



**THE BACHELOR OF LIBERAL ARTS** degree is designed for adult transfer and first time students who are interested in taking courses in a broad range of disciplines. The free electives and upper division requirements allow for efficient credit transfer and give students the opportunity to design degrees to meet their needs. The degree is offered by the College of Arts and Sciences through the Center for Adult and Part-Time Students (CAPS).

### THE PROGRAM

The Center for Adult and Part-Time Students offers the Bachelor of Liberal Arts (BLA) to students 22 years of age and older. Concentrations available with the BLA are Organizational Leadership and Professional Communication. Students may consider a business minor since this sequence of courses provides a solid grounding in business fundamentals. The Xavier catalog ([www.xavier.edu/academics](http://www.xavier.edu/academics)) has information on other available minors.

### XAVIER'S CAPS PROGRAM

- welcomes transfer students and accepts credit for all satisfactorily completed academic courses from educational institutions accredited by a regional accrediting agency of the American Council on Education.
- offers courses in accelerated, evening and weekend formats.
- includes academic advising and registration during daytime, evening, and weekend hours.
- allows students to test out of a maximum of 30 semester hours by passing CLEP (College Level Exam Program) examinations and attaining the score recommended by the College Entrance Exam Board.

### LEARNING ENVIRONMENT

Proudly rooted in the Jesuit tradition, Xavier University presents students with moral, spiritual and intellectual challenges. Small classes, maximum 25 – 30 students, foster the meaningful exchange of ideas and opinions. Xavier's growing & diverse campus offers a comprehensive array of resources and facilities.

### OUTCOMES

Because of Xavier's liberal arts curriculum, graduates possess the communication skills and thoughtful approach to problems desired by professional schools, graduate schools, and employers of all types. Xavier graduates with the BLA have gone on to such positions as:

- Top to mid-level managers, executives and administrators
- Insurance, securities, real estate and other business services
- Sales occupations
- Marketing occupations
- Management occupations
- Artists, broadcasters, writers, editors, entertainers and public relations

For more information, please visit our website at: [www.xavier.edu/career](http://www.xavier.edu/career)

## General Core Requirements (67)

ENGL 101 Composition or ENGL 115 Rhetoric	3
UNST 100 E Pluribus Unum	1
PHIL 100, 290 and a Philosophy elective	9
THEO 111, a Scripture/History/Systematics elective and an Ethics/Religion/Culture elective	9
ENGL Literature elective	3
ENGL/CLAS 205 - Literature and the Moral Imagination	3
Fine Arts elective	3
Ethics/Religion and Society Focus elective	3
Foreign Language	6
History I & II	6
Social Science electives	6
Math	6
Science - includes lecture and lab: two courses from same science; one course from different science	9

## Free Electives (15)

### Upper Division Electives (38)

Guidelines:

- Students may add a minor or a concentration to their liberal arts degree. The organizational leadership and professional communication minors are both available in all three time frames.
- Courses numbered 200-499.
- No more than 21 hours from one department.
- Recommend distribution across two academic areas.
- No restriction to age of coursework.
- No more than 30 hours in business courses and no more than 12 hours in any one business major may be applied to the degree.

### Concentrations Available with the Liberal Arts Degree:

#### Organizational Leadership Concentration (18 Credit Hours required)

This concentration will enhance and develop your communication, management and leadership skills. Today's employers are looking for individuals who can guide others, who are comfortable with change and conflict, and who build and lead teams toward and in support of organizational goals. This concentration is a hybrid of all concentrations offered: it will develop a leadership style, strengthen your communication skills and build up your business acumen.

Required Courses (9 credit hours)

MGMT 300	Managerial Behavior	3
MGMT 309	Change Management	3
MGMT 314	Leadership	3

Electives (choose 3 courses from the following list):

MGMT 325	International Management	3
MGMT 385	Project Management	3
COMM 209	Group Dynamics	3
MGMT 301	Managerial Communication	2
COMM 207	Interpersonal Communication	3
SHRM 200	Human Res. in a Diverse Society	3

#### Professional Communication Concentration (18 Credit Hours required)

The concentration is designed for people interested in working in dynamic, people-oriented environments. A person with proven communication expertise competes effectively in today's job market. This concentration exposes you to the entire communication network; written, oral and electronic mediums.

Required Courses (12 credit hours)

COMM 207	Interpersonal Communication	3
COMM 209	Group Dynamics	3
COMM 260	Organizational Communication	3
COMM 301	Presentational Speaking	3

Electives (choose 2 courses from the following list):

MGMT 301	Managerial Communication	} OR	2
COMM 363	Written Comm. in Organizations		3
COMM 477	PR Ethics in Society		3
INFO 120/220	Managing Information Technology		1/3
MGMT 300	Managerial Behavior		3