

## **The Gateway Lifelong Learning Program**

**The Mission of “The Gateway Lifelong Learning Program” is to offer non-traditional,** continuing and alternative academic educational opportunities for adult learners. The Gateway Program is designed to give working, non-traditional and community college transfer students an option to pursue a degree and/or personal/professional development. Scheduling of courses, academic content, the teaching/learning style, accessibility and convenience characterize the non-traditional educational program which help adult learners cope with the pressures of life, including those of home and work, while completing their educational goals and objectives. These academic programs address the learning needs of employed adults who prefer an educational delivery system that is participatory and experientially related to the workplace. An example of an educational program consistent with the lifelong learning philosophy is the Organizational Management (OM) major, which is offered through the College’s Gateway Program. This unique program offers an ideal alternative academic opportunity for the employed adult to complete the Bachelor of Science degree in an accelerated format while attending classes during the evening each week. The Organizational Management major enables adult learners to develop:

- **interpersonal skills;**
- **written and oral communication skills;**
- **problem-solving and decision-making skills;**
- **an understanding of research techniques and applications;**
- **self-knowledge and self-image growth; and**
- **self-reliance and leadership skills.**

### **Admission Policies for the Organizational Management Program**

#### **Advisory Admissions Committee for the Adult Degree Completion Program**

**The main purpose of this committee is to monitor the various policies and processes established for the degree completion program. The Committee is comprised of the Vice-President for Academic Affairs and Provost, Program Director, and the Registrar.**

#### **Admission Policies**

**Adult learners must have earned a high school diploma or GED Certificate. Credits placed on an adult learner’s transcript upon entry into the degree completion program are those with a grade of “C” or above. The adult learner’s previous grade point average and credits below the level of “C” are not considered in the admissions process, and are not shown on the transcript that will become the official record of the adult learner’s performance in the College’s degree-completion program. Adult learners, who have transferable credits from accredited colleges and universities that correspond with the General Education and Elective**

requirements of the OM Plan of Study are able to complete their bachelor's degree from Saint Augustine's College in approximately three (3) semesters.

**Note:** Adult learners who previously attended SAC will be considered as returning students and will retain their previous academic transcript.

- Adult learners who do not have corresponding credits to meet the General Education and Elective requirements of the OM Plan of Study must recognize that additional time beyond the major coursework will be required for degree completion;
- In order to earn a Bachelor's Degree from Saint Augustine's College, adult learners admitted into the Gateway Program must meet all of the graduation requirements as published in the College's Catalog including, but not limited to, General Education requirements and the minimum total number of credit hours; and
- Adult learners must have three to five years of progressive work experience with supervisory and/or program development responsibilities and be age 21 or older. The Admissions Committee for the degree completion program will consider any exceptions to the admissions policies.

#### **Admission Requirements**

- Have official transcripts from each college or university attended sent to the Gateway Program Office for a tentative assessment;
- Submit an application with fees to the Organizational Management Program;
- Submit two (2) letters of recommendation;
- Provide an on-site writing sample, which demonstrates the competency required to function in the OM program;
- Meet with Assessment Counselor for preliminary review of the official transcript(s) hours and Plan of Study;
- Provide evidence of financial capability to complete the program through personal financial aid and/or employer assistance; and
- Participate in an admissions interview and/or orientation session.

**THE ORGANIZATIONAL MANAGEMENT MAJOR  
REQUIREMENTS**

<b>COURSE/NUMBER</b>	<b>DESCRIPTIVE TITLE</b>	<b>HOURS</b>
<i>First Semester</i>		
PSYCH 301	Adult Development and Life Assessment	3
ORGD 415	Group and Organizational Behavior	3
ORGD 425	Organizational Communication	3
ORGD 435	Organizational Concepts	3
BUS 321	Methods of Statistical Research/Analysis	3
REL 350	Biblical Perspectives	3
		18
<i>Second Semester</i>		
BUS 360	Managerial Principles	3
ECON 235	Microeconomics	3
ACCT 340	Managerial Accounting	3
BUS 351	Managerial Finance	3
BUS 375	Managerial Marketing	3
ORGD 455	Personal Values and Ethics	3
		18
<i>Third Semester</i>		
ECON 236	Macroeconomics	3
ORGD 445	Human Resource Administration	3
BUS 450	Strategic Planning	3
ORGD 465	Action Research Project	5
		14
<b><i>Total Hours Required for the Organizational Management Major:</i></b>		
General Education Core	46	
OM Major Core	50	
Open Electives	18	
Required Supporting Electives	6	
<b><i>Total Number of Requirements</i></b>	<b><i>120</i></b>	

## COURSE DESCRIPTIONS

### **ACCT 340 MANAGERIAL ACCOUNTING (3)**

Upon successful completion of this course, the student will be able to understand financial and cost accounting; and complete problems as applied to assets, bonds, financial statement analysis, and cost accounting.

### **BUS 321 METHODS OF STATISTICAL RESEARCH AND ANALYSIS (3)**

Problem and analysis and evaluation techniques are presented. Adult learners are shown methods for defining researching, analyzing, and evaluating a problem in their work or a vocational environment that they have selected for an independent study project. Specific statistical information covered in the course includes identifying and measuring objectives, collecting data, working with significance levels, and analyzing variance and constructing questionnaires.

### **BUS 351 MANAGERIAL FINANCE (3)**

Upon successful completion of this course, the student will be able to develop a firm understanding of the field of corporate finance; short term finance, capital budgeting, and long term finance; use traditional financial statements and related accounting data for broad based financial planning; and apply capital budgeting techniques to the analysis of investment opportunities.

### **BUS 360 MANAGERIAL PRINCIPLES (3)**

Adult learners examine motivational theory and its application to individual and group functioning in work and home situations. Leadership styles related to particular circumstances are analyzed. Negotiation is covered through readings and class practice, with an analysis of the effect on productivity.

### **BUS 375 Managerial Marketing (3)**

Adult learner will develop, utilize, and examine effective marketing practices used by managers. Concepts of our global economy, including major social, psychological, and political influences will be explored and their marketing implications considered from a manager's perspective.

### **BUS 450 STRATEGIC PLANNING (3)**

This course introduces adult learners to various management planning models and techniques and applies these to business cases. It stresses the concepts of strategic planning and strategic management.

### **ECON 235 MICROECONOMICS (3)**

This course provides adult learners with a foundation of economic principles and theory that can be utilized in making managerial decisions that relate to resource allocation. Price theory, theory of the firm, and the interaction of demand and supply.

### **ECON 236 MACROECONOMICS (3)**

Measure and determination of national income, employment and price, introduction to monetary and fiscal policy analysis, the effects of government deficits and debts, exchange rates and trade balances.

### **ORGD 415 ORGANIZATIONAL BEHAVIOR (3)**

This course is a study of group behavior and how group functioning affects organizational effectiveness. Emphasis is placed on decision-making and resolving conflict in groups. Adult learners develop strategies for efficient and productive group management and determine which tasks groups or individuals handle.

### **ORGD 425 ORGANIZATIONAL COMMUNICATION (3)**

This course investigates communication and relationships in creating a productive work environment. Effectiveness in personal and social relationships is also covered through readings and exercises involving non-verbal communication, constructive feedback, dealing with anger, and resolving conflict.

### **ORGD 435 ORGANIZATIONAL CONCEPTS (3)**

Adult learners examine the formal and informal functions of organizations and analyze an agency or organization based on a systems model. Adult learners will also analyze and solve organizational problems

using a step-by-step method. This analysis will be applied to adult learners' work-related independent study projects.

**ORGD 445 HUMAN RESOURCE ADMINISTRATION (3)**

Adult learners explore the values and perceptions of selected groups affecting social and economic life through an analysis of policies and practices of recruitment, selection, training, development and compensation of employees. Special attention is given to Equal Opportunity and Office of Safety and Health Administration legislation through a series of case studies and stimulations.

**ORGD 455 PERSONAL VALUES AND ORGANIZATION ETHICS (3)**

Several major ethical theories are reviewed. Adult learners are asked to examine personal values through readings and workplace analysis to formulate a management philosophy incorporating business ethics, government accountability, human rights, and a responsible lifestyle in the contemporary world.

**ORGD 465 ACTION RESEARCH PROJECT (5)**

The Action Research Project is a major research effort designed to enhance knowledge in an area related to one's work or community and provide research skills to assist in effective decision-making. The adult learner completes a research project related to his/her employment environment. Statistical analysis concepts and methods assist the adult learner in identifying a topic, collecting data, and measuring results. College facilitators monitors the progress of the independent study, and an on-site contact makes certain that the adult learner devotes at least 20 clock hours to the project. Each adult learner gives an oral report of project findings in this semester.

**REL 350 BIBLICAL PERSPECTIVES (3)**

An overview study of the literary, historical and religious dimensions of the Old and New Testaments. Special attention is given to the themes of covenant, redemption, justice, righteousness, reconciliation, eschatology and hope. Adult learners are guided in an examination of biblical and teachings in relations to daily life and individual purpose.

**PSYCH 301 ADULT DEVELOPMENT AND LIFE ASSESSMENT (3)**

This course introduces the adult learner to adult development theory and links these concepts to life through a process of individual reflection. Both classical and contemporary adult development theory are examined. These theories then provide the paradigm for self-analysis and life assessments the basis for understanding individuals within organizations.

**REQUIRED SUPPORTING MAJOR COURSE ELECTIVES:**

**CIS 240 COMPUTER INFORMATION SYSTEMS (3)**

It is the aim of this course to provide learners with an opportunity to develop computer applications skills in word processing, computer graphics, database management, spreadsheet, and windows environment.

**BUS 354 FUNDAMENTALS OF PURCHASING AND FINANCING RESIDENTIAL REAL ESTATE**

This course will identify the process and necessary elements to purchase and finance residential real estate. The major topics include: Deciding to Purchase, Budgeting for a Mortgage, Make the offer to Purchase, and Capitalizing on Those Tax Benefits, to name a few.

**THE GATEWAY PROGRAM  
CHECKLIST**

Adult Learner: \_\_\_\_\_ SS# \_\_\_\_\_

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The following checklist has been devised to inform you of the documents required for application and admission into The Gateway Program. Please forward the listed items below to The Lifelong Learning/Gateway Program office within ten (10) business days.

- Saint Augustine's College Application for Undergraduate Admission**
- \$25 Application Fee (Cashiers Check or Money Order)**
- Two Letters of Recommendation**
- High School Transcript or Proof of GED**
- College or University Transcript(s)**
- Copy of Social Security Card**
- CCBI Report (Police Report)**
- Student Health Services Waiver or Complete Health Package (including immunizations, etc.)**
- Saint Augustine's College Financial Aid Application**
- Other: If applying for Financial Aid, a copy of your Federal 1040 Income Tax Return is required and submitted to the Financial Aid Officer.**
- NC Legislative Tuition Grant Application**
- Writing Sample (On-site activity)**
- Copy of Admissions Letter**

Submit documents to:  
**The Lifelong Learning Center  
The Gateway Program  
2941 New Bern Avenue  
Raleigh, North Carolina 27610**

**THE GATEWAY PROGRAM**

SAINT AUGUSTINE'S COLLEGE    RALEIGH, NORTH CAROLINA  
Phone: (919) 516-4572    FAX: (919) 516-4576

**RECOMMENDATION**

*...the gateway to new career opportunities.*

To the Applicant: The family Rights and Privacy Act of 1974 provide that certain educational records may be open to students at their request. The Act also provides that in the case of recommendations, the institution may request, but not require, the student to waive his/her right to read confidential recommendations. Please indicate below whether or not you will waive your right to read the confidential recommendation on this form, and sign your name.

I do \_\_\_ I do not \_\_\_ waive my right to read this confidential recommendation.

Applicant's Signature \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Program \_\_\_\_\_

Address \_\_\_\_\_

Number

Street

Phone Number

Zip Code \_\_\_\_\_

City

State

To the person completing this reference. Saint Augustine's College Gateway Program has a personalized review process. Accordingly, the staff will be reviewing my academic records including courses, grades received, and scores from standardized tests. They recognize that these alone cannot predict my personal and professional promise, so I am asked to present a reference that is directed to such concerns as *initiative, leadership ability, responsibility, integrity, social adjustment, and professional interest and goals*. Thank you for providing the following information about the above candidate:

Professional capacity in which you have known this applicant:

How long have you known this applicant? \_\_\_\_\_

Keeping in mind the above qualities, what do you consider to be the applicant's chief strengths?

In what areas do you feel the applicant might have problems at the college level?

In what area has the applicant made the greatest contribution to his/her school, community, or place of employment?

We would appreciate any additional comments that would help us to know this candidate.

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**Please check one:**

strongly recommend;

recommend with some reservation;

do not recommend the admission of this applicant for The Gateway Program

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Position/Occupation \_\_\_\_\_

Thank you for your cooperation. Your prompt reply will be appreciated.

**SAINT AUGUSTINE'S ADMITS** students to all programs and activities and administers all educational, employment, and other policies without discrimination because of race, colors, genders, religion, national or ethnic origin, or handicap.

Please return to:  
**Saint Augustine's College**  
**Gateway Program**  
**2941 New Bern Ave.**  
**Raleigh, North Carolina 27610**

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**Gateway Program**



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[www.fafsa.ed.gov](http://www.fafsa.ed.gov)**

**SAINT AUGUSTINE'S COLLEGE SCHOOL CODE:  
002968**

**MAJOR/ACADEMIC AREA: ORGANIZATIONAL  
MANAGEMENT OR BUSINESS**

**PLEASE CHECK: FULL-TIME STUDENT  
STATUS: FULL ACADEMIC YEAR  
2007-2008, 2009-2010, or 2010-2011  
DEPENDING ON YOUR START DATE**