



# 2013-2014

## CATALOG ADDENDUM

### College of Adult Professional Studies



# COLLEGE OF ADULT PROFESSIONAL STUDIES

Policies listed in this addendum supercede the original printing of the 2013-2014 Catalog. Any policies not listed in this addendum can be found on pages 14-31 of the 2013-2014 Catalog.

## MISSION

The mission of the College of Adult Professional Studies (CAPS) is to continue the Lasallian tradition by consistently providing quality education to adult learners and working professionals. CAPS strives to offer career-focused educational programs taught by esteemed faculty and practitioners with real-world experience. Through a philosophy of lifelong learning, our adult students are prepared to transform their lives, workplaces and communities.

## PROGRAM DESCRIPTION

We understand that adult professional students are not traditional students. That is why our degree programs are designed with adults in mind. The College of Adult Professional Studies was created to meet the educational needs of working adults so they can realize their dreams of earning a college degree. CAPS presents a curriculum through which a student may earn an Associate's and/or Bachelor's degree by attending classes at times compatible with full-time employment. We offer an accelerated, flexible learning format with 8-week terms. Courses are offered in a hybrid model giving adult students face-to-face time with faculty and peers on CBU's midtown campus once a week along with the flexibility to complete the remaining coursework for the week online. All courses are offered one night per week at either 5:45pm - 7:45pm OR 7:55pm - 9:55pm, followed by three hours each week of online instruction via lecture/chat/online discussion/quizzes & tests. Online course components for each course are available 24/7.

Thirty semester hours of credit may be earned in each academic year (six hours in each eight-week term), making it possible for a student to complete all degree requirements in fewer than five years. Academic work transferred from other colleges will shorten this time proportionally.

## CAPS ADMISSIONS & REGISTRATION

(See pages 14-17 in the 2013-14 Catalog for additional information)

An applicant may seek admission to a degree program or as a special student. Degree-seeking students are those working on an Associate's or Bachelor's degree at Christian Brothers University. An applicant for special status may be admitted as a special/conditional student or as a transient student.

**Degree Student:** A degree student is one who has been fully admitted to one of the CAPS degree programs.

**Full-Time Student:** A student who registers for 12 or more credit hours of course work in each full semester.

**Part-Time Student:** A student who is enrolled in less than 12 credit hours of course work in each full semester.

**Special Student:** A special student is one who is admitted conditionally or is a visiting student and is non-degree seeking.

**Transient Student:** A student who is a degree-seeking student at another college or university, enrolling for credit in selected courses at Christian Brothers University. A letter from the visitor's college or university certifying official that the student is in good standing is required along with an official copy of a transcript.

**Readmit Student:** Students who have previously attended Christian Brothers University and have been out of school for at least two 8-week terms must submit an application for readmission. Approval from appropriate departments must be secured before readmission is granted.

## ADMISSIONS PROCEDURES

- Complete an online application.
- Request official transcripts from ALL colleges/universities. If the student has earned less than 24 transferable hours of college credit, he/she must also request an official high school transcript.
- Apply for Federal Assistance by filing the Free Application for Federal Assistance (FAFSA), listing Christian Brothers University as one of the schools to receive the results of your evaluation. Our School Code number is 003482.
- Individual consideration will be given to applicants who may not meet all the specific requirements. Students desiring this consideration must submit a letter to support their ability to succeed in the program.

## CAPS EXPENSES & FINANCIAL AID

(See pages 18-21 in the 2013-14 Catalog for additional information)

### TUITION & FEES

The CAPS Program Tuition & Fees below apply to the 2013-2014 school year. Please note that all tuition and fees are subject to change at anytime when circumstances so warrant.

Tuition (per credit hour) .....	\$395.00
Activity & Services Fee, per semester .....	\$25.00
Technology Fee, per semester .....	\$50.00

## GENERAL EDUCATION COURSE REQUIREMENTS

(See page 24 for “The Pyramid of Learning”, “Student Outcomes” and “Matrix of G.E.R. Outcomes”)

### ORIENTATION (3 hours)

ORIN 101

### MATHEMATICS (3 hours)

MATH 104 or 105

### STATISTICS (3 hours)

BUS 205, PSYC 354, STAT 221; this outcome can be challenged by the independent study course MATH 121.

### ENGLISH (9 hours)

(a) Composition: ENG 110 & 120 (or equivalency examination).

(b) Literature: One of ENG 200, 220.

### SPEECH (3 hours)

SPCH 125

**RELIGIOUS STUDIES** (3 hours at 200 Level and 3 hours at 300 Level for Professional Psychology majors; Business Studies majors may take 6 hours at the 200 and/or 300 Level).

RS 200, 217, 218, 220, 221, 230, 240, 260, 270, 271, 280, 285, 300, 320, 324, 326, 330, 331, 335, 340, 345, 355, 356, 372, 375, 377, 380 or 385.

### SOCIAL SCIENCE / HISTORY (6 hours)

ANTH 160; HIST 107, 108, 151, 152; HUM 210; POLS 112, 113, 115, 356; PSYC 105; SOC 101, 160, 351; ECON 214; MGMT 320.

(Professional Psychology majors must take PSYC 105 and SOC 101).

### NATURAL AND PHYSICAL SCIENCES (3-4 hours)

Any of the following courses ANTH 126, ANTH 128, BIOL 103, 107, 109, 111; CHEM 113, 115; NSCI 111, 115, 122, 126, 128; PHYS 150, 201.

### INFORMATION TECHNOLOGY (3 hours)

MIS 153 (or equivalency examination).

### MORAL VALUES (3 hours)

PHIL 219, 220, 223, 224, 234, 322, 324, 325, or 340.

### AESTHETICS (3 hours)

Art 101; ENG 200, 220; SPAN 100, SPAN 101, SPAN 102, SPAN 201, SPAN 202; or any foreign language course.

The above courses have been approved to meet the outcomes as of this printing. Courses may meet more than one outcome; however, each student must take a minimum of 45 hours of General Education Courses. Special Topics courses (courses without a permanent course number or description) may be used to satisfy general education requirements, but must be approved on an annual basis by the College of Adult Professional Studies Curriculum Committee. Students should consult with their advisor before assuming a Special Topics course will meet a requirement.

## CAPS ACADEMIC PROGRAMS

(See pages 22-31 in the 2013-14 Catalog for additional information)

### BACHELOR OF ARTS IN PROFESSIONAL PSYCHOLOGY

The Bachelor of Arts in Psychology provides fundamentals of psychology, with focus in areas of demand and growth potential with concentrations in:

- **CRIMINAL JUSTICE:** Designed to provide a broad understanding of the criminal justice system and a fundamental knowledge of the social and behavioral sciences, focusing on topics such as criminology, law enforcement, corrections, public administration, juvenile justice, and counseling.
- **ORGANIZATIONAL PSYCHOLOGY:** Designed to apply the principles and science of psychology to human resources development and management, focusing on the psychology of organizations, motivations and supervision, employee selection and development, legal considerations, evaluation, and organizational development.
- **CONSUMER BEHAVIOR:** Designed to give understanding of motivation, persuasion, sales, and promotional strategy to support marketing efforts in a business environment.

### BACHELOR OF SCIENCE IN BUSINESS STUDIES

A Bachelor of Science in Business Studies gives the student an edge by preparing them for leadership roles in the business world. Learn organizational behavior, corporate planning, international business, and strategic planning with concentrations in:

- **MANAGEMENT:** Designed to endow you with the knowledge, analytic capability, critical thinking, leadership skills, and responsibility essential to successful and responsible business careers in a rapidly changing and technologically driven global business environment.
- **MANAGEMENT OF INFORMATION SYSTEMS:** MIS combines Computer Science with core business courses, and is designed to provide you with necessary skill sets in information systems project management, database management, networks, and web development to join the workforce in the various lucrative fields of information technology (IT). Coursework focuses on topics such as networks and security, systems design and analysis, database design and mining, web applications and development, and project management.

### CAPS CLASS ATTENDANCE POLICY

Accelerated hybrid courses meet for “in-class” and “online” learning; therefore, students are expected to attend all in-class sessions and to participate in all online sessions as required by the instructor. Failure to do so may be considered an unexcused absence without prior approval by the course instructor. An absence is defined as (1) failure to attend a face to face class session and/or (2) failure to submit at least one piece of graded online coursework in a given week. In the case of major emergencies (including but not limited to: serious illness/injury, military deployment and work-related travel) the professor may assign extra course work for the student. It is the student’s responsibility to communicate with professor about any circumstances that conflict with class attendance. If a student accumulates two or more unexcused absences during an eight week term, the final grade can be lowered a letter grade at the discretion of the professor.

Tardiness disrupts the class and disturbs other classmates; therefore, punctuality for all classes is essential.

### CAPS CODE OF CONDUCT

The student is expected to commit to the highest level of academic integrity when involved in and fulfilling requirements for this program. Academic dishonesty on any level and of any form will not be tolerated. This applies not only to active involvement but also to passive knowledge.

Any student involved in academic dishonesty will be dropped from the course and assigned a grade of “F” for the course. Furthermore, academic dishonesty may result in the dismissal or expulsion of the student from the program and/or University.

### CAPS CLASS SCHEDULE

The College of Adult Professional Studies offers 5 eight-week terms per year - August, October, January, March, and June. All CAPS courses are taught as evening classes meeting one night per week, with each session lasting two hours (either 5:45pm - 7:45pm OR 7:55pm - 9:55pm).

## COURSE REQUIREMENTS FOR BACHELOR OF SCIENCE IN BUSINESS STUDIES

### GENERAL EDUCATION REQUIREMENTS: (# - Refer to Page 3 of the CAPS Addendum for Course Options)

COURSE	COURSE NUMBER	CREDITS	NOTES
Foundation of Excellence	ORIN 101	3	
Mathematics	#	3	
Statistics	PSYC 235	3	
Critical Reading & Writing	ENG 110	3	
Writing & Research	ENG 120	3	
Advanced Writing & Research I / II	ENG 200 / 220	3	
Speech	SPCH 125	3	
Foreign Language	SPAN 101	3	
Computer	MIS 153	3	
Religious Studies--RS (200 Level)	#	3	
Religious Studies--RS (300 Level)	#	3	
Social Science or History	SOC 101	3	
Social Science or History	PSYC 105	3	
Natural or Physical Science	#	3	
Philosophy/Moral Values	#	3	PHIL 219, 220, 223, 224, 234, 322, 324, 325 OR 340
Aesthetics			Fulfilled by Foreign Language Requirement
<b>TOTAL HOURS FOR GER</b>		<b>45</b>	

### SCHOOL OF BUSINESS MAJOR REQUIREMENTS: (2.0 GPA in Major Required)

COURSE	COURSE NUMBER	CREDITS	NOTES
Financial Accounting	ACCT 260	3	
Managerial Accounting	ACCT 270	3	
Business Law I	BLAW 301	3	
Business Law II	BLAW 302	3	
Business Research Methods	BUS 206	3	
Principles of Microeconomics	ECON 214	3	
Principles of Macroeconomics	ECON 215	3	
Managerial Economics	ECON 420	3	
Business Writing	ENG 371	3	
Financial Management I	FIN 327	3	
Financial Management II	FIN 427	3	
Introduction To MIS	MIS 231	3	
Principles of Organization & Management	MGMT 337	3	
Business Policy Strategic Planning	MGMT 498	3	
Principles of Marketing	MKTG 311	3	
<b>TOTAL HOURS FOR MAJOR</b>		<b>45</b>	
Management or Management Information Systems Concentrations	See Next Page	15	
<b>TOTAL HOURS FOR MAJOR &amp; CONCENTRATION</b>		<b>60</b>	

### SCHOOL OF BUSINESS MAJOR-SPECIFIC ELECTIVES

COURSE	COURSE NUMBER	CREDITS	NOTES
Upper Division Business Electives		9	
Free Electives		9	
<b>TOTAL HOURS FOR ELECTIVES</b>		<b>18</b>	

**TOTAL CREDITS REQUIRED FOR BACHELOR DEGREE COMPLETION . . . . 123**



## CONCENTRATION REQUIREMENTS FOR BACHELOR OF SCIENCE IN BUSINESS STUDIES

(All Business Studies majors are required to select one of the following concentrations; 2.0 GPA required in concentration.)

### MANAGEMENT REQUIREMENTS

COURSE	COURSE NUMBER	CREDITS	NOTES
International Business . . . . .	MGMT 320	3	. . . . .
Human Resources Management . . . . .	MGMT 412	3	. . . . .
Seminar In Leadership . . . . .	MGMT 490	3	. . . . .
Practicum/Project . . . . .	MGMT 455	3	. . . . .
Upper Division School of Business Elective . . . . .	. . . . .	3	Choose School of Business Elective
<b>TOTAL HOURS FOR MGMT. CONCENTRATION</b>		<b>15</b>	

### MANAGEMENT INFORMATION SYSTEMS REQUIREMENTS

COURSE	COURSE NUMBER	CREDITS	NOTES
Data Communication . . . . .	MIS 295	3	. . . . .
Systems Analysis . . . . .	MIS 351	3	. . . . .
App & Web Development . . . . .	MIS 470	3	. . . . .
Database Design . . . . .	MIS 471	3	. . . . .
Practicum/Project Mgmt . . . . .	MIS 455	3	. . . . .
<b>TOTAL HOURS FOR MIS CONCENTRATION</b>		<b>15</b>	



## COURSE REQUIREMENTS FOR BACHELOR OF ARTS IN PROFESSIONAL PSYCHOLOGY

### GENERAL EDUCATION REQUIREMENTS: (# - Refer to Page 3 of the CAPS Addendum for Course Options)

COURSE	COURSE NUMBER	CREDITS	NOTES
Foundation of Excellence	ORIN 101	3	
Mathematics	#	3	
Statistics	PSYC 235	3	
Critical Reading & Writing	ENG 110	3	
Writing & Research	ENG 120	3	
Advanced Writing & Research I / II	ENG 200 / 220	3	
Speech	SPCH 125	3	
Foreign Language	SPAN 101	3	
Computer	MIS 153	3	
Religious Studies--RS (200 Level)	#	3	
Religious Studies--RS (300 Level)	#	3	
Social Science or History	SOC 101	3	
Social Science or History	PSYC 105	3	
Natural or Physical Science	#	3	
Philosophy/Moral Values	#	3	Choose From: PHIL 219, 220, 223, 224, 234, 322, 324, 325 or 340
Aesthetics			Fullfilled by Foreign Language Requirement
<b>TOTAL HOURS FOR GER</b>		<b>45</b>	

### LIBERAL ARTS CORE

COURSE	COURSE NUMBER	CREDITS	NOTES
Foreign Language	SPAN 102, 201, & 202	9	
Fine Arts		3	
School of Arts Electives		3	
<b>TOTAL HOURS LIBERAL ARTS CORE</b>		<b>15</b>	

### PROFESSIONAL PSYCHOLOGY MAJOR REQUIREMENTS: (Applied Psychology Concentration Required; 2.0 GPA in Major Required)

COURSE	COURSE NUMBER	CREDITS	NOTES
Cultural Anthropology	ANTH/SOC 160	3	
Personality	PSYC 219	3	
Psychopathology	PSYC 317	3	
Social Psychology	PSYC 353	3	
Correlational Research Methods & Statistics	PSYC 354	3	
Cognitive Psychology	PSYC 440	3	
Practicum In Psychology	PSYC 460	3	
Psychology Comprehensives	PSYC 497	0	
Organizational Psychology, Criminal Justice or Consumer Behavior Concentrations	See Next Page	27-30	
<b>TOTAL HOURS FOR MAJOR &amp; CONCENTRATION</b>		<b>48-51</b>	

### FREE ELECTIVES

COURSE	COURSE NUMBER	CREDITS	NOTES
Elective		3	
<b>TOTAL HOURS MAJOR SPECIFIC ELECTIVES</b>		<b>12-15</b>	Concentration in Criminal Justice requires 15 hours.

**TOTAL CREDITS REQUIRED FOR BACHELOR DEGREE COMPLETION . . . . . 123**

**CONCENTRATION REQUIREMENTS FOR BACHELOR OF ARTS IN PROFESSIONAL PSYCHOLOGY**

(All Applied Psychology majors are required to select one of the following concentrations; 2.0 GPA required in concentration.)

**ORGANIZATIONAL PSYCHOLOGY REQUIREMENTS**

COURSE	COURSE NUMBER	CREDITS	NOTES
Business Law I	BLAW 301	3	
Principles of Microeconomics	ECON 214	3	
Principles of Macroeconomics	ECON 215	3	
International Business	MGMT 320	3	
Organizational Behavior & Management OR Principles of Organization & Management		3	Choose from MGMT 352 or MGMT 337
Human Resources Management	MGMT 412	3	
Principles of Marketing	MKTG 311	3	
Industrial & Organizational Psychology	PSYC 350	3	
School of Business Elective		6	Choose School of Business Elective
<b>TOTAL HOURS FOR ORG. PSYC. CONCENTRATION</b>		<b>30</b>	

**CRIMINAL JUSTICE REQUIREMENTS**

COURSE	COURSE NUMBER	CREDITS	NOTES
Public Administration	CJ 150	3	
Criminal Justice	CJ 200	3	
Criminology	CJ 205	3	
Criminal Law	CJ 210	3	
Corrections or Policing		3	Choose from CJ 215 or CJ 220
Juvenile Justice	CJ 225	3	
Criminal Justice Elective		9	Students must successfully complete training at Police Academy and apply for Experiential Learning Credit or take Criminal Justice Elective courses.
<b>TOTAL HOURS FOR CJ CONCENTRATION</b>		<b>27</b>	

**CONSUMER BEHAVIOR REQUIREMENTS**

COURSE	COURSE NUMBER	CREDITS	NOTES
Principles of Microeconomics	ECON 214	3	
Principles of Macroeconomics	ECON 215	3	
Principles of Marketing	MKTG 311	3	
Marketing Research & Intelligence	MKTG 324	3	
Market & Consumer Behavior	MKTG 334	3	
Selling & Sales Management	MKTG 338	3	
Promotional Strategy	MKTG 433	3	
Problem Solving & Decision Making	PSYC 305	3	
Human Factors	PSYC 306	3	
Psychology of Persuasion	PSYC 453	3	
<b>TOTAL HOURS FOR BEH CONCENTRATION</b>		<b>30</b>	



# ACADEMIC COURSES

*Christian Brothers University reserves the right to cancel classes at any time due to insufficient enrollment.*

## **ENG 110. CRITICAL READING AND WRITING**

Prerequisite: Satisfactory performance on a placement test. Practice in effective writing and clear thinking at all levels, with emphasis on reading comprehension and the essay response. Specific steps include: formulating purpose, identifying an audience, thesis development, and organization of cohesive essays through the process of prewriting, composing, and rewriting. (Same as ENG 111) *One Semester; three credits*

## **ENG 120. WRITING AND RESEARCH**

This course emphasizes the process of constructing a focused, logical, coherent, well-supported thesis or point of view. The objective is to critically analyze sources and effectively integrate source material into complex arguments appropriate to audience, purpose and occasion. Students will employ prewriting exercises, correct use of source citations, and editing for clarity. This course culminates in submission of a research paper. (Same as ENG 112) *One Semester; three credits*

## **ENG 200. ADVANCED WRITING AND READING I**

Instructors select specific topics of study for this course. These will serve as mechanisms to emphasize the interconnectedness of reading and writing. Practice in analysis of information and ideas, planning and developing theses, structuring research papers, and writing bibliographies is emphasized. In addition, students read, reflect, and report on written works in order to develop and deepen analytical and argumentative writing and research skills. Course content may vary. (Same as ENG 211) *One Semester; three credits*

## **ENG 220. ADVANCED WRITING AND READING II**

As in ENGL 200, instructors select specific topics of study for this course, which will serve as mechanisms to emphasize the interconnectedness of reading and writing. Continued practice in analysis of information and ideas, planning and developing theses, structuring research papers, and writing bibliographies is emphasized. In addition, students read, reflect, and report on written works in order to develop and deepen analytical and argumentative writing and research skills. Course content may vary. (Same as ENG 212) *One Semester; three credits*

## **ALG 105. INTRODUCTORY ALGEBRA**

This course is designed for students who need a review in basic math skills. Topics include real number operations, exponents, percents, and an introduction to variables and algebraic expressions. The course does not supply any portion of the math credits required in any CBU degree program. Students may not receive credit for Algebra 105 after completing any Math course numbered 100 or above. *One Semester; three credits*

## **ALG 108. INTRODUCTORY ALGEBRA II**

This course is a continuation of Algebra 105. Topics include exponents, polynomial operations, factoring, rational expressions, and solving equations and inequalities. The course does not supply any portion of the math credits required in any CBU degree program. Students may not receive credit for Algebra 108 after completing any Math course numbered 100 or above. *One Semester; three credits*

## **ALG 118. INTRODUCTORY ALGEBRA III**

This course is a continuation of Algebra 108. Topics include graphing linear equations and inequalities, solving systems of linear equations, application problems, solving quadratic and rational equations, and radicals. The course does not supply any portion of the math credits required in any CBU degree program. Students may not receive credit for Algebra 108 after completing any Math course numbered 100 or above. Prerequisite: ALG 108. *One Semester; three credits*

## **MATH 104 INTRODUCTORY APPLIED MATH.**

This course contains introductory topics in mathematics for students in arts and business. Topics include lines, linear systems, linear programming, financial math and an introduction to statistics. Prerequisite: ALG 118 or equivalent. (Same as MATH 105) *One Semester; three credits*

## **ORIN 101. FOUNDATION FOR EXCELLENCE**

This course is designed to prepare the returning adult student to succeed in the accelerated program and includes an introduction to the concepts of study skills, personal management, and adult learning as well as the written and oral communications skills needed in the program. In addition, this course is intended to facilitate a dynamic learning opportunity for students about creating and achieving healthy living goals. Students will explore and create relationships with other participants to aid them in their end goal of creating a healthy living plan for their own use. *One Semester; three credits*

## **SPAN 100. CONVERSATIONAL SPANISH**

This course takes a blended learning approach and is designed to promote conversational fluency through proper and practical use of fundamental grammar, vocabulary, and syntax. The main emphasis will be oral communication, with fluency of oral-aural skills as the main objective. (Not open for credit to native speakers of Spanish). *One Semester; three credits*