

Meeting Agenda

Group/Team:	BOE Curriculum Committee		
Location: Superintendent's Conference Room Chase Building – 1 st floor 236 Grand Street Waterbury, CT	Date of Meeting: Thursday March 24, 2022	Start Time: 5:30 p.m.	Finish Time:
Team Norms: <ol style="list-style-type: none"> All meetings will start on time All issues will be approached with a positive attitude A specific agenda will be set for all meetings All teams members will agree to stay on specific agenda topics Decisions regarding future directions will be based upon actual data 			
Purpose of Meeting – Instructional Focus:			
Agenda Items – (Items should reflect next steps from previous meeting.)			
	Agenda Item	Time Allotted	Person Responsible
1.	Request review and approval of the following new courses for Early College High School: a) CTC101: College Success Seminar (1st Year ECHS) b) CIS110: Digital Skills for College & Career (1st Year ECHS) c) ENG110: College Writing (1st Year ECHS) d) ENG130: Literature and Composition (2nd Year ECHS) e) COM107: Introduction to Communication (2nd Year ECHS) f) LAW101: Introduction to Law (2nd Year ECHS) g) MAT105: Quantitative Methods (3rd Year ECHS) h) MAT120: College Algebra (3rd Year ECHS) i) ACC111: Financial Accounting (3rd Year ECHS) j) PSY101: Fundamentals of Psychology (3rd Year ECHS)		J. Gopie S. Mosley D. Schwartz

CTC101: College Success Seminar (1st Year ECHS) This first year course teaches students the fundamental skills and strategies required to support learning in a university environment. This course is structured to help students analyze values, motivations, and goals, while helping connect present university experiences with current and future career goals. Emphasis is placed on academic skills, personal assessment, career exploration, and development of interpersonal soft skills.

CIS110: Digital Skills for College & Career (1st Year ECHS) This course strives to meet the digital literacy needs of students and professionals to succeed in the twenty-first century. Special emphasis is placed on the ethical use of digital technology for information analysis and collaboration. Students are introduced to the Internet, digital file management, operating systems, word processing, spreadsheets, and presentation software.

ENG110: College Writing (1st Year ECHS) This introductory writing course is designed to refine students' analytical and critical writing skills by focusing on the writing process. Students will practice various writing styles, research methods, and critical thinking skills which will contribute to success in their University courses and their chosen careers.

ENG130: Literature and Composition (2nd Year ECHS) Students will engage in the active reading and critical analysis of various genres of literature while examining text for the author's use of literary devices such as imagery, symbolism, and theme. Additionally, students will apply literary response methodologies to interpret, connect, and respond to analytical queries through persuasive and responsive writing.

COM107: Introduction to Communication (2nd Year ECHS) This introductory course will focus on the knowledge and skills that students need to become competent communicators. This information and these skills will include speaking, listening, media literacy, computer-mediated communication, cultural sensitivity, workplace communication, group dynamics, and critical thinking. Students will prepare and present speeches and group projects that utilize media and technology. Emphasis will be placed on social and workplace interaction, both individually and in group settings.

LAW101: Introduction to Law (2nd Year ECHS) This course is an introduction to the American federal and state legal systems. Students will learn about the Constitution and the three branches of government it creates: legislative, executive, and judicial. Topics include jurisdiction, statutes, case law, and specific areas of the law.

MAT105: Quantitative Methods (3rd Year ECHS) This course surveys topics in elementary algebra, personal finance, probability, and statistics. Topics include solving algebraic equations, solving ratio and proportion problems, applications involving percentage and interest, applying the definition of probability, measures of central tendency, descriptive statistics, frequency distributions, graphical representation of data, and applications of the normal distribution. Topics focus on real-life situations, decision-making skills, and problem solving. Some working knowledge of elementary algebra is expected. Scientific graphing calculator strongly recommended.

MAT120: College Algebra (3rd Year ECHS) This course provides a deeper understanding of the concepts of algebra including function applications, inequalities in two variables, matrix operations, linear programming, quadratic and polynomial applications, and solving rational and radical equations.

ACC111: Financial Accounting (3rd Year ECHS) This course is for the student to learn about accounting as an information development and communications function that supports economic decision-making. The course will help students perform financial analysis; derive and assess information for personal or organizational decisions; and understand business, governmental, and other organizational entities.

[illegible]

Course Syllabus

Course Description:

This first-year course teaches students the fundamental skills and strategies required to support learning in a University environment. This course is structured to help students analyze values, motivations, and goals while helping connect present University experiences with current and future career goals. Emphasis is placed on academic skills, personal assessment, career exploration, and development of interpersonal soft skills.

Course Learning Outcomes:

Upon successful completion of this course, you will be able to:

- Evaluate and assess personal learning styles, values, and motivations to improve academic/professional skills.
- Demonstrate an effective use of APA style and the links to plagiarism and information literacy in academic writing.
- Demonstrate effective problem-solving and critical thinking skills to enhance collaboration in diverse communities.
- Apply knowledge of self to the exploration of intended majors and careers; identifying basic knowledge, skills, and professional requirements needed for a future career.
- Articulate how this course links to personal and professional development now and in anticipated future careers.
- Define goals and demonstrate skills, knowledge, and attitudes needed to act with purpose, reflect on outcomes, and redefine goals.

Course Materials:

- **eBook:** Carter, C., & Kravits, S. L. (2015). *Keys to college success compact*. Boston, MA: Pearson Education, Inc.
 - Provided in the weekly units.

Grading Breakdown:

Assignment	Weight Towards Final Grade
Discussion Boards	40%
Quizzes	30%
Midterm Exam	15%
Final Exam	15%
Student Survey*	

**To ensure that we continue to meet our academic standards and your learning expectations, we routinely assess our programs, courses, and instructors. Completion of the end-of-course Student Survey is a required component of this course.*

Late Work Policy:

Late work will be accepted on a case-by-case basis. Please contact your instructor to discuss.

Discussions:

In this course there will be two types of discussion boards in each of the eight units:

- The weekly **Opening Thoughts** discussion board is what each unit starts with - your initial thoughts on the topics of the unit. Your response to these discussions will be due by 11:59 p.m. EST, on **Wednesday** of each week. Worth up to **5** points weekly.
- The weekly **Discussion Boards** coordinate with the Readings and Practice Activities provided in each unit. Your response to these discussions will be due by 11:59 p.m. EST, on **Friday** of each week. Two replies to your classmates are required and due by 11:59 p.m. EST, on **Sunday** of each week. Worth up to **10** points weekly.
- The Discussion Board portion of the overall class grading is worth a total of 40% of your final grade.

Thoughtful participation in the class Discussion Board is an essential part of fostering an active, online learning community. Use the Discussion Boards as an opportunity to engage in meaningful discussion while applying learned concepts and theories. Response to other students should demonstrate critical thinking and logical thought based on personal and professional experiences, and course connections.

Academic Affair Policies:

Below are the links for Post University's policies that all students must adhere to. Please click on the links to learn about each of the policies. For the full list of Post University Policies, visit post.edu/academic-policies.

- [Academic Course Engagement](#)
This link provides details about Post University's academic engagement requirements for students in courses. Information about Administrative and Official Withdrawal, as well as the Unearned F policy, are also provided.
- [Academic Dishonesty](#)
This link provides information about Post University's definition of plagiarism and guidelines for academic dishonesty.
- [Americans with Disabilities Act](#)

This link provides information about potential accommodations for Post University students with disabilities.

- [Civility Code](#)

This link provides information about Post University's Civility Code.

- [Grading Policies](#)

This link provides policies on Post University's grading practices and guidelines.

- [University Learning Center](#)

This link provides information about Post University's Learning Center where interested students can gain free academic support.

- [Credit Hour Policy](#)

This link provides information about instructional contact hours, engaged academic time, as well as other related information.

Course Outline:

Units begin at Sunday, 12:01 am (EST) and end Sunday 11:59 pm (EST) of the following week.

Unit	Topics	Activities
Unit 1	College Experience and Career Readiness	<ul style="list-style-type: none">• Review the <i>Course Information</i> page and save the Course Syllabus.• Introduce yourself in the Introduction discussion forum.• Read, view, and engage with the Readings and Practice Activities.• Complete the Conley Readiness Index Assessment.• Actively participate in the Unit Discussion.• Complete the Unit 1 Quiz - Rewards of College.
Unit 2	Learning Preferences and Time Managers	<ul style="list-style-type: none">• Gather your thoughts and share in the Opening Thoughts forum.• Read, view, and engage with the Readings and Practice Activities.• Complete the VAK and Multiple Intelligence Self-Assessments.

		<ul style="list-style-type: none"> • Actively participate in the Discussion Board. • Complete the Unit 2 Quiz - Time Management & Learning How You Learn.
Unit 3	Diversity, Communication, and Wellness	<ul style="list-style-type: none"> • Gather your thoughts and share in the Opening Thoughts forum. • Read, view, and engage with the Readings and Practice Activities. • Actively participate in the Discussion Board. • Complete the Unit 3 Quiz - Diversity, Communication, and Wellness.
Unit 4	Study Strategies	<ul style="list-style-type: none"> • Gather your thoughts and share in the Opening Thoughts forum. • Read, view, and engage with the Readings and Practice Activities. • Actively participate in the Discussion Board. • Complete the Midterm Exam.
Unit 5	Active Reading and Information Literacy	<ul style="list-style-type: none"> • Gather your thoughts and share in the Opening Thoughts forum. • Read, view, and engage with the Readings and Practice Activities. • Actively participate in the Discussion Board. • Complete the Unit 5 Quiz - Active Reading and Information Literacy.
Unit 6	Academic Thinking and Writing	<ul style="list-style-type: none"> • Gather your thoughts and share in the Opening Thoughts forum.

		<ul style="list-style-type: none"> • Read, view, and engage with the Readings and Practice Activities. • Actively participate in the Discussion Board. • Complete the Unit 6 Quiz - Critical, Creative, and Practical Thinking.
Unit 7	Your Career Path and Financial Literacy	<ul style="list-style-type: none"> • Gather your thoughts and share in the Opening Thoughts forum. • Read, view, and engage with the Readings and Practice Activities. • Actively participate in the Discussion Board. • Complete the Unit 7 Quiz - Financial Literacy & Careers.
Unit 8	Final Reflection	<ul style="list-style-type: none"> • Gather your thoughts and share in the Opening Thoughts forum. • Actively participate in the Discussion Board. • Complete the Final Exam.

Note: Topics, deliverables, and sequence are subject to change.

Course Syllabus

Modality: Online

Course Description:

This course strives to meet the digital literacy needs of students and professionals to succeed in the twenty-first century. Special emphasis is placed on the ethical use of digital technology for information analysis and collaboration. Students are introduced to the Internet, digital file management, operating systems, word processing, spreadsheets, and presentation software.

Students may prove competency by passing a waiver examination. No credit is granted if the requirement is waived. Students should contact their Academic Advisor or Academic Success Counselor for more information.

Course Learning Outcomes:

Upon successful completion of this course, you will be able to:

- a) Identify the Internet, its history, and how networking has changed the way we communicate, work and live.
- b) Demonstrate an understanding of the basic theory and operation of computers, including basic computer networking.
- c) Identify the elements of an information system.
- d) Develop proficiency in the use of word processors, spreadsheets, and presentation applications.

Course Materials:

- Lumen Learning: Computer Applications for Managers
 - This book can be accessed through links in the readings and resources section of each unit in this course.
- Additional electronic reading, listening, viewing materials are available in each unit of the course.
- See the Library Resources item on the course information page in the course for information on how to access links to library resources.

Grading Breakdown:

- Discussion Boards - 35%
- Assignments/Simulations - 40%
- Quizzes - 25%
- Student Survey*

**To ensure that we continue to meet our academic standards and your learning expectations, we routinely assess our programs, courses, and instructors. Completion of the end-of-course Student Survey is a required component of this course.*

Course Outline:

Online: Units begin on Sunday at 12:01 am (EST) and end Sunday at 11:59 pm (EST) of the following week unless otherwise noted.

Unit	Topics	Activities
Unit 1	Introduction to Digital Skills	<ul style="list-style-type: none">• Review the Course Information page.• Download/save the course syllabus.• Introduce yourself in the Introduction discussion forum.• Read, view, and engage with Readings and Resources.• Actively participate in the Unit Discussion.• Complete and submit the Unit 1 Quiz.
Unit 2	Internet and Collaboration	<ul style="list-style-type: none">• Read, view, and engage with Readings and Resources.• Actively participate in the Unit Discussion.• Complete and submit the Unit 2 Assignment.• Complete and submit the Unit 2 Quiz.
Unit 3	MS Word Part 1	<ul style="list-style-type: none">• Read, view, and engage with Readings and Resources.• Actively participate in the Unit Discussion.• Complete the Unit 3 Interactive Simulation.

Unit	Topics	Activities
Unit 4	MS Word Part 2	<ul style="list-style-type: none"> • Read, view, and engage with Readings and Resources. • Actively participate in the Unit Discussion. • Complete and submit the Unit 4 Assignment. • Complete and submit the Unit 4 Quiz.
Unit 5	MS Excel Part 1	<ul style="list-style-type: none"> • Read, view, and engage with Readings and Resources. • Actively participate in the Unit Discussion. • Complete the Unit 5 Interactive Simulation.
Unit 6	MS Excel Part 2	<ul style="list-style-type: none"> • Read, view, and engage with Readings and Resources. • Actively participate in the Unit Discussion. • Complete the Unit 6 Interactive Simulation. • Complete and submit the Unit 6 Assignment. • Complete and submit the Unit 6 Quiz.
Unit 7	MS PowerPoint Part 1	<ul style="list-style-type: none"> • Read, view, and engage with Readings and Resources. • Actively participate in the Unit Discussion. • Complete the Unit 7 Interactive Simulation.
Unit 8	MS PowerPoint Part 2	<ul style="list-style-type: none"> • Read, view, and engage with Readings and Resources. • Actively participate in the Unit Discussion. • Complete the Unit 8 Interactive Simulation. • Complete the Unit 8 Quiz.

Notes: Topics, deliverables, and sequence are subject to change.

Late Work Policy:

Late work will be accepted on a case-by-case basis. Please contact your instructor to discuss.

Discussions:

- Each unit will have one discussion where you will explore unit topics with one another and the instructor.
- You are expected to actively participate in the weekly discussions where active participation is defined as 3 or more posts (your initial post plus at least two responses to classmates and/or instructor).
- Your first post should be submitted by 11:59 pm (EST) Wednesday evening. Professional communication is expected in all posts, which includes proper spelling and grammar, and providing source information when using outside resources.
- The discussion questions are written to encourage critical thinking and use of extended information in your responses.
- Share personal experience and research so your classmates are motivated to continue the conversation and fully explore the discussion topics.
- Please review the discussion participation criteria and grading rubric on the **Course Information** page in your course.

Academic Affair Policies:

Post University's policies that all students must adhere to can be found in the *University Catalog*, on the Post.edu website, and through the *University Policies* link in the navigation menu of your course.

Course Syllabus

Course Description:

This introductory writing course is designed to develop and refine critical reading and writing skills. In addition to learning about the writing process, students will practice various writing styles, such as description, critique, and research writing that will contribute to their success in university courses and their chosen careers.

Course Learning Outcomes:

By the end of this course, you will be able to:

- Communicate effectively in written English using various writing styles.
- Identify the need for APA in-text citations and references in written communications whether quoting, summarizing, or paraphrasing in academic or professional work.
- Employ correct and appropriate language and tone for both the topic and the audience.
- Compose and evaluate essays based on primary components: clear introductions, effective thesis statements, clear transitions, holistic organization, and conclusions.
- Distinguish the value and importance of research skills in academic and professional writing.

Course Materials:

Here is the book that you will be working with throughout this course. Feel free to take a quick look at the content. Specific readings will be indicated throughout the course.

- [Rhetoric and Composition](https://en.wikibooks.org/w/index.php?title=Rhetoric_and_Composition&oldid=2464746). (2012, December 18). Wikibooks, The Free Textbook Project. Retrieved from https://en.wikibooks.org/w/index.php?title=Rhetoric_and_Composition&oldid=2464746.
- Additional electronic reading, listening, viewing materials are available in each unit of this Blackboard course.
 - See the Library Resources item on the course information page inside the Blackboard course for information on how to access links to library resources in this course.

Grading Breakdown:

Assignment	Weight Towards Final Grade
Discussion Boards	30%
Quizzes	10%
Descriptive Writing	10%
Evaluative Writing	15%
Outline for Argumentative Writing	15%
Argumentative Writing	20%

To ensure that we continue to meet our academic standards and your learning expectations, we routinely assess our programs, courses, and instructors. Completion of the end-of-course Student Survey is a required component of this course.

Course Outline

Units begin at Sunday, 12:01 am (EST) and end Sunday 11:59 pm (EST) of the following week.

Unit	Topics	Activities
Unit 1	The Writing Process Introduction to Descriptive Writing Grammar Review- Sentence Types, Subject/Verb Agreement, Capitalization	Unit 1 Discussion- Introductions
Unit 2	Descriptive Writing Active and Passive Voice Grammar Review- Run-on Sentences, Sentence Fragments	Unit 2 Discussion- Object Description Unit 2 Assignment- Descriptive Writing
Unit 3	Subjective vs. Objective Writing APA Formatting Grammar Review- Commas	Unit 3 Discussion- Evaluating Movies Unit 3-Quiz
Unit 4	Evaluative Writing Introduction to the Thesis Statement Grammar Review- Singular, Plural, and Possessive Nouns	Unit 4 Discussion- Paraphrasing Unit 4 Assignment- Evaluative Writing
Unit 5	Introduction to Argumentative Writing The Writing Process: Getting Started Thesis Statements	Unit 5 Discussion- Freewriting Unit 5- Quiz
Unit 6	Creating an Outline Drafting Introduction and Conclusion	Unit 6 Discussion- Credible Sources Unit 6 Assignment- Outline for Argumentative Writing
Unit 7	Editing and Reviewing Revising	Unit 7 Discussion- Revision and Writing Advice Unit 7- Argumentative Writing
Unit 8	Reflective Writing	Unit 8.1 Discussion- Writing Journey Reflection Unit 8.2 Discussion- Musical Reflection *Please note that the one response for each of these discussion boards, and only the Unit 8 DBs are due by Friday at 11:59 PM of Unit 8.

Official University Grading Scale:

The following grades are used on academic records and carry the quality points indicated:

Grade	Numerical Equivalent	Quality Points
A	95-100	4.0
A-	90-94	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	.7
F	Below 60	0.0

Notes:

Topics, deliverables, and sequence are subject to change.

Late Work Policy: Late work will be accepted on a case-by-case basis. You must contact your instructor to discuss a late assignment.

Discussions:

- Each unit will have one discussion where you will explore unit topics with one another and the instructor.
- You are expected to actively participate in the weekly discussions where active participation is defined as 3 or more posts (your initial post plus at least two responses to classmates).
- Your first post should be submitted by 11:59 pm (EST) Wednesday evening. Professional communication is expected in all posts, which includes proper spelling and grammar, and providing source information when using outside resources.
- The discussion questions are written to encourage critical thinking and use of extended information in your responses.
- Share personal experience and research so your classmates are motivated to continue the conversation and fully explore the discussion topics.
- Please review the discussion participation criteria and grading rubric on the **Course Information** page in your course.

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- [Americans with Disabilities Act](#)
This link provides information about potential accommodations for Post University students with disabilities.
- [Civility Code](#)
This link provides information about Post University's Civility Code.
- [Grading Policies](#)
This link provides policies on Post University's grading practices and guidelines.
- [University Learning Center](#)
This link provides information about Post University's Learning Center where interested students can gain free academic support.
- [Credit Hour Policy](#)
This link provides information about instructional contact hours, engaged academic time, as well as other related information.

Course Syllabus

Course Description:

Students will engage in the active reading and critical analysis of various genres of literature while examining text for the author's use of literary devices such as imagery, symbolism, and theme. Additionally, students will apply literary response methodologies to interpret, connect, and respond to analytical queries through persuasive and responsive writing. Prerequisite: ENG 110.

Course Outcome:

By the end of this course, students will be able to:

- Analyze the use of and evaluate the effectiveness of major literary devices such as plot, setting, conflict, theme, symbolism, point of view, style, tone, imagery, and characterization.
- Create and evaluate focused, analytical literary responses, essays, and presentations that effectively incorporate literary text as well as researched source information.
- Construct critical thinking skills through the active reading and analysis of: fiction and non-fiction texts, poetry, short stories, essays, drama, and film.
- Formulate advanced and academic research skills and methodology.
- Select and execute proper APA formatting and further their knowledge of APA principles of writing.

Course Materials:

- Electronic reading, listening, and viewing materials are available in each unit of the course.
- See the Library Resources item on the course information page in the course for information on how to access links to library resources.

Course Evaluation:

Grade Category	Weight (%)
Literary Responses	50%
Research Essay	10%
Position Paper	20%
Participation	10%
Classroom Assignments	10%

**To ensure that we continue to meet our academic standards and your learning expectations, we routinely assess our programs, courses, and instructors. Completion of the end-of-course Student Survey is a required component of this course.*

Course Schedule:

Please note that each unit is roughly 2 weeks long.

Unit	Topics	Activities
Unit 1: Weeks 1 and 2	Plot: How to discover it and how to create it.	<ul style="list-style-type: none"> • Review the Course Information page. • Download/save the course syllabus. • Read, view, and engage with Readings and Resources. • Complete Classroom Assignments • Complete the Plot Literary Response
Unit 2: Weeks 3 and 4	Setting: What impact does setting have on literature?	<ul style="list-style-type: none"> • Read, view, and engage with Readings and Resources. • Complete Classroom Assignments • Complete the Setting Literary Response
Unit 3: Weeks 5 and 6	Tone and Imagery: Word choice makes all the difference.	<ul style="list-style-type: none"> • Read, view, and engage with Readings and Resources. • Complete Classroom Assignments • Complete the Descriptive Imagery Literary Response
Unit 4: Weeks 7 and 8	Theme: What is literature trying to teach us?	<ul style="list-style-type: none"> • Read, view, and engage with Readings and Resources. • Complete Classroom Assignment • Complete the Research Essay

Unit 5: Weeks 9 and 10	Conflict: recognizing human struggles.	<ul style="list-style-type: none"> • Read, view, and engage with Readings and Resources. • Complete Classroom Assignments • Work on the Position Paper
Unit 6: Weeks 11 and 12	Graphic Fiction and Symbolism: How the author takes us beyond the story.	<ul style="list-style-type: none"> • Read, view, and engage with Readings and Resources. • Complete Classroom Assignments • Complete the Position Paper
Unit 7: Weeks 13 and 14	Point of View: It's all about perspective.	<ul style="list-style-type: none"> • Read, view, and engage with Readings and Resources. • Complete Classroom Assignments • Complete the Point of View Literary Response
Unit 8: Weeks 15 and 16	Reflection: Backwards and Forwards	<ul style="list-style-type: none"> • Read, view, and engage with Readings and Resources. • Complete Classroom Assignments

Notes: Topics, deliverables, and sequence are subject to change.

Late Work:

Late work will be accepted on a case-by-case basis. You must contact your instructor to discuss a late assignment.

Cell Phone Policy:

Cell phones are to be turned off or on silent in all classes, unless needed for classwork.

Tardiness:

Be on time and prepared for every class as being late disrupts the entire class. Tardiness will negatively affect your participation grade.

Participation:

Regular class participation is essential to the educational process. Failure to participate in class or complete assignments may result in a failing grade. Students may drop a class during the first week of the term or semester. After the first week of classes and before the final 1/3 of the term or semester, the student may withdraw from a course with a grade of "W". This is not an earned grade and will not affect the student's grade point average. During the last 1/3 of the term or semester, students may not withdraw from a class unless they are officially withdrawing from the University.

Attendance Policy:

There is an attendance policy at Post University. Not attending class regularly could result in an F for the course or an administrative withdrawal. Please see the link at the end of the syllabus for specific details.

Final Exam Policy:

Main campus students are required to attend all end-of-semester final exams and/or other required final grade activities (e.g., in class presentation) at their scheduled times during final exam week. Final exam week for both the fall and spring semesters are identified on the academic calendar available to students at the beginning of the academic year (July). Students will not be granted early release and early access to final exams without presenting a compelling reason (e.g., a previously scheduled surgical procedure) with documented evidence to substantiate the reason (e.g., medical orders). The student's request, rationale and documentation for early release and early access to final exams must be submitted to the Dean of the school housing the student's degree program no less than 14-days prior to the start of finals week. The dean will review and rule on the student's request.

Pre-arranged travel plans (e.g., air flight booking) do not constitute a compelling reason by itself. Travel plans to leave the university must accommodate final exam week. All students are required to be on campus during this final week of the semester.

Academic Policies and Procedures:

[Current Academic Policies and Procedures](#)

Policy for Verifying Student Identity

Honors Program

Honors

Credit Hour Policy

Grading Policies

Repeating a Course

Assessment and Surveys

Course Loads

Academic Civility Code

Course Substitutions

Academic Participation and Unearned F

The Academic Degree

Honorary Organizations

English and Math Course Placement

Grade Point Average (GPA) Computation

Grade Appeal Process

Final Exam Policy

Satisfactory Academic Progress (SAP) Standards

Academic Integrity

Schedule Changes

Auditing a Course

Electronic Course Materials/Online Bookstore

Graduation
Withdrawal from Post University
Readmission to Post University
Attendance Policy

Program Time Limit
Dismissal from Post University
Optional / Alternative Credit Options

Course Syllabus

Modality: Online/Day

Course Description:

This introductory course will focus on the knowledge and skills that students need to become competent communicators. This information and these skills will include speaking, listening, media literacy, computer-mediated communication, cultural sensitivity, workplace communication, group dynamics, and critical thinking. Students will prepare and present speeches and group projects that utilize media and technology. Emphasis will be placed on social and workplace interaction, both individually and in group settings.

Course Learning Outcomes:

Upon successful completion of this course, you will be able to:

- a) Demonstrate their understanding of the communication process and the characteristics of effective communication, both verbal and non-verbal.
- b) Analyze key components of communication and apply theories and concepts to real-life contexts and experiences.
- c) Prepare and deliver individual speech presentations.
- d) Utilize technology to research and present information.

Course Materials:

- Wood, J.T. (2017). Communication in our lives (8th ed.). Stamford, CT: Cengage.
 - This book is available through the VitalSource link. ◦
- Additional electronic reading, listening, viewing materials are available in each unit of this Blackboard course.
- See the Library Resources item on the course information page in the Blackboard course for information on how to access links to library resources.

Grading Breakdown:

Assignment	Weight Towards Final Grade
Discussion Boards	30%
Assignments	40%
Video Journals Student Survey*	30%

**To ensure that we continue to meet our academic standards and your learning expectations, we routinely assess our programs, courses, and instructors. Completion of the end-of-course Student Survey is a required component of this course.*

Copyright Statement

Post University's courses contain copyrighted resources created by the University or licensed from various third parties. In compliance with U.S. Copyright Law, these resources may not be reproduced, revised, or distributed without the written permission of Post University. Students found to be in violation of this policy are subject to civil and criminal liabilities associated with the Federal Copyright Act and risk dismissal from the university under the Academic Dishonesty policy. Unless otherwise noted, access to these materials is limited to the duration of the course. Students should contact the library (library@post.edu) for information on which resources can be printed.

Course Outline:

Units begin on Sunday, 12:01 am (EST) and end Sunday 11:59 pm (EST) of the following week unless otherwise noted.

Unit	Topics	Activities
Unit 1	The Complex World of Communication	<ul style="list-style-type: none"> Engage with the Readings and Resources in Blackboard Complete the Introductions discussion board <p>Actively participate in the Unit 1 Discussion</p>
Unit 2	Personal Identity and Listening	<ul style="list-style-type: none"> Engage with the Readings and Resources in Blackboard
		<ul style="list-style-type: none"> Actively participate in the Unit 2 Discussion

Unit 3	Verbal and Non-Verbal Communication	<ul style="list-style-type: none"> Engage with the Readings and Resources in Blackboard Actively participate in the Unit 3 Discussion Record the Unit 3 Video Journal
Unit 4	Informative and Persuasive Speaking	<ul style="list-style-type: none"> Engage with the Readings and Resources in Blackboard Actively participate in the Unit 4 Discussion
Unit 5	Organizing and Delivering your Speech Presentation	<ul style="list-style-type: none"> Engage with the Readings and Resources in Blackboard Complete the Unit 5 Informative Speech outline Record the Unit 5 Video Journal (due at 11:59 p.m. Wednesday of unit)
Unit 6	Personal Relationships and Culture	<ul style="list-style-type: none"> Engage with the Readings and Resources in Blackboard Actively participate in the Unit 6 Discussion
Unit 7	Media and Literacy	<ul style="list-style-type: none"> Engage with the Readings and Resources in Blackboard Actively participate in the Unit 7 Discussion
		<ul style="list-style-type: none"> Record the Unit 7 Informative Speech

Unit 8	Group and Organizational Communication	<ul style="list-style-type: none"> Engage with the Readings and Resources in Blackboard Actively participate in the Unit 8 Discussion <p>All work in Unit 8 must be completed by Friday at 11:59 pm EST.</p>
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Notes: Topics, deliverables, and sequence are subject to change.

Discussions:

- Each unit will have one discussion where you will explore unit topics with one another and the instructor.
- You are expected to actively participate in the weekly discussions where active participation is defined as 3 or more posts (your initial post plus at least two responses to classmates).
- Your first post should be submitted by 11:59 pm (EST) Wednesday evening. Professional communication is expected in all posts, which includes proper spelling and grammar, and providing source information when using outside resources.
- The discussion questions are written to encourage critical thinking and use of extended information in your responses.
- Share personal experience and research so your classmates are motivated to continue the conversation and fully explore the discussion topics.
- Please review the discussion participation criteria and grading rubric on the **Course Information** page in your course.

Late Work Policy:

Late work will be accepted on a case-by-case basis. Please contact your instructor to discuss this.

Academic Affair Policies:

Post University's policies that all students must adhere to can be found in the *University Catalog*, on the Post.edu website, and through the *University Policies* link in the navigation menu of your course.

Course Syllabus

Modality: Online

Course Description:

This course is an introduction to the American Federal and State legal systems. Students will learn about the Constitution and the 3 Branches of Government it creates: Legislative, Executive, and Judicial. Topics include: jurisdiction, statutes, case law, legal ethics and specific areas of the law.

Course Learning Outcomes:

Upon successful completion of this course, you will be able to:

- a) Demonstrate an understanding of the functions of the Constitution and the three branches of government.
- b) Explain the concept of jurisdiction.
- c) Identify and describe a statute.
- d) Analyze case law and prepare a case brief.
- e) Demonstrate an understanding of the basics of tort law and legal ethics including analyzing and discussing a rule of ethics applicable to attorneys.

Course Materials:

- Walston-Dunham, B. & DeLeo Jr., J.D. (2020). *Introduction to law* (7th Ed.). Boston, MA.: Cengage Learning, Inc.
 - This book is available through the VitalSource link provided in the course.
- Additional electronic reading, listening, viewing materials are available in each unit of the course.
- See the Library Resources item on the course information page in the course for information on how to access links to library resources.

Grading Breakdown:

Assignment	Weight Towards Final Grade
Discussion Boards	35%
Unit Assignments and Quizzes	45%
Final Project	20%
Student Survey*	

**To ensure that we continue to meet our academic standards and your learning expectations, we routinely assess our programs, courses, and instructors. Completion of the end-of-course Student Survey is a required component of this course.*

Copyright Statement

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Course Outline:

Units begin at Sunday, 12:01 am (EST) and end Sunday 11:59 pm (EST) of the following week unless otherwise noted.

Unit	Topics	Activities
Unit 1	Introduction to the American Legal System	<ul style="list-style-type: none">• Participate in the Introductions.• Engage with the Readings and Resources.• Submit the Unit 1 Knowledge Check.• Actively participate the Unit 1 Discussion.• Submit the Unit 1 Assignment
Unit 2	Branches of Government and Sources of Law	<ul style="list-style-type: none">• Engage with the Readings and Resources.• Submit the Unit 2 Knowledge Check.• Actively participate the Unit 2 Discussion.• Submit the Unit 2 Quiz
Unit 3	Jurisdiction and Courts	<ul style="list-style-type: none">• Engage with the Readings and Resources.

		<ul style="list-style-type: none"> • Submit the Unit 2 Knowledge Check. • Actively participate the Unit 3 Discussion. • Submit the Unit 3 Quiz.
Unit 4	Categories of Law	<ul style="list-style-type: none"> • Engage with the Readings and Resources. • Submit the Unit 2 Knowledge Check. • Actively participate the Unit 4 Discussion. • Submit the Unit 4 Quiz.
Unit 5	Statutory Law	<ul style="list-style-type: none"> • Engage with the Readings and Resources. • Actively participate the Unit 5 Discussion. • Submit the Unit 5 Assignment: Legal Research and Analysis
Unit 6	Case Law	<ul style="list-style-type: none"> • Engage with the Readings and Resources. • Actively participate the Unit 6 Discussion. • Submit the Unit 6 Assignment: Course Project Part I
Unit 7	Substantive Law/Torts	<ul style="list-style-type: none"> • Engage with the Readings and Resources. • Actively participate the Unit 7 Discussion. • Submit the Unit 7 Assignment: Course Project Part II
Unit 8	Legal Ethics	<ul style="list-style-type: none"> • Engage with the Readings and Resources.

		<ul style="list-style-type: none"> • Actively participate the Unit 8 Discussion. • Submit the Unit 8 Assignment: Course Project Part III <p>All Unit 8 work is due Friday at 11:59 pm EST.</p>
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Notes: Topics, deliverables, and sequence are subject to change.

Late Work Policy:

Late work will be accepted on a case-by-case basis. Please contact your instructor to discuss.

Discussions:

- Each unit will have one discussion where you will explore unit topics with one another and the instructor.
- You are expected to actively participate in the weekly discussions where active participation is defined as 3 or more posts (your initial post plus at least two responses to classmates).
- Your first post should be submitted by 11:59 pm (EST) Wednesday evening. Professional communication is expected in all posts, which includes proper spelling and grammar, and providing source information when using outside resources.
- The discussion questions are written to encourage critical thinking and use of extended information in your responses.
- Share personal experience and research so your classmates are motivated to continue the conversation and fully explore the discussion topics.
- Please review the discussion participation criteria and grading rubric on the **Course Information** page in your course.

Academic Affair Policies:

Post University's policies that all students must adhere to can be found in the *University Catalog*, on the Post.edu website, and through the *University Policies* link in the navigation menu of your course.

Course Syllabus

Modality: Ground**Course Description (3 credits):**

This course surveys topics in elementary algebra, personal finance, probability, and statistics. Topics include solving algebraic equations, solving ratio and proportion problems, applications involving percentage and interest, applying the definition of probability, measures of central tendency, descriptive statistics, frequency distributions, graphical representation of data and applications of the normal distribution. Topics focus on real-life situations, decision making skills, and problem solving. Some working knowledge of elementary algebra is expected. Scientific calculator strongly recommended.

Course Learning Outcomes:

- Decimals:
 - Operations with Whole Numbers
 - Decimals and the Place-Value System
 - Operations with Decimals
 - Decimal and Fraction Conversions
- Fractions:
 - Fractions
 - Adding and Subtracting Fractions
 - Multiplying and Dividing Fractions
- Solving Equations:
 - Equations
 - Using Equations to Solve Problems
 - Formulas
- Percents:
 - Percent Equivalents
 - Solving Percentage Problems
 - Increases and Decreases
- Intro to Statistics:
 - Graphs and Charts

- Measures of Central Tendency
 - Measures of Dispersion
- Real Estate and Taxes:
 - Mortgage Payments
 - Sales Tax and Excise Tax
 - Property Tax
 - Income Tax
- Checking Accounts, Simple Interest and Credit:
 - Checking Account Transactions
 - The Simple Interest Formula
 - Installment Loans and Closed-End Credit
 - Open Ended Credit
- Insurance:
 - Life Insurance
 - Property Insurance
 - Motor Vehicle Insurance

Course Materials:

- Cleaves, C., Hobbs, M. & Noble, J. (2018) *Business math* (11th ed.). Pearson Education, Inc.
 - This eBook can be accessed through links in the readings and resources section of each unit in this course.
- A scientific calculator is recommended for this course.
- **Technical Support:** Technical support for MyMathLab is provided by submitting an inquiry through [Pearson Support](#) or calling 1-877-987-6625. If you are having trouble accessing online eBooks, assignments, or experiencing other problems with the system, contact them directly. If the problem is not resolved immediately, contact your instructor.

Grading Breakdown:

Assignment	Weight Towards Final Grade
Quizzes	60%
Homework Assignments	30%
Discussion Boards	10%
Student Survey*	

**To ensure that we continue to meet our academic standards and your learning expectations, we routinely assess our programs, courses, and instructors. Completion of the end-of-course Student Survey is a required component of this course.*

Course Outline:

Units begin at Sunday, 12:01 am (EST) and end Sunday 11:59 pm (EST) of the following week unless otherwise noted by instructor.

Week	Unit	Topics	Activities
1 & 2	Unit 1 – Decimals	<ul style="list-style-type: none"> Perform the four basic arithmetic functions (add, subtract, multiply and divide) with whole numbers Read and write decimals Round decimals Perform the four basic arithmetic functions (add, subtract, multiply and divide) with decimals Convert between fractions and decimals 	<ul style="list-style-type: none"> Review the Course Information page. Download/save the course syllabus. Introduce yourself in the Introduction discussion forum. Read, view, and engage with Readings and Resources. Actively participate in the Unit Discussion. Complete and submit the Unit 1 Assignments. Complete and submit the Unit 1 Quiz.
3 & 4	Unit 2 – Fractions	<ul style="list-style-type: none"> Identify types of fractions Find the least common denominator Write fractions as mixed numbers and improper fractions Find equivalent fractions Reduce fractions Perform the four basic arithmetic functions (add, subtract, multiply and divide) with fractions 	<ul style="list-style-type: none"> Read, view, and engage with Readings and Resources. Actively participate in the Unit Discussion. Complete and submit the Unit 2 Assignments. Complete and submit the Unit 2 Quiz.
5 & 6	Unit 3 – Solving Equations	<ul style="list-style-type: none"> Solve equations using the addition property of equality Solve equations using the multiplication property of equality Simplify equations with parenthesis and like terms Solve proportions Evaluate a formula for a given value Solve a formula for one of its variables 	<ul style="list-style-type: none"> Read, view, and engage with Readings and Resources. Actively participate in the Unit Discussion. Complete and submit the Unit 3 Assignments. Complete and submit the Unit 3 Quiz.

Week	Unit	Topics	Activities
7 & 8	Unit 4 – Percents	<ul style="list-style-type: none"> • Convert between percents, whole numbers, fractions and decimals. • Identify the rate (percent), base (whole) and portion (part) in a percent problem • Use an equation to solve for the missing element in a percent problem • Figure out the percent increase or decrease in a percent problem • Solve for the percent or the base if they know the percent increase or decrease 	<ul style="list-style-type: none"> • Read, view, and engage with Readings and Resources. • Actively participate in the Unit Discussion. • Complete and submit the Unit 4 Assignments. • Complete and submit the Unit 4 Quiz.
9 & 10	Unit 5 – Intro to Statistics	<ul style="list-style-type: none"> • Find the mean, median, mode and compare and contrast them • Create and analyze frequency distributions • Calculate the mean of mixed data • Create and analyze: bar, circle and line graphs • Calculate the range in a data set • Calculate and interpret the standard deviation of a data set 	<ul style="list-style-type: none"> • Read, view, and engage with Readings and Resources. • Actively participate in the Unit Discussion. • Complete and submit the Unit 5 Assignments. • Complete and submit the Unit 5 Quiz.
11 & 12	Unit 6 – Real Estate and Taxes	<ul style="list-style-type: none"> • Calculate a mortgage payment and interest paid over the life of a loan • Understand principal and interest as they relate to a payment • Understand the effect of various interest rates, terms, down payments, and points on a mortgage payment • Read a tax table • Calculate income taxes depending on filing status • Understand mill rates as they apply to personal property taxes 	<ul style="list-style-type: none"> • Read, view, and engage with Readings and Resources. • Actively participate in the Unit Discussion. • Complete and submit the Unit 6 Assignments. • Complete and submit the Unit 6 Quiz.
13 & 14	Unit 7 – Checking Accounts, Simple Interest and Credit	<ul style="list-style-type: none"> • Make account transactions • Record account transactions • Convert months to fraction or decimal parts of a year • Calculate the amount of simple interest using the simple interest formula • Calculate the future value of a loan with simple interest • Solve the simple interest formula for any of its elements (interest, principal, rate or time) • Calculate the amount to be financed, the installment price, and the finance charge of a loan 	<ul style="list-style-type: none"> • Read, view, and engage with Readings and Resources. • Actively participate in the Unit Discussion. • Complete and submit the Unit 7 Assignments. • Complete and submit the Unit 7 Quiz.

Week	Unit	Topics	Activities
		<ul style="list-style-type: none"> • Calculate the installment payment of a loan • Use a table to determine the APR • Use the average daily balance method to calculate the finance charge and the new balance • Use the previous balance method to calculate the finance charge and new balance 	
15 & 16	Unit 8 – Insurance	<ul style="list-style-type: none"> • Estimate life insurance premiums using a rate table • Apply the extended term non-forfeiture option to a cancelled whole-life policy • Estimate renters insurance premiums using a rate table • Find the compensation with a coinsurance clause • Find automobile insurance premiums using rate tables. 	<ul style="list-style-type: none"> • Read, view, and engage with Readings and Resources. • Actively participate in the Unit Discussion. • Complete and submit the Unit 8 Assignments. • Complete and submit the Unit 8 Quiz. <p>**Unit 8 final discussion replies, assignments, and quiz are due by Friday at 11:59 p.m. EST.</p>

Note: Topics, deliverables, and sequence are subject to change.

Late Work Policy:

Late work will be accepted on a case-by-case basis. Please contact your instructor to discuss.

Class Activities:

In each unit, students will be expected to read through the text chapters associated with each unit, watch the online video instructions, complete and present the problem assigned for the discussion of the week on the Post Blackboard, and complete the online homework and quizzes in MyMathLab.

Discussions:

At the beginning of the course, the instructor will assign you a letter of the alphabet. This may be sent to you via email. Please make sure the email address provided is current. You are to complete and present the problem associated with the letter assigned in each unit's discussion. Please present the problem as if you are explaining what you did to a classmate that was absent or one who doesn't understand the concept. Please try to post your solution as early in the week as possible. This way the

discussion board can be a resource for anyone who is stuck on problems. Discussions are an overall 10% of your course grade. You will be graded based on the correctness of your response, the clarity of your explanation, and your participation (answering questions asked of you). Be sure to check your instructor's response to your post should you need to fix an error.

Homework:

In each unit, you will be assigned homework that needs to be completed in MyMathLab. Please follow along in your textbook and watch the video explanations provided in MyMathLab before you attempt the homework. You will be able to attempt the homework multiple times and take advantage of the many modalities of help that MyMathLab offers. Please be responsible and use these tools to assist you in your learning experience. Homework will count as 30% of your overall grade in this course. The purpose of the homework is to serve as a way for you to get immediate feedback, and help when needed. It is an important aid to your development mathematically and most likely where most of your learning will occur in this class. Homework may be redone repeatedly until a satisfactory grade is earned. Your instructor is able to see how many attempts you have made and how much time you have spent on each task. Some units have more homework than others, and the material is at varying difficulty levels. Plan accordingly.

Quizzes:

Students will take eight major assessments in this class. When you take a quiz, you will only have one attempt and no computerized means of help such as that which you receive during homework and practice test sessions. If it appears there is a problem with a test or answer, please email the instructor with the specifics since you cannot go back once the assessment has been submitted. If, due to a computer glitch, you are logged off of a test, email your instructor to regain access. To prepare for each quiz, it is recommended that students complete all homework assignments first. There are practice tests and quizzes available for you to take as well. Feel free to use these optional tools to assist you as needed before you take a test. It is suggested students complete each homework and test before the due date to allow the professor to address any issues that may arise in a timely fashion.

Each Unit's assignments and quizzes will be available each Sunday morning and due the following Sunday by 11:59 PM EST, except the last unit which ends on a Friday. Check with your instructor if you are unsure of a deadline.

At any point in time, you may find your grade in the Grade Center on Blackboard; these are the only official grades for the course.

Academic Affair Policies:

Post University's policies that all students must adhere to can be found in the *University Catalog* and on the website.

Course Syllabus

Modality: Online

Course Description:

This course provides a deeper understanding of the concepts of algebra including function applications, inequalities in two variables, matrix operations, linear programming, quadratic and polynomial applications and solving rational and radical equations. The course requires a subscription to a supplementary online program. Prerequisite: Department recommendation based on high school transcript or C or better in MAT102 or equivalent.

Course Learning Outcomes:

Upon successful completion of the course, the student will be able to:

- Use algebraic concepts and techniques necessary for upper-level mathematics courses and mathematically related business courses
- Use algebraic procedures specifically suited to business applications (i.e. Matrix operations and two variable linear programmings)
- Demonstrate skills in problem-solving
- Demonstrate an understanding of elementary algebra
- Demonstrate an understanding of relations and functions
- Solve linear systems
- Perform matrix operations
- Solve problems using linear programming
- Solve problems involving cost, profit functions, maximization and minimization

Course Materials:

- Required Text: Blitzer, R. (2017). *Algebra for college students* (8th ed.). Upper Saddle River, NJ: Pearson Education, Inc. ***This book is located in MyMathLab.
- Recommended: A TI83+ or other graphing calculator will be helpful but is not required for this course.

This math course uses Pearson MyLab materials and eText. Please note the following.

- Links in the Blackboard course will take you directly to your MyLab materials.
 - Each unit page has a link to the eText and a link to the homework and tests.
 - Additionally, there is a MyMathLab/MyStatLab link in the left navigation menu.
 - Once you are in MyMathLab, you will be able to access all of the publisher materials for this course.

- The grades you earn in MyMathLab/MyStatLab will automatically populate in your Blackboard gradebook.
- The Blackboard course gradebook will be the official gradebook for the course.

Refer to the *Pearson Privacy Notification* on the Course Information page for information about how your Pearson account information is managed.

Grading Breakdown:

Assignment	Weight Towards Final Grade
Discussion Boards	10%
Assignments	30%
Tests	60%
Student Survey*	

**To ensure that we continue to meet our academic standards and your learning expectations, we routinely assess our programs, courses, and instructors. Completion of the end-of-course Student Survey is a required component of this course.*

Course Outline:

Units begin at Sunday, 12:01 am (EST) and end Sunday 11:59 pm (EST) of the following week unless otherwise noted by instructor.

Week	Unit	Topics	Activities
1 & 2	Unit 1	Linear Equations and Inequalities	Unit 1 Discussions MyMathLab Assignments
3 & 4	Unit 2	Functions and Linear Functions	Unit 2 Discussion MyMathLab Assignments
5 & 6	Unit 3	Systems of Linear Equations and Inequalities	Unit 3 Discussion MyMathLab Assignments
7 & 8	Unit 4	Polynomial Functions and Factoring	Unit 4 Discussion MyMathLab Assignments
9 & 10	Unit 5	Quadratic Equations	Unit 5 Discussion MyMathLab Assignments
11 & 12	Unit 6	Rational Equations and Functions	Unit 6 Discussion MyMathLab Assignments

13 & 14	Unit 7	Radical Functions and Rational Exponents	Unit 7 Discussion MyMathLab Assignments
15 & 16	Unit 8	Exponential and Logarithmic Functions	Unit 8 Discussions MyMathLab Assignments

Notes: Topics, deliverables, and sequence are subject to change.

Late Work Policy:

Late work will be accepted on a case-by-case basis. Please contact your instructor to discuss.

Discussions:

- At the beginning of the course, your instructor will assign you a letter of the alphabet to be used each week. This letter **may** be sent to you via email or through an Announcement in Blackboard. Please make sure you check your student email regularly.
- Each unit will have one discussion where you will complete and present the problem associated with the letter assigned in each unit's discussion. Please present the problem as if you are explaining what you did to a classmate that was absent or one who is struggling with the concept.
- Please review the discussion participation criteria and grading rubric on the **Course Information** page in your course.

Discussion Best Practices:

- Actively participate in the weekly discussions where active participation is defined as 3 or more posts (your initial post plus at least two responses to classmates).
- Your first post should be submitted by 11:59 pm (EST) Wednesday evening. Professional communication is expected in all posts, which includes proper spelling and grammar, and providing source information when using outside resources.
- Suggestions for responding to your classmates' posts include sharing insight on a different method to solve a problem or asking for clarification or suggesting there may be a different answer (without giving it away).

Homework:

- In each unit, you will be assigned homework that needs to be completed in MyMathLab.

- Please read the appropriate sections in your textbook and watch the video explanations as needed before you attempt the homework. You will be able to attempt the homework multiple times and take advantage of the many modalities of help that MyMathLab offers.
- Please be responsible and use these tools to assist you in your learning experience. The purpose of the homework is to serve as a way for you to get immediate feedback, and help when needed. It is an important aid to your development mathematically and most likely where most of your learning will occur in this class.
- Homework may be redone repeatedly until a satisfactory grade is earned. You may work past the unit deadline to improve scores but all initial attempts should be made by the expected due dates.
- Your instructor is able to see how many attempts you have made and how much time you have spent on each task. Some units have more homework than others and the material is at varying difficulty levels. Please plan accordingly.

Tests:

- You will complete 8 assessments in this class.
- When you take a test you will only have one attempt in most cases.
- The Homework helper tools which you may have used during homework and practice test sessions will not be available on a test so it is recommended that you take good notes.
- If it appears there is a problem with a test or answer, please email the instructor with the specifics since you cannot go back and fix errors once the assessment has been submitted. If, due to a computer glitch, you are logged off of a test, email your instructor to regain access. *You MAY leave a test and come back to it later as long as you do NOT hit submit.*
- To prepare for each test it is recommended that students complete all homework assignments first with a grade of at least 80%.
- There are practice tests and quizzes available for you to take as well that will not help or hurt your grade at all. Feel free to use these optional tools to assist you as needed before you take a test.
- It is suggested students complete each homework and test before the due date to allow the professor to address any issues that may arise in a timely fashion.

Academic Affair Policies:

Post University's policies that all students must adhere to can be found in the *University Catalog*, on the Post.edu website, and through the *University Policies* link in the navigation menu of your course.

Course Syllabus

Course Description:

The objective for this course is for the student to learn about accounting as an information development and communications function that supports economic decision making. The course should help students perform financial analysis; derive information for personal or organizational decisions; and understand business, governmental, and other organizational entities.

Course Learning Outcomes:

Upon successful completion of this course, you will be able to:

- a) Students will learn to identify the financial statements required by generally accepted accounting principles (GAAP) in the United States. They will be able to identify the components of the financial statements, and use those components in basic financial analysis. They will be able to identify the relevant guiding accounting and principles relevant to the components of the financial statements.
- b) Students will be able to research the Annual Reports of corporations and identify the portions relevant to financial analysis and economic decision-making. They will be able to use basic financial analysis tools to evaluate performance. Students will learn basic management accounting terminology and techniques used to support internal decision- making.
- c) Students will be able to use specific accounting techniques necessary to appropriately prepare and present Income Statement and Balance Sheet accounts.
- d) Students will be able to use basic transaction analysis techniques to record financial transactions.
- e) Students will demonstrate and apply an understanding of the accounting cycle.

Course Materials:

- Phillips, F., Libby, R., & Libby, P. (7th). *Fundamentals of Financial Accounting*. New York, NY: McGraw Hill.

- This book is available through the VitalSource link provided above.
- Additional electronic reading, listening, viewing materials are available in each unit of this Blackboard course.

Grading Breakdown:

Assignment	Weight Towards Final Grade
Homework	40%
Quizzes	20%
Tests	20%
Final Examination	20%
TOTAL	100%

Course Outline:

Chapter	Activities
Chapter 1	Chapter 1 - Business Decisions and Financial Accounting Interactive Presentation Assignments Quiz
Chapter 2	Chapter 2 - Reporting Investing and Financing Results on the Balance Interactive Presentation Assignments Quiz

Chapter 3	Chapter 3 - Reporting Operating Results on the Income Statement	Interactive Presentation Assignments Quiz Test 1
Chapter 4	Chapter 4 - Adjustments, Financial Statements and the Quality of Financial Reporting	Interactive Presentation Assignments Quiz Test 2
Chapter 5	Chapter 5 – Fraud, Internal Control, and Cash Chapter 6 - Merchandising Operations and the Multistep Income Statement	Interactive Presentations Assignments Quizzes
Chapter 6	Chapter 6 - Merchandising Operations and the Multistep Income Statement	Interactive Presentations Assignments Quizzes
Chapter 7	Chapter 7 - Inventories and Cost of Goods Sold, pgs. 307-314, 317, 318	Interactive Presentations Assignments Quizzes
Chapter 8	Chapter 8 - Receivables, Bad Debt Expense, and Interest Revenue	Interactive Presentations Assignments Quizzes
Chapter 9	Chapter 9 - Long-lived Tangible and Intangible Assets, pgs. 395-404, 409-414	Interactive Presentations Assignments Quizzes
Chapter 10	Chapter 10 - Liabilities, pgs. 445-456, 462-464	Interactive Presentations Assignments Quizzes
Chapter 11	Chapter 11 - Stockholder's Equity, pgs. 507-519, 523-525	Interactive Presentations Assignments Quizzes
Chapter 12	Chapter 12 –Statement of Cash Flows, pgs. 555-560	Interactive Presentations Assignments Quizzes Final Examination: Cumulative Chapters 1 – 12

Notes: Topics, deliverables, and sequence are subject to change.

Course Organization

This course provides you with several unique tools designed to enhance your learning experience in developing an understanding of the important concepts in accounting that

you will need to know for success in your career regardless of your major.

Two versions of the Accounting textbook are provided to you in electronic format. The Vital Source E-Book is provided to you in the course information section. You may also access the E- Book through the Connect Accounting system described below.

The course provides audio PowerPoints developed by Post University in each unit.

In addition to the E-Textbook, the course utilizes several additional features of the McGraw Hill Connect Accounting study system to enhance your learning experience.

Concept Checks are in each chapter. These are short audio videos that focus on a single concept that students have difficulty with in that particular unit and on the final examination. Students should review these before taking the unit's quiz and again when taking the final exam.

Self Quizzes are in each chapter and are a practice quiz. Answers and feedback are provided after you submit each question. You can do them one at a time. Grades from your self quiz are not part of your weighted total calculation. They are designed to help you master the material and you are strongly encouraged to use them.

Interactive Presentations are interactive audio visual presentations designed to help you with the basic concepts in each chapter. The material is presented and after you review it you are asked a series of questions about it. Grades from these exercises are not part of your course grade.

Quizzes, Tests and Homework Assignments using Connect are accessed by you through the Connect Accounting system. They are automatically graded when you submit them. Scores are provided upon submission. Solutions and feedback are provided on the due date. Some questions and exercises are algorithmic in nature in that students are provided the exact same question, but with different values.

You must use the Connect system thru the Blackboard Learning System to submit homework. For homework assignments you get your score when you submit the assignments and all feedback and solutions are provided on the due date. Homework has 2 important features to help you. **Check My Work** -You can click on "check my work" at the bottom of the homework assignment to see whether your answer is correct. Items and amounts that are incorrect are indicated with an X. You have 3 "checks" per assignment before submitting. See "check my work" details in the course information section.

Attempts - Also for homework assignments you are given 3 "attempts". You can submit homework assignments 3 times. Once you get your score, you are able to return to the assignment and edit what you had already submitted and submit again. The highest grade will be what is counted in the Grade Center.

All quizzes, assignments and tests are assigned on a class by class basis and are due on the date noted. Late assignments and missed quizzes and tests will not be accepted or made up (unless waived by the instructor because of extenuating circumstances) and will result in a zero grade. Quizzes are timed; once you submit the quiz, you cannot go back and change the answers. Once you start a quiz, you have 60 minutes to complete it. You cannot save the quiz and go back to it. Once you open it, it must be completed. Most homework is to be submitted using the Connect Accounting system. Selected assignments use the blackboard learning system for submission.

Enrollment in Connect Accounting: To get started in Connect Accounting you need to open the assignment in Chapter 1 and follow the instructions to register. If you have not previously registered for Connect you will be asked to register. If you previously registered in Connect through another course, you will be asked to sign in using your Connect user name and password. Detailed instructions for registering and accessing the Connect Accounting system are in the course information tab.

Academic Affairs Policies:

Post University's policies that all students must adhere to can be found in the University Catalog, on the Post.edu website, and through the University Policies link in the navigation menu of your course.

Course Syllabus

Modality: Online

Course Description:

This course emphasizes the nature of psychology as a social and behavioral science. It surveys fundamental areas in psychology, including research methodologies, the brain and behavior, learning, human development, intelligence, personality, psychological disorders, and social psychology.

Course Learning Outcomes:

- Describe key theories, perspectives, long-standing debates, and empirical findings in a variety of sub-fields of psychology (biological psychology, learning and conditioning, intelligence and assessment, life-span development, personality and assessment, psychological disorders, and social psychology).
- Identify research methodologies commonly used in psychological research.
- Apply knowledge of theories, concepts, and research in order to solve problems in psychology.
- Identify how racial, ethnic, gender, and cultural diversity impact psychological processes and behavior.
- Distinguish between scholarly and non-scholarly resources and use scholarly resources to acquire, analyze, and communicate psychological information.
- Communicate effectively using discipline-specific terminology and APA style.

Course Materials:

This course is supported by Electronic Course Materials that are available in the course Blackboard shell, including the following eBook:

- Feldman, R. (2019). *Essentials of understanding psychology*. (13th ed.). New York, NY: McGraw Hill.

Grade Evaluation:

Assignment	Weight Towards Final Grade
Discussions	35%
Plagiarism Assignment	2%
Summarization Assignment	5%
TED Talk Assignment	10%
Current Events Assignment	10%
Scholarly Source Assignment	4%
APA Style Assignment	4%
Midterm Exam	15%
Final Exam	15%
*Student Survey	--

**To ensure that we continue to meet our academic standards and your learning expectations, we routinely assess our programs, courses, and instructors. Completion of the end-of-course Student Survey is a required component of this course.*

Copyright Statement

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Course Outline

Units begin at Sunday, 12:01 am (EST) and end Sunday 11:59 pm (EST) of the following week unless otherwise noted.

Unit	Topics	Activities
Unit 1	Introduction to Psychology	<ul style="list-style-type: none">• Readings• Discussion Boards• Plagiarism Assignment
Unit 2	Nervous System and Behavior	<ul style="list-style-type: none">• Readings• Discussion Boards• Summarization Assignment

Unit	Topics	Activities
Unit 3	Learning Theory	<ul style="list-style-type: none"> • Readings • Discussion Boards • TED Talk Assignment
Unit 4	Intelligence	<ul style="list-style-type: none"> • Readings • Discussion Boards • Midterm Exam
Unit 5	Development	<ul style="list-style-type: none"> • Readings • Discussion Boards • Current Events Assignment
Unit 6	Personality	<ul style="list-style-type: none"> • Readings • Discussion Boards • Scholarly Source Assignment
Unit 7	Psychological Disorders and Treatments	<ul style="list-style-type: none"> • Readings • Discussion Boards • APA Style In-text Citations and References Assignment
Unit 8	Social Psychology	<ul style="list-style-type: none"> • Readings • Discussion Boards • Final Exam

Discussions:

- Each unit will have one discussion where you will explore unit topics with one another and the instructor.
- You are expected to actively participate in the weekly discussions where active participation is defined as 3 or more posts (your initial post plus at least two responses to classmates).
- Your first post should be submitted by 11:59 pm (EST) Wednesday evening. Professional communication is expected in all posts, which includes proper spelling and grammar, and providing source information when using outside resources.
- The discussion questions are written to encourage critical thinking and use of extended information in your responses.
- Share personal experience and research, so your classmates are motivated to continue the conversation and fully explore the discussion topics.
- Please review the discussion participation criteria and grading rubric on the **Course Information** page in your course.

Academic Affair Policies:

Post University's policies that all students must adhere to can be found in the *University Catalog*, on the Post.edu website, and through the *University Policies* link in the navigation menu of your course.

Additional Course Policies**Late Work Policy:**

Discussion Boards cannot be submitted late. Other assignments may be accepted within three days past the due date, with a ten-point deduction per day. After three days, late work will not be accepted. For extenuating circumstances, late submissions will be decided on a case-by-case basis. Please contact your instructor to discuss.

No Quoting Policy:

Quoting is rarely used in scientific writing and is not appropriate for your coursework in Psychology. All answers to assignments, whether they are essays, discussion board posts, or exams, should be written in your own words. In other words, all information should be paraphrased. Paraphrasing is the only way an instructor can tell that a student understands the material. You may not quote whole sentences and add a citation as an alternative to paraphrasing. Copying and pasting whole sentences, whether or not quotes are used, may result in a failing grade. Points will be deducted for quoting on any and all assignments in this course. To credit your sources, provide the link for accessing the source.