

University College



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 makes undergraduate degree programs available to part-time students. It is also the college that develops and implements innovations in pedagogy, delivery and content.

University College administers continuing education, the summer credit program, winter intersession and a Master of Arts in Learning Program and online learning. Through its Center for Professional Development, it designs and delivers conferences, institutes and non-credit courses, including certificate programs, to area individuals, organizations and businesses. Additionally, satellite campuses in Derby, Shelton, and Stamford are an integral part of the college. Corporate on-site programs are offered at Sikorsky Aircraft, Bridgeport Hospital, St. Francis Medical Center, and People's Bank. More than 3,000 part-time students currently study at Sacred Heart University through University 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 innovative non-credit, continuing education, certificate and

degree programs designed for adult learners. It is responsive to the education and training needs of business, social service and professional and governmental organizations.

University College works with area business by marketing its services and providing in-house corporate education programs.

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 declara-

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

tion, early and mid-term assessment indicators, course selection and registration. There is always someone there to provide support and guidance for students in University College.

Academic Skills Assessment

University College makes sure 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 course work 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 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.

Curricular Formats in University College

University College allows students to pursue undergraduate study in a variety of formats, which may be used exclusively or combined to facilitate the most comfortable, expedient and optimal route to degree completion. Classes are offered at Sacred Heart University campuses in Fairfield, Shelton, 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

With the dawn of the 21st century and technological advances, college instruction is no longer limited to a campus classroom. Through the Internet and the world wide web, students can access knowledge from a personal computer in the workplace, the home or even the backyard. University College offers opportunities for the alternative delivery of course materials and student interactions in any number of forms. University College can make degree completion an integral part of today's future.

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.

Financial Assistance Services

The University Office of 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.

Weekend University

The Weekend University offers University core curriculum courses that facilitate the pursuit of a degree for an adult who has difficulty attending classes during the week. Classes are offered every second weekend, and an accelerated schedule is available for those students interested in attending every weekend.

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 Shelton, 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.

Bachelor of Science in Leadership Studies

The Bachelor of Science degree in Leadership Studies at Sacred Heart University is an interdisciplinary program that studies leadership both as a growing body of knowledge in itself and a theme that brings together the content of many traditional disciplines. The program integrates liberal arts such as history, art, literature, philosophy, reli-

gion, sociology, psychology and political science throughout the curriculum.

The program is designed for working adults who bring to the classroom significant work and life experience, and prior post-secondary study. It emphasizes learning and learning outcomes, integrates thought and action and relies upon the emerging concepts of adult learning. The development of specific leadership skills necessary in today's ever changing world is emphasized. These skills include the ability to use technology, to work with others and in teams and an understanding of diverse and global social structures, self-management skills and the motivation to make a difference and act ethically.

Graduates of the Bachelor of Science in Leadership Studies program will be aware of the traditions that have shaped their personal, social and spiritual lives. They will have an informed and critical outlook on personal, professional and civic issues, and will possess the intellectual tools for understanding personal, professional and civic change. They will have an understanding of the implications and contexts of their actions, and will have the ability to understand the nature of power, influence and authority in their public and private lives. This degree program is available in an online format and/or in a traditional classroom setting.

Bachelor of Science in Leadership Studies Major Requirements (33 credits)

- LS 100 Adult Learning Seminar
- LS 110 Research and Qualitative Analysis
- LS 182 Leading in a Diverse Society
- or
- LS 230 Leadership In a Global Environment
- LS 200 Leadership Theory
- LS 210 Personal Leadership Style

- LS 240 Leadership and Change
- LS 250 Ethics and Leadership
- LS 300 Capstone: Leadership Seminar
- LS 301 Capstone: Applied Research in Leadership
- Two Leadership electives

Associate in Arts General Studies

Emphasis Requirements (15 credits)

- LS 100 Adult Learning Seminar
- LS 200 Leadership Theory
- LS 250 Ethics and Leadership
- Two Leadership electives

Course Descriptions

LS 100 Adult Learning Seminar 3 CR

An examination of adult learning theories and learning styles, and their applications to personal, community and work settings, with special attention to the relationships between adult learning theories and theories of leadership. Central concerns of this class include the relationship between experience and learning, and learning in social organizations.

LS 110 Research and Qualitative Analysis 3 CR

A course designed to develop an appreciation of the practical value of research, and to enable students to become informed consumers of research. Students learn to use college-level research methods with comfort and competence. The course develops students' abilities in a number of research methodologies, including practical research design methods. Emphasis is placed on qualitative research and analysis.

LS 181 Team Building and Group Dynamics 3 CR

Examines common approaches to group theory from a Leadership Studies perspective. Students examine ways that groups and teams function and

the dynamics of influence, power and authority in small group settings. Special emphasis is placed on social implications of team-building techniques and theories of group dynamics. *Prerequisites:* LS 100 and LS 200

LS 182 Leadership in a Diverse Society 3 CR

Critically examines culturally distinct philosophies of leadership and the challenge of mediating and merging differing leadership traditions in a multi-ethnic, pluralistic society. Special attention is paid to the history of culturally and ethnically diverse civic societies and contemporary American social issues of diversity, ethnicity and assimilation. The course also focuses on the challenges of exercising and responding to leadership in multicultural environments. *Prerequisite:* LS 200

LS 200 Leadership Theory 3 CR

This course explores numerous theories of leadership, ranging from those squarely in the “Leadership Studies” mode to implied theories of leadership in political, social, personal development and religious philosophies. Special attention is paid to the ways that individuals exercise—and respond to—power, influence and authority, in public and private settings.

LS 210 Personal Leadership Style 3 CR

Introduces students to analytical tools for evaluating their personal resources and opportunities for leadership and the habits of leadership and fellowship already present in their own personal lives. Topics include the relevance of leadership style to various social and professional environments and challenges; theories of leadership implicit in mentoring and personal development relationships; and the significance of leadership theory to family, community and professional goals. Students examine the ways in which they exercise—and respond to—power, influence and authority in public and private settings. *Prerequisites:* LS 100 and LS 200

LS 220 Leader Practices 3 CR

Focuses on the applications of leadership principles within organizational and community contexts. The concepts of leadership behavior and development are examined. Students develop a critical understanding of the practice of leadership. *Prerequisites:* LS 200 and LS 210

LS 230 Leadership in a Global Environment 3 CR

Critically studies leadership models from various nations and cultures. Students look carefully at the theories of leadership implicit in social, business and government practices and consider a number of theories of mutual cultural influence in the process of cultural change. The course examines the social forces that drive change, both locally and globally. A recurring theme of the course is a dialogue between those who believe in social relativism and those who believe in a single standard of social and human rights. *Prerequisites:* LS 200 and LS 210

LS 232 Leadership and Technology 3 CR

Explores the relationship between leadership and technology in a dynamically changing business environment. Through case studies, the student explores various analytical tools utilized by today’s business leaders in the implementation of a technology. Emphasis is placed on how technology affects a leader’s ability to develop and implement a business strategy. *Prerequisites:* LS 200 and LS 210

LS 240 Leadership and Change 3 CR

This course centers around theories of social and organizational change, ranging from classical philosophical and political texts to contemporary handbooks of social movements, and how-to guides for advancing change in business. Students also critically examine varieties of self-help and therapeutic practices in the light of leadership theories. At the center of the course is the question, How do leaders act as agents of change? *Prerequisite:* LS 200

LS 250 Ethics and Leadership **3 CR**
 Studies the ethics and moral content of leadership theories and techniques. Students participate in a broad consideration of the moral function of civil society, as well as examine the theories of leadership implicit in religious, political and social traditions. Other topics include the moral obligations of leaders and followers in various contexts, including government, education, family and community development. *Prerequisite:* LS 200

LS 255 Business Leadership **3 CR**
 A critical study of leadership theories as they apply to the workplace and the broader issues of business management and development. Special emphasis is placed on understanding practical techniques of business leadership in a critical context. Issues of global integration of markets, and the social dimensions of public and private sector policy decisions are also considered. *Prerequisite:* LS 250

LS 256 Community Leadership **3 CR**
 Examines the nature of leadership within community organizations, with special attention paid to the structure of community organizations and agencies ranging from the grassroots to the large national organizations, from rural to urban, and from long-standing traditional organizations to start-up social ventures. Special attention is paid to the implicit theories of leadership at the center of different types of community organizations and to the potentials for change outside the institutional shelter of organizations. *Prerequisite:* LS 250

LS 257 Church Leadership **3 CR**
 Examines the concept of servant leadership, specifically as it finds expression in charismatic, prophetic, pastoral and administrative forms within the Christian community. Special attention is given to the formative role of both the Hebrew Scriptures and the New Testament, as well as to the roles of professional ministers, charismatic individuals and the community itself as they relate to

the exercise of leadership within various models of the Church.

LS 258 Educational Leadership **3 CR**
 Critically applies the issues of leadership in the context of our educational organization in our current social environment. The political, social and economic contexts of educational organizations are explored, as are the various leadership roles in education. *Prerequisite:* LS 250

LS 260 Biographies: Leadership in History **3 CR**
 Emphasizes historical examples of leadership, through biographies. Students study the lives of individuals in relation to theories of leadership, social change, personality development and historical context.

LS 265 Leaders in Literature **3 CR**
 Following a case study approach, students examine leadership and leaders in classical and contemporary literature. Special attention is paid to the techniques that authors use to create environments and characters in their works and the ways that these techniques illuminate the values and the limitations of leadership.

LS 270 Executive Leadership **3 CR**
 Examines classical and contemporary ideas about how individuals lead large groups, especially in the social and political context. A review of business leadership theory, as well as principles of leadership drawn from political science and the study of social activism, is central to this course. Topics also include decision-making and communications skills, as well as decision and communications theory. The central concern of the course is the question, How do effective leaders lead, and what ideas about the nature of leadership help them do it?

LS 275 Women and Leadership **3 CR**
 Explores the relationship between leadership and gender, with special consideration given to the

question of whether women lead differently than men. Broad questions of social opportunities and personal development are considered in relation to gender and leadership theory. Other topics include gender and family roles, gender and community leadership, and the social effects of gender discrimination.

LS 280 Leaders in Protest 3 CR

Considers the specific methods and accomplishments of protest leaders in the 20th century. Close attention is paid to the language of leadership in pursuit of social change and the assessments of the personal goals and philosophies of notable protest leaders. Students consider the relative successes and failures of protest leaders in the light of leadership theories, and examine the long-term impact of changes wrought by leaders of protest movements in this past century.

LS 290 Entrepreneurial Leadership 3 CR

Examines concepts and leadership styles necessary to become a successful entrepreneur and small business owner. Students research and learn facets of entrepreneurialism such as market entry, skill requirements, feasibility study, financing requirements, staffing and operations. Students will conduct a research project interviewing existing entrepreneurs and small business owners to determine concepts and skills needed for success. Students prepare an entrepreneurial business plan based on an agreed business concept. The project and business plan are to be typewritten and spaced with appropriate margins for comments and notations.

LS 300 Capstone: Leadership Seminar 3 CR

A capstone project in which students propose and carry out a significant leadership project. It includes preparing a bibliography, a theoretical context for the leadership project and a practical framework for measuring its success. The project also requires a clear articulation of the project's purpose, the people who will be affected by the project and a methodology for evaluating and

refining the project as it unfolds. Finally, the project is reviewed by faculty and peers, and a final evaluation of the goals and achievements of the project is prepared by the students. *Prerequisites:* LS 110 and completion of all major courses

LS 301 Capstone: Applied Research in Leadership 3 CR

A written and oral presentation of the final evaluation of the goals and achievements of LS 300. *Prerequisite:* LS 300

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. These programs provide specialized in-depth training and 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 103 Business: Its Nature and Environment
 BU 201 Organization Management
 BU/CA 221 Business Communications
 CS 100 Introduction to Information Technology
 CS 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/BU 278 Principles of International Business

Electives

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/BU 203 Intercultural Management
 IB/BU 233 International Business Law
 IB/MK 264 International Marketing
 IB/BU 302 Ethics and International Business Policy

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

MK 263 Principles of Retailing and Merchandising
 MK/IB 264 International Marketing
 MK/SM 265 Sport Marketing
 MK 286 Consumer Motivation
 MK/LW 296 Marketing/Consumer Law
 MK 299 Special Topics in Marketing
 MK 361 Marketing Management
 MK 362 Marketing Research

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/CA 221 Business Communications
 or
 CA 131 Interpersonal Communication
 HR 207 Management of Human Resources
 HR/LW 236 Employee/Employer Law

Center for Corporate Education

The Center for Corporate Education is a freestanding division of University College at Sacred Heart University. The mission of the center is to partner with corporations, governmental entities and not-for-profit organizations, to (1) establish and maintain "corporate universities" and other means of fostering a continuous learning environment and the development and transfer of knowledge tied to business goals; (2) design and deliver training and development education programs through both in-person and distance learning methodologies; and (3) enhance their internal organizational and institutional capabilities through the provision of consulting and advisory services. In addition, the center serves the needs of the general public through open enrollment training programs and seminars.

Examples of services offered by the Center for Corporate Education:

- Partnership in the development, definition and implementation of a learning environment aligned to an organization's strategy.
- Review and assessment of an organization's technology-related learning environment.
- Curriculum development, implementation and assessment.

- Assistance in the development of a corporate university.
- Assessment and incorporation of technology-based training mediums and distance learning.
- Applied research.
- Management consulting and advisory services.
- Customized briefings, seminars and training programs.
- Public briefings/open enrollment seminars.
- Conference/meeting facilities.

For further information about the center and its services contact: Director, Center for Corporate Education, phone: 203-371-7834; fax: 203-365-7500.

Center for Professional Development at University College

The Center for Professional Development offers a variety of learning opportunities on a non-credit basis. To accommodate today's busy adult, programs are offered during evenings, weekends and weekdays. Classes, workshops and seminars are offered on the main campus and at the University's other facilities including the Derby and Stamford campuses.

The Center for Professional Development also provides customized on-site training for employers that is affordable, tailored to meet specific needs and conducted at the employer's convenience.

Course offerings are diversified and include topics in personal growth and enrichment, exploration of new interests, investigation of new careers, development of business networks, enhancement of job skills or development of new skills to enter a new field. New Professional Development classes, institutes, workshops and seminars are being developed constantly. The following list represents typical program offerings. Specific scheduling and

information is available through University College at 203-371-7830 or toll-free in Connecticut at 1-888-SHU-EDU-1.

Professional Development Courses, Workshops and Seminars (non-credit, continuing education units are available)

Non-credit Certificate Programs

Administrative Assistant
Business and Interpersonal Communications
Computer
Customer Service
English as a Second Language
Gerontology
Human Resources
Interior Decorating and Design
Leadership
Management
Marketing Management
Sales and Marketing
Supervisory and First Line Management Skills
Travel Agent

Professional Development Programs

Professional development programs are offered in areas such as:

Art
Business
Computer
Exam Preparation
Finance
Languages
Management
Personal Growth
Real Estate
Web Design

