

# St. Clare Professional Studies Program (PS)



Business Administration  
Human Services  
Writing

## 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.

## ST. CLARE PROFESSIONAL STUDIES PROGRAM

### 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.

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## Course Descriptions

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### **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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- PBU 406 Finance for Managers I (3)**  
The finance function is taking on increasing importance in today's businesses. This course is designed to help present and potential managers make capital investment decisions with the use of spreadsheets developed in class. In addition spreadsheets will be used to forecast and manage working capital.
- PBU 407 Organizational Behavior (3)**  
A study of the principles and application of organizational theory, including individual motivation, group dynamics, interpersonal communication, leadership, organizational design, conflicts, and job satisfaction.
- PBU 408 E: Business Law and Ethics (3)**  
This course will discuss the origin, nature, and growth of law and the role that law plays in modern business. It will further examine the way that ethical reasoning is used in practical business activities.
- PBU 409 Marketing for Managers (3)**  
By using both a simulation exercise and the textbook, the world of marketing is examined from a manager's viewpoint. Emphasis is placed on strategy which includes target market selection, determining an appropriate promotion, price and distribution mix, positioning and creating a competitive advantage.
- PBU 410 Managing in a Global Environment (3)**  
This course focuses on the economic relationships among nations and the implications of such relationships for domestic economic activity and policies. The coverage includes international trade theories, foreign direct investment, balance of payments, foreign exchange, and the role of international institutions and international arrangements such as the International Monetary Fund, economic unions, and cartels.
- PBU 411 Strategic Management I (3)**  
Students will learn the theory of strategic decision making while focusing on current issues in strategic management.
- PBU 412 Strategic Management II (3)**  
This extension of Strategic Management I will combine issues learned in the first strategic management class with a virtual reality simulation. In this way the students will apply both the theory learned earlier with the application of strategic decision-making and the resulting complex business trade-offs inherent in taking risk.
- PBU 413 Quantitative Methods (3)**  
Quantitative tools are used as an aid in decision-making in this course. Major areas covered are decision trees, risk profiles, multistake-multiobjective decision-making, forecasting and linear programming.
- PBU 414 Finance for Managers II (3)**  
This is an extension of the Financial Management I course. Topics include: measurement and management of risk, the cost of capital, capital structure decisions, leasing, and mergers and acquisitions.
- PBU 415 Fundamentals of Human Resource Management (3)**  
This course will introduce students to the area of human resource management and its increasing importance in the business community. Strategic implications and competitive arguments will be presented for maintaining a high quality human resource department within an organization. It will be shown that a highly functional human resource department contributes to the smooth operations of any organization (service or manufacturing).
- PBU 416 Statistical Analysis for Managers (3)**  
Businesses use numeric data for measuring all aspects of their operations. Statistics is one of the primary tools for using numeric data. This course will focus on three areas: summarizing data, explaining the behavior of data and forecasting the future behavior of data. To the extent possible, the class will emphasize performing analysis using computerized statistical and spreadsheet packages. Prerequisite: college algebra.
- PBU 435 Investments (3)**  
Students will study principles and methods of investing in fixed income, equity and derivative securities in both the domestic and international markets and will evaluate performance of portfolios using various evaluation techniques.
- PBU 436 Real Estate (3)**  
This course is an intensive study of real estate. Topics include property rights, legal restrictions on ownership; covenants, restrictions, and easements; the legal peculiarities associated with deeds and leases; the title and closing process; fixed rate, adjustable rate and variable payment mortgages; appraisal fundamentals, financial leverage, financial alternatives and risk analysis related to income-producing properties.