

ST. CLARE PROFESSIONAL STUDIES PROGRAM (PS)

Degrees Offered: **Bachelor of Science, Bachelor of Arts**

Majors:

Business Administration (B.S.)

Human Services (B.S.)

Writing (B.A.)

Degree Completion Programs

The St. Clare Professional Studies Programs directed principally to meet the educational needs of non-traditional students. PS gives students the flexibility to design their degree work to achieve personal, career and life goals. Academically, PS focuses on the depth of the student's educational experience, as well as on the rigor of the classroom attained through innovative learning activities, relevant curricula and challenging instructional outcomes.

Delivery of Instruction for PS:

The St. Clare Professional Studies Program at Quincy University offer students the opportunity to complete courses as well as complete degree programs in a timely fashion without compromising other responsibilities or obligations in their lives. Using a variety of different delivery strategies, instruction is offered with the needs of the working adult in mind.

The subject matter in PS courses is the same as in their traditional equivalents. The uniqueness of PS is in the delivery of the course content. Although accelerated learning is one of the primary delivery strategies used in PS courses, it is not the only delivery strategy employed. Online and other forms of technology-enhanced courses are also incorporated into the curriculum as are weekend and short-term courses.

The University will offer support courses for PS programs to allow a student to complete the first two years of college work during the evenings and on weekends on the Quincy University campus. These courses will ordinarily be PS versions of courses listed elsewhere in the catalog. These courses will be published in the course schedule for each PS session.

PS Admissions Process:

Individuals wishing to enroll in the St. Clare Professional Studies Program must:

- be out of high school at least seven years or be twenty-four years of age
- provide official transcripts for all prior collegiate work;
- have completed an applicable Associate degree program or 60 transferable credits with a cumulative grade point average (GPA) of 2.0 or better; and
- complete a Quincy University Application for Admissions and submit it to the Office of Non-traditional and Adult Studies.

Applicants not meeting all admissions requirements for PS may request, in writing, provisional admission. For further information on protocols for provisional admissions, consult with the Coordinator of Adult Studies.

The University's Office of Non-traditional and Adult Studies will process the Application for Admission, with the student being notified in writing upon completion of the process. Upon admission to the PS, each student will be assigned an advisor who will subsequently be available to assist with developing degree completion strategies.

PS Tuition and Fees (see p. 31):

- Tuition is per semester hour. (NOTE: PS students may qualify for financial aid assistance. Contact the University's Office of Student Financial Services, 1-800-688-4295, ext. 3750, for more information.)
- A graduation application fee (non-refundable). Late or reapplication fees may also apply.

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Program Requirements:

1. General requirements for a baccalaureate degree and writing requirements, p. 8. Students who have earned the Associate in Arts or Associate in Science degree in a baccalaureate transfer program will have satisfied all freshman and sophomore general education requirements with the exception of Theology. Students enrolled in the PS are not required to complete the Service Learning requirement.
2. Applicable degree requirements specified in the curriculum of the respective disciplines.
3. 120 semester hours of approved academic coursework, including 6 semester hours of Theology.

It is possible to demonstrate competence in certain areas of study by means of the College Level Examination Program (CLEP). The PS will accept such credit providing the student scores in the 50th percentile or better in each of the examinations presented.

Quincy University will also grant credit in certain cases for professional or life experiences which can be related to specific courses at the University. Such credit is called Credit for Academically Related Experiences (CARE) and must be approved by the CARE Credit Committee and the Vice President for Academic Affairs (limited to 12 credit hours).

Students enrolled in the PS must adhere to University provisions regarding Academic Standing as indicated on p. 18 as well as those regarding graduation on p. 11.

The PS Degree in Business Administration (B.S.)

The student in the PS Business Program should be able to complete all Business courses in two academic years (eight sessions), taking courses two nights a week (two courses per session). Starting Fall 2014 all classes will be completely online. There are sixteen 3-hour courses that make up the PS bachelor degree in Business Administration. There are no program electives. A student can receive a grade lower than "C-" in only two of the major courses.

Course Descriptions

PBU 400 Economics for Managers (3)

The purpose of this course is to provide students with an understanding of various microeconomics approaches towards problem solving and decision making. The coverage includes how to interpret elasticities, how to understand the effects of price controls, how to analyze the costs of production, how much to produce and how to analyze pricing strategies based on market structures (competitive and monopoly).

PBU 401 Personal Finance (3)

This course is an introduction to personal financial planning. Financial topics include: careers, time value of money, budgeting, financial statements, use and misuse of credit, purchase decisions, insurance and healthy financial planning. Investment basics including stocks, bonds, mutual funds and asset allocation are also introduced in this course. The purpose of the course is to provide the student with fundamental principles, generalizations and theories of Personal Finance. Students will learn to utilize financial principles to maintain a stable financial future.

PBU 402 Principles of Management (3)

This course is a treatment of fundamental principles which apply to all management, regardless of the type, size or purpose of the enterprise. The course seeks to integrate the findings of behavioral science with traditional concepts of organizing, planning, leading, and controlling.

PBU 403 Financial Accounting for Managers (3)

This course is designed to help present and potential managers understand the three financial statements prepared by business: the balance sheet, the income statement, and the statement of cash flows. Topics include revenue recognition, cost assignment, asset and liability determination, and financial analysis.

PBU 405 Management Accounting (3)

This course is designed to help present and potential managers practice making management decisions using internally generated accounting and other operational and economic information. Topics include cost-volume-profit analysis, cost behavior, relevant costs for decision making, operational budgeting, and performance evaluation techniques.

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The PS Degree in Human Services (B.S.)

The Human Services major is intended for those students wanting a career in the social services or counseling fields. It equips students with the knowledge and skills to function effectively in a wide range of social service organizations and advocacy roles. Human Services graduates are currently working with abused and neglected children, the elderly, childcare and juvenile justice.

Forty-eight hours of approved coursework in the Human Services is required, including 12 hours of approved electives. Given the various areas of specialization within Human Services, individual degree plans will be developed for each student after admission to the program.

These elective courses may include: CRJ 430, CRJ 431, PHI 424 as well as other 300- and 400-level courses in Psychology and Human Services pre-approved by the program director. PSY 312 Psychopathology is required. A grade of "C-" or higher is required for all courses in the major.

Course Descriptions

HMS 301	Introduction to Professional Issues	(3)	HMS 320	Statistics & Research Methods for Human Service Professionals	(3)
Providing a comprehensive overview to the human services field, this course explores the complex political dimensions of providing services; summarizes current social policy; explores laws and ethics regulating human services; and surveys the range of services available through human services agencies. Also introduces the students to current issues in the organization, funding, and delivery of human services.			This course enables students to effectively use current research in the field to make appropriate decisions by giving them a practical understanding of research designs and methodologies, data collection, and interpretation strategies. Basic statistical concepts and techniques are also included.		
HMS 304	Lifespan Human Development	(3)	HMS 350	Management Concepts and Principles	(3)
This course covers the psychological, social, physical, and cognitive stages of human development and identifies the client's needs in each of the stages. There is special emphasis on the role of families, relationships, and social structures on human development.			This course gives a conceptual overview of the common administrative practices in social service organizations, including Organizational Structure, Strategic planning, and Board development. Ethical and legal issues of agency management will also be covered.		
HMS 305	Counseling Theory	(3)	HMS 401	Group Dynamics and Counseling	(3)
This course provides an overview of current major approaches to counseling. Emphasis is on personality theories and their applications to the counseling practice.			In this course students will develop an understanding of group dynamics and roles of group members. Group leadership skills will be explored and developed.		
HMS 306	Counseling Techniques	(3)	HMS 403	Life Style and Career Counseling	(3)
This course teaches students basic communication and counseling skills. Students will be encouraged to practice and develop their own style of counseling by incorporating at least one theoretical orientation into their practice of counseling.			Students in this course will examine theories of career development and occupational choices. Areas to be included are lifestyle development and the changing social structures.		
HMS 310	Introduction to Appraisal of the Individual	(3)	HMS 405	D: Social and Cultural Issues	(3)
This course presents an overview of the methods of assessing various attributes of a person including individual and group testing, observations, interviews and rating scales, and standardized assessment.			This course will focus on those issues which effect clients in the social services field such as ethnic diversity, poverty, subculture influences, and gender differences. Focus will also be paid to those issues found particularly in rural populations. Equivalent to SOC 300.		

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HMS 406 Substance Abuse (3)
This course will focus on the issues involved in working with those individuals involved in substance abuse. Special attention will be paid to recognizing a variety of substances and the symptoms demonstrated by those abusing these substances.

HMS W: 407 Family Dynamics/ Counseling (3)
Students in this course will be exposed to a variety of theories and techniques used in working with families. The emphasis will be on exploring family dynamics and developing the critical thinking skills needed to working with families.

HMS 411 Ethical & Legal Issues in Human Services (3)
This course provides an opportunity to explore the legal and ethical dilemmas encountered in the organization and delivery of human services in our society.

HMS 420 Practicum (3)
An individualized project/placement designed to give the student practical experience in their area of interest.

HMS 440 Crisis Intervention (3)
This course emphasizes the recognition of psychological crisis and the application of current crisis-intervention strategies to assure client safety, stabilization, and self-determination. Emphasis will also be placed on legal and ethical concerns in crisis work, professionalism, and the prevention of burnout.

HMS 450 Needs Assessment and Program Evaluation (3)
This course provides the knowledge and skills needed to conduct community needs assessment, evaluate the results, make good decisions regarding new program development, and develop methods for evaluating the effectiveness of the programs.

HMS 451 Budget, Finance & Grant Writing for Human Service Organizations (3)
This course is designed to provide the human services administrator with budget and finance concepts necessary to work effectively with the finance professionals within their organization. Basic grant writing skills will also be developed.

The PS Degree in Writing (B.A.)

The Writing major is intended to advance the writing skills of students through a cross-disciplinary approach giving a varied experience with practice in multiple types of writing. The goal of the Professional Degree in Writing (PDW) program is to promote fluency and versatility in writing through critical, creative, and strategic thinking. This degree completion program prepares students for a variety of careers that value high levels of writing proficiency.

Sixty hours of approved coursework are required with forty-eight hours in writing, six hours of theology, and six hours of electives. Courses will be offered online in a rotating schedule over fall, spring, and summer sessions. Students will work closely with their academic advisor on an individual degree plan for completion of the program.

A grade of "C-" or higher is required for all courses in the major.

Course Descriptions

PDW 311 Foundations of Style (3)
Extensive practice in diverse writing strategies with emphasis on stylistic improvement.

English Requirements

ENG 306 (W) Creative Writing: Memoir
ENG 307 (W) Creative Writing: Fiction
ENG 308 (W) Creative Writing: Poetry
ENG 380 (W) Literary Criticism

Communication Requirements

COM 210 (W) Media Writing: News
COM 330 (W) Media Writing: Online

COM 393 Writing for Advertising and Commercial Communication
COM 369 Fundamentals of Film and Scriptwriting
COM 392 Feature and Editorial Writing
COM 396 Social Media
COM 381 Principles of Public Relations
COM 382 (W) Business Communication