

DIVISION OF CONTINUING ADULT AND PROFESSIONAL STUDIES

The **Division of Continuing Adult and Professional Studies** (CAPS) offers a wide range of degree, certification, professional, and continuing education programs in seminar, online, and/or blended formats.

Liberal Studies Accelerated Degree Programs

The **Liberal Studies Accelerated Degree Program** at Neumann University has been serving adult students in the Delaware Valley since 1974. The program is designed to provide adult learners who may have earned some previous college credits or who did not attend college after high school the opportunity to complete the Bachelor of Arts, Bachelor of Science, or Associate of Arts degree. The uniqueness of this educational opportunity is found in the program's 6-credit seminar courses, which enable working adult students to attend classes one night a week and receive six credits toward their degree. These seminars blend learning approaches in an evening, online, and/or hybrid format, thereby allowing students to learn theoretical material and apply that theory through the development of an Experiential Learning Project. Often projects can be developed that are helpful to students at their place of employment or with their personal or career goals. Students may attend day or evening classes or a combination of these on either a part-time (1–11 credits) or full-time (12–19 credits) basis.

Liberal Studies courses are available in the Fall, Spring, and Summer semesters.

Program Outcomes

In addition to meeting the *Goals and Learning Outcomes* of Neumann University's Core Curriculum, as described on pages 87-88 of this catalog, and upon completion of all degree requirements, graduates of the Liberal Studies Degree Program are able to:

- Utilize writing skills developed through written assignments in a variety of disciplines as well as in work and life situations.
- Use oral communication effectively in daily living.
- Think critically and creatively about problem solving.
- Combine life and classroom experiences in seeking new career directions.
- Assume responsibility for continuing a lifetime of learning.
- View the diversity of cultures and peoples in the world through many perspectives.
- Initiate, design, and complete research papers.
- Develop Experiential Learning Projects which complement seminar subjects.
- Apply the body of knowledge learned in a selected area of concentration to work environments and life situations.

Admission Criteria

Any student 21 years or older who has either completed high school or earned a GED may apply to the Liberal Studies Accelerated Degree Program. Application procedures are detailed in the *Admissions Information* section of this catalog.

Progression Criteria

Students in the Liberal Studies Accelerated Degree Program must maintain a cumulative GPA of 2.00 to progress through the program.

Special Features

The Liberal Studies Accelerated Degree Program offers many additional options for acceleration in addition to the 6-credit seminars. These options include:

- Portfolio Assessment of prior college-level learning.
- Challenge Examinations.
- CLEP Examinations.
- Credit for course work completed through the Department of Defense/DANTES or from corporations offering courses which have been evaluated for credit by the American Council on Education (ACE).
- Independent Study.
- Cooperative Education/Internship experiences.

For additional information about any of the above options, please consult the appropriate section of this catalog or contact the Liberal Studies Accelerated Degree Program Office at 610-361-5440.

Students may choose to work toward an Associate of Arts degree either as a terminal degree or to design their course work in such a way that courses for the Associate of Arts degree fully articulate with the requirements for either the Bachelor of Arts or Bachelor of Science degree in Liberal Studies. An additional 60 credits are required beyond the Associate of Arts to complete the bachelor's degree.

Tuition Information

Tuition for all six-credit seminar courses is calculated on a per-credit basis. For additional information, please consult the *Tuition and Expenses* section of this catalog.

Degree Requirements

In addition to the University's general requirements for graduation, the following must be completed:

- **For the Bachelor of Arts or Bachelor of Science:** A minimum of 120 credits in Liberal Studies with a 2.00 minimum cumulative GPA.
- **For the Associate of Arts:** A minimum of 60 credits in Liberal Studies with a 2.00 minimum cumulative GPA.

Liberal Studies Accelerated Degree Programs: Core Curriculum and Self-Designed Options

In preparation for the writing and research requirements of all six-credit seminars, LSENG 190 and LSLIT 110, or their equivalent, must be taken prior to registering for any other six-credit seminar.

LSENG 190*	Research Techniques.....	6 credits
LSLIT 110*	Literature and the Adult Experience.....	6 credits
LSMAT 200*	Contemporary Mathematics.....	6 credits

One of the following courses for either the A.A. or B.A./B.S.*6 credits

LSANT 200	Anthropology and Contemporary Human Problems	
LSPSY 200	Introduction to Psychology	
LSSOC 200	Dynamics of Social Change	
LSSCI 200*	Science and Society.....	6 credits
LSREL 200*	Ideals in Conflict	6 credits

One of the following courses for the A.A.*6–12 credits

(BOTH are required for the B.A./B.S.)

LSHST XXX	History	
LSHUM 200	Human Potential and the Arts	
LSHUM 201-210	Foreign Language and Culture	6 credits
LSINT 490	Themes in Interdisciplinary Study.....	6 credits

**Required for the Associate of Arts (A.A.) degree.*

TOTAL CORE CREDITS FOR THE A.A.42 credits

TOTAL CORE CREDITS FOR THE B.A./B.S.60 credits

Students may self-design the remaining credits or select one or more concentrations. Concentrations may only be selected by those students who are pursuing either a Bachelor or Arts or Bachelor of Science degree.

**TOTAL MINIMUM A.A. CREDITS
UPON GRADUATION60 credits**

**TOTAL MINIMUM B.A./B.S. CREDITS
UPON GRADUATION120 credits**

Academic Concentrations

Academic concentrations are available with either the B.A. or B.S. degrees in Liberal Studies and consist of five 6-credit seminar courses which total 30 credits. The first of these five courses is an introduction to the specific discipline, and the last is a capstone course which provides current information about the discipline. Three other courses dealing with discipline-specific topics complete the concentration. These academic concentrations may also be taken as Certificate Programs, independent of a degree. The curricular requirements for the academic concentrations listed below are presented in their required sequence. All requirements for any academic concentration or Certificate in the Liberal Studies Accelerated Degree Program must be completed with a grade of “C” or better; and a minimum 50% of all required credits must be earned at Neumann University. In addition, the student must also maintain a minimum cumulative GPA of 2.00 as well as secure the approval of the Dean. For additional information, please refer to the *Certificate Programs* section of this catalog for admission criteria and to the *Course Descriptions* section for prerequisite information.

Business Administration

Requirements	Credits
LSBUS 200	Introduction to Business Administration.....6
LSBUS 220	Introduction to Human Resource Management6
LSBUS 240	Legal Environment of Business.....6

LSBUS 260	Accounting Principles and Practices	6
LSBUS 300	Current Issues in Business Administration	6
	Total	30

Criminal Justice

Requirements		Credits
LSCJ 200	Ethics and Franciscan Dimensions of Peace and Justice	6
LSCJ 220	Judicial Process and the Law	6
LSCJ 240	White Collar and Organized Crime	6
LSCJ 260	Corrections and Rehabilitation	6
LSCJ 300	Victimology and the Psychology of Crime	6
	Total	30

Health Care Administration

Requirements		Credits
LSHCA 200	Introduction to Health Care Administration.....	6
LSHCA 220	Public Policy and Legal Aspects of Health Care Administration	6
LSHCA 240	Long-Term Care Administration.....	6
LSHCA 260	Managed Care Systems.....	6
LSHCA 300	Current Issues in Health Care Administration	6
	Total	30

Human Resource Management

Requirements		Credits
LSHRM 200	Introduction to Human Resource Management	6
LSHRM 220	Legal Issues in Human Resource Management	6
LSHRM 240	Leadership and Strategic Planning in Human Resource Management	6
LSHRM 260	Compensation and Benefits	6
LSHRM 300	Current Issues in Human Resource Management	6
	Total	30

Accelerated Baccalaureate Degree Completion Programs

In addition to the Liberal Studies Degree Program, the Division of Continuing Adult and Professional Studies also offers the following accelerated baccalaureate degree completion programs for the adult learner:

- Bachelor of Arts: Behavioral Science
- Bachelor of Science: Health Care Administration
- Bachelor of Science: Human Resource Management
- Bachelor of Science: Organizational Leadership

Each of these accelerated baccalaureate degree program options requires that students successfully complete the Liberal Studies Core Curriculum (60 credits), specified six-credit seminar course requirements that are unique to each discipline, as well as designated General Elective credits. Each baccalaureate program option adheres to the same Admission Criteria, Progression Criteria, Special Features, Tuition Information, and credit/GPA requirements as previously described in the *Liberal Studies Degree Program* section. The accelerated baccalaureate degree programs that are described below may not fulfill specific entrance requirements for graduate-level study. Adult learners who intend to pursue a graduate degree in psychology, business, health care, or leadership should identify, as applicable, an intended graduate school's specific admissions and/or curricular requirements so that appropriate foundational and/or transfer equivalencies can be determined.

Bachelor of Arts: Behavioral Science

The Bachelor of Arts in Behavioral Science provides a foundation in the study of psychology and the behavioral sciences. An integral component of this degree program requires students to utilize resources from related professional environments in order to complete in-depth Experiential Learning Projects (ELP) that focus on the applications of psychology, human development, as well as communication and counseling.

Program Outcomes

Upon successful completion of the accelerated Bachelor of Arts degree program in Behavioral Science, and in addition to the outcomes of the Liberal Studies Degree Program, students will be able to:

- Define and provide examples of terminology in psychology and related disciplines.
- Articulate theories of practice in psychology and related disciplines.
- Describe and compare various theoretical perspectives of psychopathology.
- Articulate the process of human growth and development.
- Apply knowledge and theories of psychology to real-life situations.
- Demonstrate communication skills in group and interpersonal settings.
- Identify and discuss the impact that current societal, economic, and global events have on the field of behavioral science.

Course Requirements (in addition to the Liberal Studies Core Curriculum)*

LSPSY 200	Introduction to Psychology.....	6
LSPSY 220	Human Development.....	6
LSPSY 240	Psychopathology, Diagnosis, and Remediation.....	6
LSPSY 245	Interpersonal and Group Processes.....	6
LSPSY 260	Topics in Clinical Counseling.....	6
LSPSY 300	Current Issues in Psychology.....	6
LSPSY 346	Theories of Personality Development.....	6
	Total.....	42

General Electives*18

** Transfer credit in related disciplines and documented prior learning may be evaluated to satisfy either specific course and/or General Elective requirements.*

TOTAL REQUIRED CREDITS120

Bachelor of Science: Health Care Administration

The Bachelor of Science in Health Care Administration provides an overview of health care operations through an examination of leadership skills, competencies, and knowledge for effective leadership and management in the field of health care administration. Areas of study include policy, law, managed care, strategic planning, assessment, technology, moral and ethical issues, quality, governance and management structures, as well as safety and performance evaluation. Students also are required to complete in-depth Experiential Learning Projects (ELP) which explore different areas of interest in health care, such as newly identified career alternatives or work-related projects which incorporate practical applications of the topics that have been learned in class.

Program Outcomes

Upon successful completion of the accelerated Bachelor of Science degree program in Health Care Administration, and in addition to the outcomes of the Liberal Studies Degree Program, students will be able to:

- Articulate the evolution of health care as an industry.
- Define the role of health care policy at both the federal and state government levels.
- Discuss governance and management structures within hospitals and other health care settings.
- Describe key processes that constitute the daily operation of a health care organization.
- Discuss examples of moral and ethical dilemmas in a health care setting.
- Describe laws and implications that impact current practices in health care administration.
- Articulate current global issues in health care organizations.
- Demonstrate communication skills in appraisal processes.
- Define effective leadership by illustrating the skills, knowledge, and competencies which are needed in order to be an effective health care administrator.

Course Requirements (in addition to the Liberal Studies Core Curriculum)*

LSHCA 200	Introduction to Health Care Administration.....	6
LSHCA 220	Public Policy and Legal Aspects of Health Care Administration.....	6
LSHCA 240	Long-Term Care Administration.....	6
LSHCA 260	Managed Care Systems.....	6
LSHCA 300	Current Issues in Health Care Administration	6
LSHRM 240	Leadership and Planning in Human Resource Management	6

LSMGT 356	Appraisal, Coaching, and Counseling	6
	Total	42
General Electives*:		18
* <i>Transfer credit in related disciplines and documented prior learning may be evaluated to satisfy either specific course and/or General Elective requirements.</i>		
TOTAL REQUIRED CREDITS		120

Bachelor of Science: Human Resource Management

The Bachelor of Science in Human Resource Management provides a foundation in the development, management, and operation of an organization from a human resource perspective. The curriculum of this degree program emphasizes leadership principles and practices as well as skills-based applications that enable students to incorporate their classroom experiences into daily professional situations. Topics of study include human resource strategy, recruitment and selection, performance management, as well as ethics and social responsibility. With a focus on human resource management topics, students are required to complete in-depth Experiential Learning Projects (ELP) which focus on related areas of interest. For example, through their ELPs, adult learners can explore or develop specific work-related initiatives, such as compensation and benefits packages, employee training and development programs, or assessment in human resource development.

Program Outcomes

Upon successful completion of the accelerated Bachelor of Science degree program in Human Resource Management, and in addition to the outcomes of the Liberal Studies Degree Program, students will be able to:

- Describe human resource functions within an organization.
- Describe laws and related legal issues that impact current human resource practices.
- Review assessments related to human resource development.
- Describe the leadership role of human resources in organizations today.
- Articulate the steps of a strategic planning process and how this process effects an organization.
- Identify and discuss current global issues impacting human resource development.
- Demonstrate communication skills in group and interpersonal settings.
- Demonstrate coaching and counseling skills in the appraisal practice.

Course Requirements (in addition to the Liberal Studies Core Curriculum)*

LSHRM 200	Introduction to Human Resource Management	6
LSHRM 220	Legal Issues in Human Resource Management	6
LSHRM 240	Leadership and Strategic Planning	6
LSHRM 260	Compensation and Benefits	6
LSHRM 300	Current Issues in Human Resource Management	6
LSMGT356	Appraisal, Coaching, and Counseling	6

LSPSY 245	Interpersonal and Group Processes	6
	Total	42
General Electives*:		18
<p><i>* Transfer credit in related disciplines and documented prior learning may be evaluated to satisfy either specific course and/or General Elective requirements.</i></p>		
TOTAL REQUIRED CREDITS		120

Bachelor of Science: Organizational Leadership

The Bachelor of Science in Organizational Leadership provides a foundational knowledge of a business environment with specific emphasis on leadership roles, as well as the skills and challenges that are inherent in any organizational structure. The curriculum in this degree program enables the student to better understand how organizations develop, to better articulate their own roles and responsibilities within an organizational construct, and to effectively address real-world business and leadership challenges in their current places of employment. As part of this program, students are required to complete in-depth Experiential Learning Projects (ELP) that emphasize a variety of business and organizational leadership applications as well as either newly identified career alternatives in business or other specific work-related projects.

Program Outcomes

Upon successful completion of the accelerated Bachelor of Science degree program in Organizational Leadership, and in addition to the outcomes of the Liberal Studies Degree Program, students will be able to:

- Identify and articulate theories of business, management, and leadership through a variety of case studies.
- Discuss how businesses operate from multiple perspectives, such as human resources, legal, and global.
- Apply theories of business, management, and leadership to real-world situations.
- Apply accounting principles to current business practices.
- Describe laws and their implications that impact current business practices.
- Articulate an understanding of current global issues in business organizations.
- Demonstrate communication skills in group and interpersonal settings.
- Define effective leadership by demonstrating the skills, knowledge, and competencies of effective leadership.

Course Requirements (in addition to the Liberal Studies Core Curriculum)*

LSBUS 200	Introduction to Business Administration.....	6
LSBUS 220	Introduction to Human Resource Management	6
LSBUS 240	Legal Environment of Business.....	6
LSBUS 260	Accounting Principles and Practices	6
LSBUS 300	Current Issues in Business Administration	6
LSMGT 365	International Management Survey	6

LSPSY 245	Interpersonal and Group Processes	6
	Total	42
General Electives*:		18

* *Transfer credit in related disciplines and documented prior learning may be evaluated to satisfy either specific course and/or General Elective requirements.*

TOTAL REQUIRED CREDITS120

Accelerated Degree Program A.A./B.S. Option: A.A. Degree in Liberal Studies Leading to a B.S. Degree in either Accounting or Business Administration

Overview

This collaborative program between the Division of Continuing Adult and Professional Studies and the Division of Business and Information Management enables the adult learner to obtain an Associate of Arts degree in Liberal Studies as the first step in completing degree requirements for the Bachelor of Science degree in either Accounting or Business Administration.

To be admitted to this program, students must be at least 21 years of age and should have completed either an Associate’s Degree or the equivalent number of transfer credits from one or more regionally accredited, degree-granting institutions. Individuals who have never attended college, or who have earned minimum academic credits at the collegiate level, must first contact the Division of Continuing Adult and Professional Studies as the first step toward earning the Bachelor of Science Degree in either Accounting or Business Administration. Following matriculation into the Division of Continuing Adult and Professional Studies, the student begins a sequence of required accelerated courses that, upon successful completion, lead to the awarding of an Associate of Arts degree in Liberal Studies. Additional information about specific curricular requirements for the Associate of Arts degree can be found in the beginning of this section of the catalog. During the last semester of the Associate of Arts Degree Program, the student must apply to the Division of Business and Information Management for acceptance into either the Accounting or Business Administration major to begin studies toward earning the Bachelor of Science degree in either Accounting or Business Administration. Courses from each division are blended in both 3-credit and 6-credit formats and are offered in 7½ week sessions to facilitate the accelerated nature of this program option.

Additional information can be obtained by contacting either the Division of Continuing Adult and Professional Studies at 610-361-5440 or the Division of Business and Information Management at 610-558-5594.

Accelerated Evening Accounting Degree Completion Program

Neumann University’s **Accelerated Evening Accounting Degree Completion Program** is designed for working adults who are interested in earning a Bachelor of Science degree in Accounting.

The more complex the business world becomes, the more demand there is for accounting professionals. Since accounting is the language of business, the **Accounting** major introduces the

student to the complexities of business both at the national and international levels. At the same time, the Accounting major at Neumann University recognizes that a successful businessperson must be well-rounded and possess the ability to communicate proficiently in both an oral and written context. Hence, as Accounting majors prepare to pursue their chosen career, they are introduced to a liberal arts curriculum which enables them to compete more effectively in a constantly changing business environment. To assist in this preparation, students supplement their classroom instruction with practical work experience in a variety of settings through the completion of a Cooperative Education placement in Accounting. Accounting majors have many career paths available to them. After graduation, many Accounting majors pursue a professional designation, such as Certified Public Accountant (CPA), Certified Management Accountant (CMA), or Certified Internal Auditor (CIA).

Accreditation

Neumann University's Accounting Program is accredited by the Association of Collegiate Business Schools and Programs, 7007 College Boulevard, Suite 420, Overland Park, KS 66211; Telephone: 913-339-9356, Fax: 913-339-6226; or www.acbsp.org.

Program Outcomes

Upon completion of this program, the graduate will earn a Bachelor of Science degree with a major in Accounting and will be able to:

- Meet the educational requirements to sit for the Certified Public Accountant (CPA) Examination, the Certified Management Accountant (CMA) Examination, and the Certified Internal Auditor (CIA) Examination.
- Apply all areas of generally accepted accounting principles (GAAP) that impact financial statements.
- Embark on an accounting career in private industry, public accounting, governmental agencies, or a nonprofit environment.
- Be able to communicate proficiently using the language of business.
- Cite work experience on a résumé, gained through participation in the Cooperative Education Program.

Admission Criteria

Candidates for admission to the Accelerated Evening Accounting Degree Completion Program are required to:

- Be at least 21 years of age.
- Have earned either an Associate's Degree or have completed the equivalent number of transfer credits from one or more regionally accredited, degree-granting institutions.
- Have a minimum 2.25 cumulative GPA.
- Achieve a grade of "C" or higher for any general business, major, and allied requirements taken prior to admission to the major.
- Arrange an interview with the Dean or a faculty member of the Division of Business and Information Management.

Progression Criteria/Degree Requirements

Progression in the Accelerated Evening Accounting Degree Completion Program leading to a Bachelor of Science degree requires students to:

- Maintain a minimum 2.00 cumulative GPA.

- Achieve a grade of “C” or higher for all general business, major, and allied requirements.
- Complete a minimum of 125 credits.

Repeat Policy for Division of Business and Information Management

- Major, business, and allied requirements can only be repeated once.
- Failure to earn a grade of “C” or better for repeated major requirements will result in dismissal from the major.
- Failure to earn a grade of “C” or better for repeated general business or allied requirements will result in dismissal from the Division.

Cooperative Education Requirement

Students are required to complete a minimum of three (3) credits in Cooperative Education in the areas related to Accounting. **Students with practical experience in Accounting may apply to the Division of Business and Information Management for a waiver of this requirement. If waived, these credits must be taken as General Electives.**

Course Requirements

General Business Requirements

ACT 103	Principles of Accounting I	3
ACT 104	Principles of Accounting II.....	3
BUS 200	Principles of Management	3
BUS 201	Business Statistics I.....	3
BUS 202	Business Statistics II	3
BUS 309	Legal Aspects of Business	3
BUS 321	International Business and Trade	3
CIM 220	Introduction to Management Information Systems	3
ECON 201	Macroeconomics.....	3
ECON 202	Microeconomics.....	3
FIN 301	Principles of Financial Management	3
MGT 415	Production and Operations Management	3
MGT 460	Seminar in Management Policy.....	3
MKT 200	Principles of Marketing	3
	Total	42

Major Requirements

ACT 210	Intermediate Accounting I	3
ACT 211	Intermediate Accounting II.....	3
ACT 315	Advanced Accounting.....	3
ACT 320	Cost Accounting.....	3
ACT 405	Principles of Auditing.....	3
ACT 406	Federal Taxation	3
ACT 394-396, 394-496	Cooperative Education (<i>where applicable</i>).....	3
	Total	21

Allied Requirements

BUS 350	Business Communications.....	3
CIM 102	Introduction to Software Applications	3
MATH 103*	College Algebra	3
PHIL 302	Business Ethics	3
	Total	12

* Also satisfies the MATH CORE requirement.

Accelerated Evening Business Administration Degree Completion Program

Neumann University’s **Accelerated Evening Business Administration Degree Completion Program** is designed for working adults who are interested in earning a Bachelor of Science degree in Business Administration.

The **Business Administration** major offers career-minded students the opportunity to gain a broad understanding of the primary areas of business. After graduation, Business Administration majors find challenging managerial careers in private businesses, government, and nonprofit organizations. The Business Administration major is designed to introduce students to areas that are critical to an understanding of how businesses operate: economics, finance, accounting, management, marketing, and information management. In addition, each student in the Business Administration major has the opportunity to take upper-level courses in all of these fields. Classroom teaching is supplemented with practical experience by requiring students to work in various settings through the completion of a Cooperative Education placement in Business Administration.

Accreditation

Neumann University’s Business Administration Program is accredited by the Association of Collegiate Business Schools and Programs, 7007 College Boulevard, Suite 420, Overland Park, KS 66211; Telephone: 913-339-9356, Fax: 913-339-6226; or www.acbsp.org.

Program Outcomes

Upon completion of this program, the graduate will earn a Bachelor of Science degree with a major in Business Administration and will be able to:

- Understand the technical, interpersonal, and conceptual skills which are necessary to be an effective manager in a variety of organizational settings.
- Understand the importance of a strategic focus for success in today’s turbulent business, economic, and social climate.
- Perform entry-level management jobs in a variety of organizational settings.
- Have gained practical work experience through participation in the Cooperative Education program (where applicable).

Admission Criteria

Candidates for admission to the Accelerated Evening Business Degree Completion Program are required to:

- Be at least 21 years of age.
- Have earned either an Associate’s Degree or have completed the equivalent number of transfer credits from one or more regionally accredited, degree-granting institutions.

- Have a minimum 2.25 cumulative GPA.
- Achieve a grade of “C” or higher for any general business, major, and allied requirements taken prior to admission to the major.
- Arrange an interview with the Dean or a faculty member of the Division of Business and Information Management.

Progression Criteria/Degree Requirements

Progression in the Business Administration major leading to a Bachelor of Science degree requires students to:

- Maintain a minimum 2.00 cumulative GPA.
- Achieve a grade of “C” or higher for all general business, major, and allied requirements.
- Complete a minimum of 125 credits.

Repeat Policy for Division of Business and Information Management

- Major, business, and allied requirements can only be repeated once.
- Failure to earn a grade of “C” or better for repeated major requirements will result in dismissal from the major.
- Failure to earn a grade of “C” or better for repeated general business or allied requirements will result in dismissal from the Division.

Cooperative Education Requirement

Students are required to complete a minimum of three (3) credits in Cooperative Education in those areas which are related to management. **Students with practical experience in management may apply to the Division of Business and Information Management for a waiver of this requirement. If waived, these credits must be taken as General Electives.**

Course Requirements

General Business Requirements

ACT 103	Principles of Accounting I	3
ACT 104	Principles of Accounting II.....	3
BUS 200	Principles of Management	3
BUS 201	Business Statistics I.....	3
BUS 202	Business Statistics II	3
BUS 309	Legal Aspects of Business	3
BUS 321	International Business and Trade	3
CIM 220	Introduction to Management Information Systems	3
ECON 201	Macroeconomics	3
ECON 202	Microeconomics.....	3
FIN 301	Principles of Financial Management	3
MGT 415	Production and Operations Management	3
MGT 460	Seminar in Management Policy.....	3
MKT 200	Principles of Marketing	3
	Total Credits.....	42

Major Requirements

MGT 342	Organizational Behavior	3
MGT 405	Human Resource Management.....	3
MGT 394-396, 494-496	Cooperative Education (<i>where applicable</i>).....	3
Choose two additional MGT/MKT/ACT electives		6
	Total Credits	15

Allied Requirements

BUS 350	Business Communications.....	3
CIM 102	Introduction to Software Applications	3
MATH 103*	College Algebra	3
PHIL 302	Business Ethics	3
	Total Credits.....	12

* Also satisfies the MATH CORE requirement.

Certificate Programs

For those students who do not wish to pursue the Liberal Studies Accelerated Degree Program, Academic Concentrations are also available as Certificate Programs through the Division of Continuing Adult and Professional Studies. Candidates for these certificate programs must have met the following requirements.

1. Formally applied to and been accepted to Neumann University.
2. Satisfactorily completed the required number of courses with a minimum grade of “C” for each stipulated requirement.
3. Earned at least 50% of the required course credits at Neumann University.
4. Received the approval of the Division Dean.

