

Division of Continuing Education and Summer School

Coordinator: Ms. Deborah Stohon

College "...is the place which wins the admiration of the young by its celebrity, kindles the affections of the middle-aged by its beauty, and rivets the fidelity of the old by its associations."

John Cardinal Newman

Continuing education throughout all of one's lifetime is important for a viable and whole existence. The Office of Continuing Education provides the opportunities for lifelong learning for persons of all ages. Credit and non-credit courses, programs, workshops, and training seminars are designed with sensitivity to the needs of people in the Southern Alleghenies Region. The University has offered adult education courses since 1973.

ACADEMIC PROGRAMS

The Office of Continuing Education offers academic programs in business administration and religion. Individuals can study business administration on three different levels: Business Administration Certificate, Associate of Science in Business Administration, and Bachelor of Science in Business Administration. Individuals pursuing the B.S. in Business Administration degree may major in Accounting or Management. The degree completion programs, Bachelor of Science in Organizational Leadership and Bachelor of Science in Computer Systems Management, allow qualified students the opportunity to complete business-based bachelor's degrees with more flexibility in the transfer of credits. An associate's degree in Religious Education can also be completed through Continuing Education. In addition, the University offers several special programs in conjunction with the Greater Altoona Career and Technology Center, the Greater Johnstown Career and Technology Center, and area health care institutions, which consist of three Associate of Applied Science degrees in Human Resource/Computer Technology, Health Professions Technology, and Engineering/Mechanical Technology.

ADMISSIONS REQUIREMENTS

Individuals interested in applying for admission to any undergraduate program offered through the Office of Continuing Education (OCE) must submit the following materials to the OCE:

- Completed Application Form
- Application fee of \$30.00
- Letter of Recommendation (from a non-family member)
- Official high school transcript or evidence of GED
- Official transcripts for **all** post-secondary study

After all of the listed materials have been submitted to the OCE, the adult learner will be requested to complete:

An interview with an administrative staff member of OCE

Adult learners may be requested to sit for additional evaluation and/or testing.

In addition to the above, individuals applying for admission into the B.S. in Organizational Leadership or B.S. in Computer Systems Management programs must be 24 years of age or older and must submit the following:

An additional two letters of reference from someone other than a family member

Information documenting at least three years of full-time work experience

The application for admission will not be processed until all materials have been received. Credit evaluation of courses taken at other accredited colleges will be completed at that time. Additionally, it is important to note that all candidates for admission must interview with an academic advisor from the OCE to discuss his or her educational plans.

The admissions process evaluates the strengths and educational histories of each candidate on an individual basis. In an effort to determine the candidate's motivation, character, and ability to participate successfully in college studies, consideration is given to prior educational experience, the results of aptitude tests, and letters of recommendation supplied by educators and employers. Applicants must have satisfied secondary school requirements for graduation or, with good performance, have obtained a General Education Diploma (GED).

FACULTY

Faculty who teach in the Continuing Education programs bring to the classroom a unique background of exceptional academic qualifications and practical business experience. Many Continuing Education faculty also teach in the daytime programs at the University. Others are adjunct faculty from the local educational and professional communities.

LOCATION

Saint Francis University offers Continuing Education courses and programs at the campus in Loretto, at the Greater Altoona Career and Technology Center in Altoona, at the Greater Johnstown Career and Technology Center in Johnstown, and at the South Hills School of Business and Technology in State College.

A PROFILE OF THE SAINT FRANCIS UNIVERSITY CONTINUING EDUCATION STUDENT

The Continuing Education programs are designed primarily for women and men over the age of 23 who are seeking to enhance and develop their current profession, embark on a new career path, or resume their postsecondary study. The Continuing Education programs attract students from a 50 mile radius of Altoona and Johnstown. The average age of students who are enrolled in Continuing Education courses is 33 years; most are employed either part-time or full-time.

Degree programs offered through the Saint Francis University Office of Continuing Education focus on the student who has full-time responsibilities on the job or in the home. Many of the programs are offered at off-campus locations convenient to the student and can be completed through evening and weekend studies. All programs are accredited by the Middle States Association of Colleges and Universities.

BUSINESS CERTIFICATE

The business certificate curriculum was designed for individuals with little or no business education background. It provides a basic understanding of current business trends, along with course work in the areas of management, accounting, marketing and finance. The business core is complemented by a liberal arts component of courses meant to provide necessary skills and knowledge needed by the business professional.

ASSOCIATE OF APPLIED SCIENCE DEGREES

Since 1978, Saint Francis University has offered several special degree programs in conjunction with the Greater Altoona Career and Technology Center, the Greater Johnstown Career and Technology Center, and area health care institutions.

Saint Francis University's Mission Statement states:

...the University aims to provide both broad intellectual development and career preparation...to promote opportunities to help people directly...and to recognize that higher education is a means by which individuals can improve the condition of the human family.

It is in respect for the mission of Saint Francis University that we offer three Associate of Applied Science degree programs which enable individuals involved in post-secondary technical programs to be educated in the liberal arts and in the Catholic Franciscan tradition. These degree programs are: Associate of Applied Science in Human Resource/Computer Technology, Associate of Applied Science in Health Professions Technology, and Associate of Applied Science in Engineering Mechanical Technology.

ASSOCIATE OF SCIENCE IN BUSINESS ADMINISTRATION

The Associate of Science degree program in Business Administration is a career-oriented curriculum designed to give students practical business knowledge and skills. In addition to course work in accounting, management, economics and computer science, and in keeping with the Catholic Franciscan liberal arts tradition, students enrolled in this program are required to complete 24 credits of general education requirements in humanities, natural sciences, social sciences, and religious studies. These liberal arts requirements provide students with a broad-based educational experience designed to enhance their skills as professionals in the contemporary business world. Students who graduate with an Associate of Science degree in Business Administration are eligible to enter the work force at entry level positions. Many students, after obtaining the Associate's degree, will continue their studies at Saint Francis University to earn a Bachelor of Science degree in either Accounting or Management or may choose to enroll for degree completion through the B.S. in Organizational Leadership or B.S. in Computer Systems Management programs.

ASSOCIATE OF SCIENCE IN RELIGIOUS EDUCATION

In response to the needs and mission of the local Church, Saint Francis University has developed an Associate of Science in Religious Education to nurture spiritual and educational development. The aim of the program is personal spiritual renewal and growth for the sake of mission in the contemporary church. The program is designed for lay persons involved in the areas of catechesis, religious education, parish ministry and/or Catholic education. It aims to develop spiritual leaders who effectively integrate 33 credits in the liberal arts with an updating of 27 credits in religious studies.

BACHELOR OF SCIENCE IN ORGANIZATIONAL LEADERSHIP

The B.S. in Organizational Leadership degree is designed for the work-experienced adult with prior college-level course work. Developed to provide a convenient and effective transition towards a baccalaureate degree, the organizational leadership curriculum is supported by a strong business core and a liberal studies curriculum embodying the University's educational goals of providing knowledge, skills, and values. As a degree-completion program, the BSOL has flexible transfer credit policies because it recognizes the life and professional experiences of adults returning for a university degree.

BACHELOR OF SCIENCE IN COMPUTER SYSTEMS MANAGEMENT

The B.S. in Computer Systems Management is a degree completion program designed for the work-experienced adult with prior college-level course work. The computer systems management program prepares students to analyze, design, develop, implement, integrate, manage, and maintain information systems and information technology. By integrating a solid business administration curriculum and a technical and conceptual core of computer based study, adult learners will gain the expertise and knowledge necessary for successful employment in today's high tech workplace. Eligibility requirements, criteria for acceptance, and transfer credit policies are similar to those of the B.S. in Organizational Leadership.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION — ACCOUNTING

In the tradition of Saint Francis University, the Bachelor of Science degree program in Accounting combines a broad liberal arts curriculum with specific career focused course work, to provide students with a firm professional preparation in the context of contemporary society. The curriculum core includes courses in accounting, statistics, business law, economics and management. The general education courses provide a traditional liberal arts foundation in humanities, natural sciences, social sciences, and religious studies. Upon completion of their degree, students are qualified to sit for the C.P.A. Exam.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION — MANAGEMENT

This contemporary business program provides students with administrative skills necessary to be successful in today's business world. Built on a firm liberal arts foundation which gives students exposure to various aspects of the humanities, natural sciences, social sciences, and religious studies, the management curriculum provides students with solid educational and professional course work in personnel management, production, marketing, statistics and economics. Students are also able to gain valuable experience through the internship program established by the Business Department.

BACHELOR OF SCIENCE IN HEALTH SCIENCE

The Bachelor of Science in Health Science is a degree completion program designed to provide an accelerated degree pathway for Navy Independent Duty Corpsmen (IDC) desiring to pursue an undergraduate degree in health. Through this program, healthcare experienced IDC will have the opportunity to maximize their prior college-level course work and military experiences in the pursuit of a bachelor's degree. This program incorporates a solid health science core with a general education curriculum reflecting the goals of Franciscan higher education. Completion of this program will aid in preparing the student to pursue a graduate professional healthcare degree.

POST-BACCALAUREATE - PROFESSIONAL CERTIFICATES

In response to the needs of local adults for short-term career-oriented programs of study, the post-baccalaureate professional certificates were created. The programs are designed to provide concentrated areas of practical knowledge useful in today's contemporary workforce. These 24 credit certificate programs can be valuable to those beginning careers or to those changing career directions. Certificates are available in accounting, management and computer systems management. Students applying for a post-baccalaureate certificate must have graduated with a minimum QPA grade average of 2.5.

SATURDAYS AT SAINT FRANCIS

In order to provide opportunities for acceleration of course work for experienced learners, the Office of Continuing Education has developed the Saturdays at Saint Francis 7-week modules. Each module consists of a morning class session and a different afternoon class session. Two sets of modules are offered during the fall semester, two during the spring semester, and two during the summer. This arrangement allows the learner the opportunity to complete up to thirty-six credits of study a year, just on Saturdays. A somewhat revised schedule of accelerated modules is offered at the State College site.

NON-DEGREE PROGRAMS

To meet the needs of local individuals, communities, and business, the Office of Continuing Education conducts a program of non-credit learning opportunities in a variety of formats.

In cooperation with various departments, the OCE offers workshops and seminars where learners can obtain continuing education units (CEU's) based on a standard of one unit per ten hours of classroom instruction. Less formal learning opportunities such as computer workshops provide learners with certificates of completion. In response to local training needs, OCE developed the Leadership Development Series where a team of experienced and accomplished presenters provide leadership training to small and large groups of individuals in a variety of topics. Finally, residential and non-residential camps for all ages are offered in various themes throughout the summer months.

COLLEGE IN HIGH SCHOOL

In response to requests by area school districts, Saint Francis University has developed a program to offer selected college courses to eligible students in the high school setting. Courses are developed and supervised by Saint Francis faculty and taught by high school teachers. Credits earned through the program are typically accepted by Saint Francis University and most other colleges or universities upon graduation.

SUMMER SCHOOL

Regularly scheduled undergraduate courses are offered during the summer under the direction of the Office of Continuing Education. The classes are scheduled in one-, three-, six- and seven-week formats, as well as online, to meet the needs of both day division and evening division students who wish to accelerate their degree work, make up deficiencies, or ease their academic coursework load during the regular academic year. Summer classes are held on the main campus in Loretto, as well as at various locations in Johnstown, Altoona, and State College.

Students matriculated in the regular undergraduate division of Saint Francis University whose programs require summer coursework or clinical experiences, and those who wish to enroll in an internship, independent study, or tutorial during the summer should contact their academic advisor and the Office of the Registrar for Summer School registration information.

Graduate students in Business Administration, Education, and Human Resource Management may contact their respective program director for Summer School information.