

# School of Business and Technology



## The Business Degrees

[www.excelsior.edu](http://www.excelsior.edu)



## The Philosophy of Excelsior College

What you know is more important than where or how you learned it.®

## About Excelsior College

Excelsior College was founded in 1971 as the external degree program of the New York State Board of Regents. In 1998, the Board of Regents granted the College (then known as Regents College) an absolute charter to operate as a private, nonprofit, independent college. As are all accredited colleges in the state, Excelsior College is a member of The University of the State of New York. Today, the College is governed by a board of trustees comprised of individuals from across the United States who are prominent in the fields of business, education, government, and the professions.

A leader in online and distance learning, Excelsior College awards degrees at the associate and baccalaureate levels in liberal arts, nursing, business, technology, and health sciences, and at the master's level in liberal studies, nursing, and business. Certificate programs are also offered by the Schools of Business & Technology, Health Sciences, Liberal Arts, and Nursing. More than 126,000 persons have earned degrees from Excelsior College.

Excelsior's student body represents a diverse group of adult learners.

- The average age of an Excelsior student is 40; about 60 percent are female, 40 percent are male.
- Nearly one-third of our enrolled students are from groups historically underrepresented in higher education.
- Approximately one-quarter of our students are active-duty or reserve military personnel.
- Less than 10 percent of our students come from New York State; the remaining are from the rest of the United States and other nations.

The faculty of Excelsior College, both full-time and adjunct, are drawn from many colleges and universities as well as from industry and the professions. They teach our courses, establish and monitor academic policies and standards, determine degree requirements and the means by which credit may be earned, develop the content for all examinations, and recommend degree conferral to the Excelsior College Board of Trustees.

## The Mission of Excelsior College

Excelsior College provides educational opportunity to adult learners with an emphasis on those historically underrepresented in higher education. The College meets students where they are—academically and geographically, offering quality instruction and the assessment of prior learning.

## The Vision for Higher Education

Higher education will become an instrument through which all people can attain economic advancement, social justice, and a world at peace. Education is a good thing for all peoples and we should have more of it. Education breaks down barriers between neighbors and nations; it enhances the social fabric by creating understanding and self-sufficiency; it particularly benefits those in less favored positions in society; and, allied with an advancing technology, it can spread enlightenment and enlightened self-interest across the globe.

## The Vision for Excelsior College

Excelsior College provides global access to quality higher education for adult learners, helping them to overcome barriers of time, distance, and cost. A world leader in the assessment of learning, Excelsior is nationally renowned for its facilitation of degree completion and its advocacy on behalf of adult learners.

## Accreditation

Excelsior College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, 215-662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA).

The associate, bachelor's, and master's degree programs in nursing at Excelsior College are accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, New York, NY 10006, 800-669-1656. The NLNAC is a specialized accrediting agency for nursing recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA).

The baccalaureate degree programs in electronics engineering technology and nuclear engineering technology are accredited by the Technology Accreditation Commission (TAC) of ABET, Inc., 111 Market Place, Suite 1050, Baltimore, MD 21202, 410-347-7700. TAC of ABET is a specialized accrediting agency recognized by the Council for Higher Education Accreditation (CHEA).

The bachelor's degree programs in business are recognized by the International Assembly for Collegiate Business Education (IACBE), 11257 Strang Line Rd., Lenexa, KS 66215, 913-631-3009.

The Master of Arts in Liberal Studies program has been accepted into full membership by the Association of Graduate Liberal Studies Programs (AGLSP).

All the College's academic programs are registered (i.e., approved) by the New York State Education Department. Excelsior College Examinations are recognized by the American Council on Education (ACE), Center for Adult Learning and Educational Credentials, for the award of college-level credit. Excelsior College Examinations in nursing are the only nursing exams approved by ACE.

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# General Information

## LIMITATIONS

Information in this catalog is current as of March 2009, and is subject to change without advance notice.

## CHANGES IN COLLEGE POLICIES, PROCEDURES, AND REQUIREMENTS

The College reserves the right to modify or revise the admission requirements to any program of the College; degree and graduation requirements; examinations, courses, tuition, and fees; and other academic policies, procedures, and requirements. Generally, program modifications and revisions will not apply to currently enrolled students so long as they actively pursue their degree requirements. However, in the event that it is necessary to make program changes for enrolled students, every effort will be made to give notice. It is also the responsibility of students to keep themselves informed of the content of all notices concerning such changes.

Excelsior College maintains a drug-free workplace and is a drug-free school, as provided by the Federal Drug-Free Schools and Communities Act Amendments of 1989.

Excelsior College does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender, or sexual orientation in the educational programs and activities which it operates. Portions of this publication can be made available in a variety of formats upon request. Inquiries should be directed to the Affirmative Action Officer, Excelsior College, 7 Columbia Circle, Albany, NY 12203-5159.

Campus Crime Statistics can be found at the following Web site: <http://ope.ed.gov/security>.

**Important:** It is important for you to keep us informed of your current contact information, so we can reach you. You can update your address, phone numbers, fax number, and email preference on our Web site, [www.excelsior.edu](http://www.excelsior.edu), by clicking on "MyEC" and then "My Profile." Or you can call us with this information.

## Excelsior College Degree Programs

**Business**

Associate in Applied Science,  
Administrative/Management  
Studies\*

Associate in Science, Business

Bachelor of Science, Business

Bachelor of Science, Accounting  
(NYS CPA Track)

Master of Business Administration

Certificate in Entrepreneurship

**Health Sciences**

Bachelor of Science in  
Health Sciences

Certificate in End of Life Care

Certificate in Health Care  
Informatics

Certificate in Health Care  
Management

**Liberal Arts**

Associate in Arts

Associate in Science

Bachelor of Arts

Bachelor of Science

Master of Arts in Liberal Studies

Certificate in Homeland Security

**Nursing**

Associate in Applied Science

Associate in Science

Bachelor of Science

Master of Science

Post-Master's Certificate  
in Nursing Education

**Technology**

Associate in Applied Science,  
Technical Studies (with specialty)\*

Associate in Science,  
Computer Software

Associate in Science,  
Electronics Technology

Associate in Science,  
Nuclear Technology

Associate in Science,  
Technology (with specialty)

Bachelor of Science,  
Technology (with specialty)

Bachelor of Science,  
Electronics Engineering  
Technology

Bachelor of Science,  
Information Technology  
(with concentration)

Bachelor of Science,  
Nuclear Engineering Technology

\*Designed specifically  
to meet the needs of members  
of the armed services.

# Sources of Undergraduate Credit

Excelsior College accepts undergraduate credits from a wide variety of sources. In general, Excelsior College accepts credits from those colleges and universities that are regionally accredited, those recognized by the New York State Education Department, and those that have been evaluated by the Excelsior College faculty and found to follow acceptable educational practices and apply toward our degree programs.

1. Excelsior College courses
2. Excelsior College® Examinations
3. Transfer of degree-level credit from regionally accredited and NYS Education Department-approved colleges and universities
4. College-level proficiency examination programs reviewed by the American Council on Education (ACE) College Credit Recommendation Service of the Center for Lifelong Learning
5. Examinations evaluated and approved by Excelsior College (refer to the *Student Guide to Credit by Examination at Excelsior College: The Assessment Catalog* for a complete list)
6. Programs reviewed by
  - the American Council on Education (ACE) College Credit Recommendation Service of the Center for Lifelong Learning, including military training and experience
  - the New York State Board of Regents National Program on Noncollegiate Sponsored Instruction (National PONSI)
  - the Excelsior College Criminal Justice Training Assessment Program
  - Excelsior College faculty
7. International credentials: Degree-level credit completed at approved universities or university-parallel institutions beyond the United States. Transcripts are evaluated by Educational Credential Evaluators, Inc. (ECE); Commission on Graduates of Foreign Nursing Schools (CGFNS); Josef Silny & Associates, Inc. (for Israel only); and other faculty-approved international institutions.
8. In accordance with Excelsior College policies and procedures, students may appeal for an evaluation of extra-institutional learning (Excelsior College endorses the Council for Higher Education and Accreditation statement on the validation of extra-institutional and experiential learning for transfer purposes)
9. Excelsior College portfolio-based assessment
10. In accordance with Excelsior College policies and procedures, students may appeal for consideration of degree-level credit from non-regionally accredited schools by Excelsior College faculty.
11. Association of Advanced Rabbinical and Talmudic Schools (limited)

## Examples of Graduate Schools Accepting Our Graduates

American University  
 Arizona State University  
 Boston University  
 Brigham Young University  
 Catholic University  
 Columbia Law School  
 Cornell University  
 Fordham University  
 Harvard University  
 Indiana University  
 The Johns Hopkins University  
 Michigan State University  
 The New School for Social Research  
 Northwestern University  
 The Ohio State University  
 The Pennsylvania State University  
 Rutgers University  
 Syracuse University  
 Temple University  
 University of Arizona  
 University of California, Berkeley  
 University of Colorado  
 University of Kentucky  
 University of Massachusetts  
 University of Miami  
 University of Michigan  
 University of North Carolina, Chapel Hill  
 University of Notre Dame  
 University of Texas  
 Vanderbilt University  
 Villanova University  
 Yale University

## Excelsior College: Suiting Your Lifestyle, Meeting Your Needs

No matter where you live, no matter how busy you are, Excelsior College offers the flexibility you need to finish your college degree.

Excelsior College may be the program to help you complete your undergraduate degree if you

- have taken some college-level courses.
- have acquired college-level learning through other means and want to apply it toward a degree.
- need flexibility in the place and time frame in which you earn your degree.
- have a schedule that would make it difficult to attend a traditional college.

We believe that “what you know is more important than where or how you learned it.”® We recognize that you can demonstrate your college-level knowledge and competencies through a variety of means including the submission of transcripts from regionally accredited colleges and universities and other approved sources, theory or performance examination results, and other assessment procedures.

We also believe that your need for further learning can be met in a variety of ways, both traditional and nontraditional, from passing proficiency examinations to taking college courses to pursuing independent study.

Independent learners are take-charge people. If you are one of them, Excelsior College can help you organize your efforts to meet your educational goals. As a leader in innovative education, we work in partnership with other colleges and universities and with employers and other organizations to remove barriers to educational opportunity.

Most of our graduates are working adults who once thought they could never attain a college degree. Yet thousands of students around the world have fulfilled their dreams by earning associate and bachelor's degrees through our unique program.

And, with our Certificate Program in Health Care Informatics, Master of Arts degree in Liberal Studies (MA/LS), Master of Science in nursing, Master of Business Administration (MBA), and Post-Master's Certificate in Nursing Education programs, graduate students can also take advantage of the flexibility and unique program offerings at Excelsior College.

Unless otherwise specified, information in the general sections of this catalog pertains to undergraduate

degree programs. Specific graduate program information is presented in program materials and catalog sections pertaining to the particular graduate programs. We welcome your requests for further information and encourage you to contact the College and speak with an admissions counselor regarding any questions you may have about our graduate program offerings. You can also find information about all our programs on the College's Web site at <https://www.excelsior.edu>.

## Is Excelsior College Right for Me?

If you want to earn a college degree and have the motivation to work toward that goal, we can help. It is up to you to decide whether or not Excelsior College is the program for you. You have a good chance of succeeding as an Excelsior College student if you

- are a motivated self-directed learner.
- have already acquired some college-level learning through college courses, the military, corporate training, independent study, work experience, or extensive reading.
- are comfortable working at a distance via phone, mail, or Internet, rather than in person.
- have the ability to plan ahead, be detailed in your work, and meet deadlines.
- are able to assimilate information from written materials and to locate and use a variety of learning resources.

As you are making your decision about enrolling in Excelsior College, you should study the degree requirements listed in a current catalog for the degree you wish to earn. Please be aware that you will be subject to the program requirements and College policies in effect when you enroll and are encouraged to review the *Student Policy Handbook* for complete information. Some requirements and policies change periodically and, as an enrolled student, you will be notified accordingly. You can access the *Student Policy Handbook* and all our catalogs on the Excelsior College Web site at [www.excelsior.edu/publications](http://www.excelsior.edu/publications), and we will be happy to send you printed copies of current materials at any time.

As a distance learning institution, Excelsior College provides access and support for many of the unique needs of adult learners. Misconceptions about distance learning may cause confusion, and some students may have unrealistic expectations regarding the services and programs we offer. Therefore, as you con-



sider enrolling in Excelsior College, it may be helpful to learn about some of the services we do *not* provide. Excelsior College *does not*

- automatically award credit for all educational experiences.
- grant credit for life experience rather than for learning gained from that experience.
- guarantee that all previously earned credit will fulfill degree requirements.
- provide on-the-spot evaluation and/or advisement services.
- provide clinical learning experience for nursing students.
- send a diploma until all the degree requirements listed in our catalogs have been fulfilled and the degree has been conferred.

### How Will an Excelsior College Degree Help Me?

An Excelsior College degree will help you

- get ahead in your career.
- increase your salary.
- boost your self-confidence.
- prepare for success in graduate school.
- achieve personal satisfaction in completing what you started.

You could be one of the approximately 5,000 adults who graduate from our College each year, motivated individuals who achieve their goals and move forward in their lives.

Surveys of the College's baccalaureate degree graduates have shown that a large percentage continue on to graduate and professional schools. Over 250 graduate institutions have admitted our graduates. These have included many of the most competitive and prestigious in the country, schools such as Columbia University, Harvard University, the Ohio State University, UCLA, and Yale University. Most graduate programs in nursing in the United States accept our graduates. Many of our graduates say that the independence and motivation required for success in their degree programs proved to be equally valuable assets for success in graduate school.

Our graduates report their degrees have enhanced their lives in other ways as well. A large number of

graduates report that through their independent college studies they have enjoyed significant intellectual growth, enhanced their critical thinking abilities, improved their oral and written communication skills, and experienced personal growth and fulfillment. Workers and employers alike believe that this unique type of college experience provides excellent preparation for jobs and career growth.

### How Do I Get My Degree?

The flexibility of an Excelsior College undergraduate degree program means you can demonstrate your previous college-level learning and earn degree-level credit in a variety of ways. We will help you identify and evaluate the college-level learning you have already acquired, and our academic advisors will help you develop a realistic plan for completing your degree requirements as effectively and efficiently as possible.

You may want to take advantage of Excelsior College's course offerings or study independently and then take proficiency examinations such as Excelsior College® Examinations (ECEs) to earn required credits (minimum grade of C required). You may choose to take courses from other approved colleges or universities and apply credits from those courses to your degree requirements as well. Distance learning is attractive to many students because distance courses are more flexible and self-paced than classroom courses, yet more structured and directed than independent study. Excelsior College and many other colleges and universities offer distance courses. These courses are generally available in formats such as online, CD-ROM, print, correspondence, and audio or video. You may even decide to use a combination of these sources of credit. We encourage you to use the course search feature on our Web site to locate courses that will fulfill your degree requirements.

If you enroll in an Excelsior College graduate or certificate program, you will also have a degree of flexibility in planning your requirement completion within a specific framework of options.

### Degree Programs

Excelsior College offers degree programs at the associate and baccalaureate levels in business, liberal arts, nursing, health sciences, and technology—and master's-level degree programs in business, liberal studies, and

nursing. The College also offers a number of certificate programs. Information about these programs is available upon request and on the College's Web site.

If you are a New York State resident and do not have a high school diploma, Excelsior College can help you obtain a high school equivalency diploma after you have accumulated 24 college credits. This diploma is issued by the New York State Education Department. For further information, contact the New York State Education High School Equivalency Department at 518-474-5906.

## Degree Requirements

The Excelsior College curricula are rigorous yet flexible. All undergraduate Excelsior College degree programs require college-level learning in (1) general education, (2) a specific field of study, and (3) elective subjects.

**Note:** The certificate and graduate programs have more focused yet still flexible requirement categories. Please refer to program-specific information for details if you plan to enroll in a certificate or graduate program.

The general education requirements of our undergraduate degree programs ensure that you have a good foundation in the natural sciences, the humanities, and the social sciences. You are expected to master quantitative skills and to be able to communicate effectively both orally and in writing. In addition, we strongly recommend that you cultivate an understanding of the history and cultural values of many different ethnic and cultural groups. A sensitivity to the perspectives of all groups provides valuable insight into the continuing development of the global community.

Completion of the requirements in a specific field of study prepares you professionally in business, nursing, or technology, or facilitates mastery of a discipline in arts or sciences in preparation for continued education or career growth. Elective/applied professional subjects allow you to pursue personal learning interests and satisfy your intellectual curiosity.

Finally, the College encourages you to recognize that true learning is lifelong and that the deepest satisfactions come when you attain your highest level of accomplishment.

## How Do I Get Started?

Excelsior College is open to all who wish to pursue a college degree. Excelsior College does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender, or sexual orientation in the education programs and activities it operates. The College encourages students to seek admission if its programs and services will meet their educational needs. Some degree programs have special admission criteria.

### MyEC

Register at [www.excelsior.edu](http://www.excelsior.edu) to create your own "MyEC" page, which will include information tailored to your specific academic program information needs as well as announcements from the College. Visit the Web site often for important updates. Remember to always keep the College informed of your current email address.

### First Apply

Like everything else at Excelsior College, our admissions process is geared toward busy, working adults.

- You can start on your degree anytime.
- The first step toward completing your degree is to submit the Undergraduate Application for Admission.

**Note:** If you have graduated from an Excelsior College degree program or have been enrolled in an Excelsior College degree program within the last five years, please contact your academic advisor. To apply online, go to [www.excelsior.edu/apply](http://www.excelsior.edu/apply).

If you prefer to use a paper application, you can download a pdf of the application instead.

If you have any questions before completing your application, please contact the Admissions Office in one of the following ways:

- Call toll free: 888-647-2388, ext. 27
- Email: [admissions@excelsior.edu](mailto:admissions@excelsior.edu)
- With your application, you will also submit official copies of your academic records from all the sources you wish to present for credit toward a degree. These include official transcripts from accredited colleges and universities, score reports from testing agencies, international credentials evaluations, and documentation from military or corporate education programs. Photocopies

or unofficial copies of these documents cannot be accepted. Carefully review the instructions accompanying the Undergraduate Application for Admission for specific information relating to the proper submission of your academic records. (Military candidates can refer to pages 8 and 9 for more specific information.)

- Your application will enable us to prepare an **unofficial review** of your prior learning that indicates which of your previously earned credits are likely to transfer. You will then receive an enrollment packet enabling you to matriculate into the College. You may be closer than you think!
- Our knowledgeable admissions counselors (available by phone or email) can explain our programs to you and help you take the steps you need to get started.

### Then Enroll

Once your application to Excelsior College is accepted, the next step toward meeting your educational goal is to enroll. If you have not gone through the application process, you must do so before enrolling. If you decide to enroll in Excelsior College as an undergraduate, you may do so at any time during the year.

To enroll, simply go to [www.excelsior.edu/enroll](http://www.excelsior.edu/enroll) where you can enroll online. You will be prompted to create a MyEC user account if you have not already done so.

Complete the online enrollment form and pay your fee with secure-access credit card payment or apply for our payment plan online.

If you enroll online, you must pay your enrollment fee with a credit card. We accept

- Visa,
- MasterCard,
- Discover Card, and
- American Express.

If you prefer to use a paper enrollment process, you can download a pdf of the enrollment form from [www.excelsior.edu/enroll](http://www.excelsior.edu/enroll). Simply fill out the enrollment form and submit it with the required enclosures as specified on our fee schedule to the address indicated. Your enrollment will be official when we receive and process your enrollment form. You will then receive an acknowledgment letter and information packet from the Office of Registration and Records.

The cost to enroll in Excelsior College varies according to the program in which you enroll and the method you choose for paying your tuition fees.

For detailed information about enrollment fees and associated costs, go to [www.excelsior.edu/fees](http://www.excelsior.edu/fees), where you can access, view, and print out the fee schedule relevant to your student status and chosen area of study.

If you have any questions before completing your enrollment form, please contact the Admissions Office in either of the following ways:

- Call toll free: 888-647-2388, ext. 27
- Email: [admissions@excelsior.edu](mailto:admissions@excelsior.edu).

When we receive your completed enrollment form along with any additional academic records earned since your admissions application, we will compare your educational experience to the requirements of your selected degree program. This initial evaluation usually takes four to six weeks to complete once all documents are received by Excelsior College. After your advising team has completed your evaluation, your status report and evaluation summary will be available on our Web site. Your status report indicates how we applied credit represented on the documents; the evaluation summary tells you what you still need to complete for your degree requirements. You will receive email notification when the evaluation is ready for you to view at your MyEC page. If you are not an e-delivery student, your evaluation will be mailed to you.

**Note:** If within three weeks of your enrollment we have not received all the official documents listed on your enrollment form, we will conduct the initial evaluation based upon the information received to date. As new official documents are received, your status report will be updated accordingly. Updates are usually completed in four to six weeks. Once you have your status report in hand, we will then work with you to help plan the ways in which you can earn the additional credit you need to fulfill your goal of earning a college degree.

### Begin the Process of Earning Your Excelsior College Degree

Excelsior College uses team advising to support you in your educational progress. After you enroll, we will assign you an advising team based on your degree program. Your academic advisors will help you plan your degree program and select appropriate methods for completing degree requirements. They can help you

## The Student Online Success Guide

This resource, located at [www.excelsior.edu/successguide](http://www.excelsior.edu/successguide), is designed to help prepare students for online success. Included are self-assessment tools, study strategies, and assistance with identifying your learning style. Navigate the *Student Online Success Guide* by reading the Introduction and continuing through the topics listed in the menu. Access resources and a handy glossary of Excelsior College terms. Be sure to view a sample Excelsior College online course and take a look at the Information Literacy Tutorial.

locate distance learning and proficiency examination options to fulfill our degree requirements.

The *Student Policy Handbook*, available in pdf format at [www.excelsior.edu/studentpolicyhandbook](http://www.excelsior.edu/studentpolicyhandbook), includes useful guidelines and tips on making our advising system work for you, in addition to important policy information for all students. Use our online course search feature to search for specific courses to complete your degree requirements. If you choose to use traditional college courses, it is your responsibility to locate such courses. Regardless of the method used to earn credit, you must receive prior approval from your advisor to ensure that the credit earned will apply toward your Excelsior College degree.

Each time you complete additional examinations or courses that fulfill your degree requirements, you should request that an official transcript be sent to the Excelsior College Office of Registration and Records. Provided you remain actively enrolled, we will continue to update your status report until our records indicate you have satisfied all the requirements for your degree, at which time your records will automatically be submitted for the next eligible degree conferral.

### Undergraduate Enrollment Policies

You may be enrolled in only one degree program at a time. If you withdraw from the College and subsequently reenroll, you will have to satisfy the degree requirements in effect at the time of your reenrollment.

The *Student Policy Handbook* is your resource for understanding the academic and administrative policies that are important to your academic success. It includes a wide range of information from important federal policies, including your right to privacy, to grading policies, and policies and procedures concerning

refunds, withdrawals, and other administrative issues. It is your responsibility to be familiar with these policies.

Some of our degree programs have admissions criteria, and academic requirements may vary among them. You'll find information on any criteria or requirements specific to a degree program in the School catalog for your degree program. The College does have general policies and procedures that apply to all of our students. Detailed information may be found in the *Student Policy Handbook*. Store your handbook with your other important academic documents and your degree catalog for easy reference.

By enrolling in the College, you agree that your contractual relationship with the College will be governed by the laws of the state of New York; and that any litigation or assertion of rights in a judicial or quasi-judicial forum will be brought only in a court or other forum having jurisdiction within the state of New York.

### Submission of Military Documentation

The forms required for providing official documentation of military educational experiences can be requested from the following sources.

#### Active Duty Personnel, National Guard, Reservists

- **Air Force, Enlisted Air Force Personnel:** Community College of the Air Force transcript submitted directly from CCAF, 130 W. Maxwell Blvd., Simler Hall, Suite 104, Maxwell AFB, AL 36112. Commissioned Officers should request an official DD Form 295 be submitted directly from the military education center.
- **Army**  
**Enlisted Army Personnel:** AARTS (Army/American Council on Education Registry Transcript System) sent directly from the AARTS Operations Center, 415 McPherson Ave., Fort Leavenworth, KS 66027-1373. Information on ordering an Official Institution Copy of your AARTS Transcript and eligibility requirements is available online at <https://arts.leavenworth.army.mil> or by phone at 866-297-4427.

**Officer/Warrant Officer Army Personnel:** Request an official DD Form 295 be submitted directly from the military education center.



**Army National Guard Personnel:** Contact the Army National Guard Education Support Center for assistance in degree program planning online at [www.virtualarmory.com](http://www.virtualarmory.com) or by phone at 877-632-7644.

- **Coast Guard:** Coast Guard Transcript submitted directly from the Coast Guard Institute, 5900 SW 64th St., Room 235, Oklahoma City, OK 73169-6990. Information on ordering an official Coast Guard Transcript is available through your Education Services Office or online at [www.uscg.mil/hq/cgi](http://www.uscg.mil/hq/cgi).
- **Marine Corps:** SMARTS (Sailor/Marine ACE Registry Transcript) available through your Education Services Office. Log on to <https://www.navycollege.navy.mil> or call 877-253-7122 for SMARTS Transcript ordering information.
- **Navy:** SMARTS (Sailor/Marine ACE Registry Transcript) available through your Education Services Office. Log on to <https://www.navycollege.navy.mil> or call 877-253-7122 for SMARTS Transcript ordering information.

### Servicemembers With Language Training

- **Defense Language Institute Courses**  
Transcript submitted directly from DLI.
- **Defense Language Proficiency Tests (DLPT)**  
DLPT Score Report submitted directly from DLI or DLPT Score Report/DA Form 330 submitted directly from the military education center with certifying officer's signature and date.

### Veterans of All Branches Except Enlisted Air Force Personnel

Official copy of the DD Form 214. The DD Form 214 must be signed, currently dated, and certified to be a true copy and submitted directly from one of the following sources:

- Veterans Affairs (VA) Office (state or county-level)
- County Clerk's Office
- General Services Administration—National Personnel Records Center (Military Personnel Records), 9700 Page Boulevard, St. Louis, MO 63132

**Note:** Students may submit certified copies of military documentation from the originating source in a sealed envelope and forwarded to Excelsior College unopened.

## Military Partnerships

### Air Force Virtual Education Center

#### Air University Associate to Baccalaureate Program (AU–ABC)

The AU–ABC Program is an initiative between Air University and civilian higher education institutions to offer baccalaureate degree programs via distance learning that are relevant to an individual's Air Force career field. The program is designed to transfer CCAF credits so students can obtain a bachelor's degree with completion of no more than 60 additional semester credits. Air Force personnel can go to one centralized Web site, the Air Force Virtual Education Center, for their educational needs. This program is outlined in detail at [www.excelsior.edu/airforce](http://www.excelsior.edu/airforce).

### Army National Guard (ARNG) Distance Learning (DL) Partnership

Excelsior College and the ARNG Education Support Center (ESC) have partnered to meet the needs of soldiers, their family members, and civilian employees. The ESC will generate an automated degree plan for Excelsior College degree programs and submit official enrollment packets and ARNG transcripts. This program is outlined in detail at [www.excelsior.edu/armg](http://www.excelsior.edu/armg).

### Coast Guard (CG) DL Partnership

Excelsior College and the CG Institute (CGI) have partnered to meet the needs of Team Coast Guard. Under this agreement, the CGI will generate an automated plan for Excelsior College degree programs, assemble and submit official enrollment packets, and submit official CGI transcripts. This program is outlined in detail at [www.excelsior.edu/uscg](http://www.excelsior.edu/uscg).

### Defense Activity for Non-Traditional Education Support (DANTES)

Overseeing all military education programs for the armed forces, DANTES has contracted with Excelsior College so that DANTES can administer and fund Excelsior College® Examinations for military personnel. This program is outlined in detail at [www.excelsior.edu/exams](http://www.excelsior.edu/exams).

### eArmyU & GoArmyEd (CTAM)

Excelsior College offers several degree and certificate programs at both the undergraduate and graduate level, as well as a wide variety of courses (online or on CD-ROM) to Army soldiers through the [www](http://www).

GoArmyEd.com portal. Undergraduate course tuition is covered 100 percent by Army Tuition Assistance and there is an Excelsior College eArmyU enrollment option for soldiers with no out-of-pocket administrative fee expenses. Students can select their college, degree program, register for courses, and track degree progress through this centralized portal. This program is outlined in detail at [www.excelsior.edu/army](http://www.excelsior.edu/army).

### **Marine Corps Community Services' (MCCS) Lifelong Learning Program (LLP) Academic Explorer (Aex)**

Excelsior College is a participating college in this new Marine Corps program. This system provides Marines and MCCS-LLP staff with a powerful tool for identifying and exploring higher education options. Excelsior College degree programs, course offerings, and examination programs are included in this comprehensive online search tool. This program is outlined in detail at [www.excelsior.edu/marinecorps](http://www.excelsior.edu/marinecorps).

### **Military Spouse Program**

Excelsior College offers spouses of military personnel significantly reduced undergraduate degree program fees (Option #1) and the same reduced military course tuition rates. Our Military Spouse Scholarship Program can help spouses fund Excelsior College fees, course tuition, and examination fees. This program is outlined in detail at [www.excelsior.edu/militaryspouse](http://www.excelsior.edu/militaryspouse).

### **Navy College Program DL Partnership**

Working with the Department of the Navy, Excelsior College offers sailors “rating-relevant” associate and bachelor’s degrees, through the successful completion of distance learning courses (offered online or on CD-ROM). This program is outlined in detail at [www.excelsior.edu/navy](http://www.excelsior.edu/navy).

### **Servicemembers Opportunity Colleges (SOC) Networks**

As a member of SOCAD, SOCCOAST, SOCMAR, and SOCNAV, Excelsior College works closely with other colleges and universities to ensure “transferability of credits” among schools.

### **SOCCOAST/Afloat DL Partnership**

Excelsior College offers degree programs which can be met solely via distance learning courses on CD-ROM and examinations for Coast Guard members aboard

ships and cutters. This program is outlined in detail at [www.excelsior.edu/uscg](http://www.excelsior.edu/uscg).

### **US Army Sergeants Major Academy, Fort Bliss, TX**

During this 42-week program, senior enlisted soldiers work with our team of military academic advisors who conduct unofficial evaluations of credits and develop degree plans for completing associate and/or bachelor’s degree programs. Since 1998, this partnership has helped more than 1,100 Army leaders—about one-third of each class—complete their degrees with Excelsior College.

### **Veterans Success Program**

“Strategies for Veterans’ Success in College,” a 3-credit online course, is specifically designed to assist active duty servicemembers, military transitioners, those in the reserve components, and veterans with career planning and professional development. This program is outlined in detail at [www.excelsior.edu/veterans](http://www.excelsior.edu/veterans).

## **Credit Assignment**

Credit assignment for examinations is determined by faculty content experts who reference the learning outcomes assessed by each examination to corresponding courses taught at United States colleges and universities. These credit assignments are recognized by the American Council on Education through their College Credit Recommendation Service. Credit assignment for online courses is determined by faculty content experts who consider the depth and breadth of the content, required learning activities and student assignments, and learning outcomes.

## **General Education Outcomes Measurement**

There is currently a movement in higher education to provide hard evidence of student success, generally referred to as outcomes assessment. Periodically, Excelsior College students will be asked to take a test to measure their attainment of the general education outcomes. The assessment results are used to continuously improve our programs as well as to report on the effectiveness of our institution. Scores on general education outcomes assessments are kept completely confidential and do not appear on individual student transcripts, although favorable scores can be reported to employers and other educational

institutions at the request of participants. There is no fee for participating in the general education outcomes assessment.

### Costs of an Excelsior College Education

The cost of earning your Excelsior College degree will depend upon the requirements of your degree program, the pace at which you complete that program, and the ways through which you choose to earn credit. If you primarily take college courses, for example, you will have higher costs than if you primarily take examinations, because tuition fees are often higher than examination fees.

While the College's fees are intentionally kept reasonable in order to accommodate adults with other financial responsibilities, in most cases they will not be the only costs incurred. As you develop your budget, you should take into account the cost of college courses, examinations, books and other learning materials, transportation, postage, online resources, and miscellaneous charges and supplies.

Our fee structure and variety of payment plans allow you to pay designated fees as you go through the process of earning your degree. Bear in mind that if you have already earned a great deal of credit, your costs should be relatively low, whereas if you begin your degree program with little prior credit, your costs will be higher.

**Following are the major fees that students pay to Excelsior College.**

#### Required Fees

- An application fee is required for both undergraduate and graduate students. This fee covers the cost of processing and evaluating your application.
- The undergraduate enrollment fee covers the cost of processing your enrollment form and the official evaluation of your prior academic credits and allows access to all Excelsior College student services and online services including the Excelsior College Virtual Library and the Electronic Peer Network (EPN). This fee also covers the evaluation of additional official academic records you submit, academic advising, and program planning services for a period of one year from the date of your initial status report notification.
- If you are submitting credentials from universities located outside the United States, you may be required to pay an additional fee to an independent

credential evaluation service to have those documents reviewed for equivalency to U.S. degrees and courses.

- Master of Arts in Liberal Studies students pay a degree completion fee. This fee must be submitted with your degree completion plan and is used to cover the costs associated with the administrative and faculty review of your degree completion plan.
- Graduate students who reside outside the U.S. or Canada are required to pay an annual Graduate Student Fee Supplement to cover additional mailing and telephone costs.
- Every year that you elect to continue your enrollment at Excelsior College you are assessed an annual fee. Undergraduate students are assessed a Student Service Annual Fee (SSAF) while graduate students are assessed an annual Graduate Student Services Fee (GSSF). Payment of the annual fee when due allows uninterrupted access to advising services and student resources.

#### SSAF Payment Plan

We are pleased to offer our SSAF Payment Plan to help you stay on track toward earning your degree. The SSAF Payment Plan is an affordable way to budget and pay your Student Service Annual Fee.

You can budget your Student Service Annual Fee (SSAF), choosing from two to six monthly payments.

If you have questions about the SSAF Payment Plan, please call our Bursar's Office toll free at 888-647-2388, ext. 142.

**Please note** that there are distinct fee policies and structures that apply to military students and to students who are enrolled in our undergraduate and graduate degree programs. For more detailed information, refer to the relevant fee schedule ([www.excelsior.edu/fees](http://www.excelsior.edu/fees)), *Student Policy Handbook* ([www.excelsior.edu/studentpolicyhandbook](http://www.excelsior.edu/studentpolicyhandbook)), or consult with your academic advisor or the Admissions Office.

## Graduation Fees

A graduation fee is required for both undergraduate and graduate students. This fee covers the cost of the final evaluation and verification of your total academic record, costs involved in processing your records for award of your degree, one student (unofficial) and one official copy of your final transcript, and preparation and mailing of your diploma and diploma cover.

## Additional Fees

In terms of additional fees, the exact expense you incur at Excelsior College will be largely influenced by the degree program you choose. For example, if you are a nursing student, you will be required to take theory and performance examinations for which additional charges are assessed. Likewise, if you enroll in the electronics engineering technology or nuclear engineering technology program, you will be required to complete an Integrated Technology Assessment (ITA) for which an additional charge is assessed.

- The transcript fee covers the cost of preparing and mailing an Excelsior College transcript.
- The program transfer fee is assessed if you decide to transfer from one degree area (division) to another (e.g., from the School of Business and Technology to the School of Liberal Arts). The fee covers the cost of reevaluating your records to determine how they apply to the requirements of the new program.
- A late fee is assessed if you do not pay fees by the date shown on the invoice. The late fee applies to past due payments of the Student Service Annual Fee (SSAF) or the graduation fee.
- A reactivation fee is assessed if you reenter your degree program within twelve weeks of our changing your status from “active” to “withdrawn” because of your failure to pay the SSAF within four weeks of its due date. If you reenter your degree program more than twelve weeks after this status change, you will be considered a new student and subject to the full enrollment fee and all policies in effect at that time.

## General Refund Policy

The fees described above are not refundable. The only exception allows two thirds of the enrollment fee to be refunded if you request a refund in writing within six months of enrollment and if the College has not yet conducted an evaluation of your academic records.

Detailed information about refund, payment, and cancellation policies related to specific programs and student populations is provided in relevant fee schedules, which are accessible on the College’s Web site and available free upon request from the Admissions Office.

# Policies and Procedures

Excelsior College has various academic and administrative policies that are important as you move forward with your studies. Information on these policies can be found in the *Student Policy Handbook* ([www.excelsior.edu/studentpolicyhandbook](http://www.excelsior.edu/studentpolicyhandbook)). Those that apply only to a specific degree program may also be listed in the catalog for that program.

It is your responsibility to be familiar with all the policies related to your activity as a student at Excelsior College. The term “student” includes: individuals currently matriculated at Excelsior College taking examinations and/or courses, non-matriculated individuals taking examinations and/or courses, non-matriculated individuals in the application process, individuals using credit bank, formerly matriculated students currently in withdrawn status, and graduates.

Please be sure to review this important information.



# Business Degree Programs Information



## Choosing a Degree Program

You may find it helpful to compare the requirements for each degree with your own educational background and career aspirations to determine the best degree for you. Professionals in your field of choice may be able to advise you about the preparation necessary for particular areas, and graduate school admissions counselors can advise you about requirements for entry into specific graduate schools. Excelsior College advisors can offer you general information about how previous study might apply to degree requirements and about your general options for continued study.

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# Associate Degree Programs in Business



Excelsior College associate degree business programs require a specific number of semester hours of credit in each of its component areas. These areas include an arts and sciences component, a business or career component, and a free elective component in which you may earn credits through applicable coursework or examinations in subject areas of interest to you.

In the following pages, you will also find a chart relevant to your chosen degree program, which provides a graphic representation of the credit needed to fulfill the requirements.

You are subject to the degree requirements in effect at the time of your enrollment or program/degree transfer (program transfer refers to change from one School to another; degree transfer refers to changing degrees within the same School).

The faculty reserves the right to make changes in curricular requirements as necessary to reflect professional practice. Changes may affect both enrolled and prospective students. It is your responsibility to keep informed of such changes. We make every effort to inform you of changes as they occur. Current information about degree requirements is posted on our Web site. Information about changes to degree requirements is also made available on our Web site.

**[www.excelsior.edu](http://www.excelsior.edu)**

## Sources of Credit Applicable Toward Your Degree

There are a variety of means by which you may earn credit for your degree including Excelsior College online or CD-ROM courses, campus-based courses, courses offered at a distance, Excelsior College® Examinations (ECEs), and accredited proficiency examinations. All transfer credit must have a minimum grade of C-.

A detailed listing of examinations that meet Excelsior College degree requirements can be found in the section of this catalog titled Use of Proficiency Exams for Business Degree Credit. Additional examination information can be found in our publication, *A Student Guide to Credit by Examination at Excelsior College*, available for download at [www.excelsior.edu/publications](http://www.excelsior.edu/publications).

## Second Degree Restrictions

No student is permitted to earn a second business degree in the same or similar area of study or focus. Please refer to your *Student Policy Handbook* for specific information.

## Minimum Academic Average

You must have a cumulative grade point average of C (2.00) or better in order to qualify for graduation from Excelsior College. In addition, only course or examination grades of C (or better), P (Pass), or a score acceptable to the Excelsior College faculty will qualify toward satisfying the business requirements. Refer to the *Student Policy Handbook* for complete information ([www.excelsior.edu/studentpolicyhandbook](http://www.excelsior.edu/studentpolicyhandbook)).

## Diversity

Excelsior College encourages you to plan your degree program to include study of the perspectives of various ethnic and cultural groups as well as investigation of the fundamental assumptions of Western civilization.

**Note:** Where an Excelsior College® Examination or course will satisfy a requirement, it is shown in [brackets]. Excelsior College Examinations have an “x” after the department e.g., [PHIx310 Ethics: Theory & Practice].

## Written English Requirement (WER)

Students are required to demonstrate competence in expository writing in English by completing one of the following:

1. **Examination:** Successful completion of an approved college-level proficiency examination such as:
  - a. Excelsior College® Examinations (ECE), **ENGx111 English Composition**
  - b. UExcel™ College Writing examination, (available for registration later in 2009)
  - c. Advanced Placement (AP) English Examinations
- Note:** Excelsior College does not accept the CLEP General Examination in English Composition with Essay toward this requirement.
2. **College coursework:** Successful completion of one college course (minimum three semester or four quarter-hour credits; minimum grade of C from one of the following options:
  - a. One-semester expository writing course such as Excelsior College’s **ENG 101 English Composition**, **ENG 201 Writing for the Professions**, or **MLS 500 Graduate Research and Writing** (some restrictions apply).
  - b. Two institutionally designated writing-intensive, writing-emphasis courses.

- c. Two applied writing courses. The applied writing courses must focus on different applications of the writing process.

**Note:** Coursework must be from an English-speaking institution. English as a second language courses may not be used to satisfy this requirement.

3. **Statement of proficiency:** Submission of an official statement from a regionally accredited institution, from which transfer credit is being accepted, verifying satisfactory completion of the student’s writing requirement.
4. **Noncollegiate-sponsored instruction:** Successful completion of a noncollegiate-sponsored instructional writing course or program that has been evaluated by either the NYS Board of Regents National Program on Non-collegiate Sponsored Instruction (National PONSI) or the American Council on Education Center for Adult Learning and Educational Credentials (ACE CREDIT), and contains a recommendation of at least three semester-hour-credits for the course. This course must contain an actual assessment of the student’s competence in expository writing in English.

A maximum of six semester hours of credit in English composition/freshman English courses will apply toward degree requirements. Courses or examinations used to fulfill the written English requirement may not be used to satisfy the humanities requirement. Students who have a bachelor’s degree (or higher) from a U.S. regionally accredited college/university are exempt.

Following are examples of 3-credit courses from other colleges and universities that will satisfy the written English requirement:

- English Composition
- Expository Writing I
- Freshman Composition
- Effective Writing
- Introduction to Writing
- College Writing I

**Note:** Throughout this catalog the term “credits” is used to indicate semester hours. Quarter hours are converted to semester hours by multiplying quarter-hour values by two thirds.

## Information Literacy Requirement

Students are expected to demonstrate competency in information literacy. The standards, performance indicators, and outcomes for this requirement were selected from the Association of College and Research Libraries (ACRL) Information Literacy Competency Standards for Higher Education. Competency will be assessed through a one-credit pass/fail course offered online by Excelsior College **[INL 102 Information Literacy]** or through successful completion of a course taken at a regionally accredited college covering comparable content.

The information literate student will be able to

- determine the nature and extent of the information needed.
- access needed information effectively and efficiently.
- evaluate information and its sources critically.
- incorporate selected information into their knowledge base and value system.
- understand many of the economic, legal, and social issues surrounding the use of information.
- access and use information ethically and legally.

Students seeking additional information should check the Excelsior College Web site or consult with their academic advising team.

## Associate in Applied Science in Administrative/Management Studies Degree

While this degree program was designed specifically to meet the needs of those with military backgrounds by recognizing the college-level learning that takes place as a result of military training, the program may also be appropriate for some non-military students. Graduates of the Associate in Applied Science in Administrative/Management Studies degree program who are interested in continuing on to baccalaureate-level study should contact the business advising team for advice on the preferred program of study. See Chart 1 on the following page for a graphic representation of credit required for this degree program. A description of objectives and specific degree requirements follows.

### Objectives

We expect that as an Excelsior College Associate in Applied Science in Administrative/Management Studies graduate you will be able to:

1. Write clear, correct, effective prose.
2. Argue a point using appropriate supporting evidence.
3. Analyze a written or spoken argument.
4. Read and analyze college-level prose.
5. Demonstrate sensitivity to human issues in administration.
6. Demonstrate recognition of the significance of business and administration in the human endeavor.
7. Demonstrate introductory college-level knowledge in one or more of the following subject areas: biology, chemistry, physics, earth science, geology, mathematics.
8. Demonstrate introductory college-level knowledge in one or more of the social sciences: history, anthropology, sociology, psychology, geography, economics, political science.
9. Demonstrate a working knowledge of administrative skills within an organization.



# CHART 1

## Associate in Applied Science Degree in Administrative/ Management Studies

# AAB

**Total Degree  
Credits  
Required: 60**

### Arts and Sciences Component

Credit  
Hours

Humanities Requirement (3 credits must satisfy the Written English Requirement and 3 credits must be in subjects other than writing)	6
Social Sciences/History Requirement (3 credits must be in behavioral sciences subjects)	6
Natural Sciences/Mathematics Requirement	6
Arts and Sciences Electives	2

**Total Arts and Sciences**

**20**

### Career Component

**Total Career Component**

**20**

### Elective Component

Free Elective Component (includes 1-credit Information Literacy Requirement)	20
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**Total Elective Component**

**20**

## Degree Component Requirements **60 credits**

**The Associate in Applied Science in Administrative/Management Studies degree requires a minimum of 60 credits as follows:**

- 20 credits minimum in the arts and sciences
- 20 credits minimum in the career component
- 20 credits of electives (to include information literacy)

### I. Arts and Sciences Component

Arts and sciences are those areas of study classified as humanities, social sciences/history, and natural sciences/mathematics. The Associate in Applied Science in Administrative/Management Studies degree requires a minimum of 20 credits in the arts and sciences distributed as follows:

- 6 credits in the humanities, including 3 credits in English Composition to fulfill the College's written English requirement, and 3 credits in a humanities area other than writing;
- 6 credits in social sciences/history, including 3 credits in behavioral sciences;
- 6 credits in natural sciences/mathematics; and
- 2 credits in any arts and sciences area.

**Note:** Excess credits in arts and sciences or in the career component may be applied toward electives.

### Humanities

At least 6 credits must be earned in humanities subjects—3 of those 6 credits must be earned through completion of an examination or course used to satisfy the written English requirement (see page 15). The remaining 3 credits *may not* be in subjects such as written English composition, Freshman English, or lower-level applied, technical, or professional writing.

Humanities subjects include, but are not limited to, art, music, foreign language, literature, humanities, philosophy, religion, speech/communications, and ethics.

### Social Sciences/History

At least 6 credits must be earned in social sciences/history of which 3 must be in behavioral sciences.

Social sciences/history subjects include, but are not limited to, anthropology, sociology, government, political science, psychology, geography, history, and economics.

### Natural Sciences/Mathematics

At least 6 credits must be earned in natural sciences/mathematics. A maximum of 3 college-level math courses below the level of calculus may be applied toward degree requirements.

Natural sciences/mathematics subjects include, but are not limited to, anatomy and physiology, microbiology, chemistry, biology, genetics, zoology, physics, precalculus, calculus, astronomy, geology, and oceanography.

### Arts and Sciences Electives

A maximum of 2 credits may be applied in this area.

## II. Career Component

The Associate in Applied Science in Administrative/Management Studies degree requires a minimum of 20 credits in the career component. The career component consists of business credits related to your career field and primarily applies to those with military backgrounds.

The following list shows the classification of military career fields according to the Associate in Applied Science, Administrative/Management degree program. Career fields have been categorized to assist you in designing your program. If you have earned examination or coursework credit beyond military educational experience, you may choose another degree area that better fits your educational goal. Career fields that do not appear on this list may be appropriate for other Excelsior College degrees.

## Military Career Fields

### Army MOSs

00Z, 11B, 11C, 11H, 11M, 11Z, 13B, 13C, 13D, 13E, 13F, 13M, 13P, 13R, 13T, 13Z, 14D, 14J, 14L, 14M, 14R, 14S, 14Z, 18B, 18C, 18D, 18E, 18F, 18Z, 19D, 19K, 19Z, 25Z, 37F, 38A, 43M, 57E, 71D, 71G, 71L, 71M, 73C, 73D, 73Z, 75B, 75F, 75H, 76J, 79R, 79S, 79T, 88H, 88K, 88M, 88N, 88X, 88Z, 91B, 91M, 92A, 92G, 92M, 92R, 92Y, 92Z, 93C, 93F, 93P, 95B, 95C, 95D, 96B, 96D, 96H, 96R, 96U, 96Z, 97B, 97E, 97L, 97Z, 98C, 98G, 98H, 98J, 98K, 98Z, and related Warrant Officer MOSs

### Navy Ratings

AC, AK, AZ, BM, CTA, CTI, CTO, CTR, DK, IS, LN, MA, MS, NC, PC, PN, QM, RP, SH, SK, SM, YN, and related Warrant Officer and Limited Duty Officer Ratings

### Marine Corps MOSs

0150160230310320330332, 0340350352, 0369, 0810842, 0844, 0861171181811812, 2622629, 2632643, 2652672673, 2674, 2675, 3043, 3044, 3112, 3383423453529, 3533, 3537, 4425815812, 5836396597047324, 8438618915

### Coast Guard Ratings

BM, IV, PS, QM, RD, SK, SS, TC, YN, and related Warrant Officer Ratings

## III. Electives

The Associate in Applied Science degree in Administrative/Management Studies allows room for up to 20 credits in electives. Applied to this component is the one-credit information literacy requirement. See page 16 for more information about this requirement.

Although you may have already fulfilled the minimum credit requirements in the arts and sciences and career component of your degree, you may still need to earn additional credit to fulfill the total 60-credit requirement. To do this, you may apply any of the following:

- Arts and sciences credit above the minimum required
- Career component credit above the minimum required
- Elective credit

Elective credit may be earned in any field of college study including business and other professional, technical, or vocational areas as well as in the arts and sciences. Examples include military science, health, nursing, engineering, education, computer science, home economics, secretarial science, architecture, drafting, auto mechanics, law, social work, and criminal justice.

Credit is not granted for physical education activity courses.

## Associate in Science in Business

This degree is appropriate for you if your future plans include a career that requires an associate degree. Because our Associate in Science in Business degree articulates fully with the Excelsior College baccalaureate degrees, it is also an appropriate step toward a baccalaureate degree in business. Refer to Chart 2 on page 23 for a graphic representation of required credit for the Associate in Science in Business degree. A description of objectives and specific degree requirements follows.

### Objectives

We expect that as an Excelsior College Associate in Science in Business graduate you will be able to

1. Demonstrate a fundamental knowledge of business administration.
2. Apply quantitative fundamentals to problem solving in the business world.
3. Demonstrate basic knowledge of the principles of macroeconomics, microeconomics, and statistics.
4. Demonstrate effective oral and written communication.
5. Demonstrate understanding of culture, human behavior, and the relationship between business and society.
6. Demonstrate a working knowledge of computer usage within business disciplines.
7. Demonstrate advanced-level knowledge in one or more business subject area.

8. demonstrate understanding of the significance of integrating knowledge and skills in the business world.

### Component Requirements

All Excelsior College business degree programs are comprised of three major components: arts and sciences, business (or career component), and additional credit (or electives). The three components and their respective requirements are explained in the following sections as they apply to the Associate in Science in Business degree.

### Time Limit on Transfer of Credit

**Only those business core and elective courses completed within 20 years of the date of your enrollment may be used for credit toward the business component of the Associate in Science in Business and all baccalaureate business degrees.** However, credit earned more than 20 years prior to your enrollment may be applied to the arts and sciences component requirements. Also, nonduplicative business credit earned more than 20 years prior to your enrollment may be applied as free elective credit.

## Degree Component Requirements **60 credits**

**The Associate in Science in Business degree requires a minimum of 60 credits as follows:**

- 33 credits minimum in the arts and sciences
- 21 credits minimum in the business component
- 6 credits of electives (to include information literacy)

### I. Arts and Sciences Component

Arts and sciences are those areas of study classified as humanities, social sciences/history, and natural sciences/mathematics. The Associate in Science in Business degree requires a minimum of 33 credits in the arts and sciences distributed as follows:

## Humanities

A minimum of 6 credits is required in this area. At least two courses in the humanities (minimum of 6 credits total) must be earned in disciplines such as art, music, literature, foreign language, philosophy, religion, speech, and creative/advanced writing, etc. Examinations or courses used to satisfy the written English requirement *may not* be applied toward the humanities requirement.

## Social Sciences/History

A minimum of 12 credits is required in this area. At least two courses (minimum of 6 credits total) must be earned in social sciences/history *in addition to* **Microeconomics** and **Macroeconomics**.

Social sciences/history courses include, but are not limited to, anthropology, sociology, government, political science, psychology, geography, history, and economics.

## Natural Sciences/Mathematics

A minimum of 6 credits must be earned in natural sciences/mathematics. You are required to complete one course in **Precalculus (or higher math)** and one course in **Statistics**.

Natural sciences/mathematics courses include, but are not limited to, anatomy and physiology, microbiology, chemistry, biology, genetics, zoology, physics, precalculus, calculus, astronomy, geology, and oceanography.

**Note:** Only three college-level math courses below the level of calculus may be applied to degree requirements.

## Arts and Sciences Electives

A maximum of 6 credits may be earned in arts and sciences electives.

## Arts and Sciences Core Requirements

You must earn a grade of C or better in each of the following five courses required as part of the Associate in Science in Business degree program.

### Written English Requirement

At least 3 credits must come from a course that satisfies the written English requirement (see page 15).

### Macroeconomics

Study of concepts and methods of economic analysis as well as gross national product, unemployment, money, and theory of national income.

The macroeconomics requirement may be satisfied with credits from coursework in any of the following subjects: introductory macroeconomics, principles of economics [macro], **[ECO 262 Introduction to Macroeconomics]**.

### Microeconomics

Elementary analysis of economic theory as it relates to the individual consumer and individual firm. Topics covered include supply and demand, consumption and revenue, production and cost, and analysis of output and input markets.

The microeconomics requirement may be satisfied with credits from coursework in any of the following subjects: introductory microeconomics, principles of economics [micro], managerial economics, **[ECO 260 Introduction to Microeconomics]**.

### Mathematics (at the level of Precalculus or higher)

Study of exponents, logarithms, polynomial equations, solution of linear and quadratic equations in more than one unknown, determinants, matrices, permutations and combinations, mathematical induction, binomial theorem, probability, arithmetic and geometric progressions.

**Note:** This course typically precedes calculus in a college math sequence. Elementary or intermediate algebra courses will not apply toward the mathematics requirement.

The mathematics requirement may be satisfied with credits from coursework in any of the following subjects: college algebra, precalculus, **[MAT 116 Pre-Calculus Algebra (this course has prerequisites)]**.

### Statistics

Introduction to the basic concepts of probability and statistics, sample statistics, discrete and continuous probability distributions, confidence intervals, estimation, and regression.

The statistics requirement may be satisfied with credits from coursework in any of the following subjects: business statistics, economic statistics, elementary statistics, introductory statistics, statistics for the social sciences, any statistics course that covers descriptive or inferential statistics, **[BUS 233 Business Statistics]**.



## II. Business Component

The business component includes core requirements that help you gain basic knowledge in business administration and the underlying discipline of decision making.

The Associate in Science in Business degree requires a minimum of 21 credits in the business component.

**Reminder:** All credit you apply to the business component of your degree must have been earned fewer than 20 years prior to your enrollment date.

### Business Core Requirements

Following are typical course titles and descriptions for the required business core courses. In general, a course or exam worth 3 credits will satisfy each core requirement.

#### Financial Accounting

An in-depth study of theories, principles, and procedures related to financial or general accounting. Emphasis is on financial accounting as it relates to valuation of assets and equities and the measurement of income for financial reporting.

Financial accounting subjects include, but are not limited to, fundamentals of accounting, principles of accounting, [ACC 211 Financial Accounting].

#### Managerial Accounting

An introduction to managerial accounting covering job order and process costing, standard costing, and budgeting as well as cost, volume, and profit analysis. Additional financial accounting topics include long-term liabilities, stockholders' equity, and the statement of cash flows.

Managerial accounting subjects include, but are not limited to, fundamentals of accounting, introductory managerial accounting, principles of accounting, [ACC 212 Managerial Accounting].

#### Introduction to Business Law (United States Business Law)

A study of aspects of American law pertaining to business activity. Emphasis is given to the legal and social environment of business, contracts and the Uniform Commercial Code (UCC), property, agency, and business entities.

Subjects that may be used to satisfy this component include, but are not limited to, business law I or II, commercial law I or II, legal environment of business, [BUS 230 Business Law].

#### Computers

Course topics include organization of computers, elementary programming, applications in areas such as microcomputers, spreadsheets, and data processing systems.

Subjects that may be used to satisfy this component include, but are not limited to, computer programming, computer science, data processing, introduction to management/computer information systems. Word processing credit alone will not satisfy this requirement. [BUS 220 Workplace Communication with Computers]

There are many Excelsior College courses that will apply to the computer requirement. A maximum of 6 credits in computers may be applied to the business component of the Associate in Science in Business degree. Please refer to our Web site or contact your advising team for more information.

#### Principles of Management

A study of principles of managerial functions including planning, organizing, leading, and controlling.

Subjects that may be used to satisfy this component include, but are not limited to, introduction to management, management, management concepts, [BUS 240 Principles of Management].

#### Principles of Marketing

Course topics include marketing problems of the firm, markets and customer behavior, products/services, channels of distribution, promotion, and pricing.

Subjects that may be used to satisfy this component include, but are not limited to, introduction to marketing, marketing concepts, marketing principles, [BUS 250 Principles of Marketing].

## Business Electives

For the Associate in Science in Business degree, you will earn most of the required business credit for the degree in the process of completing the core coursework. You may still find room in your plan of study, however, for one (or more) business elective course or exam. The baccalaureate degree programs provide more opportunities for business electives. Refer to the Baccalaureate Degree Programs section for specific information regarding those programs.

### Identifying Applicable Business Elective Courses

To see what types of courses you may find applicable as business electives, you may wish to review the course titles listed for specific business concentrations in the section titled Bachelor of Science in Business Concentrations (p. 32). Courses that are either required or suggested for concentrations are considered business electives for the Associate in Science in Business degree and the Bachelor of Science in Business degree with a concentration in General Business. For students enrolled in business concentrations, courses from other concentrations are considered business electives.

### Credit Limit on Computer Coursework Applied as Business Elective Credit

No more than 3 credits from computer courses beyond those satisfying the core requirement may be applied as Associate in Science in Business degree business elective credit.

## III. Additional Credit Component

Although you may have already fulfilled the minimum credit requirements in the arts and sciences and business components of the Associate in Science in Business degree, you may still need to earn additional credit to fulfill the total credit requirement of 60 credits.

To do this, you may apply any of the following:

- Arts and sciences credit above the minimum required
- Business credit above the minimum required
- Free elective credit

### Information Literacy Requirement

Students are expected to demonstrate competency in information literacy with successful completion of the one-credit information literacy requirement. See page 16 for more information about this requirement.

**Credit is not granted for physical education activity courses.**

## CHART 2

### Associate in Science in Business

**Total Degree Credits Required: 60**

**ASB**

#### Arts and Sciences Component

Credit  
Hours

Written English Requirement	3
Humanities Requirement* (must complete at least 6 credits <i>in addition to</i> credit for the Written English Requirement)	6
Social Sciences/History Requirement (must include <b>Microeconomics</b> , <b>Macroeconomics</b> , and 6 additional credits)	12
Natural Sciences/Mathematics Requirement (must include a math course at the level of <b>Precalculus or above</b> and <b>Statistics</b> )	6
Arts and Sciences Electives	6

**Total Arts and Sciences Component**

**33**

#### Business Component

Credit  
Hours

##### Core Requirements

Financial Accounting  
Managerial Accounting  
Introduction to Business Law  
(United States Business Law)  
Computers  
Principles of Management  
Principles of Marketing

Business Electives

**Minimum Business Component**

**21**

#### Additional Credit Component

Credit  
Hours

##### Any Collegiate-level Study

(excluding physical education courses)  
May include any excess credit in Arts and Sciences and Business areas.

Information Literacy

1

**Total Additional Credit Component**

**6**

\* Refer to page 20 for specific information about this requirement.

# Baccalaureate Degree Programs in Business



The objectives and specific degree requirements for baccalaureate business degrees are as follows:

## Objectives

We expect that as an Excelsior College baccalaureate business graduate you will be able to:

1. Demonstrate a fundamental knowledge of business administration.
2. Apply quantitative fundamentals to problem solving in the business world.
3. Demonstrate basic knowledge of the principles of macroeconomics, microeconomics, and statistics.
4. Demonstrate effective oral and written communication.
5. Demonstrate understanding of culture, human behavior, and the relationship between business and society.
6. Demonstrate a working knowledge of computer usage within business disciplines.
7. Demonstrate advanced-level knowledge in one or more business subject areas.
8. Demonstrate understanding of the significance of integrating knowledge and skills in the business world.

You are subject to the degree requirements in effect at the time of your enrollment or program/degree transfer (program transfer refers to change from one School to another; degree transfer refers to changing degrees within the same School).

The faculty reserves the right to make changes in curricular requirements as necessary to reflect professional practice. Changes may affect both enrolled and prospective students. It is your responsibility to keep informed of such changes. We make every effort to inform you of changes as they occur. Current information about degree requirements is posted on our Web site. Information about changes to degree requirements is also made available on our Web site.

[www.excelsior.edu](http://www.excelsior.edu)

## Second Degree Restrictions

No student is permitted to earn a second business degree in the same or similar area of study or focus. Please refer to your *Student Policy Handbook* for specific information.



## Sources of Credit Applicable Toward Your Degree

There are a variety of means by which you may earn credit for your degree including Excelsior College online or CD-ROM courses, campus-based courses, courses offered at a distance, Excelsior College® Examinations (ECEs), and accredited proficiency examinations. All transfer credit must have a minimum grade of C–.

**Note:** Throughout this catalog where the term “course” is used, unless otherwise indicated, it is intended to include proficiency examinations.

A detailed listing of examinations that meet Excelsior College degree requirements can be found on pages 50 and 51 of this catalog. More examination information can be found in our publication, *A Student Guide to Credit by Examination at Excelsior College*, available for download at [www.excelsior.edu/publications](http://www.excelsior.edu/publications).

Throughout this catalog the term “credits” is used to indicate semester hours. Quarter hours are converted to semester hours by multiplying quarter-hour values by two thirds.

## Time Limit on Transfer of Credit in the Business Degree Programs

Only those business core and elective courses completed within 20 years of the date of your enrollment may be used for credit toward the business component of your degree. However, credit earned more than 20 years prior to your enrollment may be applied to the arts and sciences component requirements. Also, non duplicative business credit earned more than 20 years prior to your enrollment may be applied as free elective credit.

## Minimum Academic Average

You must have a cumulative grade point average of C (2.00) or better in order to qualify for graduation from Excelsior College. In addition, only course or examination grades of C (or better), P (Pass), or a

score acceptable to the Excelsior College faculty will qualify toward satisfying degree requirements. Refer to the *Student Policy Handbook* for complete information ([www.excelsior.edu/studentpolicyhandbook](http://www.excelsior.edu/studentpolicyhandbook)).

## Diversity

Excelsior College encourages you to plan your degree program to include study of the perspectives of various ethnic and cultural groups as well as investigation of the fundamental assumptions of Western civilization.

## Information Literacy Requirement

Students are expected to demonstrate competency in information literacy. The standards, performance indicators, and outcomes for this requirement were selected from the Association of College and Research Libraries (ACRL) Information Literacy Competency Standards for Higher Education. Competency will be assessed through a one-credit pass/fail course offered online by Excelsior College [INL 102 Information Literacy] or through successful completion of a course taken at a regionally accredited college covering comparable content.

The information literate student will be able to

- determine the nature and extent of the information needed.
- access needed information effectively and efficiently.
- evaluate information and its sources critically.
- incorporate selected information into his or her knowledge base and value system.
- understand many of the economic, legal, and social issues surrounding the use of information.
- access and use information ethically and legally.

Students seeking additional information should check the Excelsior College Web site or consult with their academic advisor team.

# Baccalaureate Degree Program Components

Every Excelsior College degree program requires a specific number of credits in each of its component areas. The chart relevant to your degree program shows a graphic representation of the credit needed to fulfill all the requirements for your chosen degree.

All Excelsior College baccalaureate business degree programs are comprised of three major components: arts and sciences, business, and additional credit. The three components and their respective requirements are explained in the following sections.

**Note:** Where an Excelsior College® Examination or course will satisfy a requirement, it is shown in **[brackets]**. Excelsior College Examinations have an “x” after the department e.g., **[BUSx310 Ethics: Theory & Practice]**.

## I. Arts and Sciences Component

Arts and sciences are those areas of study classified as humanities, social sciences/history, and natural sciences/mathematics. Excelsior College business degrees require a minimum number of credits in humanities and social sciences/history as part of the arts and sciences component.

- 3-credit written English requirement
- 9 credits in the humanities (may include Ethics) *in addition to* credit for the written English requirement
- 15 credits in social sciences/history to include *Microeconomics* and *Macroeconomics*
- 6 credits in natural sciences/mathematics to include a math course at the level of *Precalculus* or above and *Statistics*
- up to 27 credits in any arts and sciences area

**Note:** Excess credits in arts and science or in the business component may be applied toward electives.

## Humanities

You must successfully complete at least 9 credits in the humanities.

Humanities subjects include, but are not limited to, art, music, literature, foreign language, philosophy, religion, speech, and creative/advanced writing.

Examinations or courses used to satisfy the written English requirement *may not* be applied toward the humanities requirement.

## Social Sciences/History

You must successfully complete a minimum of 9 credits in the social sciences/history *in addition to* *Microeconomics* and *Macroeconomics*.

Social sciences/history subjects include, but are not limited to, anthropology, sociology, government, political science, psychology, geography, history, economics.

## Natural Sciences/Mathematics

You must successfully complete a minimum of 6 credits in the natural sciences/mathematics to include a 3-credit course in *Precalculus (or higher math)* and a 3-credit course in *Statistics*.

Natural sciences/mathematics subjects include, but are not limited to, anatomy and physiology, microbiology, chemistry, biology, genetics, zoology, physics, precalculus, calculus, astronomy, geology, oceanography, etc.

**Note:** Only three college-level math courses below the level of calculus may be applied to degree requirements.

## Arts and Sciences Core Requirements

### Written English Requirement

Students are required to demonstrate competence in expository writing in English by completing one of the following:

1. **Examination:** Successful completion of an approved college-level proficiency examination such as:
  - a. Excelsior College® Examinations (ECE), **ENGx111 English Composition**
  - b. UExcel™ College Writing examination, (available for registration later in 2009)
  - c. Advanced Placement (AP) English Examinations

**Note:** Excelsior College does not accept the CLEP General Examination in English Composition with Essay toward this requirement.

**2. College coursework:** Successful completion of one college course (minimum three semester or four quarter-hour credits; minimum grade of C from one of the following options:

- a. One-semester expository writing course such as Excelsior College's **ENG 101 English Composition**, **ENG 201 Writing for the Professions**, or **MLS 500 Graduate Research and Writing** (some restrictions apply).
- b. Two institutionally designated writing-intensive, writing-emphasis courses.
- c. Two applied writing courses. The applied writing courses must focus on different applications of the writing process.

**Note:** Coursework must be from an English-speaking institution. English as a second language courses may not be used to satisfy this requirement.

**3. Statement of proficiency:** Submission of an official statement from a regionally accredited institution, from which transfer credit is being accepted, verifying satisfactory completion of the student's writing requirement.

**4. Noncollegiate-sponsored instruction:** Successful completion of a noncollegiate-sponsored instructional writing course or program that has been evaluated by either the NYS Board of Regents National Program on Non-collegiate Sponsored Instruction (National PONSI) or the American Council on Education Center for Adult Learning and Educational Credentials (ACE CREDIT), and contains a recommendation of at least three semester-hour-credits for the course; this course must contain an actual assessment of the student's competence in expository writing in English.

A maximum of six semester hours of credit in English composition/freshman English courses will apply toward degree requirements. Courses or examinations used to fulfill the written English requirement may not be used to satisfy the humanities requirement. Students who have a bachelor's degree (or higher) from a U.S. regionally accredited college/university are exempt.

Examples of one-semester courses from other colleges and universities (3 credits) that will satisfy the written English requirement:

- English Composition
- Expository Writing I
- Freshman Composition
- Effective Writing
- Introduction to Writing
- College Writing I

### Macroeconomics

Study of concepts and methods of economic analysis as well as gross national product, unemployment, money, and theory of national income.

The macroeconomics requirement may be satisfied with credits from coursework in any of the following subjects: introductory macroeconomics, principles of economics [macro], **[ECO 262 Introduction to Macroeconomics]**.

### Microeconomics

Elementary analysis of economic theory as it relates to the individual consumer and individual firm. Topics covered include supply and demand, consumption and revenue, production and cost, and analysis of output and input markets.

The microeconomics requirement may be satisfied with credits from coursework in any of the following subjects: introductory microeconomics, principles of economics [micro], managerial economics, **[ECO 260 Introduction to Microeconomics]**.

### Mathematics (at the level of Precalculus or higher)

Study of exponents, logarithms, polynomial equations, solution of linear and quadratic equations in more than one unknown, determinants, matrices, permutations and combinations, mathematical induction, binomial theorem, probability, arithmetic and geometric progressions.

**Note:** This course typically precedes calculus in a college math sequence. Elementary or intermediate algebra courses will not apply to the mathematics requirement.

The mathematics requirement may be satisfied with credits from coursework in any of the following subjects: college algebra, precalculus, **[MAT 116 Pre-Calculus Algebra (this course has prerequisites)]**.

## Statistics

Introduction to the basic concepts of probability and statistics, sample statistics, discrete and continuous probability distributions, confidence intervals, estimation, and regression.

The statistics requirement may be satisfied with credits from coursework in any of the following subjects: business statistics, economic statistics, elementary statistics, introductory statistics, statistics for the social sciences, any statistics course that covers descriptive or inferential statistics, **[BUS 233 Business Statistics]**.

## II. Business Component

The business component includes a core requirement that helps you gain basic knowledge in business administration and the underlying discipline of decision making. Many of the required core courses are offered by community colleges, while some may be available only at four-year institutions. Courses meeting core requirements are not classified as advanced even if they are offered by a four-year college or university at the junior/senior level.

Credit in the business component of your degree is earned from core courses, lower-level and advanced business elective courses, and concentration subjects (if you choose a concentration). A grade of C or better is required for applicable credit.

**Reminder:** All credit you apply to the business component of your degree must have been earned fewer than 20 years prior to your enrollment date.

## Business Component Core Requirements

Listed below are typical course titles and descriptions for the required business core courses. In general, a course or exam worth three credits will satisfy each core requirement.

## Financial Accounting

An in-depth study of theories, principles, and procedures related to financial or general accounting. Emphasis is on financial accounting as it relates to valuation of assets and equities and the measurement of income for financial reporting.

Financial accounting subjects include, but are not limited to, fundamentals of accounting, principles of accounting, **[ACC 211 Financial Accounting]**.

## Managerial Accounting

An introduction to managerial accounting covering job order and process costing, standard costing, and budgeting as well as cost, volume, and profit analysis. Additional financial accounting topics include long-term liabilities, stockholders' equity, and the statement of cash flows.

Managerial accounting subjects include, but are not limited to, fundamentals of accounting, introductory managerial accounting, principles of accounting, **[ACC 212 Managerial Accounting]**.

## Introduction to Business Law (United States business law)

A study of aspects of American law pertaining to business activity. Emphasis is given to the legal and social environment of business, contracts and the Uniform Commercial Code (UCC), property, agency, and business entities.

Subjects that may be used to satisfy this business component core requirement include, but are not limited to, business law I or II, commercial law I or II, legal environment of business, **[BUS 230 Business Law]**.

Non-CPA concentration students may apply credit from a course in business law or legal environment of business.

## Computers

Course topics include organization of computers, elementary programming, applications in areas such as microcomputers, spreadsheets, and data processing systems.

Subjects that may be used to satisfy this business component core requirement include, but are not limited to, computer programming, computer science, data processing, introduction



to management/computer information systems. Word processing credit alone will not satisfy this requirement. **[BUS 220 Workplace Communication with Computers]**

There are many Excelsior College courses that will apply to the computer requirement. Please refer to our Web site or contact your advising team for more information. A maximum of 9 credits in computer courses may be applied to the business component of all baccalaureate business degrees (with the exception of the Bachelor of Science in Business degree with a concentration in Information Systems).

### Principles of Management

A study of principles of managerial functions including planning, organizing, leading, and controlling.

Subjects that may be used to satisfy this component include, but are not limited to, introduction to management, management, management concepts, **[BUS 240 Principles of Management]**.

### Principles of Marketing

Course topics include marketing problems of the firm, markets and customer behavior, products/services, channels of distribution, promotion, and pricing.

Subjects that may be used to satisfy this business component core requirement include, but are not limited to, introduction to marketing, marketing concepts, marketing principles, **[BUS 250 Principles of Marketing]**.

### Financial Management

An examination of the functions of financial managers, the financial environment, and the tools of financial analysis including financial planning and control, working capital management, and intermediate and long-term financing. Also includes an introduction to cost of capital and capital budgeting. This course typically has prerequisites of accounting I and II and micro- and macroeconomics.

Subjects that may be used to satisfy this business component core requirement include, but are not limited to, business finance, corporation finance, principles of finance, **[BUS 350 Principles of Finance]**.

**Note:** Courses in personal finance will not satisfy this requirement.

### Production/Operations Management

An analysis of planning and control decisions made by the operations manager of any enterprise. Course topics include forecasting, production and capacity planning, project planning, operations scheduling, inventory control, work measurement, and productivity improvement. This course typically has Statistics as a prerequisite.

Subjects that may be used to satisfy this business component core requirement include, but are not limited to, introduction to operations management, operations management, production management, **[BUS 425 Operations Management]**.

### Business Policy

A capstone case-study course in managerial decision making to integrate previous training in the functional areas of business (accounting, finance, marketing, operations, and personnel). Course topics include problems from the point of view of the chief executive officer or general manager and the design and implementation of corporate strategy. This course typically requires completion of all or most of the previous core courses as a prerequisite.

You must take **BUS 495 Business Strategy**. *Transfer courses are not applicable toward the business policy core requirement.*

### Additional Business Component Requirements for all Baccalaureate Degrees

All Excelsior College baccalaureate business students must complete coursework in the areas of ethics and organizational behavior. Advanced-level business coursework is also required. To be considered advanced-level, a course must be taken at a four-year college or university and must be junior- or senior-level. Credit earned at community or junior colleges is never considered applicable toward advanced-level Excelsior College baccalaureate degree requirements. Specific descriptions of the required subject areas follow.

### Ethics

Basic theories and concepts such as utilitarianism, natural law theory, justice, duties and obligations, and rights. Metaethics covering topics such as subjectivism, objectivism, and naturalistic fallacy. Moral deliberation covering such topics as moral sen-

sitivity, status of moral judgement, and implications of moral concepts. Application of theories and concepts to practical ethical issues.

Subjects that may be used to satisfy this component include, but are not limited to, business ethics, introduction to ethics, biomedical ethics, **[BUS 323 Business Ethics, BUSx310 Ethics Theory & Practice]**.

**Note:** Depending on the content, the ethics course may be classified as business credit or as arts and sciences credit.

### Organizational Behavior

The individual and workforce diversity, interpersonal processes and the group, and the organization. Knowledge of the principles of management is assumed.

Subjects that may be used to satisfy this component include, but are not limited to, behavior in organizations, **[BUS 311 Organizational Behavior, BUSx315 Organizational Behavior]**.

**Note:** Depending on the content, the organizational behavior course may be classified as business credit or as arts and sciences credit.

### Identifying Applicable Business Elective Courses

To see what types of courses you may find applicable as business electives, you may wish to review the course titles listed for specific business concentrations (pages 32–36). Courses that are either required or suggested for concentrations are considered business electives for associate degree students and for students in the Bachelor of Science in Business degree with a concentration in General Business. For students enrolled in specific business areas (concentrations), courses from other concentrations are considered business electives.

### Advanced-Level Credit Requirements for all Baccalaureate Business Degrees

You must earn a minimum of 12 credits of advanced-level business credit to qualify for a business baccalaureate degree. If you are pursuing a business degree with a general business concentration, you may apply the advanced-level credit in any approved business area. If you choose any other concentration, at least 9 of the 12 required credits of advanced-level credit must be in your area of concentration.

In addition to college course credit, you may earn advanced-level credit by passing examinations classified by the Excelsior College business faculty as advanced level as well as by successfully completing courses or examinations evaluated by the American Council on Education (ACE) College Credit Recommendation Service of the Center for Lifelong Learning or the New York State Board of Regents National Program on Noncollegiate Sponsored Instruction (National PONSII) and accepted by the Excelsior College business faculty as advanced level.

**Note:** Some credit recommended as upper-level by ACE may not apply as advanced-level credit toward your business degree.

A course or examination used to satisfy a core requirement cannot be counted toward the advanced-level requirement. This means that the course that fulfills the core requirement of Production/Operations Management, for instance, will not be counted as advanced-level credit even if it is numbered at the junior or senior level at a four-year college. In practice, this also means that the Excelsior College business program will not accept as advanced-level any courses that substantially duplicate the course content found in core courses.

**Example:** A student took Principles of Management at a community college. The course covered planning, organizing, directing, controlling, and staffing. The course would be accepted by Excelsior College as meeting the core requirement principles of management. The student later attended a four-year college in which the management sequence begins in the junior year, and took Leadership and Management Fundamentals, a course numbered 301. This course also covered planning, organizing, directing, controlling, and staffing. It had no prerequisites and was the first course in the management sequence offered by the four-year college. In such a situation, Excelsior College would award credit for only one of these two courses and would consider the course credit applicable to the core requirement, not to the advanced-level requirement.

The Excelsior College business faculty will **not** classify the following as advanced-level business electives, even if such courses are numbered at the junior/senior level:

- Business Communication
- Business Writing
- Consumer Finance
- Personal Finance

Other faculty and College policies may also affect the classification of advanced-level credit.

There are many Excelsior College courses that will apply as advanced level credit in the business degrees. See our Web site for a list of current course offerings ([www.excelsior.edu/courses](http://www.excelsior.edu/courses)).

### III. Additional Credit Component

Although you may have already fulfilled the minimum credit requirements in the arts and sciences and business components of your chosen degree, you may still need to earn additional credit to fulfill the total credit requirement of your baccalaureate (120 credits) degree. To do this, you may apply any of the following: arts and sciences credit above the minimum required, business credit above the minimum required, or free elective credit.

Free elective credit may be earned in any field of collegiate study, including business and other professional, technical, or vocational areas as well as the arts and sciences. Examples include military science, health, nursing, engineering, education, computer science, home economics, secretarial science, architecture, drafting, auto mechanics, law, social work, criminal justice.

Credit is not granted for physical education activity courses.

#### Information Literacy Requirement

Students are expected to demonstrate competency in information literacy. See page 25 for more information about the information literacy requirement.

# Baccalaureate Degree Descriptions and Specific Requirements

There are requirements that apply to all baccalaureate degree programs in business. Refer to pages 24–31 for a description of requirements common to all baccalaureate business degrees. In addition to those common requirements, you must also satisfy requirements specific to your chosen concentration. Those specific degree requirements are found on the following pages (pp. 32–36). Charts relevant to your concentration begin on page 37 and provide a graphic representation of the credit needed to fulfill all the requirements for your chosen concentration.

The baccalaureate degree program in business offers the following concentrations:

- Finance
- General Accounting
- General Business
- Global Business
- Hospitality Management
- Management of Human Resources
- Marketing
- Operations Management
- Management Information Systems
- Risk Management and Insurance

**Note:** Where an Excelsior College® Examination or course will satisfy a requirement, it is shown in **[brackets]**. Excelsior College Examinations have an “x” after the department e.g., **[BUSx310 Ethics: Theory & Practice]**.

# Bachelor of Science in Business

## Concentrations

### Finance

See Chart 4, page 38.

The finance degree curriculum is designed to help you develop a working understanding of financial decision-making processes. It also offers insight into how financial markets function. The finance concentration provides part of the necessary education for students seeking careers in business, industry, financial institutions, government, or not-for-profit organizations in positions such as financial analyst, cost engineer, securities analyst, or commercial or investment banking officer.

#### Subject Requirements for the Finance Concentration

**15** credits are required in this concentration area. At least **9** must be advanced-level.

- I. Required subjects
  - A. Advanced Financial Management (sometimes called Advanced Corporate Finance)
  - B. Financial Markets and Institutions (or Money and Banking)
  - C. Securities Analysis (or Portfolio Management)
- II. Additional credit in the concentration may be earned from courses such as commercial banking management, international finance, management of financial institutions, real estate, risk and insurance, and other related courses, (with approval), **[BUS 320 Entrepreneurial Financing, ACC 350 Fraud Prevention & Detection]**.

### General Business

See Chart 3, page 37.

Earning the credit required for this concentration helps you create a strong foundation on which to build a career. The Bachelor of Science curriculum is designed to give you an overview of the entire business world. By gaining the knowledge and skills associated

with this level of learning, you should acquire the background necessary for a variety of nonspecialist employment opportunities. You may find this option of particular interest if you are considering a career in small business, graduate study in business, or law school following graduation. If Excelsior College does not offer a business concentration in your field of interest, you may choose to demonstrate your preparation in the field by enrolling in the general business option and applying a block of credit in a particular business-related field as electives.

### General Accounting

See Chart 4, page 38.

Accounting is a changing profession that demands concern for both theory and practice. Accountants must work with people while simultaneously maintaining awareness of the human, social, legal, and environmental factors vital to the operation of an organization. There are two major types of accounting: managerial accounting and public accounting. Excelsior College offers both a general accounting concentration and a NYS CPA track accounting degree.

Managerial accountants work with people at all levels of management to develop, monitor, and review a firm's information and financial systems in order to help plan and control business activities. Career opportunities include controllership and corporate or managerial accounting as well as public accounting, internal auditing, and consulting. Public accountants work independently or with auditing firms to establish the credibility of financial reports. They often specialize in tax and other financial matters.

#### Subject Requirements for the General Accounting Concentration:

**15** credits are required in this concentration area. At least **9** must be advanced-level.

- I. Required subjects
  - A. Intermediate Accounting I
  - B. Intermediate Accounting II
  - C. Cost Accounting
  - D. Taxation (United States tax)
- II. Additional credit in the concentration may be earned from courses such as advanced accounting, auditing, fund accounting, international account-



ing, and other related courses (with approval). One advanced accounting course is required **[ACC 350 Fraud Prevention and Detection]**.

## Global Business

See Chart 4, page 38.

The curriculum for the study of global business presents an overview of the current problems and methods of analysis related to the global operations of a business. It focuses on the basic tools of analysis in global operations such as global economic analysis and analysis of the global business environment. It also incorporates study of the techniques of market penetration abroad and the evaluation of investments and financial sources. Expertise in the concentration opens career opportunities in a challenging business world that demands knowledge of global business and economic trends. Such opportunities include entry-level positions in domestic marketing and finance as well as management or entry-level global business positions.

### Subject Requirements for the Global Business Concentration

**15** credits are required in this concentration area. At least **9** must be advanced-level.

- I. Required subjects—Business
  - A. International Business **[BUS 435 International Business]** and *two of the following three:*
    - B. International Economics (or International Trade) **[ECON 360 International Economics]**
    - C. International Finance
    - D. International Marketing
- II. Required subjects—Arts and Sciences applicable only to arts and sciences component requirements—not applicable to the 15 credits in the concentration
  - A. International Relations (International Politics) **[POL 360 International Politics]**
  - B. Two semesters of the same foreign language
- III. Additional credit in the concentration may be earned from courses such as export/import management, foreign market analysis, intercultural communication, international accounting,

international banking/international monetary theory, international business ethics, international strategy, multinational management, and other related courses, with approval.

## Hospitality Management

See Chart 5, page 39.

The objective of this program is to provide current hospitality professionals the flexibility to achieve a bachelor's degree that is not possible through a traditional university setting while being employed full-time in the field. Its educational strength rests on the backbone of a solid business education with enough specialized course offerings to enhance a unique, career specific acquisition of knowledge and skills commensurate with industry demands. These demands have been articulated by hospitality owners and operators alike as well as supervisory personnel looking for people who have an understanding of marketing, financial analysis, computer literacy, and a number of other business skills found within the current general business curriculum. More specific skills in leadership management, service systems technologies, internships, cost control, and franchising have been incorporated as specialized requirements to round out the hospitality educational background necessary for success.

### Subject Requirements for the Hospitality Management Concentration

**24** credits are required for this concentration. **21** of the credits are applied in the business component and **3** credits are applied in the additional credit/free elective component. Of the **21** credits in the business component, **9** must be advanced level credits.

- I. Required subjects
  - A. Hotel/Restaurant Cost Control **[BUS 355 Hotel/Restaurant Cost Control]**
  - B. Hospitality Service Systems Technologies **[BUS 360 Hospitality Service Systems Technologies]**
  - C. Hotel/Front Office Management
  - D. Hotel/Restaurant Franchising **[BUS 345 Hotel Restaurant Franchising]**
  - E. Hospitality Law
  - F. Hospitality Executive Capstone

- G. Sanitation and Safety (applies in the free elective area; cannot be applied to the advanced level requirement)

## II. Additional credits in the concentration

The faculty highly recommends that students take a course in purchasing. Other approved courses in the hospitality management subject area can apply here as well.

## Management of Human Resources

See Chart 4, page 38.

The curriculum in management of human resources emphasizes the management of individuals and groups in business firms, government agencies, and other organizations. Managers must be competent leaders. They coordinate work and human systems so that employees are motivated. Managers must create an environment conducive to accomplishing the objectives of both the employees and the organization. Employment opportunities in the field include general management, human resource management, labor or industrial relations, and personnel administration.

### Subject Requirements for the Management of Human Resources Concentration

**15** credits are required in this concentration area. At least **9** must be advanced-level.

#### I. Required subjects

- A. Labor Relations  
[BUSx360 Labor Relations]
- B. Organizational Behavior  
[BUSx315 Organizational Behavior, BUS 311 Organizational Behavior]
- C. Personnel Administration (sometimes called Human Resource Management)  
[BUSx410 Human Resource Management]

- II. Additional credit in the concentration may be earned from courses such as collective bargaining, human resource development, industrial psychology, labor economics, organizational development, training and development, and other related courses (with approval), [BUS 380 Managing Diversity in the Workplace, BUS 452 Business Leadership, SOC 318 Sociology of the Workplace]

## Management Information Systems

See Chart 6, page 40.

The management information systems curriculum is designed to prepare you for a career as a management-oriented, technically proficient information systems professional. It provides an overview of systems design, programming, and implementation. Career options are extensive. Graduates in this field are in demand as information systems consultants, programmer analysts, and computer specialists in a wide range of public and private organizations.

### Subject Requirements for the Management Information Systems Concentration

**18** credits are required in this concentration. Of these, **9** must be advanced-level.

#### I. Required subjects

- A. A business programming language (C, C++, PASCAL) [IT 210 Object Oriented Programming]
- B. Database Management  
[IT 370 Database Management Systems]
- C. Data Communications or Telecommunications or Networking  
[IT 350 Business Data Communication]
- D. Systems Analysis and Design  
[IT 418 Software Systems and Design]

#### II. Additional credits in the concentration

The faculty encourage students to design one of two MIS career tracks, either managerial or technical. An MIS managerial track can be created by choosing courses such as decision support systems, systems integration, project management, information systems management, systems design and implementation/integration, expert systems, Visual BASIC, executive management systems, information systems planning, information resource management, and an MIS project/seminar or internship.

An MIS technical track can be created by choosing courses such as operating systems, advanced programming languages, data structures, compiler design, knowledge-based/expert systems, artificial intelligence, computer simulation, advanced database, and an MIS project/seminar or internship. There are several Excelsior College

courses that will apply to this requirement. Please refer to our Web site ([www.excelsior.edu/courses](http://www.excelsior.edu/courses)) or contact your advising team for more information.

## Marketing

See Chart 4, page 38.

Marketing includes all activities required to direct the flow of products and services from producers to consumers. It includes marketing research, which entails interpreting conditions in the marketplace and forecasting future trends; the development of strategies to ensure demand for a product or service; analysis of how consumers behave; advertising and promotion; distribution of goods; and the utilization of effective selling methods. Career opportunities in marketing include product or brand management, retail/wholesale management, industrial marketing, advertising, and market information systems analysis.

### Subject Requirements for the Marketing Concentration

**15** credits are required in this concentration area. At least **9** must be advanced-level.

- I. Required subjects
  - A. Consumer Behavior
  - B. Marketing Management (sometimes called Product Planning)
  - C. Market Research
- II. Additional credit in the concentration may be earned from courses such as advertising (or promotional policy); distribution channels management; international marketing; retail/wholesale management; sales management; and other related courses (with approval), **[BUS 310 Entrepreneurial Marketing]**.

## Operations Management

See Chart 4, page 38.

The concentration in operations management is designed for students interested in the production of goods and services and the application of quantitative methods to solve business problems in this area of increasing importance in the world economy. Business problems analyzed in this field of management include inventory control, facilities planning and location,

and productivity analysis. Employment opportunities include production planning or scheduling, inventory management, and manufacturing management.

### Subject Requirements for the Operations Management Concentration

**15** credits are required in this concentration area. At least **9** must be advanced-level.

Credit in this concentration may be earned from courses such as advanced production management, forecasting, inventory control management, logistics, operations research/management science, production planning, production system design, purchasing, quality control, service control management, simulation, and other related courses (with approval), **[BUS 440 Business Supply Chain Management]**, **[IT 390 Project Management]**.

## Risk Management and Insurance

See Chart 4, page 38.

The concentration in risk management and insurance is designed to help students develop a working understanding of the risk management process and the interrelationship between insurance theory and practice. It focuses on the analysis and treatment of loss and offers insight into how risk management objectives support organizational objectives. It also incorporates study of the global environment for insurance including emerging issues and trends related to international trade and commerce.

### Subject Requirements for the Risk Management and Insurance Concentration

**15** credits are required in this concentration area. At least **9** must be advanced-level.

- I. Required subjects
  - A. Principles of Risk Management
  - B. Risk Control or Risk Finance
  - C. Principles of Insurance (or Principles of Life/Health Insurance or Principles of Property/Casualty Insurance)
- II. Additional credit in the concentration

The faculty encourage students to design one of three career tracks: life/health insurance, property/liability insurance, or corporate risk management.

A **life/health insurance track** can be created by choosing courses such as group insurance: medical, dental, prescription drug, or group insurance: life, disability, travel.

A **property/casualty insurance track** can be created by selecting courses in business interruption, transportation (air, automotive, ocean) insurance, or catastrophic (fire, flood, wind, earthquake, theft) insurance.

A **corporate risk management track** can be created by choosing courses such as product liability and self-insurance and retention. Other risk management/insurance electives include social insurance, comparative insurance programs, reinsurance, actuarial studies, international studies in insurance, and other related courses (with approval).

## Bachelor of Science in Accounting, New York State CPA Track

See Chart 7, page 41.

The Excelsior College CPA accounting program is registered as meeting the educational requirements necessary to qualify its graduates to sit for the CPA examination in New York State. If you are interested in sitting for the CPA examination in another state, you should contact that state's Board of Accounting for its specific educational requirements for admission to the examination, including the acceptability of correspondence courses and proficiency examinations.

### Subject Requirements for the Accounting, New York State CPA Track

To qualify to sit for the New York State CPA examination, you must complete **45** credits in this area.

- I. Required subjects
  - A. Intermediate Accounting I
  - B. Intermediate Accounting II
  - C. Cost Accounting
  - D. Taxation-Individual<sup>†</sup>  
(United States tax)
  - E. Taxation-Corporate<sup>†</sup>  
(United States tax)
  - F. Advanced Accounting<sup>‡</sup>  
(covering both partnerships  
and consolidations)
  - G. Auditing<sup>‡</sup>  
(professional, not internal auditing)
  - H. Business Law II  
(United States business law only)
  - I. Finance II
  - J. Advanced Finance for Management<sup>‡</sup>
  - K. Accounting Theory<sup>‡</sup>
  - L. Advanced Financial Statement Analysis<sup>‡</sup>
  - M. Research of Current Topics in Accounting<sup>‡</sup>
  - N. Advanced Auditing<sup>‡</sup>
  - O. Computer Science (3 credits in addition  
to the core requirement in computers)

<sup>†</sup> Some institutions cover individual and corporate tax in one comprehensive course. Others cover these subjects in two or more courses. If you take one course to cover this requirement, it must be an advanced-level course from a four-year school or an approved proficiency examination. If you take a two-course sequence, at least one of the courses must be an advanced-level course from a four-year school or an approved proficiency examination.

<sup>‡</sup> Must be advanced-level from a four-year school or approved proficiency examination.



# CHART 3

## Bachelor of Science in Business, General Business Concentration

**Total Degree Credits Required: 120**

### Arts and Sciences Component

Credit Hours

Written English Requirement

3

Humanities Requirement

(must complete a minimum of 9 credits, which may include Ethics\*, *in addition to* credit for the Written English Requirement)

9  
(min.)

Social Sciences/History Requirement

(must include **Microeconomics**, **Macroeconomics**, and 9 additional credits)

15

Natural Sciences/Mathematics Requirement

(must include a math course at the level of **Precalculus or above** and **Statistics**)

6

Remaining Arts and Sciences Credit

(may be taken from any areas of humanities, social sciences, history, natural sciences, or math)

up to  
27

**Minimum Arts and Sciences Component**

**60**

### Additional Credit Component

Credit Hours

**Any Collegiate-level Study**

(excluding physical education courses)

May include any excess credit in Arts and Sciences and Business areas.

Information Literacy

1

**Total Additional Credit Component**

**15**

### Business Component

Credit Hours

#### Business Core Requirements

Financial Accounting

Managerial Accounting

Introduction to Business Law  
(United States Business Law)

Computers

Principles of Management

Principles of Marketing

Financial Management

Production/Operations Management

Business Policy\*\*

#### Organizational Behavior Requirement

Organizational Behavior\*

#### Ethics Requirement

Ethics\*

#### Advanced-level Business Credit

Must complete a minimum of 12 credits in advanced-level business electives.

**Minimum Business Component**

**45**

\* Depending on the content, the Ethics and Organizational Behavior courses may be classified as business credit or as arts and sciences credit.

\*\* You must complete Bus 495: Business Strategy at Excelsior College to satisfy this requirement.

# CHART 4

Basic pattern for Bachelor of Science degree in the following specific concentration areas: Finance, General Accounting, Global Business, Management of Human Resources, Marketing, Operations Management, and Risk Management and Insurance

**Total Degree Credits Required: 120**

**BS**

## Arts and Sciences Component

Credit Hours

Written English Requirement

3

Humanities Requirement

(must complete a minimum of 9 credits, which may include Ethics\*, *in addition to* credit for the Written English Requirement)

9  
(min.)

Social Sciences/History Requirement

(must include **Microeconomics**, **Macroeconomics**, and 9 additional credits)

15

Natural Sciences/Mathematics Requirement

(must include a math course at the level of **Precalculus or above** and **Statistics**)

6

Remaining Arts and Sciences Credit

(may be taken from any areas of humanities, social sciences, history, natural sciences, or math)

up to  
27

**Minimum Arts and Sciences Component**

**60**

## Additional Credit Component

Credit Hours

**Any Collegiate-level Study**

(excluding physical education courses)

May include any excess credit in Arts and Sciences and Business areas.

Information Literacy

1

**Total Additional Credit Component**

**15**

## Business Component

Credit Hours

**Business Core Requirements**

Financial Accounting

Managerial Accounting

Introduction to Business Law  
(United States Business Law)

Computers

Principles of Management

Principles of Marketing

Financial Management

Production/Operations Management

Business Policy\*\*

**Organizational Behavior Requirement**

Organizational Behavior\*

**Ethics Requirement**

Ethics\*

**Concentration Requirement**

Must complete 15 credits in the concentration area of which 9 must be advanced level.

**Advanced-level Business Credit**

Must complete a minimum of 12 credits at the advanced level of which 9 must be in the concentration. The remaining 3 credits may be earned in any approved area of business.

**Minimum Business Component**

**45**

\* Depending on the content, the Ethics and Organizational Behavior courses may be classified as business credit or as arts and sciences credit.

\*\* You must complete Bus 495: Business Strategy at Excelsior College to satisfy this requirement.

# CHART 5

## Bachelor of Science in Business, Hospitality Management Concentration

**Total Degree Credits Required: 120**

**BS**

### Arts and Sciences Component

Credit Hours

Written English Requirement

3

Humanities Requirement

(must complete a minimum of 9 credits, which may include Ethics\*, *in addition to* credit for the Written English Requirement)

9  
(min.)

Social Sciences/History Requirement

(must include **Microeconomics**, **Macroeconomics**, and 9 additional credits)

15

Natural Sciences/Mathematics Requirement

(must include a math course at the level of **Precalculus** or above and **Statistics**)

6

Remaining Arts and Sciences Credit

(may be taken from any areas of humanities, social sciences, history, natural sciences, or math)

up to  
27

**Minimum Arts and Sciences Component**

**60**

### Additional Credit Component

Credit Hours

**Any Collegiate-level Study**

(excluding physical education courses)

May include any excess credit in the Arts and Sciences, Business, and/or Hospitality Management areas.

**Strongly Recommended:**

Professional Cooking  
Hospitality Purchasing

Sanitation and Safety

3

Information Literacy

1

**Minimum Additional Credit Component**

**12**

### Business Component

Credit Hours

#### Business Core Requirements

Financial Accounting

Managerial Accounting

Introduction to Business Law  
(United States Business Law)

Computers

Principles of Management

Principles of Marketing

Financial Management

Production/Operations Management

Business Policy\*\*

#### Organizational Behavior Requirement

Organizational Behavior\*

#### Ethics Requirement

Ethics\*

#### Concentration Requirement

Must complete a minimum of 21 credits in the concentration area.

Hotel/Restaurant Cost Control

Hospitality Service Systems Technologies

Hotel/Front Office Management

Hotel/Restaurant Franchising

Hospitality Law

Hospitality Executive Capstone

Hospitality Management Elective

#### Advanced-level Business Credit

Must complete a minimum of 12 credits at the advanced level, 9 of which must be in the concentration. The remaining 3 credits may be earned in any approved area of business.

**Minimum Business Component**

**48**

\* Depending on the content, the Ethics and Organizational Behavior courses may be classified as business credit or as arts and sciences credit.

\*\* You must complete Bus 495: Business Strategy at Excelsior College to satisfy this requirement.

Baccalaureate Degree Program

Baccalaureate Degree Programs in Business

# CHART 6

## Bachelor of Science in Business, Management Information Systems Concentration

**Total Degree Credits Required: 120**

**BS**

### Arts and Sciences Component

Credit Hours

Written English Requirement

3

Humanities Requirement

(must complete a minimum of 9 credits, which may include Ethics\*, **in addition to** credit for the Written English Requirement)

9  
(min.)

Social Sciences/History Requirement

(must include **Microeconomics**, **Macroeconomics**, and 9 additional credits)

15

Natural Sciences/Mathematics Requirement

(must include a math course at the level of **Precalculus or above** and **Statistics**)

6

Remaining Arts and Sciences Credit

(may be taken from any areas of humanities, social sciences, history, natural sciences, or math)

up to  
27

**Minimum Arts and Sciences Component**

**60**

### Additional Credit Component

Credit Hours

**Any Collegiate-level Study**

(excluding physical education courses)

May include any excess credit in Arts and Sciences and Business areas.

Information Literacy

1

**Total Additional Credit Component**

**15**

\* Depending on the content, the Ethics and Organizational Behavior courses may be classified as business credit or as arts and sciences credit.

\*\* You must complete Bus 495: Business Strategy at Excelsior College to satisfy this requirement.

### Business Component

Credit Hours

#### Business Core Requirements

Financial Accounting

Managerial Accounting

Introduction to Business Law  
(United States Business Law)

Computers

Principles of Management

Principles of Marketing

Financial Management

Production/Operations Management

Business Policy\*\*

#### Organizational Behavior Requirement

Organizational Behavior\*

#### Ethics Requirement

Ethics\*

#### Concentration Requirement

Must complete a minimum of 18 credits in the concentration area of which 9 must be advanced level.

A business programming language such as C, C++, or PASCAL

Database Management

Data Communications

or

Telecommunications

or

Networking

Systems Analysis and Design

#### Advanced-level Business Credit

Must complete a minimum of 12 credits at the advanced level of which 9 must be in the business concentration. The remaining 3 credits may be earned in any approved area of business.

**Minimum Business Component**

**45**

# CHART 7

## Bachelor of Science in Accounting, NYS CPA Track

**Total Degree Credits Required: 150**

**BS**

### Arts and Sciences Component

Credit Hours

Written English Requirement

3

Humanities Requirement

(must complete a minimum of 9 credits, which may include Ethics\*, *in addition to* credit for the Written English Requirement)

9  
(min.)

Social Sciences/History Requirement

(must include **Microeconomics**, **Macroeconomics**, and 9 additional credits)

15

Natural Sciences/Mathematics Requirement

(must include a math course at the level of **Precalculus or above** and **Statistics**)

6

Remaining Arts and Sciences Credit

(may be taken from any areas of humanities, social sciences, history, natural sciences, or math)

up to  
27

**Minimum Arts and Sciences Component**

**60**

### Additional Credit Component

Credit Hours

**Any Collegiate-level Study**

(excluding physical education courses)

May include any excess credit in Arts and Sciences and Business areas.

Information Literacy

1

**Total Additional Credit Component**

**15**

\* Depending on the content, the Ethics and Organizational Behavior courses may be classified as business credit or as arts and sciences credit.

\*\* You must complete Bus 495: Business Strategy at Excelsior College to satisfy this requirement.

† Refer to page 36 for specific information about this requirement.

‡ Refer to page 36 for specific information about this requirement.

### Business Component

Credit Hours

#### Business Core Requirements

Financial Accounting (minimum 3 credits)

Managerial Accounting (minimum 3 credits)

Introduction to Business Law (United States Business Law) (minimum 3 credits)

Computers

Principles of Management

Principles of Marketing

Financial Management (minimum 3 credits)

Production/Operations Management

Business Policy\*\*

#### Organizational Behavior Requirement

Organizational Behavior\*

#### Ethics Requirement

Ethics\*

#### CPA Track Requirements

Intermediate Accounting I

Intermediate Accounting II

Cost Accounting

Taxation I—Individual (United States tax)†

Taxation II—Corporate (United States tax)†

Advanced Accounting (partnerships and consolidations)‡

Auditing (professional, not internal)‡

Business Law II (U.S. business law only)

Finance II

Advanced Finance for Management‡

Accounting Theory†

Advanced Financial Statement Analysis‡

Research of Current Topics in Accounting‡

Advanced Auditing‡

Computer Science (3 credits)

**Minimum Business Component**

**75**

Baccalaureate Degree Program

Baccalaureate Degree Programs in Business



# Master of Business Administration

## Managing in the Global Economy



### Introduction to the MBA

The Excelsior College MBA program continues the long-standing Excelsior College model for adult higher education, which recognizes prior learning and enables self-paced study. Students entering the program may transfer relevant graduate-level credits earned through approved sources and complete remaining degree requirements by taking Excelsior College online graduate courses.

Enrolled students will receive academic advising at a distance by phone and email, which is modeled after the long-established and effective advising currently provided to undergraduate students by the Excelsior College School of Business & Technology advisors.

The Excelsior College MBA is suited to adult learners who have earned a bachelor's degree and now seek to expand their opportunities in business. The program meets the needs of students who, due to a range of commitments and circumstances, will benefit from the opportunity to pursue part-time study. The MBA program is designed to enable students to acquire a quality education that will facilitate career advancement. It can help to serve the needs of individuals who have completed undergraduate degrees in many disciplines, from diverse socioeconomic backgrounds, but with one goal—to achieve academic success in a graduate program designed to propel them “ever upward.”

**For more information about the Excelsior College MBA program, please call our Admissions Office toll free 888-647-2388, ext. 27.**

## MBA Educational Outcomes

The Excelsior College MBA program is framed within a work-related global business setting to increase academic understanding of business topics, improve career prospects, and expand individual horizons. Students can capitalize upon their existing work-based knowledge while engaging in a process of reflective learning. This program will equip successful students to further their careers through enhanced knowledge, understanding, and application to the business environment.

Upon successful completion of the Excelsior College MBA program, the graduate will be able to:

1. Demonstrate communication skills.
2. Apply business tools for accounting, finance, human resources, information systems, marketing, operations, and organizational management.
3. Understand and develop the implementation of business strategies that evaluate changing social, legal, political, and market needs (through case study use).
4. Effectively address the needs and requirements for internal and external stakeholders.

Outcomes will be measured through the ETS MBA assessment exam and the stakeholder model.

## Admissions Policy

Students with a bachelor's degree from an accredited institution may be admitted into the Excelsior College MBA program. Students who have completed an undergraduate degree program outside the U.S. are required to submit transcripts of undergraduate and graduate work to our foreign credential evaluation service, Education Credential Evaluators, Inc. (ECE). They will review your undergraduate degree program to verify that it is the equivalent to a bachelor's-level degree in the United States. Students should contact ECE and request that a General Report indicating the completion of their bachelor's degree be conducted and forwarded to Excelsior College. In addition, any graduate courses submitted for transfer require a Subject Analysis Report. More information about ECE is available on their Web site at [www.ece.org](http://www.ece.org).

Upon enrollment, provisional measures may be recommended to ensure successful degree completion. The GMAT is not required.

## Application Process

You are required to apply for admission into the Excelsior College MBA degree program. Visit our Web site at [www.excelsior.edu](http://www.excelsior.edu) to apply online or to download an MBA application form. Return the completed form to Excelsior College with the nonrefundable application fee. Please submit an official college transcript verifying completion of a baccalaureate degree along with official transcripts of any graduate-level study you wish to be considered for transfer toward the MBA requirements. Upon review of the transcripts and application, if qualified, you will receive an admission letter and acceptance form.

To enroll in the MBA program you must submit the acceptance form with your Graduate Student Services fee.

## Program Content and Requirements

Enrolled MBA students will work with Excelsior College academic advisors to make degree plans that meet student needs and conform to the academic policies and course requirements of the program. The program is designed to be flexible and ensure student success by providing traditional education, distance education, and American Council on Education (ACE)-approved course alternatives. Excelsior College advisors will help students determine appropriate options for fulfilling course requirements that meet their academic and career objectives, preferred learning styles, and current lifestyles. We believe this diversity of educational alternatives makes our program unique and helps to ensure that additional graduate business education alternatives are provided to populations traditionally underserved by higher education.

The Excelsior College MBA offers diverse options for degree completion through online courses offered by Excelsior College and courses offered by Excelsior Preferred Providers. For more information on these offerings as well as access to our course search feature for enrolled students, go to [www.excelsior.edu/courses](http://www.excelsior.edu/courses).

## Acceptance of Transfer Credit

Graduate-level coursework that has been completed within 10 years of the date of enrollment may be used to satisfy the requirements of the MBA program if approved by Excelsior College faculty. Students may transfer up to 24 credits. Excelsior College will require

a minimum grade of B- for any approved graduate course accepted for transfer credit. Excelsior College does not use pluses or minuses, so such grades will be converted to the full letter grade. To accept a course that is transferring in with a P grade, the college/department/faculty member issuing the P grade must verify that it is equivalent to a B- or better.

### Maximum Time to Complete the MBA Program

Students pursuing the MBA degree have a maximum of 10 years to complete the program from the date of enrollment.

### Grade Point Average

Excelsior College requires an overall 3.0 cumulative GPA for completion of the MBA. No more than two Excelsior College courses with C grades can be applied toward the degree; these C grades must be offset by A grades in other Excelsior College courses. Refer to the *Student Policy Handbook* for complete information ([www.excelsior.edu/studentpolicyhandbook](http://www.excelsior.edu/studentpolicyhandbook)).

# MBA Program Content and Requirements

**48 credits**

Successful fulfillment of these requirements ensures a quality education.

## Organizational Communications

**3 credits**

Focuses on clearly written communication and oral presentation skills. Examines a variety of communication techniques, formats, and processes for sharing organizational information. Examines the use of audiovisual and electronic media to enhance the quality of presentation and communication [BUS 501 Business Communication].

## Quantitative Analysis

**3 credits**

Develops the ability to utilize descriptive and inferential statistics in making business decisions. Examines the application of practical quantitative methods to common business problems based on scientific testing, multiple linear regression, and other statistical tools. Emphasis will be on scientific analysis of, and a rational approach to, business decision making [BUS 503 Quantitative Analysis].

## Global Environment

**3 credits**

Analyzes the integration of various business functions with the economic, legal, political, and cultural patterns affecting global business. Examines the development and implementation of strategic business planning in a multicultural environment. Explores the mechanics of global trade [BUS 502 Global Business Environment].

## Accounting

**3 credits**

Explores various methods of forecasting and management decision criteria based on analysis of internal and external corporate financial statements. Examines the nature of cost accounting information and how it is used to make managerial decisions that create competitive advantage. Develops the ability to incorporate financial information into operational control [BUS 500 Accounting for Managers].

## Finance

**3 credits**

Focuses on balancing finance, marketing, and operating decisions for doing business in a multi-currency environment [BUS 505 Finance].

## Marketing

**3 credits**

Analyzes markets and competition. Develops the ability to understand customer-oriented management decisions [BUS 506 Marketing].

## Organizational Behavior

**3 credits**

Explores the field of behavioral sciences to demonstrate an understanding of the importance and interrelationship between behavior at the individual, group, and organizational levels. Explores the dynamics of

groups and interpersonal behavior in establishing collaborative partnerships with internal and external stakeholders **[BUS 553 Organizational Behavior]**.

### Operations Management

3 credits

Analyzes business scenarios using scientific methods to structure and support decision making. Develops the ability to formulate and evaluate multi-criteria decisions using supply chain models **[BUS 520 Operational Management]**.

### Information Technology

3 credits

Develops an understanding of the strategic, tactical, legal, and ethical uses of information technology. Explores the roles of information technology in global and electronic markets. Examines ways information technology can be applied to support quality initiatives and supply chain management **[BUS 570 Information Technology]**.

### Human Resources Management

3 credits

Explores the concepts and techniques of human resources management with an emphasis on knowledge for practicing managers. Develops the ability to design and implement a systematic human resources management structure in terms of recruiting, selecting, training, motivating, and compensating employees **[BUS 504 Human Resource Management]**.

### Leadership

3 credits

Examines theories pertaining to the study of leadership. Analyzes the application of leadership skills needed for managerial success and organizational effectiveness in all cultural environments to achieve global competitiveness with an emphasis on high-quality operations **[BUS 552 Leadership]**.

### Change Management

3 credits

Explores various theories and models of organizational change and development. Focuses on the human and economic factors in organizational change and restructuring **[BUS 554 Change Management]**.

### Strategy and Policy (Capstone)

3 credits

Integrates previous study and various business disciplines to formulate, analyze, and implement effective business strategy. Utilizes simulation and various techniques to analyze complex business situations for making strategic decisions under conditions of uncertainty. Examines various diagnostic and problem-solving techniques to obtain and use internal and external information as an aid in making strategic decisions in a highly competitive global environment **[BUS 511 Business Strategy & Policy]**.

**Note:** The Strategy and Policy (Capstone) course must be taken directly from Excelsior College.

### Electives

9 credits

There are many elective course options. Your academic advisor can help guide you in choosing courses in an area of interest. Previously earned graduate credit may apply **[BUS 507 Managing in the Legal and Ethical Environment]**.

**Note:** Courses from other Excelsior College master's programs may apply here. Contact your advisor for more information.

## MBA Concentrations

Students can choose to enroll in one of two optional concentrations in the MBA degree program: Information Security or Human Performance Technology. The concentration requirements are met by earning **9** credits in the concentration subject area, in place of the MBA electives.

### Information Security Concentration

Students who decide to complete a concentration in Information Security as part of the MBA degree program will need to complete a minimum of **9** credits in this subject area. Students are able to transfer in approved graduate-level courses from other regionally accredited institutions. Sample course titles include network security, introduction to information security, e-business security, security management practices, security policies, standards and procedures, principles in business and security risk analysis, principles in risk and vulnerability assessments, and other approved topics.

## Human Performance Technology Concentration

The Human Performance Technology concentration uses a variety of interventions that are drawn from many disciplines including human resource management, organizational development, behavioral psychology and instructional systems design. It stresses a rigorous analysis of present and desired levels of performance, identifies the causes for performance gaps, offers a wide range of interventions with which to improve performance, guides the change management process, and evaluates the results.

Students can earn a concentration in Human Performance Technology by completing 9 graduate credits in this subject area. Excelsior College has reviewed and approved several educational programs offered by the International Society for Performance Improvement (ISPI) for credit toward this concentration. Each student wishing to earn academic credit for an approved ISPI educational program must submit a work sample to demonstrate an understanding and mastery of the subject matter and practical application of knowledge. The qualifying ISPI educational programs are as follows.

### HPT Institutes

#### Principles and Practices of Performance Improvement

3 credits, GR

#### Making the Transition to Performance Improvement

3 credits, GR

### Professional Series Workshops

#### Introduction to Serious Performance Consulting

2 credits, GR

#### Results through Effective Implementation

2 credits, GR

### Workshops

#### Evaluation of Training: Making Sense of the Morass and Building Sensible, Practical, Useful Approaches

2 credits, GR

#### Business-Driven Strategic Planning for Learning and Development

2 credits, GR

#### Connecting Human Performance Improvement Interventions to Business Goals

1 credit, GR

#### Measuring Human Capital

2 credits, GR

#### Needs Assessment— Approaches and How to Get One Done One day version

1 credit, GR

#### Needs Assessment— Approaches and How to Get One Done Three day version

3 credits, GR

In addition to the approved training available through ISPI, there are a variety of approved graduate-level distance courses offered at other institutions that students can combine with the approved ISPI training to complete the Human Performance Technology requirements.

For more information, including a schedule of upcoming institutes and workshops, visit the ISPI Web site ([www.ispi.org](http://www.ispi.org)) or contact the MBA advising team.





# Entrepreneurship Certificate Program

Certificate  
Program

## Entrepreneurship Certificate

If you are interested in developing your entrepreneurial skills to increase your knowledge in this key business area, the Excelsior College Entrepreneurship Certificate program can help you reach that goal.

This program is designed to enable the student to function in a business environment that is becoming continuously more entrepreneurial. The program is intended to integrate key requirements of any entrepreneurial effort and is comprised of five Excelsior College undergraduate courses for a total of **16** credits. The Entrepreneurship Certificate program is an online, distance learning program, which allows you to complete your studies at a time and place convenient to your life.

### Course Requirements

<b>BUS 300: Introduction to Entrepreneurship</b>	<b>3 credits</b>
<b>BUS 310: Entrepreneurial Marketing</b>	<b>3 credits</b>
<b>BUS 320: Entrepreneurial Finance</b>	<b>3 credits</b>
<b>BUS 330: Entrepreneurial Business Law</b>	<b>3 credits</b>
<b>BUS 340: Entrepreneurial Strategy</b>	<b>4 credits</b>
<b>Total</b>	<b>16 credits</b>

Utilizing the skills developed in these courses as uniquely applied to an entrepreneurial venture will supply a synergistic effect to students' careers and educational experiences. Comparable courses completed at other accredited colleges or universities can also be evaluated and considered for transfer credit toward the certificate requirements. Additionally, the courses that are applicable to the Entrepreneurship Certificate will also apply as advanced business electives in Excelsior's baccalaureate business degree programs.

Complete course descriptions and registration information can be found on our Web site:

**[www.excelsior.edu](http://www.excelsior.edu)**



# Use of Proficiency Exams for Business Degree Credit



As an Excelsior College business student, you may choose to meet many of your business component core-course requirements and arts and sciences course requirements by passing college-level proficiency examinations. This cost-effective and time-saving alternative offers you a distinct advantage if you have significant work or life experience in a test subject area, if you live in a location where college-level course offerings are limited or nonexistent, or if your business/industry-evaluated courses do not fully meet the degree program requirements.

# Proficiency Exams for Business Degree Credit

If you are considering examinations, we advise you to write or call the administrators of the various examinations listed below for additional information about test content, study materials, scheduled test dates, locations, and other details.

## **Excelsior College® Examinations (ECE)**

Test Administration Office  
Excelsior College  
7 Columbia Circle  
Albany, NY 12203-5159  
Toll free: 888-72EXAMS  
[www.excelsior.edu/exams](http://www.excelsior.edu/exams)

## **CLEP Tests**

College-Level Examination Program Services  
PO Box 6600  
Princeton, NJ 08541-6600  
609-951-1026  
[www.clep.com](http://www.clep.com)

## **DANTES Examinations**

DANTES Program Office  
Educational Testing Service  
Princeton, NJ 08541-0001  
609-951-6425  
[www.getcollegedegreecredit.com](http://www.getcollegedegreecredit.com)

## **Graduate Record Examinations (GRE) Subject Tests**

Graduate Record Examinations  
Educational Testing Service  
PO Box 6000  
Princeton, NJ 08541-6000  
609-771-7670  
[www.gre.org](http://www.gre.org)

## **Thomas Edison State College**

TECEP Examinations  
101 W. State St.  
Trenton, NJ 08608-1176  
609-984-1100  
[www.tesc.edu](http://www.tesc.edu)

## **Use of Graduate Record Examinations (GRE) Subject Tests**

Each GRE Subject Test covers the content of courses most frequently taken by college students majoring in the subject. Currently available subject tests are

Biochemistry, Cell and Molecular Biology  
Biology  
Chemistry  
Computer Science  
Literature in English  
Mathematics  
Physics  
Psychology

The *GRE Information & Registration Bulletin* and a subject test practice book for each title describing the content of the exam, including sample questions, can be downloaded from the GRE Web site or requested from the following:

Graduate Record Examinations  
Educational Testing Service (ETS)  
PO Box 6000  
Princeton, NJ 08541-6000  
Phone: 866-473-4373  
Fax: 610-290-8975  
Web site: [www.gre.org](http://www.gre.org)

Most of the GRE Subject Tests are administered three times each year at test sites throughout the United States and at selected international sites. These examinations are offered daily to persons in the military services through the DANTES base testing or education services offices. All test sessions are about three hours in length.

Excelsior College awards credit for the GRE Subject Tests based on a graduated scale. Each successful examination completion can result in an award of credit ranging from 3 to 30 credits. Faculty will determine whether duplication exists between knowledge demonstrated on a GRE Subject Test and relevant academic credit earned by any other means. Duplicated credits may not count toward degree requirements.

Further information on taking the GREs and the list of scaled scores, as well as related credit awards, is included in *A Student Guide to Credit by Examination at Excelsior College*, available for download at [www.excelsior.edu/publications](http://www.excelsior.edu/publications). Additional questions may be directed to your advisor.

# Examinations that may be used to meet Excelsior College degree requirements.

Successful completion of the following proficiency examinations will satisfy the *core or arts and sciences requirements* for both the *associate and baccalaureate degrees in business*.

Business Degree Requirement	Proficiency Examination	Credit	Fulfills Core or Arts and Sciences Requirement
<b>Computers</b>	CLEP Information Systems and Computer Applications <i>or</i> DANTES SF/SG 536 Introduction to Computing	3	<b>Core</b>
<b>Ethics</b> (not required for associate degree)	<b>Excelsior College Examination BUSx310 Ethics: Theory &amp; Practice*</b> <i>or</i> DANTES SF/SG 474 Ethics in America	3	<b>Core</b>
<b>Financial Accounting</b>	DANTES SF 525, Principles of Financial Accounting <i>or</i> CLEP Financial Accounting	3	<b>Core</b>
<b>Financial Management</b> (not required for associate degree)	DANTES SF/SG 524 Principles of Finance	3	<b>Core</b>
<b>Introduction to Business Law</b>	CLEP Introductory Business Law	3	<b>Core</b>
<b>Macroeconomics</b>	CLEP Principles of Macroeconomics	3	<b>Arts and Sciences</b>
<b>Mathematics</b> (Precalculus or higher)	CLEP College Algebra <i>or</i> CLEP Precalculus <i>or</i> CLEP Calculus  Note: DANTES SF/SG 424, Fundamentals of College Algebra, will <i>not</i> satisfy the mathematics core requirement. CLEP General College Mathematics will <i>not</i> satisfy the mathematics core requirement	3 <i>or</i> 3 <i>or</i> 6	<b>Arts and Sciences</b>
<b>Microeconomics</b>	CLEP Principles of Microeconomics	3	<b>Arts and Sciences</b>
<b>Organizational Behavior</b> (not required for associate degree)	<b>Excelsior College Examination BUSx315 Organizational Behavior*</b> <i>or</i> DANTES SF/SG 531 Organizational Behavior*	3	<b>Core</b>
<b>Principles of Management</b>	CLEP Principles of Management	3	<b>Core</b>
<b>Principles of Marketing</b>	CLEP Principles of Marketing	3	<b>Core</b>
<b>Production/Operations Management</b> (not required for associate degree)	Thomas Edison State College Examination OPM 301-TE Operations Management	3	<b>Core</b>
<b>Statistics</b>	DANTES SE 450 Principles of Statistics	3	<b>Arts and Sciences</b>
<b>Written English Requirement</b>	<b>Excelsior College Examination ENGx111 English Composition</b>	6	<b>Arts and Sciences</b>

\*These exams may be classified as business credit or as arts and sciences credit.

Successful completion of the following proficiency exams will provide credit at the advanced level in business subject areas.

Business Degree Requirement	Proficiency Examination	Credit
Organizational Behavior	Excelsior College Examination BUSx315 Organizational Behavior	3
Business Law II	DANTES SF 534 Business Law II	3
Human Resource Management	Excelsior College Examination BUSx410 Human Resource Management	3
Labor Relations	Excelsior College Examination BUSx360 Labor Relations	3
Ethics	Excelsior College Examination BUSx310 Ethics: Theory & Practice	3
Money and Banking	DANTES SG/SH/SL/SM 548 Money and Banking	3
Management Information Systems	DANTES SE 551 Management Information Systems	3

If you are planning to concentrate in *Global Business*, you may be interested in taking one of the following proficiency examinations to satisfy the foreign language requirement.

Business Degree Requirement	Proficiency Examination
Foreign Languages	CLEP College French Levels I and II <b>or</b> CLEP College German Levels I and II <b>or</b> CLEP College Spanish Levels I and II

#### Other language tests are available from:

New York University Foreign Language Proficiency Tests  
 New York University, School of Continuing Education  
 Foreign Language Department  
 2 University Place  
 New York, NY 10003

Applicable languages include Albanian, Arabic, Armenian, Catalan, Chinese (Cantonese and Mandarin), Czech, Danish, Dutch, Finnish, French, Gaelic (Irish), German, Greek (Classical and Modern), Haitian, Creole, Hebrew, Hindi, Hungarian, Icelandic, Italian, Japanese, Korean, Latin, Malay, Norwegian, Persian, Polish, Portuguese, Romanian, Russian, Serbo-Croatian, Spanish, Swedish, Tagalog, Thai, Turkish, Ukrainian, Urdu, and Yiddish.



# Learning Resources



As you pursue an Excelsior College degree, you will have at your disposal a wide variety of learning resources from the College and perhaps in your own community. Working toward a degree at a distance can be an exciting, rewarding experience. Excelsior College students who are most successful create their own learning communities using many different resources to meet their individual needs. These learning and assessment services are designed to assist the self-directed learner in preparing for demonstration of acquired college-level proficiency.

## The Excelsior College Virtual Library (ECVL)

The Excelsior College Virtual Library (ECVL) is an online library designed for distance learners. Created through our partnership with the Sheridan Libraries of The Johns Hopkins University, the ECVL provides access to a broad array of resources such as journal articles, books, Web sites, databases, and reference services. These resources can help you prepare for Excelsior College courses and examinations, and you can use them to enhance your research activities as well. The ECVL can only be accessed by enrolled students at [www.excelsior.edu/library](http://www.excelsior.edu/library); login is required.

## Academic Advising

Excelsior College academic advisors and advising teams are available to assist you in interpreting degree requirements, selecting appropriate credit sources, and building your learning communities. They can also recommend a wide range of resources to support your studies.

## Excelsior College Bookstore

The Excelsior College Bookstore offers recommended textbooks, educationally priced software, and other resources to help you prepare for Excelsior College® Examinations and courses, and other exams and coursework you may undertake as you work toward your Excelsior College degree.

You can also order complete packages of guided learning materials through the bookstore. Items within the packages can also be ordered separately.

Excelsior College has partnered with MBS Direct to provide online bookstore services to our students and examinees. Services include online ordering, a wide selection of new and used books—including over 7,000 titles in eBook format, competitive pricing, a customer loyalty program, an online buyback program, and U.S.-based customer service available 7 days a week by phone and email (Eastern time).

Phone: 800-325-3252

Fax: 800-325-4147

Email: [vb@mbsbooks.com](mailto:vb@mbsbooks.com)

Monday–Thursday: 7:00 am to 9:00 pm

Friday: 7 am to 6 pm

Saturday: 8:00 am to 5:00 pm

Sunday: Noon to 4 pm

Order online, anytime:

<https://www.excelsior.edu/bookstore>

Write:

Excelsior College Bookstore  
c/o MBS Direct  
2711 W. Ash St.  
Columbia, MO 65203

## Excelsior College Workshops

Periodically, at sites around the country, Excelsior College staff members offer workshops to help students identify their learning styles and make the best use of resources suited to those learning styles. They also help students improve their overall study and test-taking skills and prepare for particular assessments such as the nursing theory and performance examinations.

## Course Search

Excelsior College offers a course search feature that allows enrolled students to search for specific courses to complete their degree requirements. This feature is linked to a student's academic evaluation summary and will result in courses already reviewed and classified by academic advisors to meet remaining degree requirements. Students will be able to choose from Excelsior College® Examinations (ECEs), Excelsior College courses, and courses from preferred provider institutions. Students will find accurate, up-to-date information through course search. This inclusive process allows students to find courses that meet their degree requirements, request course approval, and register—all online and in one place at [www.excelsior.edu/coursesearch](http://www.excelsior.edu/coursesearch) (login required).

## Online Tutoring Services

Enrolled Excelsior College students taking courses or examinations are eligible for online tutoring services available through SMARTHINKING™. After you register for this service, you will have access to and can interact in real time with tutors who have been trained to provide assistance in a variety of subjects.

Tutoring is available up to 24/7. For a complete description of subjects offered and times when service is available, visit [www.excelsior.edu/myec](http://www.excelsior.edu/myec), login, and click on the MY Access® and Smarthinking link in the MyEC Resources and Services box.

## My Access!® Online Guided Writing Tool

Studies have shown that the more guided writing you do, the better your writing becomes. MY Access! can truly enable you to be your own writing teacher! In addition to providing writing assignment topic prompts and writing feedback in five categories (focus and meaning, content and development, organization, lan-

guage use and style, and mechanics and conventions), MY Access! gives students a complete suite of writer's tools including revision checklists, a thesaurus, and a writer's journal.

MY Access! uses an artificial intelligence scoring engine—called IntelliMetric™—that mimics the way human raters would analyze a piece of writing.

For more introductory information about MY Access!, visit [www.excelsior.edu/myaccess](http://www.excelsior.edu/myaccess) (login required).

## The Excelsior College Web Site

The Excelsior College Web site at [www.excelsior.edu](http://www.excelsior.edu) offers interactive online services such as examination registration and personalized student record/status information retrieval as well as instant access to a wealth of information about degree programs, new College offerings, current fees, financial aid, and more. The site also contains downloadable forms and publications as well as an email directory you can use to locate and contact your advising team online. Keep informed and in touch by visiting often.

## The Electronic Peer Network (EPN)

The Electronic Peer Network is a Web-based environment that enables enrolled Excelsior College undergraduate students (and alumni) to interact academically and socially online. Members of the EPN can locate study partners, participate in real-time chat groups, join online study groups, buy and sell used textbooks, share Internet resources, and search databases of distance courses. Enrolled students have automatic access to the EPN from their MyEC page.

## Career Services

Earning an Excelsior College degree builds a strong foundation for meeting your career goals. Learning more about your career potential can enrich your educational experience and lay the groundwork for all of your future career decisions. Important considerations for your career development include identifying your career aspirations through self-assessment, researching future employment possibilities with career exploration, discovering the best methods of conducting a job search, and/or determining if graduate studies will enhance your career path.

Increase your career awareness, access helpful resources, and view the general and degree-specific career resource information at [www.excelsior.edu/career](http://www.excelsior.edu/career) (login required).

### Excelsior College® Examinations (ECE)

Through Excelsior College Examinations®, you can earn credit toward a degree at Excelsior College and hundreds of other colleges and universities throughout the United States, Canada, and the U.S. Territories. Credit from Excelsior College exams can also be used for job advancement or for meeting certain licensure requirements. The examinations cover college-level subjects in the arts and sciences, business, education, health sciences, and nursing.

Examination content guides are available at no charge from Excelsior College. Each content guide describes examination content and includes sample questions and recommended texts. The College also offers a variety of study support services to enrolled students preparing for ECEs, including online study support through listservs and our Electronic Peer Network (EPN).

Many ECEs carry upper-level credit. All undergraduate examinations are three hours in length. With the exception of specific circumstances, such as reasonable accommodations, ECEs are administered via computer in cooperation with Pearson Testing Centers throughout the United States, Canada, and the U.S. Territories. For further details regarding computer-delivered testing, please refer to our publication titled *Excelsior College® Examinations Registration Guide*.

ECEs are also administered internationally at approved Pearson test centers. For the U.S. military, ECEs are available worldwide through the Defense Activity for Non-Traditional Education Support (DANTES) program. For additional information, contact the DANTES office within Test Administration at 888-647-2388, ext. 162.

### Study Materials and Guided Learning Packages

To help you prepare for an ECE, read the free **Excelsior College Examination Content Guide** for that exam to find out what study materials may be available through the Excelsior College Bookstore, and then order those that seem appropriate to your learning needs. The ex-

amination development committee has carefully chosen study materials recommended in each content guide because they address exam content and provide appropriate learning experiences for independent learners.

**Guided learning packages** are integrated packages of study guides, textbooks, and other resources recommended by Excelsior College distance learning specialists and faculty. These packages are designed to help you structure your independent study, achieve learning outcomes, and prepare for the examination. Each guided learning package shows you how the exam content is organized, suggests learning strategies, and guides you through the study materials. If you do choose a guided learning package, you should plan on using all materials in the package to gain the greatest possible benefit from this learning resource. Guided learning packages are available for select examinations only.

Study materials and guided learning packages may be purchased through the Excelsior College Bookstore. Individual examination content guides are free and may be downloaded from the College's Web site or requested by phone.

### Excelsior College Practice Exams

Students studying for the Abnormal Psychology, Anatomy & Physiology, Ethics: Theory & Practice, Foundations of Gerontology, Human Resource Management, Life Span Developmental Psychology, Literacy Instruction in the Elementary School, Management in Nursing, Microbiology, Organizational Behavior, or World Population examinations can take online practice exams. These practice exams offer the chance to sample the types of questions that appear on the actual ECE you will take for credit. Take these tests online—at home—and receive valuable feedback that can help you to further prepare. For more information, see the *Excelsior College Examinations Registration Guide*.

All practice exams are available only to students who have registered for the corresponding credit-bearing exam. For all but the first two exams in the associate degree in nursing series, you must be enrolled in the Excelsior College School of Nursing.

Visit [www.excelsior.edu/exams](http://www.excelsior.edu/exams) for future practice exam offerings.

## Portfolio-Based Assessment

Portfolio-based assessment is the method used by students to satisfy Excelsior College undergraduate degree requirements that cannot be met by existing standardized examinations or other methods of evaluation.

Students must petition for a minimum of six (6) credits. There are no restrictions on the maximum number of credits a student can petition for through portfolio assessment. Go to [www.excelsior.edu/portfolio](http://www.excelsior.edu/portfolio) for more information.

## Other Examination Programs

*A Student Guide to Credit by Examination at Excelsior College: The Assessment Catalog*, lists all of our available examinations, as well as those offered by other testing programs. This Excelsior College publication also explains how particular examinations can be used to fulfill Excelsior College degree requirements. It is available anytime at our Web site in pdf format or by request as a printed document. This publication also states policies on passing scores and includes a conversion chart that shows the letter grade for each scaled score. Many Excelsior College students also use the College-Level Examination Program (CLEP), Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Tests, and/or Graduate Record Examinations (GRE) Subject Tests to meet their degree requirements.

In addition, Excelsior College grants credit for all examinations recommended by the American Council on Education (ACE) College Credit Recommendation Service of the Center for Lifelong Learning. These are listed in the *ACE Guide to Educational Credit by Examination*.

## Excelsior College Credit Bank

Many individuals do not need or wish to enroll in a particular program of study but do need to consolidate their academic records for employment, promotion, or educational purposes. The Excelsior College Credit Bank provides a means for non-enrolled students to certify accumulated college-level credit without enrolling in an Excelsior College degree program.

Credit earned from proficiency examinations (such as Excelsior College® Examinations, formerly known as Regents College Examinations), regionally accredited campus-based and correspondence courses, accredited military training, business/industry/government/police

training that has been evaluated for college credit by the American Council on Education (ACE) College Credit Recommendation Service of the Center for Lifelong Learning or the New York State Board of Regents National Program on Noncollegiate Sponsored Instruction (National PONSI), or other accredited sources may be reported to Excelsior College for consolidation on a single Excelsior College transcript. You may have duplicative credits and college-level credits from courses such as physical education listed on your Credit Bank transcript, but such credits will not apply toward an Excelsior College degree if you decide to enroll. Your transcript will note clearly that you are enrolled in Credit Bank. The reverse side of the transcript will include, in addition to other information, a description of Credit Bank as a transcribing service and the notation that not all courses and credit listed on the Credit Bank transcript apply toward Excelsior College degree programs.

## Community Resources

No matter where you live, many learning resources are available to assist and support you in completing your degree requirements. In addition, the Internet provides local access to an almost limitless quantity of up-to-date and in-depth information from around the world that you can use to enhance your studies.

### Local Colleges and Universities

You will have access to the libraries and instructional resources of local colleges where you take classes. In many cases you can use these resources, particularly at public colleges and universities, even if you are not taking courses there.

### Public Libraries

Public libraries provide a wealth of information that is helpful to students. Many also have librarians available to meet the needs of self-directed learners. They can assist you in identifying and acquiring study materials, either within their own collections or through interlibrary loan. Excelsior College is a member of the Capital District Library Council (CDLC).

If you live in one of the ten counties covered by the CDLC ([www.cdlic.org](http://www.cdlic.org)), you can obtain a DAP card that will enable you to borrow books and materials from CDLC members. For more information, contact [learn@excelsior.edu](mailto:learn@excelsior.edu).



# Financial Aid



Several options are available to assist independent learners with the cost of earning an Excelsior College degree. Our Financial Aid Office is ready to answer your questions about financial aid opportunities and to provide additional information on all of the programs described below, most of which are available to both our undergraduate and graduate students. For detailed instructions, applications, and other personalized assistance, please feel free to contact our Financial Aid Office at any time. Visit our Web site at [www.excelsior.edu/financialaid](http://www.excelsior.edu/financialaid) or call toll free 888-647-2388, ext 143.

## Sources of Financial Aid

### Federal Programs

Excelsior College administers the following federal student financial aid programs. To apply for federal financial aid, you will need to complete a FAFSA form available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Excelsior College's Federal School Code number is 014251. *(Please note: Examination-based programs—the AAS in nursing and AS in nursing—are not eligible for federal student financial aid.)*

All students should complete the FAFSA before applying for scholarships offered through Excelsior College.

- Pell Grants
- Stafford Loans
- PLUS Loans
- Graduate PLUS Loans

### Scholarships Offered Through Excelsior College

- Alumni Association Scholarships
- AXA Foundation Scholarships
- Fred L. Emerson Foundation Scholarships
- Excelsior College Endowment Fund Scholarships
- Ever Upward Scholarship
- David W. Miller Scholarships
- Ewald B. Nyquist Scholarships
- Michael John O'Donnell Scholarship
- President's Scholarships
- Reeves-Ellington Scholarships
- Vivian Runyon Memorial Scholarship
- Roy L. Simpson Nursing Informatics Scholarships
- Master Sergeant David K. Thuma Memorial Scholarships
- Julia O. Wells Memorial Education Foundation Scholarships

### Private Loan Programs

- Sallie Mae Signature Loan®
- Wells Fargo Education Connection® Loan

### New York State Programs

- Aid for Part-Time Study (APTS)
- Aid for Part-Time TAP
- Tuition Assistance Program (TAP)
- Vietnam Veterans Tuition Awards (VVTA)
- Persian Gulf Veterans Tuition Awards (PGVTA)

### Other Sources

- Private Scholarships
- Employer and Union Tuition Assistance
- Vocational Rehabilitation and VESID
- Department of Labor Programs

### Department of Veterans Affairs—Benefits and Programs

- Montgomery G.I. Bill-Active Duty (Chapter 30)
- Montgomery G.I. Bill-Selected Reserve (Chapter 1606)
- Reserve Educational Assistance (REAP) (Chapter 1607)
- Post-Vietnam Era Veterans Educational Assistance Program (VEAP) (Chapter 32)
- Survivors' and Dependents' Educational Assistance Program (Chapter 35)
- Restored Entitlement Program for Survivors (REPS)
- Vocational Rehabilitation (Chapter 31)
- Military Tuition Assistance



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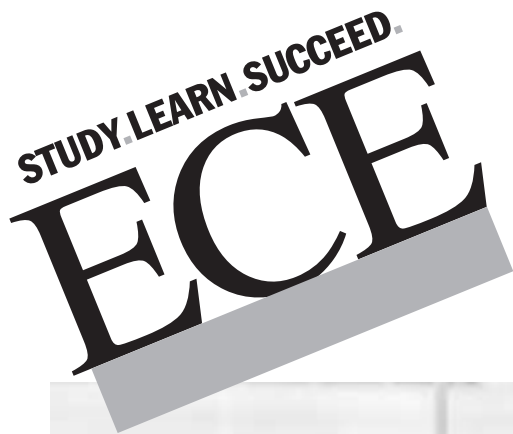
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# New York State Education Department Inventory of Registered Programs

## Higher Education General Information Survey Code for Classifying Academic Subject Areas.

Program Title	HEGIS	Award
<b>School of Business and Technology, Business Programs</b>		
Entrepreneurship	5004	Certificate
Administrative/Management Studies	5004	AAS
Business	5001	AS
General Business	0501	BS
Accounting (General)	0502	BS
Accounting (NYS CPA Track)	0502	BS
Finance	0504	BS
Global Business	0513	BS
Management of Human Resources	0515	BS
Management Information Systems	0507	BS
Marketing	0509	BS
Operations Management	0506	BS
Risk Management and Insurance	0512	BS
Hospitality Management	0508	BS
Business	0506	MBA
<b>School of Health Sciences Programs</b>		
End of Life Care	1299	Certificate
Health Care Informatics	1203.12	Certificate
Health Care Management	1203.12	Certificate
Health Sciences	1201	BS
<b>School of Liberal Arts Programs</b>		
Homeland Security	5505	Certificate
Liberal Arts	5649	AA, AS
Liberal Studies	4901	BA, BS, MA
Area Studies	0399	BA, BS
Biology	0401	BA, BS
Chemistry	1905	BA, BS
Communication	0601	BA, BS
Criminal Justice	2105	BS
Economics	2204	BA, BS
Geography	2206	BA, BS
Geology	1904	BA, BS

Program Title	HEGIS	Award
<b>School of Liberal Arts Programs (continued)</b>		
History	2205	BA, BS
Literature in English	1502	BA, BS
Mathematics	1701	BA, BS
Music	1005	BA, BS
Philosophy	1509	BA, BS
Physics	1902	BA, BS
Political Science	2207	BA, BS
Psychology	2001	BA, BS
Sociology	2208	BA, BS
World Language and Literature	1199	BA, BS
<b>School of Nursing Programs</b>		
Nursing	5208	AAS, AS
Nursing	1203.10	BS, RN-MS, MS
<b>School of Business and Technology, Technology Programs</b>		
Aviation Studies	5302	AAS, AOS
Technical Studies	5315	AAS
Computer Software	5103	AS
Electronics Technology	5103	AS
Nuclear Technology	5316	AS
Technology	5305	AS
Technology	0925	BS
Computer Information Systems	0702	BS
Computer Technology	0701	BS
Electronics Engineering Technology	0925	BS
Information Technology	0702	BS
Nuclear Engineering Technology	0925	BS



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