Mission Statement
The Saint Louis University School for Professional Studies Adult Credit Program provides convenient access to academic degree and certificate programs to residents of the greater Saint Louis Metropolitan area who are pursuing their education while balancing demands at work, at home, and in their communities. Our innovative degree programs are grounded in the liberal arts tradition and promote professional application of theory and research for adults seeking personal growth and career enhancement in our contemporary global society.

Challenged by quality faculty and bolstered by a consistently supportive enrollment services staff, students will emerge from our contemporary, value-centered learning community prepared for success in their chosen profession and committed to continuous self development, respect for the dignity of all individuals, leadership in community service, and advocacy for positive social change. These pursuits are inspired by the spiritual and intellectual ideas of Saint Louis University’s Jesuit tradition.

Undergraduate Degree Majors
Computer Science Technology
-Computer Science track
-Information Systems track
Criminal Justice Organization
Humanities
-Option 1 - General Humanities
-Option 2 - Diverse Cultures
Organizational Studies

Undergraduate Minors/Professional Emphases
Communication
Computer Science Technology
-Computer Science track
-Information Systems track
Criminal Justice Organization
Hospitality and Food Service Management
Humanities
Organizational Leadership
Psychology

Post-Bachelor’s Certificates
Computer Science Technology
-Computer Science track
-Information Systems track
Criminal Justice Organization
Hospitality and Food Service Management
Organizational Leadership

Campus Sites
St. Louis
School for Professional Studies Building
3322 Olive St., Room 232
St. Louis, MO 63103
Phone: 314-977-2330
From IL: 800-734-6736
Fax: 314-977-2333

Belleville
St. Elizabeth’s Hospital
Medical Arts Building
180 South Third St. – Suite 400
Belleville, IL 62222
Phone: 618-239-9408
Fax: 618-239-9409

Email: sps@slu.edu
Home page: http://professionalstudies.slu.edu

Scholarships and Financial Aid:
See page 44 for SPS Scholarship and Financial Aid information.

Application for Admission
See page 20 for admission requirements and application procedures.

Course Registration
Students may register by phone, fax, SLU WebSTAR, or in person after admission into the School for Professional Studies.

WebSTAR (webstar.slu.edu)
SLU WebSTAR is a web-based service that provides online access to the University's general academic information and allows students to register for classes, check their schedule and access their academic record. Students can access personal information with their personal identification number (PIN).

Students may obtain their PIN at the Office of the Registrar, DuBourg Room 22 after presenting a picture ID, or by requesting their personal identification number (PIN) via email to registrar@slu.edu.

Students must assume responsibility for completion of all course prerequisites prior to the start of the class. All registrations must be received before the start of the first day of the term.


**Student Email Account**
In order for students to open a SLU email account they must have their account activated by contacting ITS at 314-977-4000.

**Withdrawal Policy**
Students who want to withdraw should do so in a timely manner. Students may withdraw from classes using WebSTAR or through a written request to their advisor. Students should contact their advisor to be sure that all withdrawal procedures are followed. Notifying the instructor or not going to class does not constitute formal withdrawal. Withdrawals are not permitted after the sixth class meeting.

**Tuition Refund Schedule**
100% before first class meeting with no "W" on transcript
90% before second class meeting with a "W" on transcript
80% before third class meeting with a "W" on transcript
60% before fourth class meeting with a "W" on transcript
0% after fourth class meeting with "W" on transcript

**Drop from Enrollment for Non-Payment**
Students who have unpaid balances or who have not made financial arrangements within the first week of the term will have their registration cancelled for non-payment. A $50 late registration fee will be assessed upon re-enrollment.

**Academic Status and Standing**
1. Full-time: 3-5 credit hours per term.
2. Full-time: 6-8 credit hours per term.
3. Overload: 9 credit hours per term, requires signature of the Dean's Office and minimum overall GPA of 3.0.
4. Readmission: School for Professional Studies students who have "stopped out" for one calendar year or longer need to reapply for admission.
5. A cumulative GPA of 2.0 or better is required for graduation and to maintain satisfactory academic standing at Saint Louis University. The School for Professional Studies overall GPA includes all grades earned in coursework taken at Saint Louis University.
6. The last 30 credit hours of a Professional Studies degree must be earned at Saint Louis University.
7. Students admitted to the School for Professional Studies with non-degree status are required to maintain an overall grade point average of 2.0 or better and meet course prerequisites. This GPA requirement applies to all coursework taken with this status. A course taken under non-degree status does not necessarily transfer to meet requirements in degree programs.

NOTE: No course in any major, minor or post-bachelor's certification will be accepted toward graduation if the student receives a letter grade below "C". Any student enrolled in the Computer Science Technology program who fails a course two times may be dismissed from the Computer Science Technology major, minor or post-bachelor program.

**Graduation**

**Application for Graduation**
Students are required to submit an application for graduation to the School for Professional Studies office two terms prior to their anticipated graduation date. Upon receipt of the application, SPS will complete a graduation audit. The graduation audit confirms that a student meets the minimum overall GPA of 2.0, the minimum number of credit hours for the degree, specific course requirements of the degree, transfer courses are congruent with transfer policy, and that no one course is counted more than once. Official transcripts indicating degree conferred will be issued within approximately two weeks of the end of the term in which the student completed the degree.

**Graduation Ceremony**
Students may complete their degree at the end of any one of our five terms. Students can elect to participate in the University's May Pre-Commencement and Commencement exercises depending on the term in which their degree is earned.

Students who plan to complete their degree in the summer term may elect to participate in the May graduation ceremony provided they are within six credit hours of completing their degree. For students who cannot participate in the May ceremony, a non-denominational mid-year celebration takes place in St. Francis Xavier College Church in December.

Graduating students are required to submit to the School for Professional Studies office a completed "Intent to Participate" form by the posted deadline issued by the Registrar.

Graduations with honors require a minimum of 54 credit hours earned at Saint Louis University. Awards are announced at the time of commencement as follows: Cum Laude for a GPA of 3.3 and above, Magna cum Laude for a GPA of 3.50 and above, and Summa cum Laude for a GPA of 3.80 and above.

**Student Recognition**

**Dean's List** for the School for Professional Studies
Students may qualify for the Dean's List each term if they meet the following criteria:
1. Students must earn a minimum grade point average of 3.70 for the term awarded.
2. Students must be enrolled full-time and have completed a minimum of six SLU credit hours of graded course work (without I-Incomplete, and P-Passing) by the end of the SPS term attended.
3. Only college-level, degree-applicable courses are included in the calculation of the grade point average and full-time status. Developmental courses numbered below one hundred are excluded.

**Alpha Sigma Lambda** is a national honor society founded in 1945 to recognize the special achievements of adults who accomplish academic excellence while facing competing interests of home and work. Students who meet the following criteria will receive an application for membership, and if selected they will participate in an induction ceremony held in the Spring:
1. Members must be enrolled in a School for Professional Studies degree program and have completed a minimum of 30 graded credit hours at Saint Louis University.
2. At least half of the above college credits shall be in courses outside the student's major.
3. Members must have been in attendance at Saint Louis University a minimum of four terms.
4. Those selected must have a minimum cumulative grade point average of 3.2 on a 4.0 scale or its equivalent.

**Student Resources**

**Textbooks**
Textbooks for the St. Louis campus are sold at the Barnes and Noble Bookstore located on SLU's main campus. Textbooks can be reserved or mailed (for a modest cost) directly to students by UPS. Call 314-531-7925 or visit their website at www.bkstore.com/slu/. Most charge cards are accepted.

Textbooks for the Belleville campus are sold the first night of class at the site. SPS will accept most credit cards, money orders and checks for your textbooks, but we do not accept cash at the extension site.
Parking
Parking is free at St. Elizabeth’s in Belleville. At the St. Louis campus, School for Professional Studies students have two options: (1) purchase a $30 coupon book from the parking attendant at the Olive St. garage which allows ten visits to the parking deck with no time limit; or (2) purchase an SPS student semester pass for $102.50 good for two terms, or an academic year pass for $205 from Parking and Card Services in DuBourg, Room 33, 314-977-2957.

Schedule
The School for Professional Studies follows an academic calendar of five, nine-week terms with classes meeting primarily once per week.

Holidays and Breaks
Classes in the School for Professional Studies typically do not meet the last week of July and the first weeks of August. Observed holidays include Labor Day, Thanksgiving and the following Friday, Christmas break through January 1, Martin Luther King Day, Good Friday, Memorial Day, and Independence Day. The nine-week terms do not observe the fall and spring breaks incorporated into the SLU academic calendar.

General Studies Core Requirements
(57 credits)
The General Studies Core is a required component for all the degrees in the School for Professional Studies. The core offers an integrated selection of courses that:

1. Provide students with opportunities to master communication skills in writing, speaking and interpersonal relations;
2. Expose students to a broad liberal arts based education through different disciplines and a variety of methods for acquiring knowledge;
3. Afford students opportunities to acquire the practical knowledge and the theoretical framework required for competent performance in the changing workplace;
4. Expose students to application of workplace technology which is integrated throughout the core curriculum;
5. Develop a broad understanding of the ethical and moral principles that reflect the Christian values of the Jesuit tradition and the institutional contexts in which they must be practiced; and
6. Educate the whole person in habits of critical thinking, leadership, respect for cultural diversity, services to others and lifelong learning.

General Studies Core

Communication:
CMMK100 Intro to Human Communication 3
CMMK121 Public Speaking in Organizational Life 3
ENGA190 Advanced Strategies/Rhetoric and Research 3
ENGA400 Business and Professional Writing 3

History:
HSA111 Origins of the Modern World to 1600 3
HSA112 Origins of the Modern World, 1600 to Present 3

Fine Arts:
Take one of the following:
ARHA100 Approaching the Arts: Art History 3
MUSA100 Appreciation of Music 3
THRA100 Approaching the Arts: Theater 3

Literature:
Take one of the following:
ENGA202 Introduction to Literary Studies 3
ENGA220 Introduction to Poetry 3
ENGA260 Introduction to Short Fiction 3
ENGA342 World Literature 3

Philosophy:
PLA105 Historical Introduction to Philosophy:
Self and Reality 3
PLA205 Ethics 3

Theology:
Take POLA110, PSYA101 and one of the following:
THA100 Theological Foundations 3
THA225 History of American Christianity 3
THA370 Marriage and Christian Life 3

Social Science:
Take POLA110, PSYA101 and one of the following:
POLA110 Intro to American Politics 3
PSYA101 General Psychology 3
SCA110 Introduction to Sociology 3
SCA120 Introduction to Anthropology 3
ECNB190 Principles of Economics 3

Science:
Take two of the following:
BLA236 Concepts of Biology: Contemporary Issues 3
BLA341 Concepts of Ecology/Environment 3
CHA100 Chemistry and the Citizen 3
PHP101 Physics and the World around Us 3

Quantitative Reasoning:
MTA120 College Algebra 3
PSYA205 Understanding Statistics 3

Total 57 credits

Student Portfolios
As a means for assessing learning outcomes, the School for Professional Studies requires each student to complete a portfolio. This portfolio consists of a compilation of the student's work throughout the degree program. Key projects are completed in select courses and included in the portfolio. The portfolio is assembled, presented, and evaluated in a one-hour credit seminar that is taken prior to graduation. In the seminar course, the portfolio is evaluated by faculty according to established performance criteria.

The portfolio projects promote application of theory and research to solving practical professional problems. The process of compiling the portfolio allows students to reflect on their personal and professional development. In addition, the completed portfolio is a valuable tool for students to have when applying for jobs or graduate school.

Bachelor of Science in Computer Science Technology:

- Computer Science track
- Information Systems track

The Computer Science/Technology major is a professional program which allows students to specialize in one of two tracks: Computer Science or Information Systems. The degree is designed to prepare career-minded working adults for the challenging and ever-changing field of computer science. The curriculum is comprised of both computer science and information systems course work. It blends theoretical concepts with practical lab work, providing graduates with skills well grounded in design and analysis as well as practical application and implementation.
Criminal Justice Organization

Bachelor Of Arts: Criminal Justice Organization

The Bachelor of Arts in Criminal Justice Organization is designed to give working adults the knowledge and skills they need to participate effectively in achieving the goals of the organization. The major examines the assumptions, theories and laws associated with the realities of the workplace and the criminal justice environment. Human behavior and social patterns are studied in relationship to their impact on the historical and emerging developments in comparative criminal justice systems. The major consists of nine criminal justice courses that investigate major segments of the criminal justice field. Three courses in psychology and sociology explore the complex and dynamic interplay between human behavior and social constructs. The remaining courses focus on leadership and the use of research statistics and methodology to make better decisions.

As part of the CJO degree program, students will complete a professional portfolio as a means for assessing learning outcomes and enhancing personal and professional development.

General Studies Core (57 credits)

Major (46 Credits)

CJO Electives:
Minimum of two from the Contemporary Issues in Social Justice Course Series 6 credits

General Electives .......................... 18 credits
Total ........................................ 121 credits
Bachelor of Liberal Studies: Humanities

The Humanities major is a multi-disciplinary, flexible degree program that offers students an opportunity to study deeply and think critically about the fine arts, history, language and literature, philosophy and theology. Courses are designed to introduce students to significant information and to teach students the intellectual processes associated with these disciplines. Students are invited to gather, analyze and interpret information about historical events, literary and religious works, and key ideas in human thought. Who are we? What can we know? What are our hopes for ourselves and society? What is the role of the individual in culture? The program also encourages among students a heightened awareness of cross-cultural and non-western ideas and modes of expression. How are such ideas as beauty, morality, truth, or courage defined in cultures different from theirs?

Students will emerge from the program with a broad knowledge base from which they may continue to learn. They will also develop competencies such as critical thinking and principle decision making skills, the ability to understand and appreciate perspectives other than their own, and strong analytical and writing skills. Ultimately, this knowledge base in the humanities and these intellectual skills will prepare students to be leaders of dynamic organizations comprised of diverse workforces.

Students enrolled in the Liberal Studies degree program have two options for degree completion. Option 1 is a balanced distribution of courses in Humanities, Fine Arts, History, Literature, Philosophy, and Theology. Option 2 permits an emphasis upon diverse cultures, or global studies. In addition, students enrolled in other SPS degree programs can elect to have a minor in the Humanities.

All Humanities majors may apply up to six credit hours in any modern foreign language towards the elective requirement. Humanities majors in the Diverse Cultures option are required to take six credit hours of a modern foreign language. These courses must be in the same language and will be counted as part of the 24 hour elective requirement.

As part of the degree program, students will complete a professional portfolio as a means for assessing learning outcomes and enhancing personal and professional development.

General Studies Core (57 Credits)

Humanities Major (43 Credits)

Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUK300</td>
<td>Encountering the Humanities: from Ancient Times to the Renaissance</td>
<td>3</td>
</tr>
<tr>
<td>HUK301</td>
<td>Encountering the Humanities: From The Reformation to the Information Age</td>
<td>3</td>
</tr>
<tr>
<td>HUK480</td>
<td>Humanities Synthesis: Philosophy and the Humanities</td>
<td>3</td>
</tr>
<tr>
<td>HUK485</td>
<td>Humanities Portfolio Pro-Seminar</td>
<td>1</td>
</tr>
<tr>
<td>ARHA380</td>
<td>Twentieth Century Art</td>
<td>3</td>
</tr>
<tr>
<td>HSA352</td>
<td>Contemporary America: 1945 - Present</td>
<td>3</td>
</tr>
<tr>
<td>ENGA351</td>
<td>British Literary Tradition after 1800</td>
<td>3</td>
</tr>
<tr>
<td>ENGA360</td>
<td>American Literary Tradition</td>
<td>3</td>
</tr>
<tr>
<td>PLA350</td>
<td>Philosophy of the Human Person</td>
<td>3</td>
</tr>
<tr>
<td>THA350</td>
<td>Religions of the World *</td>
<td>3</td>
</tr>
</tbody>
</table>

* This course is taken in the General Studies Core.

Option 1: General Humanities Major (15 credits)
Select a 3 credit course from the electives in each of the five areas: Fine Arts, History, Language and Literature, Philosophy, and Theology.

Option 2: Diverse Cultures (15 credits)
Select four 3 credit hour courses from the electives that are drawn from various cultures and one elective from the Humanities area that is concerned with cultural diversity.

Electives .................................. 24 Credits
Total ........................................ 121 Credits

Bachelor of Arts: Organizational Studies

The Bachelor of Arts in Organizational Studies prepares career-minded working adults to assume professional roles in corporate or not-for-profit settings. The degree program is particularly well suited for working adults interested in obtaining responsible administrative, supervisory, and leadership positions in today's global marketplace.

The Organizational Studies course work, which promotes team-based problem solving and ethical decision making, helps students develop as individuals and as organizational leaders. Students emerge from the program capable of project management, directing the work of others, administrative leadership, and orchestrating organizational change and development. The knowledge and skill acquired from an Organizational Studies degree makes students ready for success in numerous job titles and organizational settings.

The Organizational Studies Major consists of two integrated components of study:

The Organizational Effectiveness courses develop knowledge and skills that can be used to (a) manage interpersonal interaction and team-based environments, (b) successfully navigate leadership roles and (c) create and maintain effective organizations in a technologically driven, culturally diverse work environment.

Organizational Foundation courses develop (a) the fundamental knowledge and skills required to perform key functions in a work environment and (b) a working-knowledge of basic concepts, terminology, and decision-making strategies needed to communicate and work effectively with accounting, marketing, human resource, and legal professionals.

As part of the Organizational Studies degree program, students will complete a professional portfolio as a means for assessing learning outcomes and enhancing personal and professional development.

OS Majors must take at least one minor/professional emphasis.

General Studies Core (57 credits)

Major (28 Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSK300</td>
<td>Organizational Foundations</td>
<td>3</td>
</tr>
<tr>
<td>OSK320</td>
<td>Interpersonal Relations in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>OSK330</td>
<td>Team Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>OSK410</td>
<td>Concepts and Theories of Leadership</td>
<td>3</td>
</tr>
<tr>
<td>OSK480</td>
<td>Organizational Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>OSK485</td>
<td>Organizational Studies Portfolio Pro Seminar</td>
<td>1</td>
</tr>
<tr>
<td>PSK310</td>
<td>Accounting Concepts for Professionals</td>
<td>3</td>
</tr>
<tr>
<td>PSK320</td>
<td>Human Resources in Organizations</td>
<td>3</td>
</tr>
</tbody>
</table>
PSK330 Legal Issues in Organizations .......................... 3  
PSK340 Marketing Strategies for Organizations .......................... 3

**Minor (Number of Credit Hours Depends on Minor)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSTK305</td>
<td>Advanced Programming Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CSTK360</td>
<td>Networking and Telecommunications I</td>
<td>3</td>
</tr>
<tr>
<td>CSTK330</td>
<td>Concepts of Database Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>CSTK280</td>
<td>Discrete Structures I</td>
<td>3</td>
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</tbody>
</table>

**Foundation courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CSTK140</td>
<td>Programming Logic and Design</td>
<td>3</td>
</tr>
<tr>
<td>CSTK150</td>
<td>Introduction to Programming</td>
<td>3</td>
</tr>
<tr>
<td>CSTK270</td>
<td>Discrete Methods and Models</td>
<td>3</td>
</tr>
<tr>
<td>CSTK350</td>
<td>Concepts of Database Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>CSTK360</td>
<td>Networking and Telecommunications I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** ............................ 18-24 Credits

NOTE: According to School of Business guidelines, no business courses can be accepted in transfer after acceptance in to this program. In addition, only 12 credit hours of business electives can transfer in upon acceptance into this degree.

### Minors/Professional Emphases

#### Communication

The Communication minor is designed for working adults who want to know more about the effective use of communication in organizations. This series of courses provides opportunities for students to develop interpersonal and public speaking skills. In addition, students also learn how to influence others through professional presentations, public relations, and advertising.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMMK100</td>
<td>Introduction to Human Communication*</td>
<td>3</td>
</tr>
<tr>
<td>CMMK121</td>
<td>Public Speaking in Organizational Life*</td>
<td>3</td>
</tr>
<tr>
<td>CMMK323</td>
<td>Business and Professional Communication</td>
<td>3</td>
</tr>
<tr>
<td>CMMK360</td>
<td>Public Relations Principles and Practices</td>
<td>3</td>
</tr>
<tr>
<td>CMMK370</td>
<td>Advertising Principles and Practices</td>
<td>3</td>
</tr>
<tr>
<td>CMMK409</td>
<td>Theories of Persuasion</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** ............................ 18 Credits

* These courses are taken in the General Studies Core.

#### Computer Science Technology

The Computer Science Technology minor is a professional program grounded in computer sciences, which allows students to specialize in one of two tracks: Computer Science or Information Systems. Combined with a major, the CS/IS minors are designed to prepare career minded working adults for the challenging and ever changing field of computer information technology. The program develops the knowledge and skills required in the dynamic and diverse business and science organizations of today that rely on computers.

**Computer Science Track**

The Computer Science minor complements the student’s major field of study by developing knowledge, skills, and experience in the discipline. The core courses for the minor provides a background in programming logic, object oriented programming, software engineering, database management and networking fundamentals. A Computer Science minor gives an employee the competitive edge needed to succeed in today’s knowledge-based workplace.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>CSTK130</td>
<td>Information Systems and Technology</td>
<td>3</td>
</tr>
<tr>
<td>CSTK140</td>
<td>Programming Logic and Design</td>
<td>3</td>
</tr>
<tr>
<td>CSTK160</td>
<td>Introduction to Programming</td>
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</tr>
<tr>
<td>CSTK270</td>
<td>Discrete Methods and Models</td>
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</tr>
<tr>
<td>CSTK330</td>
<td>Principles of Database Analysis and Design</td>
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<tr>
<td>CSTK360</td>
<td>Networking and Telecommunications I</td>
<td>3</td>
</tr>
<tr>
<td>CSTK370</td>
<td>Principles of Event Driven Programming</td>
<td>3</td>
</tr>
<tr>
<td>CSTK380</td>
<td>Strategic Technology Planning</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** ............................ 24 Credits

#### Information Systems Track

The Information Systems minor complements the student’s major field of study by developing knowledge, skills, and experience in the discipline. The core courses for the minor provides an overview of information technology as used in business and science, object oriented programming, database management and networking fundamentals. An Information Systems minor gives an employee the competitive edge needed to succeed in today’s knowledge-based workplace.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>CSTK130</td>
<td>Information Systems and Technology</td>
<td>3</td>
</tr>
<tr>
<td>CSTK140</td>
<td>Programming Logic and Design</td>
<td>3</td>
</tr>
<tr>
<td>CSTK160</td>
<td>Introduction to Programming</td>
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<td>Discrete Methods and Models</td>
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</tr>
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<td>CSTK330</td>
<td>Principles of Database Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>CSTK360</td>
<td>Networking and Telecommunications I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives** (Select 2 of the following)

<table>
<thead>
<tr>
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<th>Course Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CSTK320</td>
<td>Principles of Event Driven Programming</td>
<td>3</td>
</tr>
<tr>
<td>CSTK370</td>
<td>Net Centric Computing</td>
<td>3</td>
</tr>
<tr>
<td>CSTK380</td>
<td>Strategic Technology Planning</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** ............................ 24 Credits

#### Criminal Justice Organization

The Criminal Justice Organization minor is designed for working adults who want to be productive participants in highly effective criminal justice organizations or those organizations that have a need to provide internal security and to minimize risk associated with criminal or terrorist activities. The minor will allow the students to be exposed to the basic elements of criminal law and behavior and will allow the students to obtain a strong foundation for entry into law enforcement careers or promotion within. The minor will also help the student obtain a deeper understanding of human behavior as it relates to group and personal choices.

**Required courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK300</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJK310</td>
<td>Constitutional Issues in the Criminal Process</td>
<td>3</td>
</tr>
<tr>
<td>CJK350</td>
<td>Organizational Administration of Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>CJK380</td>
<td>Deviance and Social Control</td>
<td>3</td>
</tr>
<tr>
<td>SCA359</td>
<td>Law and Society</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** ............................ 18 Credits

#### Hospitality and Food Service Management Minor

Combined with the Organizational Studies major, the Hospitality and Food Service Management minor prepares students for leadership roles in hotel/motel management, gaming management, and food service management for restaurants, institutions, and special events. The program provides a solid foundation in hospitality management theory and practice and encourages

School for Professional Studies - 153
students to apply these concepts to the hospitality context of their choice.

The minor also provides advanced exposure to key industry-specific topics such as catering and events management, food and beverage management, service management, loss prevention, and applications of technology.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMK300 Introduction to Management in the</td>
<td>3</td>
</tr>
<tr>
<td>Hospitality Industry</td>
<td></td>
</tr>
<tr>
<td>HMK311 Food and Beverage Management</td>
<td>3</td>
</tr>
<tr>
<td>HMK320 Catering and Events Management</td>
<td>3</td>
</tr>
<tr>
<td>HMK340 Service Management</td>
<td>3</td>
</tr>
<tr>
<td>HMK360 Technology in the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HMK420 Loss Prevention</td>
<td>3</td>
</tr>
<tr>
<td>HMK497 Hospitality Industry Practicum</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 21 Credits

**Humanities**

Students will gain a broad knowledge base from which they may continue to learn. They will also develop competencies such as critical thinking and principled decision making skills, the ability to understand and appreciate perspectives other than their own, and strong analytical and writing skills. This knowledge base in the humanities and these intellectual skills, combined with a major in another field, will prepare students to be leaders of dynamic organizations comprised of diverse workforces.

**Required Interdisciplinary Humanities Courses:** (9 credits)

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>HUK300 Encountering the Humanities: from Ancient Times to the Renaissance</td>
<td>3</td>
</tr>
<tr>
<td>HUK301 Encountering the Humanities: From the Reformation to the Information Age</td>
<td>3</td>
</tr>
<tr>
<td>HUK480 Humanities Synthesis: Philosophy and the Humanities</td>
<td>3</td>
</tr>
</tbody>
</table>

Fine Arts, History, Literature, Philosophy, Theology (15 credits)

3 credit hours in each category, selected from foundation or elective courses

**Total** 24 Credits

**Organizational Leadership**

The Organizational Leadership minor is designed for working adults who want to assume leadership and administrative roles in corporate or not-for-profit settings in today's global marketplace. Students become proficient at workplace communication, developing interpersonal and team relationships, flexing leadership styles, and overseeing organizational functions. According to individual needs, students also acquire knowledge and skills in the areas of human resources, marketing, accounting, legal issues, public relations and/or industrial psychology. The minor in Organizational Leadership prepares the graduate for numerous job titles such as: project/team leader, supervisor, corporate trainer, events coordinator, and human resource staff.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CMMK323 Business and Professional Communication</td>
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</tr>
<tr>
<td>OSK320 Interpersonal Relations in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>OSK330 Team Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>OSK410 Concepts and Theories of Leadership</td>
<td>3</td>
</tr>
<tr>
<td>OSK480 Organizational Theory and Practice</td>
<td>3</td>
</tr>
</tbody>
</table>

**Minimum of two from the following courses:** 6 Credits

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CMMK360 Public Relations Principles and Practices</td>
<td>3</td>
</tr>
<tr>
<td>PSYA101 General Psychology*</td>
<td>3</td>
</tr>
<tr>
<td>PSYA205 Understanding Statistics*</td>
<td>3</td>
</tr>
<tr>
<td>PSYA430 Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYA431 Personality Theory</td>
<td>3</td>
</tr>
<tr>
<td>PSYA472 Developmental Psychology: Adult</td>
<td>3</td>
</tr>
<tr>
<td>PSYA473 Industrial Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 18 Credits

*These courses are taken in the General Studies Core.

**Post-Bachelor’s Certificates**

**Computer Science Technology**

Computer technology has become an integral part of almost every academic field of study. The Computer Science Technology post-bachelor’s certificate is designed for students who have obtained an undergraduate or graduate degree in another discipline from an accredited university, and who now desire undergraduate-level competence in the field of computer science or information systems. The Computer Science Technology post-bachelor’s certificate is a professional program grounded in computer sciences, which allows students to specialize in one of two tracks: Computer Science or Information Systems. Combined with a previously obtained degree, the CS/IS post-bachelor’s certificates are designed to prepare career-minded working adults for the challenging and ever changing field of computer information technology. The program develops the knowledge and skills required in the dynamic and diverse business and science organizations of today that rely on computers.

**Computer Science Track**

The Computer Science post-bachelor’s certificate complements the student’s major field of study by developing knowledge, skills, and experience in the discipline. The core courses for the post-bachelor’s certificates provides a background in programming logic, object oriented programming, software engineering, database management and networking fundamentals. A Computer Science post-bachelor certificate gives an employee the competitive edge needed to succeed in today’s knowledge-based workplace.
Foundation courses (18 Credits)
CSTK140 Programming Logic and Design ................. 3
CSTK160 Introduction to Programming .................. 3
CSTK280 Discrete Structures I .......................... 3
CSTK300 Principles of Software Engineering ........... 3
CSTK330 Concepts of Database Analysis and Design .... 3
CSTK360 Networking and Telecommunications I ....... 3

Elective (Select 6 credits)
CSTK260 COBOL Programming ............................. 3
CSTK305 Advanced Programming Concepts .............. 3
CSTK310 Principles of Object Oriented Programming .... 3
CSTK315 Social, Professional and Ethical Issues in Computing .................. 3
CSTK320 Principles of Event Driven Programming ....... 3
CSTK370 Net Centric Computing .......................... 3

Total .................................................................. 24 Credits

Information Systems Track
The Information Systems post bachelor certificate complements the student's major field of study by developing knowledge, skills, and experience in the discipline. The core courses for the post bachelor certificate provides an overview of information technology as used in business and science, object oriented programming, database management and networking fundamentals. An Information Systems post bachelor certificate gives an employee the competitive edge needed to succeed in today's knowledge-based work place.

Foundation courses (18 Credits)
CSTK130 Information Systems and Technology .......... 3
CSTK140 Programming Logic and Design ................. 3
CSTK160 Introduction to Programming .................. 3
CSTK270 Discrete Methods and Models ................. 3
CSTK330 Concepts of Database Analysis and Design .... 3
CSTK360 Networking and Telecommunications I ....... 3

Electives (Select 6 Credits)
CSTK300 Principles of Software Engineering ........... 3
CSTK310 Principles of Object Oriented Programming .... 3
CSTK315 Social, Professional and Ethical Issues in Computing .................. 3
CSTK320 Principles of Event Driven Programming ....... 3
CSTK370 Net Centric Computing .......................... 3
CSTK410 Strategic Technology Planning ................. 3

Total .................................................................. 24 credits

Criminal Justice Organization
The post-bachelor's certificate in Criminal Justice Organization prepares career minded adults for leadership and management positions within either a criminal justice organization or any organization that has a need to provide internal security and to minimize risks associated with criminal or terrorist activities. The certificate program will expose and introduce the basic elements of criminal law and behavior and will allow the student to obtain a strong foundation for entry into law enforcement careers or for promotion within.

The post-bachelor's certificate in Criminal Justice Organization is designed for students who have obtained an undergraduate or graduate degree in another discipline from an accredited university, and who now desire a foundation in criminal justice. Combined with a previously earned degree, graduates will have the knowledge and skills needed to advance their career and pursue numerous jobs, such as: federal agent, law enforcement supervisor, paralegal, corporate security executive, forensic accountant, courts administrator, social welfare/services agency manager.

Required Courses:
- CJK300 Introduction to Criminal Justice .............. 3
- CJK310 Constitutional Issues in the Criminal Process 3
- CJK350 Organizational Administration of Law Enforcement 3
- CJK380 Deviance and Social Control .................... 3
- SCA359 Law and Society .................................. 3

Take one of the following:
- CJK355 Juvenile Justice System ......................... 3
- CJK375 Introduction to Corrections .................... 3

Total .................................................................. 18 Credits

Hospitality and Food Service Management
The Hospitality and Food Service Management post-bachelor's certificate prepares working adults for a career within the growing Hospitality and Food Service industry. The program provides a solid foundation in hospitality management theory and practice and encourages students to apply these concepts to the hospitality context of their choice. The certificate also provides advanced exposure to key topics such as catering and events management, food and beverage management, service management, loss prevention, and applications of technology.

The Hospitality and Food Service Management post-bachelor's certificate is designed for students who have obtained an undergraduate or graduate degree in another discipline from an accredited university, and who now desire a specialization in hospitality management. Combined with a previously earned degree, the post-bachelor's certificate in Hospitality and Food Service Management prepares students for leadership roles in hotel/motel management, gaming management, and food service management for restaurants, institutions, and special events.

Required Courses:
- HMK300 Introduction to Management in the Hospitality Industry .................. 3
- HMK311 Food and Beverage Management ............... 3
- HMK320 Catering and Events Management ............. 3
- HMK340 Service Management ............................ 3
- HMK360 Technology in the Hospitality Industry ........ 3
- HMK420 Loss Prevention ................................. 3
- HMK497 Hospitality Industry Practicum ................. 3

Total .................................................................. 21 Credits

Organizational Leadership
The post-bachelor's certificate in Organizational Leadership prepares career minded working adults for leadership and administrative roles in corporate or not-for-profit settings in today's multicultural work environment. Students become proficient at workplace communication, developing interpersonal and team relationships, flexing leadership styles, and overseeing organizational functions. According to individual needs, students also acquire knowledge and skills in the areas of human resources, marketing, advertising, accounting, legal issues, public relations and/or industrial psychology.

The post-bachelor's certificate in Organizational Leadership is designed for students who have obtained an undergraduate or graduate degree in another discipline from an accredited university, and who now desire a foundation in organizational operations and effectiveness. Combined with a previously earned degree, graduates will have the knowledge and skills needed to advance their career and pursue numerous job titles such as: project/team leader, supervisor, department director, corporate trainer, events coordinator, and human resource staff.
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<tr>
<td>CMMK370</td>
<td>Advertising Principles and Practices</td>
<td>3</td>
</tr>
<tr>
<td>PSK310</td>
<td>Accounting Concepts for Professionals</td>
<td>3</td>
</tr>
<tr>
<td>PSK320</td>
<td>Human Resources in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>PSK330</td>
<td>Legal Issues in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>PSK340</td>
<td>Marketing Strategies for Organizations</td>
<td>3</td>
</tr>
<tr>
<td>PSYA473</td>
<td>Industrial Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 21 Credits

NOTE: According to School of Business guidelines, no business courses can be accepted in transfer after acceptance into this program. In addition, only 6 credit hours of business electives can transfer in upon acceptance into this program.