety of techniques and concepts related to ceramic hand building. It provides an examination of the physical properties of clay with an emphasis on the development of personal imagery. An extension of this experience includes combinations of media. *Studio fee required.*

**ART305 History of Architecture - 3 credits**

This course introduces students to the evolution of architectural styles in the Western world. Consideration is given to the historical, religious, social, political, and structural problems that influenced the development of these styles.

**ART306 American Art - 3 credits**

This course focuses on American art from colonial times to the present. Students will explore through reading, discussion, visual images, and field trips a range of fine and folk art, painting, photography, and sculpture from the major periods in American art. *Prerequisites: ART101, ART102 or permission of the instructor.*

**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. *Pre-requisites: ART200, ART201 or permission of Professor. Studio fee required.*

**ART310 Cartooning I - 3 credits**

An introduction to the history of cartooning and the basics of creating cartoons and cartoon characters. This course combines learning the process of concept, layout, sketching, inking and coloring to complete a cartoon based project. Projects will include, but not be limited to: comic strips, comic books, panels, caricature, editorial illustration and new media.

**ART313 Video I - 3 credits**

This course offers an introduction to video production with an emphasis on the commercial use as well as



experimentation and video art. While employing various techniques, both studio and portable, such as video taken with a camera, found footage and non linear editing, students will be asked to create a series of short videos. Concepts in video making and its origins will be explored while students learn the basic techniques through creative problem solving in the video medium.

### **ART320 Life Drawing - 3 credits**

This course focuses on the human figure as subject. There is emphasis on a variety of approaches to drawing the figure, including use of a live model. Dynamics, proportion, volume, anatomy, and structure, as well as fashion figure proportion, garment, and fashion illustration are investigated. Prerequisite: Previous drawing training. *Studio fee required.*

### **ART321 Advanced Ceramics III - 3 credits**

This is an advanced level ceramics course designed to allow more advanced handbuilding and wheel throwing. Historical and contemporary issues will be investigated with an emphasis on personal growth and the development of self exploration and creative expression. May be repeated once for credit. *Pre-requisites: ART221, ART222 or permission of Professor. Studio fee required.*

### **ART407 Advanced Painting IV - 3 credits**

This is an advanced level painting course designed to allow more advanced painting problems. Historical and contemporary issues will be investigated with emphasis on personal growth and the development of self exploration and creative expression. May be repeated once for credit. *Pre-requisites: ART200, ART201 & ART307 or permission of Professor. Studio fee required.*

### **ART422 Advanced Ceramics IV - 3 credits**

This is an advanced level ceramics course designed to allow more advanced handbuilding and wheel throwing. Historical and contemporary issues will be investigated with an emphasis on personal growth and the development of self exploration and creative expression. May be repeated once for credit. *Pre-requisites: ART221, ART222, and ART321 or permission of professor. Studio fee required.*

## **BIOLOGY COURSE DESCRIPTIONS**

BIO-designated courses qualify as Natural Science or Liberal Arts electives. BIO150, BIO160, BIO435, and BIO498 may not be used to fulfill the general education science elective requirement.

### **BIO120 Concepts of Biology - 3 credits**

This survey course assists students in understanding the basic and unifying principles of life. Students focus on a wide variety of topics including structure and function, organization, diversity, biochemistry, evolution, behavior, ecology, and population dynamics.

### **BIO121 Human Biology - Health and Disease - 3 credits**

This one-semester course focuses on the human systems (integument, nervous, muscular, skeletal, digestive, circulatory, excretory, respiratory, reproductive, endocrine, and immune). Students learn about normal structure and function, and then they apply these concepts and principles to a study of major abnormalities in each system (skin cancer, rheumatoid arthritis, muscular dystrophy, palsy, seizure activity, acromegaly, Addison's Disease, etc.).

### **BIO143 General Biology I - 3 credits**

General Biology I is designed for both the major and non-major college student and provides a foundation for all other biology courses. Discussions will focus on the nature of science in general, biomolecular, origin of life, cells and their components, energy and metabolism, photosynthesis, cell reproduction and division, inheritance, taxonomy, viruses, bacteria, protists, vascular and non-vascular plants, and a survey of the animal kingdom (excluding vertebrates). Inquiry based study in the concurrent laboratory component will provide hands-on application of appropriate lecture material. Laboratory fee required. This class was previously called BIO133.

**BIO143L General Biology I Lab - 1 Credit**

This course is offered as part of BIO143 General Biology I. *Laboratory fee required.*

**BIO144 General Biology II - 3 credits**

General Biology II is designed for both the major and non-major college student and provides a continuation of the foundation established in BIO143. Discussions will focus on DNA, gene structure, function and expression, biotechnology, developmental biology, evolution, population genetics and dynamics, species interactions, biological communities, and vertebrate anatomy and physiology. Inquiry based study in the concurrent laboratory component will provide hands-on application of appropriate lecture material. *Prerequisite: BIO143.*

**BIO144L General Biology II Lab - 1 Credit**

This course is offered as part of BIO144 General Biology II. *Laboratory fee required.*

**BIO150 Nutrition - 3 credits**

This course presents a scientific study of the basic principles of nutrition. Nutrient requirements, diet, biochemistry, diseases, and socio-economic concepts are stressed. Special emphasis is placed on changes throughout the human life cycle.

**BIO160 Medical and Scientific Terminology - 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.

**BIO180 Forensics - 3 credits**

This course begins with a basic overview of forensic science from the “science” viewpoint. Scientific principles and practices will be applied to specific examples within the following: drug analysis, paternity, DNA fingerprinting, hair/fiber analysis, blood identification, microscopy, spectrophotometry, and chromatography. *Prerequisite: BIO143 or ENV121 and permission of the instructor.*

**BIO180L Forensics Laboratory - 2 credits**

Students will have the opportunity to learn about several forensic techniques and increase their skill at each technique in a hands-on format. Each student will perform experiments and analyze evidence with techniques including, but not limited to, the following: density determination, measurement and accuracy, statistical analysis, microscopy, hair and fiber analysis, fingerprint analysis, impression lifting and analysis, DNA fingerprinting and gel electrophoresis, thin layer chromatography, light spectrophotometry, glass fragment analysis, soils, ballistics, spatter patterns, and gas chromatography. *Prerequisite or Co-requisite: BIO/ENV180 or CHM116 or BIO144 or permission of the instructor.*

**BIO203 Anatomy and Physiology I - 3 credits**

This is a study of the organization of the human body from the atomic level to the entire individual. The focus of this course includes biochemistry, cytology, histology, and the following: integument, skeletal, muscular, and nervous systems. The laboratory portion of this course will allow students to learn structures and relationships in a self-paced fashion. *Laboratory fee required.*

**BIO203L Anatomy and Physiology I Lab - 1 credit**

This course is offered as part of BIO203 Anatomy and Physiology I. *Laboratory fee required.*

**BIO204 Anatomy and Physiology II - 3 credits**

This is a continuation of the study of the organization of the human body from the atomic level to the entire individual.



The focus of this course includes the following: endocrine, reproductive, immune, digestive, urinary, cardio-vascular, excretory, and respiratory systems. The laboratory portion of this course will allow students to learn structures and relationships in a self-paced fashion. Laboratory fee required. *Prerequisites: One of the following BIO120, BIO121, BIO143, or BIO203.*

#### **BIO204L Anatomy and Physiology II Lab - 1 Credit**

This course is offered as part of BIO204 Anatomy and Physiology II. *Laboratory fee required.*

#### **BIO226 Botany - 3 credits**

Botany is a study of vascular and nonvascular plants. In this course, students will focus on the macroscopic and microscopic anatomy of vascular and non-vascular plants as well as the physiology and ecology of representative species from the major plant phyla (divisions). *Prerequisite: BIO144.*

#### **BIO230 Microbiology - 3 credits**

Microbiology is the study of microscopic organisms. The focus of this course will be on bacteria, yeast and viruses. Discussion will concentrate on the role of microbial communities that live in and around humans, their metabolism, growth, and reproduction as well as their position in the food web and species interactions. Special attention will be given to microbes used for food production. The laboratory portion of this course will focus on standard microbiological techniques and use of these techniques in a student designed experiment. Laboratory fee required. *Prerequisite: BIO144, CHM115 or permission of the instructor.*

#### **BIO230L Microbiology Lab - 1 Credit**

This course is offered as part of BIO230 Microbiology. *Laboratory fee required.*

#### **BIO235 Zoology - 3 credits**

Zoology is the study of the anatomy, physiology, evolution and ecology of members of the animal kingdom. In this course, students will survey members of the major invertebrate and vertebrate animal phyla and in an evolutionary context. Special attention will be paid to the anatomical features of each major animal phyla and their classes. The laboratory portion of this course will involve observation and dissection of representative members from most of the animal phyla. Laboratory fee required. *Prerequisite: BIO144 or permission of the instructor.*

#### **BIO235L Zoology Lab - 1 credit**

This course is offered as part of BIO235 Zoology. *Laboratory fee required.*

#### **BIO280 Forensic Science II - 3 credits**

This course is designed to provide students with a deeper understanding of several aspects of forensic science including crime scene processing, evidence collection, chain of evidence (with associated paperwork), motor vehicle accidents, blood spatter, and ballistics. Students will be asked to analyze evidence, participate in case 144 studies, and utilize databases for both ballistics and blood spatter. *Prerequisites: BIO180, BIO180L or permission of instructor.*

#### **BIO290 Chemistry and Physics in Forensics - 3 credits**

To analyze many crimes, one needs to have a good understanding of both chemistry and physics. Students will learn about the fundamentals of organic and inorganic chemistry (titration, precipitation, color metric tests) and apply them to forensic uses. Students will also apply the basic physical principles (one dimensional and two dimensional analysis, kinematics, motion and gravitation, work and energy, momentum, rotational motion, solids and fluids, and heat and thermodynamics). *Prerequisites: MAT130, BIO180, or PHY115 and CHM115, or permission of instructor.*

#### **BIO305 Endocrinology - 3 credits**

Chemical messengers participate in communication, regulation, and development of living organisms. A general survey of these messengers, their sites of production, and mechanisms of action will be discussed. While the major emphasis of this course will be on animal systems and their physiological responses, hormones and biochemical communication in plants will also be discussed. *Prerequisite: BIO144, CHM115.*



**BIO306 Genetics - 3 credits**

Genetics is not only the study of inheritance patterns, but also the study of chromosomal structure, mutational events, population genetics, and molecular genetics. During the course of the semester, students will have the opportunity to learn—in correct historical time line—about the development of this discipline and the basic principles that are used in many other areas of biology. *Prerequisite: BIO144, CHM115, or permission of the instructor.*

**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. *Prerequisite: BIO144, CHM115.*

**BIO311 Cell Biology - 3 credits**

This is a study of prokaryotic and eukaryotic cell anatomy and physiology. Topics include cell communication, responses to environmental change, metabolic processes, and cell culture systems. Laboratory activities will promote the development of culture technique and hands-on learning to support the principles discussed in lecture. *Laboratory fee required. Prerequisite: BIO144, CHM115, CHM116 or permission of the instructor.*

**BIO311L Cell Biology Lab - 1 Credit**

This course is offered as part of BIO311 Cell Biology. *Laboratory fee required.*

**BIO313 Biochemistry - 3 credits**

Biochemistry comprises a survey of basic principles of organic and biological chemistry as well as molecular biology with an emphasis on broad understanding of chemical events in living systems in terms of metabolism and structure-function relationships of biologically important molecules. Topics include organic functional groups, reactions, carbohydrates, lipids, proteins, nucleic acids, metabolism, and neurochemistry.

**BIO315 General Physiology - 3 credits**

General Physiology is the study of how creatures function and what factors affect those functions. Topics of discussion include basic biochemistry, homeostasis, communication, energy production, equilibrium, electrical signals, locomotion, reproduction, and transport and gas exchange. *Prerequisite: BIO144.*

**BIO315L General Physiology Lab – 1 credit**

This course is offered as part of BIO315 General Physiology. *Laboratory fee required. Prerequisite: BIO144L*

**BIO320 Evolution- 3 credits**

In recent years, evolution has come to be the unifying theme for all biological disciplines. This course will focus on the basic evolutionary principles including, but not limited to: speciation, natural selection, molecular clocks, adaptation, mimicry, co-evolution, origin of life, and evidence in support of evolution. Students will be expected to draw upon information obtained from lecture, texts, and primary articles. *Prerequisite: BIO144 and CHM115 or permission of the instructor.*

**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. *Prerequisite: BIO144 and CHM115 (or permission of the instructor)*

**BIO330L Molecular Biology Lab - 1 credit**

This course is offered as part of BIO330 Molecular Biology. *Laboratory fee required. Prerequisite: BIO144L and CHM115L (or permission of the instructor)*

**BIO350 Pharmacology - 3 credits**

Many students within the Biology program are interested in working in the medical field. Advance Pharmacology is part of the graduate curriculum for Pharmacy Schools, Medical Schools, Veterinary Schools, Physician Assistant Programs etc. This course will provide individuals with basic knowledge of medications in order to make educated decision related to drugs and health, and prepare students for more vigorous graduate studies if they choose to go that route.

**BIO360 Ecology - 3 credits**

Ecology is the study of how living creatures interact with the living and non-living components of their environment. Topics in this course include population dynamics, energy flow, biological and geochemical cycles, decomposition, community structure and composition, plant and animal defenses, pest management, and environmental factors that may disrupt the global or local community. *Prerequisite: BIO134.*

**BIO435 Independent Study 1 - 3 credits**

Students engage in independent research in either a laboratory or field setting. Students may also elect to complete a literature review. Results of this work are presented at the end of the semester. Application, proposal submission and registration policies should be discussed with the faculty mentor prior to registration.

**BIO498 Internship 1 - 3 credits**

Students engage in independent research in either a laboratory or field setting. Students may also elect to complete a literature review. Results of this work are presented at the end of the semester. Application, proposal submission and registration policies should be discussed with the faculty mentor prior to registration. You must speak with your academic advisor as well as the Career Services Office before registering. *Prerequisite: permission of the instructor*

**BUSINESS ADMINISTRATION COURSE DESCRIPTIONS****BUS204 Business Law I - 3 credits**

This course covers Constitutional Law and the rights and duties that apply to business entities as well as to individuals. Also covered are Tort Law, body and property injury, as well as harm to reputation in the business context; Criminal Law, specifically those areas pertinent to business, such as bribery and embezzlement; Intellectual Property Law, including copyright, patent and trademark laws; Contract Law, which encompasses sales contracts and the application of the Uniform Commercial Code as well as common law contracts, such as employment contracts.

**BUS205 Business Law II - 3 credits**

This course continues the study of Contracts and the Uniform Commercial Code and proceeds to Agency Law, which governs employer-employee fiduciary and contractual relationships. The Workers Compensation Act, including advantages and disadvantages to both employer and employee, is examined. Also covered are Sole Proprietorship, Partnership Law, both common and statutory provisions, Corporate Law and Bankruptcy Law.

**BUS311 Managerial Communications - 3 credits**

This course 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 the undergraduate business programs*

**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. Students will become aware of



university resources, as well as the policies and procedures critical to success at Post. Emphasis is placed on critical thinking, study skills, analytical reading, effective writing, reasoning, problem-solving, time management and strategies for college success necessary to support learning in a university environment. Students will analyze their own learning abilities and styles and develop effective practices for learning throughout their lifetime. Students will explore their motivations and the external determinants that affect their educational, personal, and career success. Students will learn the role of active learning in a successful life.

**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 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. *Prerequisite: CHM115 and CHM115L*

**CHM116L General Chemistry II Lab - 1 credit**

This lab course is an inquiry-based study of General Chemistry II 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 CHM116. *Laboratory fee required.*

**CHM205 Organic Chemistry I - 3 credits**

Organic Chemistry I is a focused study of carbon-containing compounds and their functional groups, chemical characteristics and physical properties. The synthesis of several organic compounds will also be discussed (aromatic hydrocarbons, alcohols, aldehydes, ethers, etc.), along with spectroscopy. *Prerequisite: CHM115, CHM116*

**CHM206 Organic Chemistry II - 3 credits**

Organic Chemistry II is a continuation of the study of organic molecules and compounds. The functional groups, chemical characteristics, physical properties and synthesis of biological macromolecules (proteins, carbohydrates, lipids, and nucleic acids), and biochemistry will be the focal point of course discussions. *Prerequisite: CHM205*

**CHM3301 Environmental Chemistry - 3 credits**

Over the past 20 years, there has been increasing interest in studying the chemical processes at work in the environment. This course investigates the chemistry that supports studies of energy sources, ozone depletion and information, water quality, industrial and agricultural processes, toxicology, ground level air pollution, soil quality, and pesticide use. *Laboratory fee required. Prerequisite: ENV121*

## EARLY CHILDHOOD EDUCATION AND CHILD STUDIES COURSE DESCRIPTIONS

### **CHS111 Foundations of Early Childhood Education - 3 credits**

This course provides an overview of the theoretical models that have a significant influence on the development of various early childhood curricula. A historical perspective of early childhood education is provided, leading up to an including present-day practices. Students will learn to apply theory to practice within the classroom setting for children ages' birth through eight, including children with exceptionalities. Ethical issues in the Early Childhood setting will be explored.

### **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 ECE Academic Program Manager. Studio fee required.*

### **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: CHS111*

### **CHS208 Teaching the Exceptional Child - 3 credits**

This course provides information about the exceptional learner. Topics include: history / philosophy/ laws of educating exceptional learners (including English Language Learners), characteristics of the exceptional child, assessment tools, instructional planning and teaching using individualized strategies with complementary techniques and technologies, home / school /community resources and inclusion. *Prerequisite: CHS111*

### **CHS250 Math, Science & Technology in the Early Childhood Classroom - 3 credits**

This course introduces students to curriculum strategies to be used with young children to promote their mathematical and scientific abilities. Additionally, it will provide instruction on how to incorporate technology into the early childhood classroom. Attention is given to the developmental needs of the children and the developmental appropriateness of the lessons. *Prerequisite: CHS111*

### **CHS252 Social Studies in the Early Childhood Classroom - 3 credits**

This course introduces teachers of young children to a variety of 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. *Prerequisite: CHS111 and permission from your Academic Advisor or ECE 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, 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 and education classroom for 100 hours. Students must demonstrate mastery of the core competency areas of creative development, self, social, guidance, families and professionalism when planning activities for young children. *Prerequisite: 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. *Prerequisite: 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 of 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 instructor.*

### **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. *Prerequisite: CHS111, 9 credits in early childhood*

### **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. *Prerequisite: CHS111, 9 credits in Early Childhood & permission from your*

*Academic Advisor or 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 Benchmarks, Performance Standards and CT Preschool Assessment Framework will be incorporated into this course work. *Prerequisite: Permission Advisor/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. *Prerequisite: Completion of all Child Studies major course work and permission of ECE Academic Program Manager.*

**COMMUNICATIONS COURSE DESCRIPTIONS**

Courses numbered COM105 or higher qualify as Humanities or Liberal Arts electives.

**COM105 Introduction to Communication Theory - 3 credits**

This course introduces students to the theories of communication that serve as the foundation for understanding the principles and practices of the field. The nature of communication and the various definitions of the phenomena will be covered based on a chronological organization to show how the knowledge and work in communication has evolved over the decades. This introduction will function as a comprehensive overview to unify the overlapping perspectives and paradigms.

**COM107 Intro to Communications - 3 credits**

This introductory course will focus on the knowledge and skills that students need to become competent communicators. This information and these skills will include speaking, listening, media literacy, computer-mediated communication, cultural sensitivity, workplace communication, group dynamics, and critical thinking. Students will prepare and present speeches and group projects that utilize media and technology. Emphasis will be place on personal, social and workplace interaction both individually and in group settings.

**COM200 Popular Culture - 3 credits**

This course will introduce students to the changes to modern culture that covered the post World War II to the present time. It will examine a variety of societal and cultural elements including: gender, consumerism, music, film, and fashion.

**COM208 Interpersonal Communication - 3 credits**

This course investigates the basic principles of interpersonal communication, communication theory, and semantics. Special emphasis is given to non-verbal communication, transactional- analysis, self-concept, and conflict management. *Prerequisite: ENG207.*

**COM298 Basics of Journalism - 3 credits**

This course surveys print and electronic media for the purpose of developing writing skills relevant to news stories, features, editorials, interviews, and surveys. *Prerequisite: ENG120.*

**COM300 Introduction to Mass Communication - 3 credits**

This course examines the institution, history, and technology of mass media as communication systems. A selection of



media productions is presented for discussion. *Prerequisite: ENG207.*

**COM301 Mass Media and Society - 3 credits**

This course analyzes newspapers, magazines, television, radio, the Internet, and film to evaluate their complex and diverse power for shaping patterns of society.

**COM302 Media Literacy and Culture - 3 credits**

This course deals with “learning to become a more thoughtful, critical consumer of media.” It asks the following questions: “Where do the media come from? Who creates their content? What is their purpose? What effects do they have on our world? What is our role in the communication process?”

**COM304 Film: The Reel Experience - 3 credits**

This course deals with the elements of film including the script, filming techniques, direction, acting, editing, art and set design, costume and makeup, and historical development. Examples from various genres are viewed for analysis.

*Prerequisite: ENG207.*

**COM320 Introduction to Theater - 3 credits**

This course gives students an appreciation of the theater as a performing art throughout history. Students will examine the dramatic genre while developing an understanding of the components of production and performance. One component of the course will be the participation in the actual phases of staging and production as well as attendance at a live performance. *Prerequisite: ENG207.*

**COM325 Acting - 3 credits**

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 instructor.*

**COM375 Public Relations - 3 credit**

This course focuses on the role of managed communications in public relations. It includes definitions and concepts, history, potential careers, and research methods.

**COM460 Internship in Communications - 3 credits**

This course provides students with practical experiences in the communications field. Students meet with the instructor on a regular basis and work in a communications placement for at least 84 hours. The supervising faculty member determines the specific requirements for the internship. *Prerequisite: Permission of the instructor. You must speak with your academic advisor as well as the Career Services Office before registering.*

**COMPUTER INFORMATION SYSTEMS COURSE DESCRIPTIONS****CIS112 Introduction to Computing - 3 credits**

This course strives to meet the high level of computer literacy required of all students earning a degree from the university. Special emphasis is placed on the ethical use of computer technology for information analysis and communications. Computer units introduce the Internet, Windows, word processing, spreadsheets, and presentation software. Students who feel they have attained computer literacy and earn 70 percent on an exemption exam may substitute any other 3-credit course for this core requirement. Students may prove competency by passing a waiver examination. *No credit is granted if the requirement is waived.*

**CIS120 Introduction to Information Technology - 3 credits**

This course is designed to provide an in-depth understanding of information technology (IT). Students gain practical knowledge of IT systems and the different frameworks in which IT is managed in business. Topics include computer architecture and organization, application platforms, database management, Web technologies, and network configurations. In addition, the course examines the history of information technology and its impact on society.

*Prerequisite: CIS112*

**CIS200 Programming Fundamentals VBI - 3 credits**

This course provides opportunities to practice the critical organizational and logical skills required when using data structures for writing programs in high level programming languages. Planning tools for modularity and data structures are introduced. *Prerequisite: CIS112*

**CIS213 Project Management I - 3 credits**

This course introduces students to essential project management tools and methodology. Course topics highlight modern PM techniques for managing applications development projects from initiation through delivery. Emphasis is on business strategies that focus on planning, organizing, and controlling significant activities of software project management. *Prerequisites: CIS112 and CIS120*

**GAM217 Introduction to Video Games - 3 credits**

This course provides an introduction to the essential study of video games. The course surveys various perspectives in the field of game design and production. Topics include the history of video games and animation, human computer interaction, game theory, game genres, game engine architectures, and game culture. In addition, evolution of the video game industry will be examined. Students are required to complete a digital game to demonstrate rudimentary design principles discussed in the course. *Prerequisite: CIS112*

**CIS230 Programming VBII - 3 credits**

This course applies structured techniques to programming business applications in Visual Basic. Emphasis is on using Visual Basic programming language to build business applications that access and manipulate databases, display and print reports. *Prerequisites: CIS112 and CIS200*

**CIS240 Programming in C++ - 3 credits**

The C++ language will be explored for modular programming structures, arrays, and pointers. Comparisons between C++ and other programming methodologies, especially C, will be made. *Prerequisites: CIS112 and CIS200*

**GAM247 Interactive Computer Graphics - 3 credits**

This course introduces design and aesthetic foundations of 3-dimensional computer graphics and animation. Topics include rendering 3D geometric models, 2D and 3D transformations, color theory, illumination and shading, texture, special effects, and computer animation. Emphasis is on rendering interactive graphics for video games. The course culminates in a presentation of students' final projects involving an original video game that incorporates basic elements of 3D animation. *Prerequisite: CIS112*

**GAM257 Fundamental of Game Programming - 3 credits**

This course introduces game programming principles and techniques for planning and implementing 3D interactive games. In a collaborative fashion, students are exposed to a structured process that explains how to develop 3D games incorporating object-oriented programming statements, 3D graphic scripts, character animation, sound, and music. This course concludes with a final project involving a game prototype that exhibits 3D graphics programming and animation techniques studied in this course. Emphasis is on problem solving and collaboration. *Prerequisites: CIS112 and GAM247*

**GAM301 Game Design and Animation I - 3 credits**

This course introduces students to fundamental principles of game design and 3D computer animation. The course explores methods of modeling, rendering, and animating 3D objects for video games, computer simulations, and virtual worlds. Students use 3D modeling software to create character animation and 3D environments including rigging, key framing animation, lighting, camera angles, texture formation, and motion. *Prerequisites: CIS112, GAM217, and GAM247*

**CIS303 Software Engineering I - 3 credits**

This course introduces students to theoretical and functional aspects of software engineering. Course topics cover



systematic approaches for developing complex software systems and practical strategies for documenting each phase of the software development process. Emphasis is on using software engineering techniques to complete collaborative software development projects. *Prerequisites: CIS112 and CIS120*

**CIS311 Technical Writing in CIS - 3 credits**

This course is designed to teach technical communication skills and strategies needed to prepare and disseminate information in business and professional settings. This course offers practice in delivering oral presentations, and creating effective written and visual designs including electronic media, user manuals, formal technical reports, Web pages, and online help guides. This course emphasizes a systematic writing process, and it provides a practical study in mechanics, visual rhetoric, punctuation, grammar, and usage. *Prerequisite: ENG110, ENG120*

**CIS312 End-User Computing (Application Design I) - 3 credits**

This course gives students the opportunity to explore advanced topics in word processing, spreadsheet, and database applications focusing on information support for the managerial end user. Cases and reading assignments alert students to ethical and societal dimensions of systems, information strategies, e-commerce, and global information transfer. The course intends to serve management and computer information students who will need to integrate information theory with advanced computer skills. *Prerequisite: CIS112*

**CIS314 Project Management II - 3 credits**

This course provides advanced approaches for managing and tracking medium and large scale software development projects. The focus of the course is to present practical methods for monitoring work schedules and milestones; reducing risks; estimating project resources and cost; integrating scope changes; and maintaining quality throughout the project. Emphasis is on using project management techniques to analyze and control the activities of the project management team. This course builds on topics introduced in CIS 213 Project Management I. *Prerequisites: CIS112, CIS120, and CIS213*

**CIS317 Decision Support Systems/ Expert Systems - 3 credits**

Management strategies utilizing computer support systems, simulations, decision modeling tools, and sample expert systems resulting in improved decisions for all levels of management are examined. *Prerequisites: CIS112, CIS312, and junior standing.*

**CIS337 Networking in Business - 3 credits**

Emphasis in this course is placed on networked-based information technology (local and wide-area networks) used to gain efficiency and effectiveness for competitive advantages and for building new strategic relationships. *Prerequisites: CIS112, CIS230 or CIS240 strongly recommended.*

**CIS340 Computer Ethics - 3 credits**

This course strives to stimulate consciousness to meet the challenges arising from ethical dilemmas involving the misuse of technology. In a seminar format, violations of confidentiality and personal privacy, software piracy, computer viruses, abuse of Internet resources such as e-mail, ethical systems building, and vendor-client issues are explored. *Prerequisite: CIS112*

**CIS350 Web Design - 3 credits**

In this course, students will go through the entire process of planning and building well-designed interactive web sites using HTML and Web authoring tools. Emphasis is on designing the functional features and aesthetic qualities of a web site. This course may not be substituted for a programming language. *Prerequisites: CIS112, CIS312 or permission of the instructor.*

**CIS351 Web I - 3 credits**

This introductory course provides students with practical methods and skills to plan, design, and develop an interactive Website. Emphasis is on using essential principles and techniques for building an effective Web layout and user interface. The course will conclude with the submission of a final project demonstrating the rudiments of Web

development. *Prerequisites: CIS112, or CIS312 or permission of the instructor.*

**CIS356 Systems Analysis II - 3 credits**

This course examines advanced system analysis techniques for determining business information systems requirements. Topics include object-oriented analysis, agile analysis, prototype development, quality control, and configuration management. Emphasis is on the development and maintenance of software systems. This course builds on Systems Analysis I. *Prerequisites: CIS112, CIS230 or CIS240, CIS356 or permission of the instructor.*

**CIS360 Systems Analysis I - 3 credits**

This course introduces an overview of the traditional systems development life cycle and emphasizes prototyping for the continuous improvement of technology-based systems. *Prerequisites: CIS112, CIS200 or CIS420 are strongly suggested.*

**CIS370 Global E-Commerce - 3 credits**

Students are introduced to the theory and practice of electronic commerce emphasizing how computer technology presently influences online business strategies and initiatives. *Prerequisites: MGT105, CIS112, CIS317 suggested.*

**CIS398 Internship in CIS - 3 credits**

This course provides students with practical experience in CIS within private or public sectors under the supervision of a practicing professional. Students are required to spend 15 hours per semester in seminar meetings and work at least 90 hours per semester in a computer facility. A journal describing daily activities is required. *Prerequisites: 18 credits in CIS and at least Junior standing. You must speak with your academic advisor as well as the Career Services Office before registering.*

**GAM401 Game Design and Animation II - 3 credits**

This course builds upon the knowledge gained in Game Design and Animation I. Advanced methods of game design, including drafting a game design document, are covered in the course. Students gain insight into the aesthetic design and technical implementation needed to design high-quality 3D interactive video games. Students use 3D modeling software and scripting techniques to create character and terrain animation, and artificial intelligence for games. Emphasis is on applying problem-solving skills and refining the game design document. *Prerequisites: CIS112, GAM217, GAM247, and GAM301*

**CIS404 Software Engineering II - 3 credits**

This course presents advanced topics on software engineering practices for the design and development of software products. The course focuses on software engineering measures for analyzing and documenting requirements; preparing design specifications; and developing and testing applications. Emphasis is on disciplined software engineering techniques that are used to produce quality and sustainable software products. This course builds on the topics introduced in CIS303 Software Engineering I. *Prerequisites: CIS112, CIS120, and CIS303*

**CIS412 End-User Systems Design (Application Design II) - 3 credits**

This is a hands-on course in designing end-user managerial computer information systems using the integrated Microsoft Office Professional suite of applications including PowerPoint and the Internet for system implementation. Students will design a web page suitable for web publication and at least one integrated system. *Prerequisites: CIS112, CIS312, CIS360, CIS420 or CIS422, strongly suggested.*

**CIS415 Information Resource Management - 3 credits**

This seminar provides a broad overview of information systems management with particular attention to planning, organizing, and controlling user services and managing the computer information systems development process. The case study approach is used. Oral and written reports are required. *Prerequisite: Senior standing in either CIS or Management.*

**CIS420 Database Management Systems - 3 credits**

An overview of database modeling is presented with the objective of mastering one database management system for personal computers. Each student will prepare a complete database system by designing menus, input screens, queries, and output reports. Also covered are database selection and administration. *Prerequisites: CIS112, CIS312, CIS230, and CIS360 strongly recommended.*

**CIS422 Database I - 3 credits**

Principles and methodologies of database design are presented with the objective of developing a basic database model for a personal computer. Students are required to build a database system that demonstrates basic menus, input screens, queries, and reports. Emphasis is on relational theory, SQL concepts, and database integrity. *Prerequisites: CIS112; CIS120, CIS312, CIS360, and CIS230 are strongly recommended*

**CIS423 Advanced Database Management Systems - 3 credits**

This course reinforces topics introduced in the first course and initiates building complete database systems using Visual Basic and Oracle. The final project requires the creation of an operational, menu-driven, customized database system. *Prerequisites: CIS112, CIS312, CIS420. CIS230, CIS360, and CIS412 strongly recommended*

**CIS424 Database II - 3 credits**

This course reinforces topics introduced in Database I and initiates building complete database systems using Microsoft Visual Basic and Oracle. Students are required to submit a final project that includes planning and creating an operational, menu-driven, customized database management system. *Prerequisites: CIS112, CIS120, CIS200, CIS230, CIS312, CIS412, and CIS422 are strongly recommended.*

**CIS425 Computer Control and Audit - 3 credits**

This course is an introduction to the fundamentals of auditing and controlling computer information systems. Emphasis is placed on the design and application of controls within computer information systems. This course may be used to fulfill either a CIS or Accounting elective. *Prerequisites: CIS312 or CIS430 for CIS students.*

**CIS426 Database V - 3 credits**

Building on the practical aspects of database technology learned in Database IV, this course focuses on managing the Oracle database system and applying modern database administration skills. Topics include advanced DBA techniques in database software installation, securing databases, backup recovery, network administration tools, DB tuning and optimizing responsibilities, and upgrading and patching maintenance. *Prerequisites: CIS112, CIS120, CIS200, CIS312, CIS412, CIS422, CIS424, CIS427, CIS429 are strongly recommended.*

**CIS427 Database III - 3 credits**

This course reinforces topics introduced in the Database II course. This course provides advanced knowledge of relational database management systems (RDBM) and distributed databases. Practical exercises will be used to highlight RDBM strategies; develop Oracle PL/SQL-based applications; diagnose problems; and improve database performance. *Prerequisites: CIS112, CIS120, CIS200, CIS230, CIS312, CIS412, CIS422, and CIS424 are strongly recommended.*

**CIS429 Database IV - 3 credits**

This course reinforces themes introduced in Database III and highlights essential techniques in Oracle database performance tuning. Practical exercises will be used to formulate SQL queries and tune SQL statements for optimal performance. Topics include performance diagnostics and tuning; using tuning tools and utilities; using triggers to customize information management in the Oracle database; managing memory; and tracking and managing dependencies. *Prerequisites: CIS112, CIS120, CIS200, CIS230, CIS312, CIS412, CIS422, CIS424, and CIS427 are strongly recommended*

**CIS430 Accounting Information Systems - 3 credits**

This course introduces the system flow of financial information in the contexts of the system development process and the actual applications of computer technology to record keeping and information gathering functions. Applications

studied include procurement and receiving, inventory control, accounts payable, marketing and shipping, billing and collections, etc. Case studies and a hands-on computer project are required. This course may be used to fulfill either a CIS or Accounting elective. *Prerequisites: ACC303 or at least junior standing for CIS majors.*

**CIS450 Seminar in CIS - 3 credits**

This course provides the opportunity to do in-depth research on a topic of individual interest in CIS in order to integrate and assimilate information issues. It is the capstone course for the major and enables students to prepare documents representing their accomplishments, perceptions, and expertise for future evaluation. Frequent meetings between students and instructor serve to focus and direct the study. *Prerequisites: 21 credits in CIS and senior standing.*

**CRIMINAL JUSTICE COURSE DESCRIPTIONS**

**CRJ101 Introduction to Criminal Justice - 3 credits**

The student will be introduced to the American Criminal Justice System from the perspective of the criminal justice professional. The course examines the historical development and role of the police, prosecution, corrections, probation, parole, and rehabilitation.

**CRJ102 Introduction to Law Enforcement - 3 credits**

This course studies the role of police in society with attention to the history of law enforcement, the organization of police forces, centralized police power, community policing, and the recruitment and training of police officers.

**CRJ103 Introduction to Corrections - 3 credits**

This course studies the history of corrections, including imprisonment and other forms of punishment, both institutional and non-institutional. The philosophy and rationale for various sentencing alternatives are considered.

**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 Computer Forensics - 3 credits**

This course provides the knowledge and skills to identify, track and prosecute cyber-criminals. Students will be able to identify evidence in computer-related crime and abuse cases, and track intrusive hacker's path through a client system. Emphasis will be placed on recovering, collecting and analyzing data from any digital media device, such as mobile devices, bar codes, game consoles, digital cameras and videos.

**CRJ331 Community Corrections - 3 credits**

This course surveys the origins and development of contemporary practices in probation, parole, and other forms of community corrections, including the impact of these practices on other elements of the criminal justice system.

*Prerequisite: CRJ103.*

**CRJ332 White-Collar Crime - 3 credits**

This course provides an analysis of crimes committed by persons in a position of trust, including embezzlement, fraud, false advertising, price fixing, black market activities, and governmental corruption. Crimes against one's employer and crimes committed by corporate executives for their corporation are studied. *Prerequisite: CRJ101.*

**CRJ333 Organized Crime - 3 credits**

The course is an historical and contemporary review of the development and operation of organizations committed to criminal conduct both in the United States and the rest of the world. *Prerequisite: CRJ101.*



**CRJ334 Conflict Resolution - 3 credits**

This course provides a contemporary review of alternatives to the formal criminal justice system. These alternatives include the use of such techniques as mediation and arbitration in the civil, criminal, and juvenile justice systems.

*Prerequisite: CRJ101.*

**CRJ342 Crime Scene Investigation - 3 credits**

This course offers a methodical and detailed approach to crime scene investigation, including crime scene processing, identification and collection of physical evidence and chain of custody. Students will be able to successfully recognize, document, collect and preserve physical evidence. *Prerequisite: CRJ101*

**CRJ344 Fire & Arson Investigations - 3 credits**

This course studies the compilation and analysis of information related to fires and explosions. The primary focus of this course is to understand how to conduct, determine and document the area of origin and cause of a fire and the factors that contribute to the ignition and subsequent growth. . Laws pertaining to burning, arson, and search and seizure are discussed. Attention is given to the basics of fire science, forensic science, including photography. *Prerequisite: CRJ211 or permission of the Instructor*

**CRJ346 Electronic Investigations - 3 credits**

This course studies the vast amount of information available to investigators through public records and the internet. The focus is on how to understand, obtain, discern and utilize public record information for investigatory purposes. This course is relevant to both public and private investigators. *Prerequisite: CRJ101*

**CRJ355 Research Methods in Criminal Justice - 3 credits**

This course will review the basic techniques of research methodology, especially as applied to the field of criminal justice. Major topics will include the purposes of research, types of research design, data collection techniques, and the ethics of research. *Prerequisite: CRJ101.*

**CRJ356 Statistical Methods in Criminal Justice - 3 credits**

Elementary review of probability theory and its application to data analysis. Covered topics include: descriptive statistics, inferential statistics and focusing on tests of significance, tests of association and casual analysis. This course will be heavily based on use of computer software, such as SPSS. *Prerequisite: CRJ355.*

**CRJ401 Ethics and Discretion in Criminal Justice - 3 credits**

The student is asked to consider the ethical issues involved in a criminal justice career. The concepts of integrity, honesty, and trustworthiness are examined as they bear upon the criminal justice professional's relationship to his or her colleagues, superiors, and community. *Prerequisite: CRJ101.*

**CRJ402 Comparative Criminal Justice - 3 credits**

This is a survey course, the purpose of which is to introduce the student to foreign criminal justice systems.

*Prerequisite: CRJ101.*

**CRJ404 Theoretical Criminology - 3 credits**

This course will review the wide range of theoretical explanations for criminal behavior. Emphasis will be placed on contemporary, biological, psychological, sociological, economic, and integrated theories of behavior. *Prerequisite: CRJ101 or permission of the instructor.*

**CRJ405 Advanced Seminar in Criminal Justice - 3 credits**

This is a capstone course that draws together the principles learned in previous CRJ courses. The seminar topic is at the discretion of the program director. *Prerequisite: Senior standing and permission of the Program Director.*

**CRJ460 Internship in Criminal Justice – 1 to 6 credits**

The student is placed in an internship requiring hands-on involvement in an area of the criminal justice system of interest

to the student. This may occur in a federal, state, or local agency. *Prerequisite: Permission of the instructor. You must speak with your academic advisor as well as the Career Services Office before registering.*

## **ECONOMICS COURSE DESCRIPTIONS**

### **ECO201 Macroeconomics - 3 credits**

This course examines the fundamental analytical structure of a macro economy and familiarizes students with the problems of employment, inflation, interest rates, and business cycles. Topics include the determination of income and output, the role of fiscal and monetary policy, and the interaction of an economy with the rest of the world within a global framework.

### **ECO202 Microeconomics - 3 credits**

This course familiarizes students with the decision-making processes of individual economic units such as households, firms, and industries, and their interrelationships. Topics include the nature and framework of the forces of supply and demand, household behavior, and consumer choice; the behavior of the firm under different industrial structures, resource allocation, and income distribution; and international trade and comparative advantage.

### **ECO303 Money and Banking - 3 credits**

The course studies the process of financial intermediation in the economy and is primarily focused on the role of money and banking. Topics include the nature of commercial banks and the scope of their operations, the relationship between the banking sector and the other sectors of an economy, the role of the Federal Reserve, and the international financial linkages of an economy. *Prerequisite: ECO201.*

## **ENGLISH AS A SECOND LANGUAGE COURSE DESCRIPTIONS**

### **ELC100 English Orientation - Non-credit**

An introductory English course for new international students. Instruction and activities include basic English (grammar, listening, speaking, reading, writing), an orientation to the facilities and culture of the University, and general academic skills in preparation for future classes. Offered in the summer

### **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.

**ECL108 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.

*Pre-requisite: ENG110.*

**ENG130 Literature and Composition - 3 credits**

Students develop skills in understanding and appreciating genres such as poetry, fiction and drama. Additionally, students apply critical methodologies and investigate relationships between literature and society, thus confirming their analysis and writing skills. *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. *Prerequisite: ENG120, above-average achievement in ENG110 and ENG120, and permission of the instructor*

**ENG310 Advanced Composition - 3 credits**

This writing course stresses the mastery of more complex forms of expository and argumentative writing. Emphasis is placed on the composing process, vividness of expression, writing for a particular audience, and refining the writer's style. *Prerequisites: ENG120 and permission of the instructor.*

**ENG311 Creative Writing - 3 credits**

This course provides extensive imaginative writing of description, dialogue, poetry, and narrative. The course is designed for students who write readily but need direction and consultation.

**ENG315 Novel - 3 credits**

This course examines the novel as a literary genre and offers the opportunity to understand it from historical and aesthetic viewpoints. *Prerequisites: ENG214, ENG270.*

**ENG322 Modern Drama - 3 credits**

This course provides a comparative study of the major dramatists of the twentieth century. Particular emphasis is placed on analysis of landmark plays which demonstrate the rise of social consciousness in this genre. *Prerequisite: ENG120.*

**ENG362 Shakespeare - 3 credits**

This course introduces students to Shakespeare's language, themes, and dramatic art. Representative history plays, comedies, tragedies, and poetry are studied. *Prerequisite: ENG270.*

**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 / STUDIES COURSE DESCRIPTIONS**

ENV-designated courses qualify as Natural Science or Liberal Arts electives. Only ENV110, ENV121 & ENV121L, ENV300, ENV301, ENV310 and ENV420 may be used to fulfill the general education science elective requirement.

**ENV110 Introduction to Environmental Science - 3 credits**

This interdisciplinary approach to our world emphasizes the history of environmental concerns, biomes, species interaction with each other and their environment, air, water, soil and biological resources, population dynamics, toxicology, energy sources, land use management, and other related topics. Principles of physics, chemistry and biology are incorporated throughout the course. This course is open to non-majors.

**ENV121 Environmental Science - 3 credits**

This interdisciplinary approach to our world emphasizes the history of environmental concerns, biomes, species interactions with each other and their environment, air, water, soil and biological resources, population dynamics, toxicology, energy sources, land use management, and other related topics. Principles of physics, Environmental chemistry, and biology are incorporated throughout the course. Information learned in lecture is re-enforced or enhanced through laboratory activities and experimentation. *Laboratory fee required.*

**ENV121L Environmental Science Lab - 1 credit**

This course is offered as part of ENV121 Environmental Science. *Laboratory fee required.*

**ENV200 Environmental Policy - 3 credits**

This course provides the foundation for an examination of the role of government in the conservation, preservation, and utilization of natural resources and the environment. The history of Federal legislation, regulation, and environmental law will be discussed in general terms. Major laws and treaties as well as agencies (and their programs) will be examined in detail. *Prerequisite: ENV121.*

**ENV201 Environmental Ethics - 3 credits**

Students consider the intrinsic relationships of humans to their biotic and abiotic surroundings. They reflect on the issues of meaning, attitudes, and value. Topics include the historical roots of the ecological crisis and movement, conflicting views on ecological problems, and ethical conflicts associated with the environment and cooperation with nature. *Prerequisite: ENV121.*

**ENV220 Environmental Impact Assessment - 3 credits**

Preparation and review of an Environmental Impact Statement (EIS) brings together people with diverse backgrounds, skills, and goals to generate an assessment of the impact of private or government projects. This course serves to not only provide students with procedural information associated with the production of an EIS, but also supply them with basic field techniques. The final work product of this field-based course includes but is not limited to an Environmental Impact Statement. *Prerequisite: ENV121.*

**ENV235 Environmental Education - 3 credits**

This is a "hands-on" course emphasizing teaching methods for environmental concepts and issues. Students focus on ways to educate in formal and informal settings. They also gain a better understating of National Science Education



Standards. Each student will regularly design unique lesson plans/ activities and participate in those designed by his or her fellow classmates. *Prerequisite: ENV121.*

### **ENV300 Toxicology - 3 credits**

This course begins with the basic principles of toxicology including dose response relationships, bioactivation and bioaccumulation, detoxification and risk determination. Principles will be applied to specific examples within the following: hepatic, respiratory, circulatory, nervous, and reproductive systems. Emphasis will be placed on chemical carcinogen (natural and synthetic) and drug metabolism. *Prerequisite: ENV121 or BIO120 or BIO143 or permission of the instructor.*

### **ENV301 Soils in our Environment - 3 credits**

This course expands on a student's collected knowledge-base in environmental science by applying it to the concepts of soil science. The principles of composition and genesis; chemical, physical and biological properties; classification and mapping; soil water; and management and conservation practices will be discussed and demonstrated. The course will also explore the role of soil in contemporary environmental quality, contamination and remediation issues. *Prerequisites: ENV121, BIO144, and one of the following: BIO360, BIO226, or permission of instructor*

### **ENV310 Natural History - 3 credits**

Natural History examines the changes in a community, ecosystem, or organism over time. This course focuses on how geology and climate have determined the plant and animal populations and communities that live in New England. Discussions also include how humans have interacted with and affected not only the landscape, but also the flora and fauna distribution. *Prerequisite: ENV121.*

### **ENV315 General Occupational Safety and Health - 3 credits**

General Occupational Safety and Health are topics that should concern every person. How to find a listing of the federal regulations governing work place safety and health, interpret the documents, and apply the information is the focus of this course. Students with a theoretical science background will have the opportunity to use that information in real world settings, and those who excel in hands-on learning will find that this course allows them to utilize their strengths to learn science. Students may earn the 10-hour or 30- hour OSHA certification while learning not only rules and regulations, but also real world applications of that material.

### **ENV405 Environmental Law and Practice - 3 credits**

Students learn the relevant federal and state environmental laws together with their practical application to corporate and real estate transactions. Specific areas of study include environmental due diligence. The course covers the specific area in which individuals encounter environmental issues in the practice of law. *Prerequisite: BUS204 or ENV121 or LAW101.*

### **ENV420 Ecological Field Methods - 3 credits**

This course is an investigation into established ecological sampling and field methods. Techniques for sampling plants, soils, aquatic invertebrates, small mammals, and insects will be discussed and demonstrated. Students will learn to design, plan and conduct a field ecology research project, as well as how to effectively analyze, interpret and communicate the collected field data. *Prerequisites- ENV121, BIO144, and one of the following: BIO360, CHM310, or BIO226*

### **ENV430 Strategies for Sustainable Development - 3 credits**

Our historic "Frontier Mentality" attitudes are no longer viable in the face of continuing human population increases. More than ever, people faced with issues of renewable and nonrenewable resources, food production, water quality, and environmental health. This course will explore how the application of technology, identification of renewable resources, support of diversity, monitoring of the environment, and minimization of waste can result in resource planning and management strategies that are not only sustainable, but also lucrative in the environmental and business areas. *Prerequisite: ENV121.*

**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 1 - 3 credits**

Students engage in independent research in either a laboratory or field setting. Students may also elect to complete a literature review. Results of this work are presented at the end of the semester. Application, proposal submission, and registration policies should be discussed with the faculty mentor prior to registration. *Prerequisite: Permission of the instructor. You must speak with your academic advisor as well as the Career Services Office before registering.*

**EQUINE BUSINESS MANAGEMENT COURSE DESCRIPTIONS****EQU100 Introduction to Hoof Care - 1 credit**

This course introduces the form, function, care, and maintenance of the equine hoof. A survey of trimming theories and techniques produces an understanding of the role of sound, functional hooves for the horse's gaits and performance. The effects of shoes, appliances, health, and nutrition on hoof form and function are addressed, and tools and tasks of the professional farrier's trade are introduced. *Prerequisite: EQU161 or instructor permission*

**EQU101 Concepts in Equine Massage - 1 credit**

This course will prepare the student to do a simple but effective equine sports massage. The material will include how and why massage therapy works, covering rudimentary equine anatomy, physiology and kinesiology. Students will learn how to do basic massage therapy strokes from effleurage to trigger points and stretch work, with plenty of hands-on experience. *Prerequisite: EQU161 or instructor permission*

**EQU161 Stable Management I: Horse Care & Management - 4 credits**

This course concentrates on the care and handling of horses including the maintenance of good health, with emphasis on the prevention of both injuries and illnesses. Related topics such as safe handling techniques, daily routine, grooming, selection and fit of tack and horse 'clothing', barn safety, basic feeding, parasite control, and emergency care are studied. A practical horse care 'lab' component is included in this course.

**EQU162 Stable Management II : Facility Design & Operation - 4 credits**

This course involves the planning, construction, and maintenance of horse farms. Barn design, placement, and layout are covered in detail, examining such considerations as environmental concerns, drainage, ventilation, efficiency, safety, pastures, fencing, maintenance procedures, purchasing and storing of feed. Also covered are record keeping, insurance requirements, fire prevention and selection, training, and management of staff. A practical 'lab' component is included in this course to enable students to experience 'on the job' training in a variety of settings.

**EQU170 Equine Communication - 1 credit**

This course is a practical study in the safe and gentle handling of horses through the understanding and use of body language communication skills. Correct use of the Round Pen is described and practiced. The student learns how to relate the physiological development of the horse to its needs today, and how this translates to a safer and more productive relationship.

**EQU251 Anatomy & Physiology of the Horse - 3 credits**

This course begins with an overview of the horse as a product of its evolution and of the development of the Northern European conformation as distinguished from that of the Middle Eastern desert breeds. Studied in detail are the anatomy and physiology of the horse, and the function of its biological systems. In addition, an evaluation of conformation as it relates to soundness is explored.

**EQU252 Equine Nutrition - 3 credits**

This course involves an examination of the nutrients needed by the horse and the various feeds that can be combined



to meet the requirements of an equine diet. The course also includes a survey of varying feed management practices and programs that meet the needs of individual horses in work/competition or at pasture, for growth, reproduction, maintenance, and old age. Also addressed are parasites, plant toxicity, and feed quality and labeling. Nutrition-related diseases are studied with emphasis on prevention.

**EQU265 Theory of Equitation Teaching - 3 credits**

This course develops an understanding of the principles and methods used in teaching equitation. Aspects studied include the history and rationale of classical equitation theory and the related issues associated with teaching riding to individuals and groups. Appropriate lessons are planned for all ages and levels of riding experience. In addition to lectures, visiting speakers, and discussions on teaching methods, students gain practical experience by observing instructors in the field.

**EQU270 Equine Event Management - 1 credit**

All Equine disciplines engage in judged performances (Horse Shows), educational experiences (Clinics), judged skill demonstrations (Gymkhanas,) and pure entertainment such as the Pfizer Fantasia at the Equine Affaire Trade Show. Each one of these Equine Events needs to be planned and managed. This course gives an overview of techniques, timelines, guidelines, staffing and budget concerns for a variety of equine events. In addition there will be lectures, visiting speakers and hands on participation in event planning to assist students with learning.

**EQU299 Instructional Experience Practicum - 3 credits**

Practical experience is very important for any future instructor and this course gives students an opportunity to develop their teaching skills. Skills developed include voice projection, maintaining control and authority within the class setting, handling the various problems encountered in teaching riding, improving observation and evaluation of rider progression, and maintaining safety procedures. This is accomplished with class lectures and supervised student teaching.

*Prerequisite: EQU265.*

**EQU301 Horse Industry Orientation - 3 credits**

Horse-related industries collectively contribute billions of dollars to the U. S. economy. This course provides students with an opportunity to observe and evaluate different aspects of the industry through guest lectures, field trips, and class discussions. Professionals in such areas as equine photography, show management, equine insurance, retailing and the racing industry give practical advice to the students for their future careers. The importance of maintaining complete professionalism and integrity in all job performance and business dealings is emphasized. Also included are aspects of abuse, cruelty-prevention and the ethical treatment of horses.

**EQU302 Principles of Horse Breeding - 3 credits**

This course deals with genetics, anatomy, physiology, nutrition and management of mares and stallions used for breeding. Material covered includes preparation for breeding, managing the breeding stallion, and normal foaling and postpartum care of both mare and foal. Additional topics covered are diseases associated with reproduction, modern techniques in caring for premature foals, treatment of foal diseases, and disease-prevention practices. Genetics, conformation, temperament, performance, and type are considered as they affect the selection of sires and dams for breeding. *Prerequisite: EQU251.*

**EQU303 Horse Industry Work Experience - 3 x 1 credit courses**

This course provides students with an opportunity to gain valuable practical experience in their chosen focus area within the equine industry. In addition to class lectures, students learn the requirements for each field of study through observation and working under supervision. This course can be applied to credit for career specialty programs off-campus.

**EQU306 Equine Locomotion - 3 credits**

This course is a study of the way the equine locomotor system is put together and how it makes the animal move, including an evolutionary perspective as well as individual and breed tendencies. The material will include detailed

anatomy, equine movement analysis, hoof mechanics, and myokinesiology. Through in-depth training in observation, students will learn the use of gait study and its relationship to physical comfort and athletic performance. *Prerequisite: EQU251 or equivalent*

**EQU315 Hoof Trimming I: Principles and Practices - 3 credits**

This course is an introduction to the tools, techniques, and methods of basic hoof trimming practice, based on the understanding that a sound, functioning hoof is necessary for both the horse's comfort and athletic performance. The student will consider the range of accepted theories of hoof function for their relevance to the broader goal of establishing natural equilibrium in the hoof, and begin the practical application of appropriate trimming techniques on live horses. Safe practices and concern for the hoof trimmer's health will be stressed. Tool purchase is required. *Prerequisite: EQU306*

**EQU317 Equine Massage I: Principles and Practices - 3 credits**

This course is an introduction to equine sports massage practice covering traditional massage techniques and their application to the equine locomotor system. This course will review musculoskeletal anatomy and movement analysis, developing an understanding of its value for the horse's comfort and athletic performance. The student will consider the science behind sports massage and its relevance to balancing the horse's dynamic conformation, and begin the practical application of appropriate massage techniques on live horses. Safety and concern for the practitioner's health will be stressed. *Prerequisite: EQU306*

**EQU322 Equine Veterinary Assisting - 3 credits**

This course explores the variety of roles and responsibilities typically performed by an Equine Veterinary Assistant. These include clerical and office procedures, client contact, patient handling and restraint, pharmacy and inventory management, technical and surgical preparation and assistance, nursing care, laboratory specimen preparation, and assistance with common diagnostic imaging modalities. *Prerequisite: EQU161, EQU251.*

**EQU340 Equine Business Ethics - 3 credits**

The challenges associated with business in general, and the very important issues unique to the equine industry, will be discussed to increase students' awareness of the problems they might face. These will include the ethical dilemmas involved in the misuse of horses, the ethics involved in the sale of horses, and the decisions that have to be made regarding a variety of issues where there may not be clear guidelines.

**EQU363 Advanced Horsemanship - 3 credits**

This course is offered as a directed study program. With the approval of their advisor, students work with a qualified professional studying advanced techniques in a discipline or focus area of their choice. Students keep a journal, produce a video, and write a paper illustrating knowledge acquired. This course can be applied to credit for career specialty programs off-campus.

**EQU380 Horse in Western Society - 3 credits**

This course is a study of the equine role in shaping society, with a concentration on the war horses of the Mongol, Moorish and Medieval periods, the conquest of the Americas and the American Indian, and the inter-relationship between the horse and the rise of industrialization. Students will analyze the role of the horse and how their contribution has caused society to evolve as it has.

**EQU401 Equine Medical Management - 3 credits**

This course studies many aspects of preventative medicine, parasitology, pharmacology, and first aid. Also studied are disease, lameness, treatment techniques, and alternative treatment options together with on-going health care and methods of administering medicine. This course is intended to enable students to assess the seriousness of any equine medical problem and take appropriate action. Guest lecturers include veterinarians and other professionals in related fields. *Prerequisite: Junior standing.*



**EQU406 Equine Internship - 3 credits**

In this course students complete a senior research project including preparation of a detailed paper. This format allows an in-depth study on an equine topic of special interest to the individual student. Students obtain approval for and coordinate their work with a supervising instructor. An oral presentation summarizing the topic studied is presented before an audience at the conclusion of the course. *Prerequisite: Senior standing or permission of the instructor*

**EQU410 Equine Law - 3 credits**

This course covers the major issues of equine law including, but not limited to, ownership and transfer of horses and interests in horses, duties and rights of co-owners, trainers, agents, boarders, partners, and syndicate managers; racing and licensing; treatment of horses; court procedures; and issues involving insurance, intellectual property, bankruptcy, and torts. *Prerequisite: Junior or senior standing. Strongly Recommended Preparation: LAW101, LAW205.*

**EQU416 Hoof Trimming II: Rehabilitation - 3 credits**

This course further explores the implications and concerns of establishing and maintaining a barefoot lifestyle. The student will explore the difficulties inherent in the process of transitioning from shod to bare, while developing confidence in the basic trimming skills and learning the application of advanced techniques that foster the rehabilitation of deformed or damaged hooves. Best business practices for careers in hoof trimming will be addressed. The course will stress safety and concern for the hoof trimmer's health throughout. Tool purchase is required.

**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; 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; 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. *Prerequisites: 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, FIN305*

**FIN406 Seminar in Personal Finance - 3 credits**

This course addresses select issues in personal finance including investment alternatives, tax strategies, retirement and estate planning, and wealth creation and management. A case study format is used with emphasis on integrating financial, legal, and tax disciplines into an integrated financial plan. *Prerequisite: FIN306, Senior Standing in the Finance Program.*

**FIN407 Business Valuations for Mergers and Acquisitions - 3 credits**

This course considers the 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, 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.*

**FORENSIC SCIENCE COURSE DESCRIPTION**

FRE-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. *Prerequisite: BIO143 or ENV121 and 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 Co-requisite: BIO/ENV180 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: ENV180, ENV181 or permission of 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, ENV180, or PHY115 and CHM115, or permission of 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*

**FRENCH COURSE DESCRIPTIONS**

FRE-designated courses qualify as Humanities or Liberal Arts electives.

**FRE101, FRE102 Elementary French I, II - 3 credits each**

This course sequence stresses accurate pronunciation, introduces students to principles of elementary grammar, and encourages easy conversational patterns pertaining to everyday living. The second semester includes reading of short passages dealing both with everyday situations and cultural materials with emphasis on pronunciation and intonation. Students should complete both semesters to gain a deeper understanding of the language and to experience reading and speaking at a greater level of difficulty. *Prerequisite: FRE101 is prerequisite for FRE102.*

**FRE201, FRE202 Intermediate French I, II - 3 credits each**

This course sequence is open to students who have completed two years of high school French or two semesters of college French. The course concentrates on an intensive review of grammar and reading. Oral practice of the language is encouraged. *Prerequisite: FRE102. FRE201 is a prerequisite for FRE202.*

**FRE399 French Language Seminar - 3 credits**

The content of this course is determined according to the needs and desires of students and in conjunction with the individual faculty member. *Prerequisite: Demonstrated competence in the French language.*

**GAME DESIGN & ANIMATION COURSE DESCRIPTIONS**

**CIS112 Introduction to Computing - 3 credits**

This course strives to meet the high level of computer literacy required of all students earning a degree from the University. Special emphasis is placed on the ethical use of computer technology for information analysis and communications. Computer units introduce the Internet, Windows, word processing, spreadsheets, and presentation software. Students who feel they have attained computer literacy and earn 70 percent on an exemption exam may substitute any other 3-credit course for this core requirement. Students may prove competency by passing a waiver examination. No credit is granted if the requirement is waived.

**GAM217 Introduction to Video Games - 3 credits**

This course provides an introduction to the essential study of video games. The course surveys various perspectives in the field of game design and production. Topics include the history of video games and animation, human computer interaction, game theory, game genres, game engine architectures, and game culture. In addition, evolution of the video game industry will be examined. Students are required to complete a digital game to demonstrate rudimentary design principles discussed in the course. *Prerequisite: CIS112*

**GAM247 Interactive Computer Graphics - 3 credits**

This course introduces design and aesthetic foundations of 3-dimensional computer graphics and animation. Topics include rendering 3D geometric models, 2D and 3D transformations, color theory, illumination and shading, texture, special effects, and computer animation. Emphasis is on rendering interactive graphics for video games. The course culminates in a presentation of students' final projects involving an original video game that incorporates basic elements of 3D animation. *Prerequisite: CIS112*

**GAM257 Fundamental of Game Programming - 3 credits**

This course introduces game programming principles and techniques for planning and implementing 3D interactive games. In a collaborative fashion, students are exposed to a structured process that explains how to develop 3D games incorporating object-oriented programming statements, 3D graphic scripts, character animation, sound, and music. This course concludes with a final project involving a game prototype that exhibits 3D graphics programming and animation techniques studied in this course. Emphasis is on problem solving and collaboration. *Prerequisites: CIS112 and GAM247*

**GAM301 Game Design and Animation I - 3 credits**

This course introduces students to fundamental principles of game design and 3D computer animation. The course explores methods of modeling, rendering, and animating 3D objects for video games, computer simulations, and virtual worlds. Students use 3D modeling software to create character animation and 3D environments including rigging, key framing animation, lighting, camera angles, texture formation, and motion. *Prerequisites: CIS112, GAM217, and GAM247*

**GAM401 Game Design and Animation II - 3 credits**

This course builds upon the knowledge gained in Game Design and Animation I. Advanced methods of game design, including drafting a game design document, are covered in the course. Students gain insight into the aesthetic design and technical implementation needed to design high-quality 3D interactive video games. Students use 3D modeling software and scripting techniques to create character and terrain animation, and artificial intelligence for games.

Emphasis is on applying problem-solving skills and refining the game design document. *Prerequisites:* CIS112, GAM217, GAM247, and GAM301

## **GEOGRAPHY COURSE DESCRIPTIONS**

GEO-designated courses qualify as Social Science or Liberal Arts electives.

### **GEO101 World Regional Geography - 3 credits**

This course provides an introductory survey of the major cultural regions of our increasingly complex global village. Emphasis is given to both the delineation of “place” and the landscape expression of all modes of human activity.

### **GEO203 Human Geography – 3 credits**

This course is a survey of human culture in relation to the physical environment. Topics studied may include population, language, religion, folk and popular cultures, ethnic diversity, agriculture, rural and urban settlements, resource utilization, and environmental change.

## **HISTORY COURSE DESCRIPTIONS**

History courses numbered 201 or higher qualify as Humanities or Liberal Arts electives.

### **HIS101 World Civilization I - 3 credits**

This course provides a survey of significant developments relating to the rise of early Mediterranean, European, and Asiatic societies. Economic, political, and religious themes are stressed from the foundations of civilization to the eve of the Western Enlightenment.

### **HIS102 World Civilization II - 3 credits**

This course is a companion to HIS101, surveying the development of civilization from the Western Enlightenment to contemporary times. Emphasis is placed on the emergence of ideological movements; regional, economic, and political patterns; and technological innovations that fostered periods of war and peace.

### **HIS201 United States History I - 3 credits**

This survey course traces the origins of American society from colonial times to the close of the Civil War. Emphasis is on the development of liberty and equality as core social values in American culture.

### **HIS202 United States History II - 3 credits**

This survey course traces the emergence of an urban, industrialized United States from the late 19th century to the present. Emphasis is placed on both domestic and international concerns, and the maintenance of traditional values in a changing environment.

### **HIS230 African History - 3 credits**

A survey of African history from 1500 to the present focusing on the development and evolution of political, social, and economic structures. Students may register for the seminar version of this course, which includes working with the instructor to complete a research paper on a topic in African history. *Prerequisites:* HIS101 and HIS102

### **HIS234 Middle Eastern History - 3 credits**

A survey of Middle Eastern history from 1500 to the present focusing on the development and evolution of political, social and economic structures. Students may register for the seminar version of this course, which includes working with the instructor to complete a research paper on a topic in Middle Eastern history. *Prerequisites:* HIS101 and HIS102

### **HIS311 The American Revolution - 3 credits**

This history seminar examines the American Revolution, the conflict that resulted in the formation of our nation. The course will begin with a study of the formation of a colonial mentality far different from that of British views on the American colonist, then turn to the military and diplomatic history of the revolutionary war, and culminate with analysis of nation building. *Prerequisite:* HIS201.



**HIS313 Civil War and Reconstruction - 3 credits**

This history seminar guides advanced students on an in depth analysis of the pivotal event of nineteenth century American History. Emphasis is placed on the issues leading to the war, the military history of the conflict, and the struggle to reconstruct the union. *Prerequisite: HIS201.*

**HIS323 American Foreign Policy Since 1900 - 3 credits**

This seminar course focuses on a chronological assessment of United States foreign policy since 1900. Students are introduced to both primary and secondary source materials for analysis.

**HIS355 World War II - 3 credits**

This course examines the dislocations resulting from World War I and the collapse of world peace. The rise of totalitarian regimes, the response of liberal democracies, and a detailed look at a world in flames are emphasized.

*Prerequisite: HIS102.*

**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 conquest of the Americas and the American Indian, and the inter-relationship between the horse and the rise of industrialization. Students will analyze the role of the horse and how their contribution has caused society to evolve as it has.

**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 made available to assist families and individuals in need. The historical and philosophical roots of social welfare from ancient cultures to contemporary America are considered. The course provides an analysis of social welfare systems including their basic concepts and economic and political determinants.

**HSV301 Interviewing Methods – 3 credits**

This course provides an opportunity to learn basic communication skills and interviewing techniques essential for working with people. An emphasis is placed on developing skills in listening, intake, assessment and evaluation, referral and report writing. Case studies will be used to explore typical presenting problems and appropriate responses.

**HSV303 Introduction to Counseling – 3 credits**

This course provides an introduction to the basic principles, skills, methods and techniques employed in the counseling process. The focus is on establishing rapport, developing a therapeutic alliance, assessment, conceptualizing strategies for intervention, and the planning and delivering counseling services. The course will also promote exploration into personal values and professional ethics.

**HSV309 Theories of Counseling – 3 credits**

This course will introduce the student to the basic concepts, theories and approaches that are applied to human services

counseling. Students will compare and contrast the various theories that impact contemporary counseling including analytic, experiential, relational, action-oriented and systems approaches.

**HSV330 Group Counseling – 3 credits**

This course presents a theoretical foundation for group process and counseling techniques. Students are introduced to the skills and requirements needed for effective group counseling including communication, leadership, problem solving, decision-making, and establishing group membership, norms and goals.

**HSV341 Research 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 students' major field. *Prerequisites: MAT220, and either PSY102 or SOC340*

**HSV364 Human Behavior in the Social Environment - 3 credits**

This course traces the development of human behavior in primary groups throughout the life cycle. It follows maturational, emotional, cognitive, and social systems theory from early life development through childhood, adolescence, and adulthood into old age, with a focus on the individual and primary groups.

**HSV368 Crisis Intervention - 3 credits**

This course provides an introduction to the concepts and strategies of crisis theory and practice carried out in a social-psychological and cultural framework. Effective crisis management is explored to learn how people feel, think, and behave during periods of crisis, and what strategies and resources are available to them.

**HSV400 Ethical and Legal Issues in Human Services - 3 credits**

This course surveys ethical, legal, and professional issues facing human service practitioners. The course is designed to teach a process of ethical decision-making and to increase awareness of the moral and legal complexities in the field of human services. It includes consideration of the human service worker's ethical responsibilities to clients, colleagues, practice settings, and the profession. *Prerequisite: HSV 101 or permission of instructor*

**HSV405 Human Service Administration - 3 credits**

This course introduces students to the principles of Human Service administration. Emphasis is on the basic skills required to effectively manage agency staff and other resources in human service organizational settings. The focus of the course is on the unique needs of human service managers in planning, organizing, budgeting, and supervising their programs and organizations within an 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. *Prerequisite: Completion of HSV101*

**HSV460 & HSV461 Human Services Practicum - 6 credits**

This course provides prospective human services workers with an opportunity to learn experientially at a human service agency in the community. The focus of this internship is for the student to learn how an agency functions and experience being a part of that agency. 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.*



**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.

**INTERNATIONAL BUSINESS COURSE DESCRIPTIONS****IBA301 Principles of International Business - 3 credits**

This course familiarizes students with the multidimensional macro-environment of international business and teaches them the tools necessary for the analysis and evaluation of diverse problems within that environment. Basic principles and issues of international economics are introduced as well as global aspects of politics and culture. The different managerial functions within a multi-national firm are examined. *Prerequisite: MGT105*

**IBA305 International Business Law - 3 credits**

This course surveys the basic principles of government regulation of international business operations. Specific national laws and international treaties that apply to topics such as export, competition, finance, and transportation are covered. Agreements covered include the General Agreement on Trade and Tariffs (G.A.T.T.), The Treaty of Rome, various free trade agreements and tax treaties. *Prerequisite: BUS204, IBA301*

**IBA314 International Accounting & Finance - 3 credits**

This course addresses the dramatically different accounting, auditing, and financial disclosure standards that exist among countries. Such differences complicate the preparation of consolidated financial statements, the calculation of taxes, the use of ratio analysis for international comparisons, and the evaluation of performance of individual subsidiaries and managerial personnel. Managers and investors must take such differences into account and must understand the economic, cultural, and political environments in each country, which give rise to the observed differences. *Prerequisites: ACC211; FIN201; IBA301*

**IBA320 International Logistics - 3 credits**

This course focuses on physical distribution, sourcing activities and production in the global context. It covers management issues dealing with shipping and customs activities in different national contexts and examines the opportunities and the logistics of dealing with various international treaties such as GATT, NAFTA, and the Treaty of Rome. The course explores various issues arising out of the growth of international trade, which increases the volume of purchasing, global sourcing and production, and logistics activities. *Prerequisite: IBA301.*

**IBA325 Managing Culture and International Human Resources - 3 credits**

This course examines the role of culture in the operations of an organization. Students will explore ways to identify cultural differences and the fundamental definitions of cultural differences. Further exploration will be done on culture's impact on strategic approach, organizational structure, and different approaches to human resources. Students will learn of the new approaches toward creating international managers and team building across cultures. *Prerequisite: IBA301*

**IBA421 International Management - 3 credits**

This course studies the interaction between the multinational corporation, its environment, and the effect of cross-cultural behaviors on organizational performance. It analyzes the inseparable relationships between cross-cultural communications and management effectiveness. The course also covers the concept of cultural synergy, the practice of cross-cultural negotiations, cross-cultural leadership, motivation, and decision-making. *Prerequisites: IBA301; MGT105*

**IBA422 International Investments - 3 credits**

This course helps students conceptualize the theories of fundamental investment and understand professional techniques and practical applications of international investments. Topics include economic analysis of investing opportunities, investment instruments, financial risk and return, organization and control, and general investment

strategies. *Prerequisite: FIN201; IBA301*

**IBA430 Introduction to Exports Management - 3 credits**

This course is an introduction to exporting with particular focus on generating international sales for a company and how to move those goods overseas. It will include means to evaluate the match between a company's product and foreign markets; how to find and utilize information about foreign markets; creating an international market plan; means of making contacts and developing customers abroad; and typical ways to move products abroad.

**IBA431 Export Management II - 3 credits**

This course is required as part of the Certificate in Export Management. The course is offered on a directed study basis at the discretion of the Director of the CEM program. Students work with the professor to develop and present an export plan for a real manufacturing company. The course requires both classroom and off campus activity with the subject company. *Prerequisite: IBA430*

**IBA460 Internship in International Business – 3 to 6 credits**

This course provides a student with practical experience in an international business setting. Students are placed in a setting of interest to the student with the consultation of the IBA faculty. *Prerequisite: Permission of the instructor. You must speak with your academic advisor as well as the Career Services Office before registering.*

**IBA490 Special Topics in International Business - 3 credits**

This course deals with selected topics of current importance in international business. The topics and course content may vary from semester to semester. Topics may be selected from the following: research projects, international capital budgeting, comparative cross-cultural behaviors and business practices, international financial markets and institutions, international distribution and transportation, custom brokerage, regional trade and competition, marketing opportunities in the European community, international financing strategy. *Prerequisite: Senior standing.*

**ITALIAN COURSE DESCRIPTIONS**

ITA-designated courses qualify as Humanities or Liberal Arts electives.

**ITA101, ITA102 Elementary Italian I, II - 3 credits each**

This course sequence in Italian develops students' basic abilities to understand, speak, read, and write the language. The first semester stresses accurate pronunciation, introduces students to elementary grammar, and encourages easy conversational patterns pertaining to everyday living. The learning process is enhanced by integration of the language lab and the Internet. Students are strongly encouraged to take the second semester, which includes reading of short passages dealing both with everyday situations and cultural materials with emphasis on intonation and pronunciation. *Prerequisite: ITA101 is a prerequisite for ITA102.*

**ITA201, ITA202 Intermediate Italian I, II - 3 credits each**

This course sequence offers a complete review of the basic principles of grammar in addition to extensive oral practice. The learning process is enhanced by integration of the language lab and the Internet. It focuses on an intensive study of structure, vocabulary building, and reading of texts in Italian literature and culture. *Prerequisite: ITA102. ITA201 is a prerequisite for ITA202.*

**ITA399 Italian Language Seminar - 3 credits**

The content of this course is determined according to the needs and desires of students and in conjunction with the individual faculty member. *Prerequisite: Demonstrated competence in the Italian language.*

**LEADERSHIP COURSE DESCRIPTION****LCS105 Elements of Organization - 3 credits**

Students need a basic understanding of how organizations work in order to manage their personal and professional lives. This course provides an interdisciplinary perspective on the foundations underlying all organizations (businesses,

non-profit and governmental organizations) specifically as they relate to the nature of: management and leadership, economics both domestically and internationally, ethics, social responsibility, entrepreneurship, human resource management, marketing/advertising, e-commerce, information technology, accounting, investments, money and personal finances.

## **LEGAL STUDIES COURSE DESCRIPTIONS**

### **LAW101 Introduction to Law - 3 credits**

Students are introduced to the system of legal thought and practice. The course examines legal methods and terminology while providing an orientation to state and federal laws and court systems. Internet resources and instructional technology are part of all topics, including a survey of subject specific areas in the law.

### **LAW105 Estate Administration and Probate Practice - 3 credits**

Students learn the role that wills, trusts and powers of attorney play in the management of personal assets. Further, students become thoroughly familiar with the procedures employed to open, manage, and close Decedents' Estates, Conservatorship, Guardianships, Small Estates, and Refusal of Letters. *Prerequisite: LAW101; ACC111 strongly recommended.*

### **LAW201 Real Estate Law and Practice - 3 credits**

Students learn how to handle a real estate transaction from the drafting of the sales contract to the closing. Subjects covered include Notes, Mortgages and Deeds of Trust, Titles and Title Insurance, Recording Liens, Encumbrances, Foreclosures, and Easements. *Prerequisite: LAW101.*

### **LAW203 Civil Litigation Practice - 3 credits**

Students are introduced to all aspects of a civil lawsuit, including Jurisdiction, Rules of Procedure, Pleadings, Motions, Discovery, Trial Procedures, and the Appellate Process. *Prerequisite: LAW101.*

### **LAW205 Legal Research - 3 credits**

Students become familiar with legal resource materials and how they are researched. Publications discussed include those that report Constitutional Law, Statutory Law, Case Law, Administrative Regulations, and Municipal Law. Further, students are introduced to the American Digest System, Shepard's and Computer-Assisted Legal Research. Research assignments introduce students to the legal research process. *Prerequisite: LAW101.*

### **LAW209 Family Law and Practice - 3 credits**

Students become familiar with such family law matters as annulment, legal separation, marriage and dissolution of marriage. Further, students are introduced to the general litigation process that resolves disputes, including post-judgment matters. Other family matters such as adoption, guardianship, domestic violence, actions for custody, and rights to property and support are covered. *Prerequisite: LAW101.*

### **LAW298 Legal Studies Internship - 3 credits**

Students learn how to apply knowledge gained from course work to the practical work of a law office. Students are required to meet 15 hours per semester in seminar meetings and to work in a law office setting, which could include law firms, corporate law departments, or government agencies, for at least 90 hours. *Prerequisites: LAW105, LAW201, LAW203, LAW205.*

### **LAW301 Bankruptcy 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.*

### **LAW303 Constitutional Law - 3 credits**

This course is an in-depth study of the history, development, and application of U.S. Constitutional Law as seen from the perspective of political science and legal studies. *Prerequisite: LAW101 and PSC101.*

**LAW306 E-Commerce: The Legal Context - 3 credits**

This is a trailblazing course on e-commerce and the legal issues this activity has created. Among the topics covered are an overview of e-commerce; jurisdiction; copyrights; trademarks; privacy; obscenity; defamation; online contracts; and Internet taxation.

**LAW307 Business Organizations and Practice - 3 credits**

Students are introduced to the substantive law of business entities including sole proprietorships, general and limited partnerships, and corporations. Subjects covered include the application of substantive law to incorporation procedure, partnership agreements, general corporation maintenance, corporate capitalization, financing and corporate changes such as mergers, amendments, dissolutions. *Prerequisite: LAW101. BUS204 is strongly recommended.*

**LAW310 Patent, Trademark and Copyright Law - 3 credits**

This is an introductory course on the law of Intellectual Property. Among the topics covered are freedom of speech on the Web, ISP responsibilities, infringement, trademark issues on the Web, privacy and the Internet, copyright piracy and international trade issues, and new developments in trade secret law.

**LAW315 Fraud Prevention and Examination – 3 credits**

This course covers the principles and methodology of fraud prevention, detection, deterrence and investigation. The course includes such topics as skimming, cash larceny, check tampering, register disbursement schemes, billing schemes, payroll and expense reimbursement schemes, non-cash misappropriations, corruption, financial management fraud, and interviewing witnesses. *Prerequisite: ACC111*

**LAW325 E-Government: The New Legal Environment of Business - 3 credits**

This is a web-supported course that examines the developing concept of e-government. Students become familiar with the methods used by state and federal government to regulate business by means of government websites. Assessment is based on a student generated portfolio.

**LAW 334 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.

**LAW398 Legal Studies Internship - 3 credits**

This elective course is a continuation of LAW298. Students continue to learn how to apply knowledge gained from course work to the work of a law office. Students are required to meet 15 hours per semester in seminar meetings and to work in a law office setting, which could include law firms, corporate law departments, or government agencies, for at least 90 hours. *Prerequisites: LAW105, LAW201, LAW203, LAW205.*

**LAW405 Environmental Law and Practice - 3 credits**

Students learn the relevant federal and state environmental laws together with their practical application to corporate and real estate transactions. Specific areas of study include environmental due diligence. This course covers the specific area in which individuals and business entities encounter environmental law. *Prerequisite: BUS204 or ENV121 or LAW101.*

**LAW410 Equine Law - 3 credits**

This course covers the major issues of Equine Law including, but not limited to, ownership and transfer of horses and interest in horses; duties and rights of co-owners, trainers, agents, boarders, partners, and syndicate managers; racing and licensing; treatment of horses; court procedures; and issues involving insurance, intellectual property, bankruptcy, and torts. *Prerequisite: LAW101, LAW205*

**LAW415 Personal Injury Law - 3 credits**

Students become familiar with Personal Injury Law, which is based on tort law concepts. Among the topics to be discussed are tort law, legal analysis, negligence, intentional torts, strict liability, and product liability.

**LAW425 Legal Writing - 3 credits**

Students learn the techniques of legal writing as it pertains to the role of the legal assistant. Specific writing assignments include the case brief, motions, pleadings, discovery documents and written instruments. The course culminates in a Memorandum of Law and therefore attention is given to advanced legal research. *Prerequisites: LAW203, 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, 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.

**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.

**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.*

**MGT305 Managing a Diverse Workplace - 3 credits**

This course focuses on a variety of topics related to meeting the demands of an increasingly diverse workplace. Students will explore the difference among Affirmative Action, valuing diversity, and managing diversity. Characteristics of diverse populations, including ethnic minorities, gender issues, older workers, workers with disabilities, and foreign workers will be studied. Students will learn strategies for implementing diversity and building cooperation and trust among diverse work groups. *Prerequisite: MGT201*

**MGT306 Small Business Management - 3 credits**

This course 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. *Prerequisite: MGT105, MAT220. ACC211 is recommended.*

**MGT325 Business and Society - 3 credits**

This course is a study of how business functions in, reacts to, and affects its social environment. It reviews the past role and projects the future role of business in such areas as equal employment opportunity, the quality of work life, environmental issues, consumerism, government relations, and multinational operations. Emphasis is on the long-range effect of business decisions on both business and society. *Prerequisite: MGT201.*

**MGT347 Systems Management - 3 credits**

This course introduces the systems approach to management with a view towards the entire range of managerial responsibilities associated with achieving effective performance from a "learning" organization. Management simulations and short cases applying systems tools reinforce systems theory. *Prerequisite: MGT105, CIS112*

**MGT350 Public Management - 3 credits**

This course studies the management of public organizations/government at the local, state, and federal levels. Emphasis is on the transferability of traditional business management skills to the public sector. There is discussion of evolving career opportunities with emphasis on the variety of educational programs in public management. *Prerequisite: MGT105.*

**MGT405 Organizational Behavior - 3 credits**

This course includes the study of individual and small group behavior in organizations and the interpretation of this behavior in the context of the managerial environment. Students will explore the nature of such concepts as influence,

power and control, attitudes, communication, conflict, and interpersonal relations as a means of understanding of the dynamics of group behavior. *Prerequisite: MGT105.*

**MGT408 Organizational Theory and Development - 3 credits**

This course examines the nature and problems of organizational design, development, and change in complex organizations. The application of organizational theories in the treatment of technological, economic, and behavioral problems confronted by the practicing manager is examined. Theories of organizational growth, change, and development and their impact on organizational outcomes are explored. *Prerequisite: MGT105.*

**MGT411 Seminar in Human Resource Management - 3 credits**

This course provides a discussion and analysis of the current issues and problems challenging individuals responsible for the effective management of an organization's human resources. Research by students in areas of personal interest is the basis for class discussions. These discussions seek to explore all points of view associated with these often controversial areas. *Prerequisite: MGT201.*

**MGT416 Managing a Growing Business - 3 credits**

This course examines the challenges of building and managing a firm after startup and through reasonable maturity. Included are issues such as cash management, strategic planning for growth, leadership and team development, revenue growth, business valuation, succession planning and harvesting. Through case studies of actual growing businesses, readings, video cases and guest speakers, students apply business knowledge and skills to the problems and opportunities facing firms at different stages of growth and development. *Prerequisite: MGT306.*

**MGT435 Independent Study in Management 1 - 3 credits**

This course offers the opportunity to do independent research in Management under the direction of a faculty mentor. *Prerequisite: Senior standing in the Management program.*

**MGT450 Seminar in Management - 3 credits**

This course provides an opportunity for students to do in-depth research on a topic of individual interest in management. The seminar format facilitates an exchange of ideas among the participants in the selection, development, and discussion of each topic. Frequent meetings between students and instructor serve to focus and to direct the effort of each student. *Prerequisite: Senior standing in the Management program.*

**MARKETING COURSE DESCRIPTIONS**

**MKT101 Principles of Marketing - 3 credits**

This course examines the basic marketing principles practiced by modern organizations including product development, distribution, promotion, and pricing. 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. *Prerequisite: MKT101*



**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. *Prerequisites: MKT101; MGT105; IBA301 recommended*

**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 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: MKT101, 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: MAT220, 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. *Prerequisite: MKT101, MKT203, MKT301, MKT 305*

**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*

**MKT460 Internship in Retailing/ Marketing 3-6 credits**

This course provides students with practical experience in a marketing or retailing setting. Students are required to spend 15 hours per semester in seminar meetings and work in a retail or manufacturing company, or other marketing setting for at least 90 hours per semester. *Prerequisite: MKT101, and permission of the instructor. You must speak with your academic advisor as well as the Career Services Office before registering.*

**MATHEMATICS COURSE DESCRIPTIONS**

MAT-designated courses (with the exception of MAT100, MAT101, and MAT102) qualify as Liberal Arts or Mathematics electives.

**MAT101 Elementary Algebra with Lab - 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. This course is integrated with an online mathematics program and mandatory computer lab sessions designed to further enhance the classroom experience. 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. This course is integrated with an online mathematics program designed to further enhance the classroom experience. 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: C or better in MAT101 or Department Permission*

**MAT105 Quantitative Methods (course intended for non-business majors) - 3 credits**

This course surveys topics in elementary algebra, personal finance, probability, and statistics and is integrated with an online homework and tutorial program designed to assist students in achieving their goals of high level performance in and out of the classroom. 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 or graphing calculator strongly recommended.

**MAT106 – Business Mathematics (elective offered in Spring of 2013) - 3 credits**

This course, intended for the business major, surveys topics in elementary algebra, personal finance, probability, and statistics and is integrated with an online homework and tutorial program designed to assist students in achieving their goals of high level performance in and out of the classroom. Topics focus on real-life situations, decision making skills, and problem solving. Topics include solving algebraic equations, solving ratio and proportion problems, and applications involving percentage, simple interest, simple discounts, consumer credit, compound interest, future and present value, applied probability, descriptive statistics, investments, mortgages, and taxes. Some working knowledge of elementary algebra is expected. Course requires subscription to a supplementary online program. Scientific or graphing calculator strongly recommended.

**MAT115 Contemporary Mathematics – (math elective offered in Spring of 2013) - 3 credits**

A survey of mathematics topics all students need to meet with success in today's society. This course is integrated with a state of the art online homework program designed to assist students in achieving their goals of high level performance in and out of the classroom. 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.

**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. This course is integrated with an online program designed to assist students in achieving their goals of high level performance in and out of the classroom. Course requires subscription to a supplementary online program.

*Prerequisite: C or better in MAT102 or Department Permission*

**MAT130 Precalculus and Trigonometry - 3 credits**

This course is a study of functions deeply embedded with real-life activities and integrated with an online mathematics program designed to further enhance the classroom experience. 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 calculator required. *Prerequisite: MAT120, or MAT102 with Department Permission, or Department Recommendation*

**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 statistic 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. 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. Course requires subscription to a supplementary online program. Scientific or graphing calculator and access to a spreadsheet program is recommended.

*Prerequisite: MAT 220 or Department permission.*

**MAT230 Quantitative Analysis - 3 credits**

This course introduces mathematical techniques used in business, economics, and social sciences. Topics include

mathematics of finance, systems of linear equations and inequalities, Gaussian elimination method, linear programming, Simplex method, and probability. These techniques are applied to the optimization of profit and cost functions that arise in production and transportation problems. This course is integrated with a state of the art online homework program designed to assist students in achieving their goals of high level performance in and out of the classroom. Course requires subscription to a supplementary online program. *Prerequisite: MAT120 or MAT130*

**MAT250 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. This course is integrated with a state of the art online homework program designed to assist students in achieving their goals of high level performance in and out of the classroom. Course requires subscription to a supplementary online program. Graphing calculator required. *Prerequisite: MAT130 or Department permission*

**MAT251 Calculus II - 3 credits**

This course is a continuation of MAT250. Topics include the definite integral, the Fundamental Theorem of Calculus, exponential and logarithmic functions, techniques of integration, and applications. This course is integrated with a state of the art online homework program designed to assist students in achieving their goals of high level performance in and out of the classroom. Course requires subscription to a supplementary online program. Graphing calculator required. *Prerequisite: MAT250 or department permission*

**MUSIC COURSE DESCRIPTIONS**

MUS-designated courses qualify as Humanities or Liberal Arts Electives.

**MUS101 Music Appreciation - 3 credits**

This course is designed for students with no previous training in Western classical music. It provides a foundation for intelligent and appreciative listening of music through an understanding of the ways in which music is put together and the characteristics of various musical styles of classical music. Recordings, as well as videotaped performances, are played during class periods. Attendance at live performances is highly recommended.

**MUS110 Chorus - 2 credits**

This course is designed to upgrade vocal music reading skills with emphasis on group experience and is designed to investigate musical elements through preparation of vocal music for eventual performance.

**MUS111 Instrumental Ensemble - 1 credit**

This course is designed to upgrade instrumental music reading skills through chamber ensemble coaching (solos, duos, trios, etc., to a chamber orchestra). It is designed to investigate musical elements such as rhythm, melody, etc. through preparation of instrumental music, including accompaniment for performance. Studio fee required. *Prerequisite: Interview and audition with the music director.*

**MUS112 Applied Music - 1 credit**

This course emphasizes individual instruction for students who wish to begin or continue with private instrumental or vocal music lessons. All periods of music may be studied and an approach through theory technique is pursued. *Studio fee required.*

**MUS120 A Cappella Chorus – 1 credit**

This performance-based ensemble will sing at Post University events such as but not limited to athletic games, alumni affairs, student activities, University convocations, community events, city functions, and civic/corporate meetings. Students will gain a better understanding of vocal technique, singers' diction, music and rhythmic reading, historical styles, and public speaking through singing, movement, and performance. An audition demonstrating vocal range, music reading, and pitch/rhythm memory is required. This course may be taken more than once.

**MUS150 Fundamentals of Music – 3 credits**

A beginning course in the fundamentals of music notation, design to develop basic music literacy, i.e. reading and writing music and ear training. Course consists of a study notation, melody, harmony, rhythm, and musical terminology. It develops the ability to understand the basic structures in Western music. *No musical experience required.*

**MUS301 Music Arts and Opera - 3 credits**

This advanced course focuses on the discussion of styles and genres of Western classical music with emphasis on the development and nature of opera, its structure and types. The course includes viewing opera on videotapes. Attendance at live performances is highly recommended. *Not open to freshmen.*

**MUS320 American Music - 3 credits**

This course surveys the scope of American music from its beginnings to the present day. Folk music, classical music, pop music, the Broadway musical, jazz, and rock are played, assessed, and discussed in an historical framework. Both recordings and videos are used to enhance the students' understanding and knowledge of this music. *Not open to freshmen.*

**PHILOSOPHY COURSE DESCRIPTIONS**

PHL-designated courses qualify as Humanities or Liberal Arts electives.

**PHL101 Introduction to Philosophy - 3 credits**

This course is designed to introduce the student to philosophical investigation. Part one includes the origin, nature, and value of philosophy. Part two is an analysis of the problems of human nature, our universe, and the existence of God. Part three includes an introduction to the areas of metaphysics, theory of knowledge, ethics, and political and social philosophy.

**PHL203 Ethics - 3 credits**

This course includes an analysis of some of the major classical and contemporary ethical theories. Topics include ethical relativism, ethical absolutism, egoism, natural law, utilitarianism, and situation ethics. Application of ethical theories to moral issues in our society are discussed. Issues of pornography, abortion, euthanasia, affirmative action, capital punishment, and environmental issues may also be discussed.

**PHL301 World Religions - 3 credits**

This course studies the major religions of the world including Hinduism, Buddhism, Confucius, Taoism, Islam, Judaism, and Christianity. Topics include the absolute, the world, human nature, the problem of humans, and the solution for humans; also topics on the origin of religion, primal religion, and definitions of religion.

**PHL302 Eastern Philosophy - 3 credits**

This course provides an introduction to the philosophies of India, China, and Japan as well as a presentation and analysis of the major schools of philosophy including Hinduism, Buddhism, the Confucian school, Taoism, and Zen Buddhism. Topics include finding one's true self, transformation, compassion, moral cultivation, sagehood, and enlightenment.

**PHL305 Political Philosophy - 3 credits**

This course treats the perennial questions of political philosophy. Topics include human nature, the origin of the state, the purpose of government, political responsibility, liberty and human rights, the nature of justice, power and authority, equality and community. Analysis of welfare liberalism, libertarianism, socialism, communitarianism, and multiculturalism will also be discussed.

**PHL309 Understanding Our Universe - 3 credits**

This course provides an introduction to the major philosophical, theological, and scientific issues in cosmology as well as an overview of the evolution of man's view of the universe throughout the ages, with particular emphasis on the present worldview, the Big Bang universe. Topics include the creation, evolution, and future of the universe. Philosophical



questions of free will and determinism, design or accident, life and intelligence in the universe, and God and the universe will be addressed.

## **PHYSICAL EDUCATION COURSE DESCRIPTIONS**

PED-designated courses satisfy unrestricted elective requirements only. Only 2 credits in PED courses may be credited toward graduation.

### **PED101 Adventure Learning - 1 credit**

Adventure learning is an institutional adaptation of Outward Bound designed to foster trust, cooperation, support, appropriate risk taking, communication, problem solving, teamwork, and fun. The course contains a wide variety of experiential learning opportunities including adventure games, problem solving initiatives, and trust activities. Activities are framed with briefing, strategy planning, and debriefing sessions. Students and staff will be expected to honor a full-value contract and the concept of “challenge by (or of) choice.”

### **PED112 Dance - 1 credit**

This course introduces students to the basic concepts of dance and creative movement. Participation in the course requires that students research, learn, and perform choreographed pieces. No prior dance experience is necessary.

### **PED114 Conditioning and Fitness - 1 credit**

This course acquaints students with a variety of activities associated with physical conditioning. The course is designed as a developmental program, progressively presented, and geared to individual needs so that students may improve their physical fitness levels.

### **PED118 Beginning Swimming - 1 credit**

This is an introductory course geared to non-swimmers and novice swimmers. The course focuses on increasing the students' knowledge/skills in relation to basic swimming techniques. Emphasis is placed on class participation.

### **PED119 Swimming Intermediate & Advanced - 1 credit**

This course covers the essential stroke techniques of swimming, the conditioning of competitive swimmers, and the development of proficiency in relation to total swimming abilities. *Prerequisite: PED118 or permission of the instructor.*

### **PED122 Weight Training - 1 credit**

This course provides students with an overview of weight training principles and techniques. Students engage in a variety of weight training exercises and develop personal weight training programs. *Experience with weight training is not a prerequisite.*

### **PED140 Modern Dance - 1 credit**

This course provides an introduction to the basic concepts of modern dance stressing alignment, center of gravity, suspension, fall and rebound, contraction and release, flexibility, coordination, and general conditioning. The techniques of Martha Graham, Jose Limon, and Doris Humphrey are studied. *No prior dance experience is required.* Open to men and women.

### **PED146 Introduction to Ballroom Dancing - 3 credits**

This course is an introduction to American social ballroom dancing. Basics in waltz, foxtrot, cha cha, rumba, tango and swing will be presented. Emphasis is placed on footwork, lead/follow, timing/rhythm, styling and the blending of movements. Study, analysis, practice and development of social dance etiquette, technique, and proficiency will be emphasized.

### **PED154 Fundamentals of Basketball - 1 credit**

This course introduces the basic skills and concepts of basketball. Emphasis is placed on game-related activities that help develop fundamental techniques and tactical awareness.

**PED160 Martial Arts - 1 credit**

This course provides an introduction to basic concepts of various martial arts, such as Karate, Judo, and Hapkido. Students will develop greater confidence, discipline, and control through performing warm-up exercises, forms, and self-defense techniques. Emphasis is placed on physical and mental development through active and high-energy practice sessions.

**PHYSICS COURSE DESCRIPTIONS**

PHY-designated courses qualify as Natural Science or Liberal Arts electives. All PHY course may be used to fulfill the general education science elective requirement.

**PHY103 Concepts of Physics - 3 credits**

This survey course introduces students to selected principles and applications of physics. While the main focus of this course is the general physical concepts (statics and dynamics), students also touch on the fundamentals of astronomy, geology, and meteorology.

**PHY115 Physics I - 3 credits**

This is the first part of a two-semester course series that allows students to systematically study the physical forces that shape our universe. Students pay special attention to one and two dimensional motion, work and energy, momentum, the Law of Gravity, rotational dynamics, Laws of Thermodynamics, vibrations and waves, and sound. Lecture topics are re-enforced through hands-on application of theory in a laboratory environment. Prerequisite: MAT120. This class was previously called PHY110.

**PHY115L Physics I Lab - 1 credit**

This course is offered as part of PHY115 Physics I. This class was previously called PHY110 Lab.

**PHY116 Physics II - 3 credits**

This laboratory course is part of a two semester sequence that helps students explore the basic tenants of physics. The focus of Physics II is on the dynamic aspects of the universe. Physics II continues with discussion about light, refraction, reflection, mirrors, lenses, optic waves, and relativity, as well as quantum, atomic, and nuclear physics. Prerequisite: PHY 115. This class was previously called PHY111.

**PHY116L Physics II Lab - 1 credit**

This course is offered as part of PHY116 Physics II. This class was previously called PHY111 Lab.

**POLITICAL SCIENCE COURSE DESCRIPTIONS**

PSC-designated courses qualify as Social Science or Liberal Arts electives.

**PSC101 American National Government - 3 credits**

This course provides a survey introduction to the United States governmental system at the national level. Students are introduced to the major components of the federal government as well as the system's human and legal context: the American political culture and constitutionalism.

**PSC102 State and Local Government - 3 credits**

This course is an introduction to non-national governmental structure in the United States. It addresses not only state and municipal institutions, but also analyzes the relationships that exist within federalism. Emphasis is given to political processes, regional differences, and the role of the public.

**PSC201 Comparative Government - 3 credits**

This survey focuses on a selection of major nation-states in the international arena, comparing their governmental institutions, policy decision-making processes, and political cultures. Each state is also examined for its historical background and prevailing contemporary issues of concern.



**PSC302 American Political Thought - 3 credits**

This course introduces students to a selection of noteworthy American political thinkers and writers in a seminar-style course. Emphasis is placed on analysis of the material in search of the essentials of American thought regarding liberty, equality, and national survival.

**PSC303 Constitutional Law - 3 credits**

This course is an in-depth study of the history, development and application of U.S. Constitutional Law as seen from the perspective of political science and legal studies. *Prerequisites: LAW101 and PSC101.*

**PSC323 American Foreign Policy Since 1900 - 3 credits**

This seminar-style course focuses on a chronological assessment of United States foreign policy questions since 1900. Students are introduced to both primary and secondary source materials for analysis. *Prerequisite: HIS102 or HIS202.*

**PSC350 International Relations - 3 credits**

This course examines transnational interaction, stressing two interrelated approaches: the fundamental concepts and variables related to nation-state behavior in the world arena; and an examination of current topics that dominate the international agenda. *Prerequisites: HIS102; PSC101.*

**PSC460 Internship in Political Science 3-6 credits**

This course is an opportunity for students to experience the world of politics and government through direct participation. Internships are arranged individually and may, therefore, be served in a variety of off-campus settings, including state or local government, law practices, etc. At least ten hours of work per week at the internship site are required. Not open to freshmen. *Prerequisite: 6 credits in Political Science. You must speak with your academic advisor as well as the Career Services Office before registering.*

**PSYCHOLOGY COURSE DESCRIPTIONS**

PSY-designated courses qualify as Social Science or Liberal Arts Electives.

**PSY101 Fundamentals of Psychology I - 3 credits**

This course examines the nature of psychology as a social and behavioral science. It surveys fundamental areas in behavior including research in psychology, the brain and behavior, learning, human development and socialization, intelligence, personality, health psychology, and social psychology.

**PSY102 Fundamentals of Psychology II - 3 credits**

This course is a continuation of the concepts introduced in PSY101. It surveys such areas as sensation and perception, states of consciousness, memory, motivation and emotion, thinking and language, psychological disorders, and treatment of psychological disorders. *Prerequisite: PSY101.*

**PSY201 Child Development - 3 credits**

This course emphasizes the psychological development of the child from birth to adolescence. Consideration is given to data, theories, and methods of studying child behavior. Emphasis is placed upon the general characteristics of various stages of development and upon general determinants of the developmental process. *Prerequisite: PSY101*

**PSY203 Adolescent Psychology - 3 credits**

This course is an intensive study of the development of adolescents in terms of theory and research with special attention to the contemporary problems that confront them. *Prerequisite: PSY101*

**PSY220 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 research and other related phenomena.

**PSY240 Forensic Psychology - 3 credits**

This course surveys the production and application of psychological knowledge to the legal process and the relationship

between Psychology and the Law. Various roles of Psychology, psychologists, and various aspects of human behavior that are related to legal processes and issues will be explored. Some topics to be explored are: eyewitness memory and testimony, the roles and responsibilities of forensic psychologists (e.g., as researcher, as trial consultant, as consultant to law enforcement, as expert witness, and activities of a psychologist in a police dept.), insanity & competency, sexual offending, domestic violence, battered woman syndrome, the role of the psychologist in child custody cases, sexual harassment, and psychological research on the death penalty.

**PSY260 Educational Psychology - 3 credits**

This survey course introduces students to the ways in which psychological aspects of the learning process are investigated and applied. Among the topics addressed are: research in educational psychology; student characteristics; applications of psychological theories to the development of instructional techniques; evaluating student performance; and special education. *Prerequisite: PSY101*

**PSY301 Social Psychology - 3 credits**

This course seeks to explore the behavior of the individual as it is determined by social situations. Among the topics covered are socialization, attitude formation and change, social perception and attribution, affiliation, achievement, and aggression. *Prerequisite: PSY101*

**PSY305 Theories of Personality - 3 credits**

This course surveys the major theories of personality in terms of their origins, underlying assumptions, and implications for psychology in general. Theorists considered include, but may not be limited to, Freud, Horney, Erikson, Kelly, Skinner, Rogers, Bandura. Factor analytic theory and biological typology are also covered. *Prerequisite: PSY101*

**PSY306 Abnormal Psychology - 3 credits**

This course examines the major theories of psychopathology. For each theory treated, consideration is given to the definition of abnormality, supportive research data, classification systems, and suggested intervention strategies. *Prerequisite: PSY101 and Junior class standing*

**PSY307 Drugs and Behavior - 3 credits**

This course surveys drugs and their effects on human behavior, physiology, and society in general. The “non-drugs” (alcohol, caffeine, and nicotine); the psychotherapeutic drugs (antipsychotic, anti-anxiety agents, stimulants, and depressants); and the narcotics and hallucinogens, including marijuana and LSD, are thoroughly examined. *Prerequisite: PSY101*

**PSY310 Learning Theory - 3 credits**

This course surveys the historical antecedents of modern learning theory. Emphasis is placed on the influence of major theorists such as Pavlov, Watson, Skinner, Thorndike, and Hull. The course concludes with a survey of recent trends and developments in the field, including the applications of respondent and operant conditioning principles in therapy and behavior management programs. *Prerequisite: PSY101*

**PSY315 Psychological Tests and Measurements - 3 credits**

This course examines the various tests used in the assessment of individuals. Considerable emphasis is given to such topics as the assumptions underlying the construction of tests, determination of validity, and the estimation of reliability. *Prerequisites: PSY101 and permission of the instructor*

**PSY320 Language Development in Young Children - 3 credits**

This course introduces students to the field of developmental psycholinguistics. It focuses on the processes and mechanisms by which young children (from birth to age eight) acquire competence in language. The major milestones of language development, including maturational readiness, speech perception and production, precursors to language, one- and two-word utterances, overextension of meaning, modulation of meaning, and complex construction are surveyed. Attention is also given to the major theories of language acquisition: biological, behaviorist, and social-cognitive. *Prerequisite: PSY101*

**PSY340 Neuropsychology - 3 credits**

This course examines the neuropsychological bases of behavior. Attention is given to such topics as neuronal transmission, anatomy of the nervous system, evolution of the brain, emotion, learning and memory, lateralization and language, brain damage, psychopathology, and clinical neuropsychological evaluation. *Prerequisites: PSY102; BIO120*

**PSY341 Research Methodology for the Social Sciences - 3 credits**

This course emphasizes the methods and techniques for research in psychology and sociology, including both laboratory and survey techniques. Emphasis is placed on the development of empirical questions from theory, research design and control, construction of survey instruments, statistical analysis and interpretation of results. Exercises include development of an original research project appropriate to the students' major field. *Prerequisites: MAT220, and either PSY102 or SOC340*

**PSY395 Special Topics in Forensics Psychology - 3 credits**

This course 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; BIO120*

**PSY421 Proseminar - 3 credits**

This course provides the opportunity for students to design and conduct individual research projects under the supervision of a faculty member. Students are expected to present the design and results of their studies in the framework of a seminar. *Prerequisite: Senior Psychology major*

**PSY460 Internship in Psychology 3-6 credits**

This course is an opportunity for students to experience the world of professional psychology through direct participation. Internships are arranged on an individual basis and may, therefore, be served in a variety of off-campus settings, including hospitals, research laboratories, private industrial organizations, community mental health facilities, etc. *Prerequisites: Psychology major with at least 12 credits in Psychology. You must speak with your academic advisor as well as the Career Services Office before registering.*

**SCIENCE COURSE DESCRIPTIONS****SCI100 Introduction to the Sciences - 1 credit**

This seven-week course is designed to expose students to the world of science (physics, chemistry, and biology) through classroom, laboratory, and field experiences. Students participating in this course will have the opportunity to engage in both theoretical and hands-on activities to strengthen their appreciation for and understanding of the diverse fields collectively known as "science." Placement based on testing through Academic Advising. Unrestricted elective only.

**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.

### **SOC315 Sex Roles and Gender Socialization - 3 credits**

This course examines societal definitions and social evolution of female and male roles with emphasis on the social construction of gender roles. Implications for social location, aspiration, achievement, behavior, deviance, illness, and health are studied from an historical and cross-cultural perspective. *Prerequisite: SOC101.*

### **SOC317 Alcohol & Drugs - 3 credits**

This course is concerned with the use patterns, distribution, and social control of drugs and alcohol in modern society. Special emphasis is given to heavy alcohol and drug usage and its impact on such areas as the family, health, crime and delinquency, and work. Cross-cultural comparisons are considered together with intra-cultural factors such as socio-economic patterns, ethnicity, gender, and urbanization. The approach is interdisciplinary and includes contributions from anthropology, social psychology, as well as sociology. *Prerequisite: SOC101.*

### **SOC321 Aging - 3 credits**

This course examines the physical, social, and psychological problems of the aging in contemporary society. Emphasis is placed on the concept of Sociology 203 aging from the early twenties throughout the life cycle. Specific attention is given to the relationship of aging to the family, work, and the community in historical and cross-cultural contexts. *Prerequisite: SOC101.*

**SOC322 Criminology - 3 credits**

This course examines the origin, causes, history, and theories of crime. Special emphasis is placed on the criminal justice system from arrest to imprisonment, the careers of law enforcers and criminals, organized “white collar” crime, organized syndicate crime such as the Mafia, and the “victimless crimes” of prostitution, drug addiction, etc.

*Prerequisite: SOC101.*

**SOC324 Deviant Behavior - 3 credits**

This course presents “deviance” as endemic to society. Consideration is given to processes of social labeling and stigmatization of “deviant” persons and groups, the development of “deviant” identity, together with an examination of the theories of social organization and disorganization which seek to explain “deviant” behavior. *Prerequisite: SOC101.*

**SOC325 Extraordinary Groups - 3 credits**

This course underscores the varieties of human organization and how extraordinary groups illustrate major sociological principles and meaningful sociological concepts in concrete form. *Prerequisite: SOC101.*

**SOC326 Medical Sociology - 3 credits**

This course applies sociology to the field of medicine: social and cultural factors in the etiology of illness and wellness, the sick role, physician patient relationship, the social organization of the hospital, medical careers, and health care.

*Prerequisite: SOC101.*

**SOC340 Sociological Theory - 3 credits**

This course traces the development of sociological thought in the Western world from Comte to contemporary social theorists, including Durkheim, Marx, Weber, Simmel, Parsons, Merton, Goffman, Garfinkle, and Collins. *Prerequisite: SOC101.*

**SOC341 Research Methodology for the Social Sciences - 3 credits**

This course emphasizes the methods and techniques of research in psychology and sociology, including both laboratory and survey techniques. Emphasis is placed on the development of empirical questions from theory, research design and control, construction of survey instruments, statistical analysis, and interpretation of results. Exercises include development of an original research project appropriate to the students’ major field. *Prerequisites: MAT220 and either PSY102 or SOC340.*

**SOC350 Mental Illnesses and Addictive Behaviors - 3 credits**

This course emphasizes a sociological examination of the medical model, its underlying assumptions, and therapeutic practices as applied to mental illnesses and addictive behaviors; with special emphasis given to the political economy and illness-producing consequences of the modern mental/ rehabilitative sciences. *Prerequisite: SOC101*

**SOC364 Human Behavior in the Social Environment - 3 credits**

This course traces the development of human behavior in primary groups throughout the life cycle. It follows maturational, emotional, cognitive, and social systems theory from early life development through childhood, adolescence, and adulthood into old age, with a focus on the individual and primary groups. *Prerequisite: SOC101.*

**SOC398, SOC399, SOC400 Internship in Sociology I, II, III - 3 credits each**

This course is a credit-bearing opportunity for students to apply sociology in a professional setting. Internships are arranged individually for each intern, and may include service in a variety of off-campus settings such as hospitals, residential treatment facilities, social welfare agencies, businesses, correctional and parole organizations, etc. To qualify for an internship, students must provide an acceptable written internship proposal, and must secure the cooperation of a faculty supervisor and a field supervisor at the site of the proposed internship. A minimum of 10 hours work per week at the internship site are required. (Students may have three different internship experiences). *Prerequisite: Junior Sociology Major.* You must speak with your academic advisor as well as the Career Services Office before registering.



**SOC401 Sociology of the Community - 3 credits**

This course is a study of communities from small towns to metropolitan centers, with special emphasis on social stratification and political processes as they affect community life. *Prerequisite: SOC101.*

**SOC420, SOC421 Issues in Contemporary Sociology I, II - 3 credits each**

These courses focus on special areas of interest, such as sociology of mental illness, death and dying, work and leisure, criminal justice, etc. *Prerequisite: SOC340, SOC341 (for both)*

**SPANISH COURSE DESCRIPTIONS**

SPA-designated courses qualify as Humanities or Liberal Arts electives.

**SPA101, SPA102 Elementary Spanish I, II - 3 credits each**

This course sequence emphasizes the basic skills of listening, speaking, reading, and writing. The focus is on the acquisition of vocabulary which is practical and applicable to students' lives. Attention is also given to the understanding of Hispanic culture. Students are strongly encouraged to complete both semesters of elementary Spanish. *Prerequisite: SPA101 is a prerequisite for SPA102.*

**SPA201, SPA202 Intermediate Spanish I, II - 3 credits each**

This Spanish course allows students to further develop language proficiency while learning the cultural diversity of the Spanish speaking world. This course is an expansion of Spanish101, 102 and will include academic contexts through the use of authentic cultural materials, readings and audio-visuals. *Prerequisite: SPA102. SPA201 is a prerequisite for SPA202.*

**SPA301, SPA302 Spanish Readings and Discussions I, II - 3 credits each**

Introduction to Spanish literature, taught in Spanish, for second language learners and Spanish speaking students. The course is devoted to reading and discussions of short stories and selected works by contemporary Spanish and Spanish-American authors. This course requires reading, oral discussion, writing of small essays and grammatical knowledge. *Prerequisite: SPA202. SPA301 is a prerequisite for SPA302.*

**SPORT MANAGEMENT COURSE DESCRIPTIONS****SMG101 Foundations of Sport Management – 3 credits**

This course provides an overview of the sport industry. History of, careers in, growth trends, and the management of a variety of sport organizations, 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.

**SMG326 Sport Sales – 3 credits**

This course will offer an analysis of effective skills necessary to the sales process found in the sport world. Students will develop effective communication skills, selling techniques, and examine the role of technology in the sport sales industry. Fairness and honesty in terms of sales will be stressed.

**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*

**SMG376 Sport Ticketing – 3 credits**

This course will examine the significant impact of ticketing on sport organizations and events. Generating ticket sales, ticket packages, ticketing systems, and customer relations/engagement will be explored. *Prerequisites: MKT101 & MKT203*

**SMG401 Sport Economics – 3 credits**

This course applies economic methods and theory to the sporting world. Topics to be examined will include, but may not be limited to, the value of a sport franchise to a municipality, economic impact of hosting sporting events, financing professional sport facilities, 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. *Prerequisite: 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. *Prerequisite: SMG101, SMG151, SMG301, and completion of at least 90 credits*



**MASTER OF BUSINESS ADMINISTRATION COURSES****BUS500 MBA Preparatory Course**

This course introduces Post University MBA students to the program, processes and online technology used in our program. It is designed to help students to understand the rigor expected and the resources available in the MBA program, thereby increasing students' ability to succeed. The course also exposes students to research methodology necessary for success in the MBA program and business/professional situations; strengthens writing skills necessary for graduate-level work and professional success, including APA style practices; satisfies the statistics course requirement and aids students understanding the quantitative skills necessary in the MBA program; and prepares Post MBA students for the capstone experience.

This course is pass/fail and is optional except for students who need to satisfy the program's statistics course requirement. 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.

**BUS505 Organizational Creativity, Discovery, and Innovation - 3 credits**

This course examines the processes involved in creativity, discovery, and innovation. Students explore the motivations involved in innovation both internal to the individual and external to the organization. The course provides strong focus on the creative process in a team environment, including managing and leading knowledge workers. Course content exposes students to the varied approaches and results of the creative process across disciplines such as psychology, marketing, leadership and general management.

**BUS508 The Future of Management and Leadership II - 3 credits**

This course is designed to provide an overview of, and insights into management and leadership. Distinguishing between these two important concepts, and then providing a historical perspective will provide context to current management and leadership models as well as best practices and trends for the future. The course will focus on necessary basics such as decision-making and the use of analytics, vision development and deployment, communication, empowerment, risk-taking, managing conflict and leading innovation. The course will also look into other critical areas of management and leadership such as leading in a hyper-connected society, emotional intelligence, and thinking systemically and strategically, all in pursuit of managing and leading for the future.

**BUS510 Financial Modeling - 3 credits**

This course examines the fundamental principles of financial modeling techniques and introduces practical tools for financial decision-making in both entrepreneurial and innovative business environments. Students will build flexible financial models, which allow in-depth analysis to evaluate options, 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. *Prerequisites: 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. *Pre-requisites: Foundation and Core Courses.*

### **BUS618 Integrated Marketing for Managers - 3 credits**

This course addresses the content and action flow of an Integrated Marketing Plan, emphasizing the Integrated Marketing Communication (IMC) aspect. Students will learn how IMC fits within the overall organizational strategy and helps branding its offering. Students will also practice developing and implementing an Integrated Marketing Plan, including the general business framework, the specific IMC content and the measurement & evaluation stages. The governing narratives of the course learning and practice are Branding and Competitiveness.

### **BUS619 Driving Growth through 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 advocates: 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 ratios analysis. The course includes topics on the impact of alternative accounting choices for ratio analysis, the use of common size statement, and the financial analysis of special industries. *Prerequisites: Completion of foundation and Core Courses in 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 analyses. 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.*

### **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. *Prerequisites: 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.

**BUS670 Complexity of the Innovative Process - 3 credits**

The course examines the process of innovation within a multidimensional framework, including emerging technologies, changing markets, organization culture, world economy, competitive pressures and leadership. The issue of uncertainty as a by-product of innovation and how organizations recognize uncertainty and respond by modifying their organizational structures, including the structure of executive leadership, is examined. On another front, the role of cross-functionality, of technical communications, of external relationships, and of intra-organizational and inter-organizational networks in promoting innovations is critically assessed and explored. A variety of learning tools will be used: lectures, video clips, case studies, and class discussions.

**BUS675 Financial Tools for Managing Innovation - 3 credits**

This course focuses on financial concepts and how they relate to the innovation process 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. *Graduate level course with the following prerequisites: Completion of foundation and core course particularly BUS 501, BUS 510*

**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 EDUCATION**

Our Master of Education online degree program at Post University meets the growing need for creative, innovative educators who can rise to the challenges and opportunities of today's and tomorrow's education environments. The Master of Education program provides a flexible, convenient way for working adults to earn their M.Ed. online in as little as 14 months.

## **MASTER OF EDUCATION COURSES**

### **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, Google Apps) 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*

**EDU643 Teaching the Adult Learner - 3 credits**

This course addresses the principles and practical applications of adult learning theory. Students will apply the tenets of andragogy in terms of motivating and teaching adult learners. Emphasis will be placed on the implications of adult learning theory on both curriculum and instruction in higher education. Research related to adult education and research-based adult learning applications will be explored and applied.

**EDU644 The New Post Secondary Student - 3 credits**

This course analyzes trends and issues related to post secondary students and the effects of those trends and issues on higher education. Student demographic trends will be analyzed in terms of the implications for college recruitment and retention. Strategies for recruitment and retention will be identified along with career service strategies to improve graduation rates and gainful employment. Student financial aid issues will be addressed in relation to the financing of higher education. Aspects of post secondary student services will be analyzed for applicability to online and traditional higher education models.

**EDU645 Administration & Leadership of Higher Education - 3 credits**

This course will examine current and potential future models of the administration of higher education. Identification of principle roles and responsibilities of the current organization of higher education will be mapped to varied collegiate

missions. The connection of administration, leadership, and finance will be explored in terms of their interrelationship. Theories of change leadership will be identified and applied to the context of higher education through models of leadership of higher education. Students will analyze and evaluate strategies for change in higher education.

**EDU647 Higher Education Policy, Politics, and Pressing Issues - 3 credits**

Students in this course will analyze current federal and state legislative policies related to higher education and the connection of policy to politics related to post secondary education. Current issues facing the higher education community, such as financing higher education, online education and for-profit vs. not-for-profit issues, will be explored in terms of their implications for change. Students will be able to identify current policies that drive higher education, analyze the current political, social, and technology climate, and predict the effect on the future of higher education.

**EDU697 Capstone Research Methods - 3 credits**

Students will begin preparing for their capstone project by exploring the elements which define good qualitative and quantitative education research. Evaluation of research best practices will cover critical interpretation of research, types of research design, levels of significance, and validity. Students will consider the practical implications of research and review the literature to select a strong research-based foundation to frame their capstone project.

**EDU698 Readings, Research and Planning - 3 credits**

Students will choose a final project at the beginning of this course that will be completed in the EDU699 Capstone Project course. This course will require students to complete a plan for their final project and to perform a literature review of relevant research to support the final project. Depending on the type of final project a student chooses, s/he may be required to provide an argument in favor of the theoretical perspective or world view they will be using in the final project.

**EDU699 Capstone Project - 3 credits**

Each student will design and implement a project related to his/her area of professional expertise and matched to at least three of the M.Ed. program goals. All projects must integrate technology and demonstrate new professional skill gleaned through the Post University M.Ed. program.

**MASTER OF HUMAN SERVICES COURSES****BUS501 Economic Foundations of Applied Accounting and Finance - 3 credits**

Knowledge of the fundamental concepts of finance, financial accounting and economics, including opportunity cost, the time value of money, and financial analysis. An investigation of financial decision making as it applies to business, government, and not-for-profit organizations. Emphasis is on the application of financial and nonfinancial information to a wide range of management decisions, from product pricing and budgeting to project analysis and performance measurement. Students will learn applications for a variety of decision-making tools (such as break-even analysis, activity-based costing procedures, linear programming, discounted cash flow techniques, and the balanced scorecard. Contemporary managerial techniques will be explored such as target costing and kaizen costing as a means of improving operational efficiency and economies. *Note: To be removed from curriculum in 1/13*

**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. *Note: To be removed from curriculum in 1/13*

**BUS508 The Future of Management and Leadership II - 3 credits**

This course is designed to provide an overview of, and insights into management and leadership. Distinguishing between these two important concepts, and then providing a historical perspective will provide context to current management and leadership models as well as best practices and trends for the future. The course will focus on necessary basics

such as decision-making and the use of analytics, vision development and deployment, communication, empowerment, risk-taking, managing conflict and leading innovation. The course will also look into other critical areas of management and leadership such as leading in a hyper-connected society, emotional intelligence, and thinking systemically and strategically, all in pursuit of managing and leading for the future.

**BUS510 Financial Modeling - 3 credits**

This course examines the fundamental principles of financial modeling techniques and introduces practical tools for financial decision-making in both entrepreneurial and innovative business environments. Students will build flexible financial models, which allow in-depth analysis to evaluate options and make informed recommendations. The class sessions will include exercises and implementation of modeling techniques. Assignments will require students to evaluate a business situation and make and support their decision based on their analysis. Because of the hands-on nature of the course, it is assumed that participants have a general knowledge of finance and accounting as well as a basic knowledge of spreadsheets. *Note: To be removed from curriculum in 1/13*

**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. *Note: To be removed from curriculum in 1/13*

**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. *Note: To be removed from curriculum in 1/13*

**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. *Note: To be removed from curriculum in 1/13*

**BUS660 Leadership and Change Management - 3 credits**

This course will focus on individual, team, and organizational leadership and will provide learners with the foundation for examining and developing their own individual leadership style. The work of a leader is to constantly look forward and provide the necessary changes for the organization; being the visionary is critical to success in any organization, and a key attribute for any organizational leader. As a result, this course will focus on Leadership and Change Management. In doing so, the leader's role as a change agent will be a focus of the course. Understanding various methods of bringing about change will be provided and researched by learners, and then discussed in our time together. The course will also delve into and explore numerous aspects of leadership including but not limited to horizontal and vertical leadership,

formal and informal leadership, team leadership, performance, ethics and authenticity. In addition, various models of change will be introduced and explored. *Note: To be removed from curriculum in 1/13*

**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. *Note: To be removed from curriculum in 1/13*

**HSV500 Sociology of Human Services - 3 credits**

This course serves as an inquiry into the nature of social problems and a consideration of the efficacy of social service interventions and programs. *Note: To be removed from curriculum in 1/13 replaced by HSV511 in 1/13*

**HSV501 Master of Human Services Preparatory Course - 3 credits**

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. This 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. The course will also be an introduction to quantitative and qualitative methods in research and serve to satisfy the statistics course requirements for admission to 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. This course is not a requirement for all students, however, will be required for students as deemed appropriate.

**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** *(To be offered beginning January 2013)*

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, role-play, and class discussions.

**HSV521 Family Systems Theory - 3 Credits**

This course introduces the student to the field of family therapy and systems thinking and includes the skills necessary to begin clinical work with a family as well as the major theoretical approaches to family intervention required to conceptualize, assess, and treat family systems.

**HSV522 Group Theory - 3 Credits**

This course presents a theoretical and experiential of group processes and counseling techniques. Students develop the skills and abilities required to facilitate cognitive, emotional, and behavioral change in-group settings.

*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.

**HSV534 Psychopathology of Addiction - 3 credits**

The course will provide a basic historical perspective of drug and alcohol abuse and/or dependence along with the descriptions of biological, psychological, and sociological factors that comprise the disease of addiction. This course will also cover the assessment and diagnosis of addictions in addition to exploring common psychological disorders which often complicate treatment efforts. Disorders such as depression, anxiety, in addition to personality disorders, will be explored in order to provide a general framework for working with often challenging cases.

**HSV536 Group and Family Treatment in Addictions - 3 credits**

This course will cover a variety of treatment modalities that are used in addictions treatment settings. Treatment modalities that are provided in both a restricted and unrestricted environment will be discussed. Present modalities that include group, family, and self-help treatment for both adults and adolescents will be explored. Differences in court-ordered and voluntary treatment will also be examined to provide for a basic understanding of the common treatment modalities being offered today.

**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.



*Note: To be offered in 1/13*

**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. *Note: To be offered in 1/13*

**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. *Note: To be offered in 1/13*

**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. *Note: To be offered in 1/13*

**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. Human service 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.*

**HSV554 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.*

**HSV556 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.*

**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.*

**HSV593 & HSV594 Field Practicum I & II - 3 credits**

A two-module field placement designed to provide students with supervised human service experience in their particular areas of specialization. In addition to working in two field settings for a total of 360 hours, students are required to attend three online seminars for the first module of each field practicum. You are also required to contact your academic advisor prior to registering for these courses to insure that you have taken the necessary steps to secure a field placement prior to beginning these courses. *Prerequisite: HSV520 or HSV521 and HSV524*

**HSV698 Capstone Research Project I - 2 credits**

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, Applied Research Methods*

**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: completion of all required coursework except HSV591.*

**MASTER OF PUBLIC ADMINISTRATION COURSES**

**BUS501 Economic Foundations of Applied Accounting and Finance - 3 credits**

Knowledge of the fundamental concepts of finance, financial accounting and economics, including opportunity cost, the time value of money, and financial analysis. An investigation of financial decision making as it applies to business, government, and not-for-profit organizations. Emphasis is on the application of financial and nonfinancial information to a wide range of management decisions, from product pricing and budgeting to project analysis and performance measurement. Students will learn applications for a variety of decision-making tools (such as break-even analysis, activity-based costing procedures, linear programming, discounted cash flow techniques, and the balanced scorecard. Contemporary managerial techniques will be explored such as target costing and kaizen costing as a means of improving operational efficiency and economies.

**BUS505 Organizational Creativity, Discovery, and Innovation - 3 credits**

This course examines the processes involved in creativity, discovery, and innovation. Students explore the motivations involved in innovation both internal to the individual and external to the organization. The course provides strong focus on the creative process in a team environment, including managing and leading knowledge workers. Course content exposes students to the varied approaches and results of the creative process across disciplines such as psychology, marketing, leadership and general management.

**BUS508 The Future of Management and Leadership II - 3 credits**

This course is designed to provide an overview of, and insights into management and leadership. Distinguishing between these two important concepts, and then providing a historical perspective will provide context to current management and leadership models as well as best practices and trends for the future. The course will focus on necessary basics such as decision-making and the use of analytics, vision development and deployment, communication, empowerment, risk-taking, managing conflict and leading innovation. The course will also look into other critical areas of management



and leadership such as leading in a hyper-connected society, emotional intelligence, and thinking systemically and strategically, all in pursuit of managing and leading for the future.

**BUS515 Organizational Dynamics and Effectiveness - 3 credits**

This course focuses on managing organizations for high performance in a rapidly changing business environment. This course provides a unifying framework for issues in building and managing human assets in dynamic organizations, to achieve operational and strategic goals. The student will develop an understanding of essential HRM functions that drive and support the changing world of work. Topics include recruitment, selection, compensation, training, retention and turnover, performance management, and the human resource implications of various strategies. Students will also build up knowledge in operations function in industrial, service, and public organizations which includes forecasting, line balancing, aggregate scheduling, work measurement, quality control, and learning curve.

**BUS530 Project Management - 3 credits**

This course focuses on one of the major growth areas in the field of management, the topic of project management. Projects are defined as temporary endeavors undertaken to create a unique product or service. The course points out that recent interest in project management is based on recognition that many organizational tasks do not fit neatly into business-as-usual. The significant differences between project management and general management are overviewed. The three interrelated objectives of budget, schedule, and specifications are also introduced. The course emphasizes scheduling various projects and concludes with a discussion of monitoring control and learning from projects. The course will also cover benchmarking, quantitative analysis and the voice of the customer. The design of the course involves case discussion, lectures, and problem solving as the primary vehicle for learning. In addition, a project is due at the end of the term, to give the class a laboratory in which the critical thinking skills, which will be sharpened in the class, can be used to initialize and analyze various projects. The class will use computer tools to track projects.

**PAD601 The History and Future of Public Administration - 3 credits**

This course provides the student with the historical foundation of the theory and practice of public administration ranging from the roles and responsibilities of the three branches of government to the creation of various regulatory agencies, to current public sector management practices. In-depth readings of classic works in public administration are the foundation of the course.

**PAD616 Public Policy - 3 credits**

This course provides an in-depth examination of the models and decision making practices used in the development of public policy, as well as the influences of various groups such as the media and special interest groups. Policy formulation, implementation, analysis, and evaluation techniques will also be studied.

**PAD625 Labor Law & Labor Relations - 3 credits**

This course discusses the collective bargaining process, mediation, arbitration, and the administration of collective bargaining agreements within an organization. This course lists, describes, and discusses federal laws relating to entitlement programs, labor standards and laws such as FMLA, FLSA, HIPPA, eminent domain, the Bill of Rights and its application to decisions made by local, state, and the federal government in its treatment of citizens and program implementation and examines the developing concept of e-government. Students become familiar with the methods used by state and federal government to regulate programs by means of government websites.

**PAD634 Public Finance Policy and Application - 3 credits**

This course provides a complete review of the financial principles and practices used in Criminal Justice, Government and Not-for-Profit organizations with a heavy focus on linking 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.

**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.

**CORPORATE INNOVATION GRADUATE CERTIFICATE**

Post University's Online Corporate Innovation Graduate Certificate is designed to provide participants with a broad look across the spectrum of innovation and creativity. The Online Corporate Innovation Graduate Certificate helps students think about innovation from a number of perspectives, using a number of different models, with the goal of making a real difference in an organization.

Courses focus on change and its correlation to innovation, as well as managing change through the leader's perspective. In addition, students pursuing an Online Corporate Innovation Graduate Certificate will contemplate the impact of complexity on innovation, think through systemic and financial issues that fall within the parameters of innovation, and explore ways to unleash and sustain innovation within their organizations.

The Online Corporate Innovation Graduate Certificate curriculum will also explore the cost implications of innovation, and the impact that creative thinking and creative minds have on an organization's ability to develop and foster a culture of innovation.



[WWW.POST.EDU](http://WWW.POST.EDU)

# University Catalog 2012–2013

## Addendum A

### October, 2012

#### Effective November 12, 2012

The following policy statement will replace the current “Academic Degree Progress Standards” statement found in fourth section down from the top of the page 60:

#### Academic Degree Progress Standards

Periodically, the University will conduct a review to determine if students who are having academic difficulty are still in good standing. Students who fall below the required standards 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:

<u>TOTAL CREDITS</u>	<u>CGPA</u>
0-30	1.7
31-60	1.85
61+	2.0

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 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 student, (freshmen), who does not earn above a 1.0 in their first semester, or first two Modules will be academically dismissed.*



# University Catalog 2012–2013

## Addendum B

### January, 2013

#### Effective January 1, 2013

1) The following Mission statement for the Malcolm Baldrige School of Business will be inserted into the “Degrees Offered” section on page 14 under the current heading “The Malcolm Baldrige School of Business”.

#### **Mission Statement**

*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.*

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2) The following Mission statement for the School of Education will be inserted into the “Degrees Offered” section on page 15 under the current heading “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.*

3) The following Mission statement for the John P. Burke School of School of Public Service will be inserted into the “Degrees Offered” section on page 15 under the current heading “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. [link to all programs here and or link for each program]

*The mission of Post University’s **Master Degree in Public Administration** program is to prepare adult learners for the rigors of leading and managing local, state, and federal government agencies and not-for-profit organizations. Using a curriculum combining a strong foundation of finance, leadership, legal, planning, and policy based courses, we seek to produce tomorrow’s public sector leaders today.*

The **Master of Human Services Program** strives to provide the most up-to-date educational experiences while combining real-world and practical application in the field of human services. The program allows students the opportunity to grow both professionally and personally, which will result in an immediate and positive impact in the lives of those served.

*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 Department of **Sociology** 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.*

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4) The following course description will replace the course description for MKT 203 that currently appears on page 242:

### **MKT203**

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.

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5) Delete "Management for Registered Nurses BS" program, pages 152-153 (actual decision to delete occurred on 11/30/12).

6) The following statement will be inserted onto page 7 and will become the third paragraph under the heading "State Licensure and Accreditation":

Post University is required by the State of Minnesota to post the following statement: "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.”

Post University has a very flexible credit transfer policy. For more information, transfer applicants should visit the Transfer Admissions section of the University website, [www.Post.edu](http://www.Post.edu).

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7) The following course descriptions will be inserted on page 264 after the course description for EDU 627:

**EDU 630 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.

**EDU 633 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.

**EDU 637 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.

**EDU 639 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.

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8) Insert the following statement on page 176 after the statement “M.Ed. Teaching and Learning”:

M.Ed. Online Teaching

9) Insert the following statement on page 177 after the “Instructional Design & Technology”



curriculum listing:

**Online Teaching Concentration**

EDU 630	Online Teaching and Learning	3cr.
EDU 633	Designing and Delivering Online Instruction	3cr.
EDU 637	Online Assessment & Evaluation	3cr.
EDU 639	Trends in Online Learning	3cr.

10) The following correction appears on page 180 fourth line from the bottom:

Replace the word “*Public*” with the word “*Program*”

11) Delete the following sub-section heading on page 174 entitled, “Multidisciplinary – Elective Courses (Choose four courses from the list below) 12 credits” and all courses listed under this sub-section heading and replace it with the following sub-section heading:

***Multidisciplinary*** – *An approved plan of four courses selected by the student from all other MBA concentrations 12 crs*