

# University College

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## UNIVERSITY COLLEGE

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University College brings Sacred Heart University's resources and programs to adults, part-time students and to the community. It is also the college that develops and implements innovations in pedagogy, delivery and content.

University College administers the summer credit program, winter intersession, and an online learning program. Off-site campuses in Derby and Stamford are an integral part of the college.

A major objective for the college is to maintain and expand its position as the regional leader in providing learning opportunities to adult students. This is accomplished by stressing teaching, student service and access, responsiveness to the emerging educational needs and Sacred Heart University's mission and values. University College develops, markets and delivers certificate and degree programs designed for adult learners. It is responsive to the education needs of business, social service and professional and governmental organizations.

### Specialized Services and Programs of University College

#### **AHEAD Program (Adults in Higher Education working for Accelerated Degrees)**

AHEAD is an accelerated degree program in Business Administration and Finance. This special program provides working adults who have family and other responsibilities the unique opportunity to complete a degree in half the time

of a traditional part-time program. It consists of five terms per year. Each term is seven and one-half weeks in duration. Classes meet two nights per week in two-hour-and-fifteen-minute evening sessions, or one night per week for a four-and-one-half-hour session.

#### **Academic Services**

Academic Services are designed to assist adult students in establishing and achieving educational goals. Services include pre-admission and new-student advisement, degree planning information, academic support and referral. Academic support assistance is available in the areas of academic and peer advisement, major options and declaration, early and mid-term assessment indicators, course selection and registration.

#### **Academic Skills Assessment**

University College ensures that students in the program are well prepared to handle any and all situations connected with the college experience. Through the Jandrisevits Learning Center, placement testing is offered in Math and English; appropriate coursework is recommended; and assistance is provided in the areas of critical thinking, memory skills, problem solving, reading comprehension, test taking, time management and public speaking.

#### **Assessment of Prior Learning**

Adult learners have accumulated a wealth of experience throughout life. Sacred Heart University recognizes that knowledge and expertise are not exclusively delivered in a college classroom. University College can provide mechanisms for adult students to convert life's education to college credit. Through CLEP, DANTES and EXCELSIOR national testing, portfolio presentation, and American

Discipline	Courses Only (No Major/Minor)	Associate's Degree	Bachelor's Degree	
			Major	Minor
General Studies		Yes	Yes	

Council on Education and New York REGENTS'-sanctioned noncollegiate sponsored learning, students can earn as many as 60 credits.

### **Career Counseling Services**

Professional staff members work with students to assess abilities and interests in order to formulate a potential study plan. Emphasis is on planning for life. Services are offered to identify and establish career goals, address current career issues and research new options. In-depth career consultation, testing and resumé assistance are available on an appointment basis. As students progress through the academic program, assistance in the disciplines necessary for securing the optimal career position is offered as required.

### **Financial Assistance Services**

The Office of Student Financial Assistance counsels students regarding all of the options available to meet the cost of education. By combining grant money, government-subsidized loans, low-interest loans, deferred payment plans, employer reimbursement opportunities, VA eligibility programs, VISA, MasterCard, and American Express financing, a plan will be designed for the specific requirements of each student.

### **Curricular Formats in University College**

University College allows students to pursue undergraduate study in a variety of formats. Classes are offered at Sacred Heart University campuses in Fairfield, Stamford and Derby. Students can elect from the following choices:

#### **Accelerated Classes**

Traditional collegiate study terms run anywhere from 15 to 18 weeks. University College can consolidate class time periods to speed up course completion. Depending on the course, students can choose 5½- or 7½-week terms, with class meetings either once or twice per week, intensive sessions of varying lengths or a weekend schedule.

Many students are able to accumulate more than 30 credits in just one year.

### **Online Learning Web Site**

Sacred Heart University's Online Learning is an Internet-based teaching/learning experience. The University uses Blackboard as its learning platform. Blackboard is educational software which provides a user-friendly interface, with simple point-and-click access to course content, collaborative workspaces, and online resource centers. It is available 24 hours a day and allows for easy information flow between student and instructor. Courses require that students work independently and interdependently with their instructor and with fellow students. A commitment to do this is required of the students in order to sustain their participation. Participants must maintain their own access to the Internet, with e-mail capability and have Microsoft Word or compatible word processing software.

### **Guided Independent Learning**

University College provides qualified students the option to engage in advanced or specialized independent study in a given academic area. Faculty members guide students through all phases.

### **Traditional Semester Study**

Adults who prefer standard course presentation and time intervals can elect to tailor their programs in the traditional format, both during the day and in the evening. Many students "mix and match" course delivery formats, depending on subject, content and degree of difficulty.

### **Weekend University**

The Weekend University offers University core curriculum courses that facilitate the pursuit of a degree. There are two sessions offered in an alternating weekend schedule, allowing students to take two courses per semester in this format.

## Baccalaureate Degree in General Studies

The General Studies program was developed specifically for adult students interested in custom-designing their own multidisciplinary curriculum. It allows students to investigate areas of study that best serve their life and/or work situation. Students select courses from either one or two broad areas of study. With the help of a faculty advisor, a cohesive plan of study, which culminates in a project to synthesize the learning experience, is designed. Classes may be taken in any number of formats.

### Program Structure

Students select 36 major credits from either one or two broad areas of study plus a capstone project (3 credits). The broad areas of study are:

- Arts and Humanities
- Natural Science, Numerical and Symbolic Reasoning
- Professional Studies
- Social Science

A capstone project course is required at the end of the program to synthesize learning. In developing the General Studies major, students, with the help of a faculty advisor, formulate a comprehensive plan of study. This ensures the pursuit of a meaningful program rather than a collection of unrelated electives.

### Course Scheduling

Students may select courses from the University's regular day and evening offerings in the Fall, Spring and Summer terms. Students can also take courses in an accelerated format, as well as on weekends. The program is available at the main campus in Fairfield, with selected courses offered at the Stamford and Derby campuses.

### Qualifications for Admission

Admission to the General Studies program is open

to individuals with a high school diploma or its equivalent. Students who already have transfer credits are also welcome.

### Curriculum

In addition to the 39 credits in the major, there is a 54-credit University core curriculum and 27 credits of general electives. Credit through CLEP, DANTES and EXCELSIOR exams and through the Assessment of Prior Learning Program is also available.

## Credit Certificate Programs

Sacred Heart University offers credit certificate programs as a short-term goal and as a way to enhance students' knowledge and skills in a particular area, by providing specialized in-depth instruction. Credits earned can be later applied to an associate or baccalaureate degree program. Programs available are: Administrative/-Information Management, Computer Science, Financial Management, International Business, Information Technology, Marketing and Supervision.

### Certificate Program in Administrative/Information Management

The certificate program in Administrative/Information Management prepares professionals to work in and manage an office productively. Individuals with business sense, organizational skills, management know-how, computer ability and communications expertise are in great demand. This course of study prepares individuals to work in positions as administrative support personnel, potential office managers, trainers and information personnel.

### Required Courses\*

BU 201 Organization Management

BU/CA 221 Business Communications

CS 100 Introduction to Information Technology

CS elective in consultation with department chair  
BU elective in consultation with department chair

\*Work experience may be substituted for one of the five courses listed at the discretion of the appropriate faculty chairperson.

## **Certificate Programs in Computer Science and Information Technology**

The Computer Science and Information Technology certificate programs provide a foundation for scientific use of computers and information technology applications. Students earn a certificate by completing six courses from either the regular computer science option or the information technology option, provided that the prerequisites are met.

### **Computer Science**

CS 111 Introduction to Structured Programming

CS 112 Data Structures

CS 241 Advanced Programming Concepts Using "C"

CS 312 Software Engineering

CS 341 Analysis of Algorithms

or

CS 233 Visual Basic

CS 366 Object-Oriented Programming (OOP) in C++

### **Information Technology**

CS 101 Web Design and Visual Tools

CS 102 Multimedia for Non-Majors

or

CS 331 Multimedia Applications

CS 111 Introduction to Structured Programming

CS 112 Data Structures

CS 233 Visual Basic

CS 368 Microsoft Windows NT

### **Certificate Program in Financial Management**

Individuals wishing to pursue careers in finance or change career paths and move into financial

positions benefit greatly from this uniquely designed certificate program. The course of study is also of value to those who hold jobs in finance but need more in-depth knowledge.

The curriculum is designed to develop knowledge and skills for professional positions in financial, corporate, governmental and nonprofit institutions. The certificate is earned by taking a series of five courses in Financial Management and related topics and earning a C or better in each course. Students who successfully complete two basic Accounting courses, such as AC 101 and AC 105, or their equivalent, are eligible. Each course can be taken for credit. Courses apply to certain associate degree programs, and can be applied toward a Bachelor of Science degree in Finance.

### **Required Courses**

FN 215 Financial Management

FN 251 Corporate Finance

FN 314 Financial Analysis

FN 315 Investments

FN 316 International Financial Management

### **Certificate Program in International Business**

This certificate program is designed to provide individuals with intensive training in the fundamentals of international business. Interested individuals who work in the international realm of business or who wish to prepare for positions in international business, as well as experienced individuals wishing to make career changes, may find this certificate extremely beneficial. Credits earned in this program can be applied to an associate or baccalaureate degree. The curriculum consists of five, three-credit courses, two of which are required, and three electives in the International Business area.

### **Required Courses**

BU 201 Organization Management

IB 278 Principles of International Business

## **Electives**

BU 257 Business Ethics  
EC 303 Global Macroeconomics  
EC 322 International Economics  
EC 344 Comparative Economic Systems  
FN 316 International Financial Management  
EC/FN 386 Japan: The Economic and Financial System  
IB 203 Intercultural Management  
IB 233 International Business Law  
IB 264 International Marketing

## **Certificate Program in Marketing**

This certificate program provides an opportunity to secure in-depth marketing knowledge and to apply these credits to a degree program in Business Administration.

The curriculum consists of five, three-credit courses, two of which are required, and three electives. Students who do not have at least three years of responsible business experience must take BU 201 (Organization Management) and BU 202 (Organizational Behavior) as prerequisites for the Marketing certificate program.

## **Required Courses**

MK 261 Principles of Marketing  
MK 262 Principles of Advertising

## **Electives**

IB 264 International Marketing

MK 263 Principles of Retailing and Merchandising  
MK 286 Consumer Motivation  
MK 296 Marketing/Consumer Law  
MK 299 Special Topics in Marketing  
MK 361 Marketing Management  
MK 362 Marketing Research  
SM 265 Sport Marketing

## **Certificate Program in Supervision**

This unique certificate program is designed for individuals who supervise the operation of a department, unit or section, or for those intending to hold supervisory positions.

This program will enhance or develop the supervisory skills needed to operate effectively and efficiently in business. Whether students hold this type of position now or may someday be promoted to this capacity, they will develop the ability to comfortably interact with subordinates and supervisors and effectively perform supervisory functions.

## **Required Courses**

BU 201 Organization Management  
BU 202 Organizational Behavior  
BU 257 Business Ethics  
BU/CA 221 Business Communications  
or  
CA 131 Interpersonal Communication  
HR 207 Management of Human Resources