



EXTENDED STUDIES  
COLORADO STATE UNIVERSITY PUEBLO



# ADULT LEARNING *handbook*

## About this Handbook

Colorado State University Pueblo's Division of Extended Studies offers a broad array of degree programs that can be taken online, in person, through print-based correspondence, or a mixture of all three. The programs are specifically designed for students who are not able to always be on campus.

This Adult Learning Handbook gives an overview of all undergraduate, graduate, and doctoral programs offered through Extended Studies, providing a one-stop shop for new, returning, and transfer students.

Extended Studies is dedicated to helping students find the most efficient degree path that will help them achieve long-term career goals.

We are glad you have found us. Welcome to Colorado State University Pueblo!



**Dr. Kathryn Starkey**  
**Dean, Division of Extended Studies**



CELEBRATE  
October 1-3  
The University of Northern Iowa

LIBRARY AND ACADEMIC RESOURCES

# Contents

<b>Getting Started</b>	<b>1</b>
Prior Learning Assessment (PLA)	<b>3</b>
<b>Online Programs (Undergraduate)</b>	<b>4</b>
General Information	<b>5</b>
Business Management BSBA	<b>6</b>
Construction Management BS	<b>7</b>
Health Science and Administration BAS	<b>8</b>
Leadership and Management BAS	<b>9</b>
Registered Nurse to BSN	<b>10</b>
<b>Online Programs (Graduate)</b>	<b>11</b>
Master of Business Administration	<b>12</b>
Master of Education	<b>13</b>
Principal Licensure	<b>14</b>
Nurse Educator MS	<b>15</b>
Nurse Manager and Leader MS	<b>16</b>
Doctor of Educational Leadership	<b>17</b>
Doctor of Nursing Practice	<b>18</b>
<b>Interdisciplinary Studies</b>	<b>19</b>
General Information	<b>20</b>
<b>Independent Study</b>	<b>21</b>
General Information	<b>22</b>
Business Management BSBA	<b>23</b>
Criminology BS BA	<b>24</b>
Sociology BS BA	<b>25</b>
<b>Final Thoughts</b>	<b>26</b>



# GETTING STARTED

## Who is an "adult learner"?

Adult learners are non-traditional students with a diverse range of backgrounds, responsibilities, and experiences. Typically over the age of 25, most adult learners are seeking education to either assist with a career change, advance economically, or move up in their profession.

Because adult learners often have commitments outside of school, such as work or family responsibilities, they need the flexibility to create their own schedules and meet with advisors outside of regular office hours. Adult learners may study part-time by taking only a couple courses per term.

The Division of Extended Studies at CSU Pueblo offers a variety of programs specifically designed with adult learners in mind. We offer a unique combination of flexibility, quality, and affordability that is hard to beat.

## Which path is the best fit for me?

The Adult Learning Handbook is designed to help you understand the types of programs we offer. From fully online degrees to print-based correspondence programs, Extended Studies is committed to offering a range of options for diverse lifestyles. Choosing a path may feel daunting, but we are able to help. Review this handbook, and if you still have questions about next steps, contact our office by calling [719.549.2319](tel:719.549.2319) or emailing [extendedstudies@csupueblo.edu](mailto:extendedstudies@csupueblo.edu).

## Accreditation

Colorado State University Pueblo is accredited by the Higher Learning Commission. ([www.hlcommission.org](http://www.hlcommission.org))

## Overview

Prior Learning Assessment (PLA) allows students to earn college credits for what they already know. This means students could spend less money in tuition and graduate faster! PLA is experience-based learning outside of the college and university setting. It includes learning from work and life experiences. Students who gain credit from these specialized experiences, skills, and knowledge can apply the earned credit toward the programs in this handbook.

## Benefits

Students with 12 or more PLA credits save an estimated 9-14 months of time spent earning degree. Depending on their program, students save an estimated \$1,500 to \$10,200 from PLA.

## How to Earn Credit

One way to obtain credit is by portfolio or demonstration of your learning from a variety of experiences and non-credit activities. Faculty then evaluate your portfolio and award credit if appropriate.

There are multiple other ways to earn credit, including:

- College-Level Examination Program (CLEP) Testing
- Defense Activity for Non-Traditional Education Support (DANTES) Testing
- Challenge Exams
- High School Advanced Placement (AP)
- International Baccalaureate (IB) Diploma Program
- Military Credit from a Joint Services Transcript (JST)

# ONLINE PROGRAMS

*Undergraduate*





## About CSU Pueblo Online

Our online programs are accredited, affordable, and accessible, making them a great choice for adult learners.

**Online** - CSU Pueblo Online programs are fully online, and coursework can be completed from anywhere.

**Asynchronous** - Classes are asynchronous, which is a type of instruction where students learn on their own schedules at a self-paced manner within a certain timeframe.

**Open Enrollment** - There are six terms per year. Each term is eight weeks long. Students can start at any of these entry points and choose which terms they want to register for.

## Application and Admissions Process

1. Call the Online Enrollment Counselor at [719.549.2200](tel:719.549.2200)
2. Fill out the application at [www.csupueblo.edu/apply](http://www.csupueblo.edu/apply)
3. Submit official transcripts
4. Finalize enrollment with your advisor
5. If applicable, complete the transfer evaluation process

## Tuition

All online programs are offered at a flat tuition rate, regardless of residency. Undergraduate tuition costs currently range from \$400-\$450 per credit hour depending on program, though subject to change.

Most programs are eligible for financial aid or seasonal scholarships for certificate-seeking or degree-seeking students. Military scholarships are available year-round for qualifying applicants.

## Program Overview

The goal of the Bachelor of Science in Business Management (BSBA) is to provide students with an understanding of the fundamentals of accounting, economics, finance, and the basics of managing a business and marketing a product or service.

Business processes will certainly play a role in the career path of most professionals, regardless of whether their goals are in banking, manufacturing, art, hospitality, or other career fields. Individuals who complete a BSBA degree will develop the knowledge and in-demand skills that can help them maximize an organization's ROI.

## Accreditation

This program is in partnership with CSU Pueblo's Hasan School of Business, which is internationally accredited by the Association to Advance the Collegiate Schools of Business (AACSB) accreditation. Only 5% of business schools worldwide are AACSB-Accredited, considered by many to be the highest level of accreditation for schools of business. ([www.acccsb.edu](http://www.acccsb.edu))

## Career Opportunities

Graduates of an online BSBA degree program are able to gain higher level positions in a variety of settings.

### Career path ideas:

- Management Analyst
- Human Resource Specialist
- Market Research Analyst
- Real Estate Appraiser
- Loan Officer



## Program Overview

The Bachelor of Science (BS) in Construction Management combines skill sets obtained through coursework in civil engineering technology and business along with construction management courses to prepare students for the fast-paced construction industry.

## Career Opportunities

The program provides students with industry current and relevant skills necessary to manage construction related projects. Its composition enables students to work in heavy-civil infrastructure or commercial-residential industrial projects.

### Career path ideas:

- Construction Manager
- General Contractor
- Project Manager
- Consultant
- Field Supervisor
- Foreman



## Program Overview

The Bachelor of Applied Science (BAS) in Health Science and Administration is an online 2+2 program. This program bridges Allied Healthcare professionals who hold a two-year degree and current healthcare licensure or certification to earn a Bachelor's degree.

Students will learn communication, technical and administrative skills necessary to enhance their preparation for working in these industries. Choosing a Health Science and Administration degree prepares students for a robust and versatile advanced career in a large interdisciplinary healthcare arena.

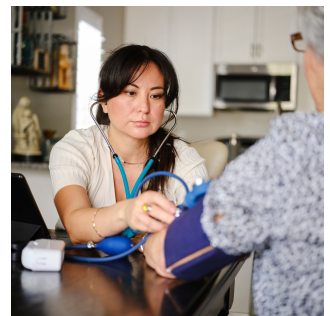
Eligible students include medical assistants, dental hygienists, EMTs, radiology techs, ultrasound techs, and more!

## Career Opportunities

Graduates are able to gain higher level and/or administrative professional positions in a variety of settings such as schools, hospitals, government agencies, private or community agencies, or non-profit organizations.

### Career path ideas:

- Home Healthcare Coordinator
- Insurance Company Health Coach
- Long-term Care Health Coordinator
- Health Navigator
- Dental Hygienist
- Paramedic
- Cardiovascular Technician



## Program Overview

The Bachelor of Applied Science (BAS) in Organizational Leadership is an online 2+2 program. The program is designed to enroll students holding a broad range of Associate's degrees who are seeking a Bachelor's degree. The program provides knowledge and expertise applicable to advancement in administration, leadership, management, and supervision in a variety of organizations including business, government, and non-profit organizations.

## Career Opportunities

This program enables professionals to move up in their respective organizations into positions of leadership.

### Career path ideas:

- Human Resource Professional
- Consumer Relationship Manager
- Community Development Specialist
- Retail Sales Manager
- Project Manager
- Non-profit Executive
- Healthcare Administrator
- Government Official



## Program Overview

The Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) Program is tailored for working nurses who are looking to complete their BSN degree. It is led through CSU Pueblo's award-winning School of Nursing.

Graduates are prepared for professional positions as safe, competent, and caring nurses to meet the health care needs of diverse populations.

Our students can also save time and money by transferring up to 57 prerequisite credits along with 33 RN credits for a total of 90 credit hours.

## Accreditation

This program is run through CSU Pueblo's School of Nursing, which is accredited by the Accreditation Commission for Education in Nursing. ([www.acenursing.org](http://www.acenursing.org)).

## Career Opportunities

Nursing has a wide range of options and specialties.

### Career path ideas:

- Pediatric Nurse
- Labor and Delivery Nurse
- Surgical Nurse
- Neonatal Intensive Care Unit Nurse
- Hospice Nurse



# ONLINE PROGRAMS

*Graduate*

## Program Overview

The Master of Business Administration (MBA) Online Program provides an understanding of the various functions of businesses and organizations and prepares students for high-level management careers.

Students can complete the program and be ready for the next step of their career in as little as one year.

## Accreditation

The MBA program has AACSB accreditation. This accreditation puts CSU Pueblo in the top 5% of business schools worldwide and is the highest level of accreditation a business school can earn. ([aacsb.edu](https://www.aacsb.edu)).

## Career Opportunities

Graduates of an online MBA degree program are able to gain management level positions in a variety of settings.

### Career path ideas:

- Marketing Manager
- Business Operations Manager
- Management Consultant
- Medical and Health Services Manager
- Financial Manager





## Program Overview

The mission of the Master of Education (MED) Online Program is to apply current research on teaching, learning, and system change to prepare Master Teachers for PK-12 classrooms.

Graduates are leaders who possess expertise in the content area in which they teach and in the pedagogy of teaching and learning. Moreover, they apply this knowledge in their own classrooms, modeling best practices in instruction and assessment.

## Accreditation

The MED Online Program follows the National Board for Professional Teaching Standards core propositions and is consistent with the Colorado Teacher Quality Standards.

## Career Opportunities

This program enables professionals to move up in their respective organizations into positions of leadership.

### Career path ideas:

- Principal or Administrator
- Educational Consultant
- Special Education Teacher
- Corporate Trainer
- Curriculum Developer/Instructional Coordinator



## Program Overview

The Principal Licensure Program mission is to create mentors for new teachers and provide a more global approach on how to address school concerns. The principal licensure creates pathways to a broad range of careers focused on development an success.

There are two different pathways to earn your Principal Endorsement:

1. Post Baccalaureate Certificate
2. Master's of Education

## Accreditation

The Principal Licensure program at CSU Pueblo is regionally accredited by the High Learning Commission (HLC).

## Career Opportunities

Graduates of the Principal Licensure degree program or post baccalaureate certificate track are able to demonstrate inclusive leadership practices, lead change, and strategically develop vision.

### Career path ideas:

- Elementary, middle, or high school principal
- Assistant principal



## Program Overview

The Nurse Educator, MS Online Program prepares nurses to practice as faculty or staff development educators in universities, hospital-based schools of nursing, technical schools, and health care facilities.

Nurse Educators serve as role models and provide leadership needed to implement evidence-based practice.

Colorado State University Pueblo is recognized as one of the nation's premier institutions providing top online healthcare programs going into 2023. ([edumed.org/online-schools](https://edumed.org/online-schools))



## Accreditation

CSU Pueblo's Nursing Programs are accredited through the Accreditation Commission for Education in Nursing (ACEN).

## Career Opportunities

This program enables nurses to move up in their organizations and provides opportunities to help guide students through the learning process.

### Career path ideas:

- Program Director or Department Chair
- Dean
- Independent Consultant
- Work in Public Health
- Nursing Faculty



## Program Overview

The Nurse Manager and Leader, MS program at CSU Pueblo prepares students to obtain advanced positions in their respective fields. Nurse managers and leaders are involved in a healthcare facility's high-level operations, strategic planning, and long-term vision.

Colorado State University Pueblo is recognized as one of the nation's premier institutions providing top online healthcare programs going into 2023. ([edumed.org/online-schools](https://edumed.org/online-schools))

## Accreditation

CSU Pueblo's Nursing Programs are accredited through the Accreditation Commission for Education in Nursing (ACEN).

## Career Opportunities

Pursuing a Nurse Manager and Leader degree opens up opportunities of advancing into positions with more leadership responsibilities.

### Career path ideas:

- Directors
- Coordinators
- Chief Nursing Officers



## Program Overview

The EdD in Educational Leadership program is designed to provide a practice-based doctoral degree for educational leaders who wish to advance their knowledge and skills to address the critical issues and challenges that exist in the field of education.

The unique design of this program recognizes the application of leadership in the daily work of educators in both P-12 and higher education.

## Accreditation

The EdD program at CSU Pueblo is regionally accredited by the High Learning Commission (HLC).

## Career Opportunities

Candidates who complete the EdD could work in a variety of administrative positions in PK-12 education, higher education, in informal education, and in advocacy positions related to PK-12 education as well as higher education.

### Career path ideas:

- Chief Academic Officer
- Chief Learning Officer
- Training and Development Manager
- Education Administrator



## Program Overview

The Doctor of Nursing Practice (DNP) degree is designed to prepare nurses for the highest level of clinical practice in the profession of nursing. Graduates are prepared to create and lead new models of health care delivery for communities locally, across the nation, and around the world.

The DNP program is innovative, inter-/intra- professional, and focuses on evidence-based population-focused health care. Students can pick a part-time or full-time degree path that fits their needs.

## Accreditation

CSU Pueblo's Nursing Programs are accredited through the Accreditation Commission for Education in Nursing (ACEN).

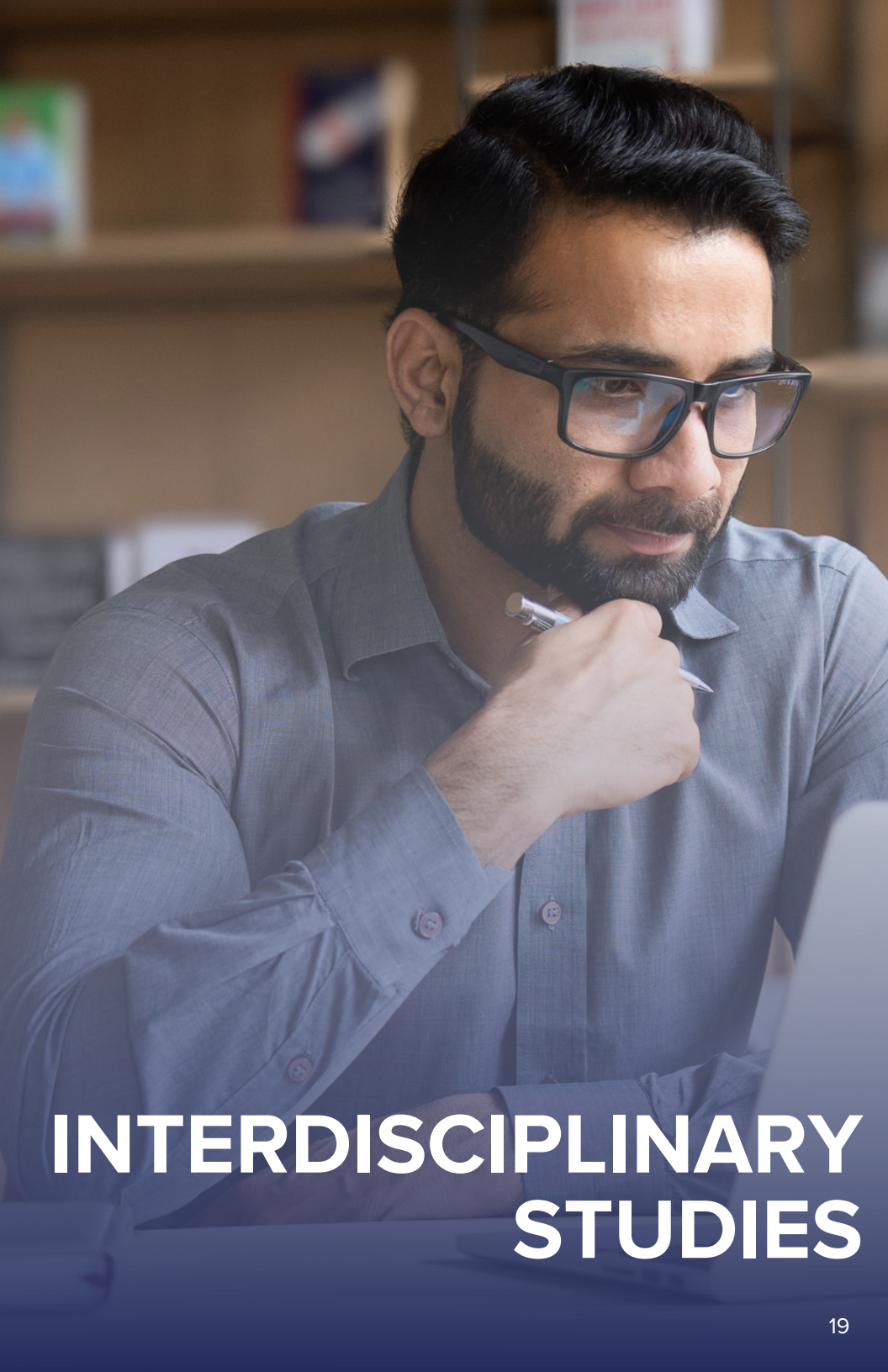
## Career Opportunities

Candidates who complete the DNP could work in roles from administration, to patient care, and beyond.

### Career path ideas:

- Health Care Executive
- Nursing Faculty
- Advanced Practiced Registered Nurse (APRN)
- Health Care Lobbyist
- Clinical Researcher





# INTERDISCIPLINARY STUDIES

# About Interdisciplinary Studies

## Program Overview

The Bachelor of Science (BS) in Interdisciplinary Studies is designed for students who have a variety of interests or perhaps have examined multiple degree programs and discovered that several are appealing. This degree is ideal for students who have started and stopped college, and potentially have credits from multiple institutions. Students may also apply to earn credit for their work experience, skills, and specialized knowledge.

CSU Pueblo's Interdisciplinary program allows students to select their preferred method of instruction.

The degree can be completed online, through correspondence, on campus, or a combination of all three.

If you are a student searching for a degree program which allows personalization of course options and you recognize the value in pursuing varied interests, Interdisciplinary Studies will fulfill those objectives. The degree addresses individual differences amongst students and helps to develop important, transferable skills.

## Career Opportunities

Since this degree program is so versatile and customizable, the possibilities for career paths are truly endless! Explore options in Human Resources, Public Relations, Teaching, Sales, and so much more.



# INDEPENDENT STUDY



## About Independent Study

Independent Study at CSU Pueblo provides rigorous, flexible courses and degree programs so that you can achieve your educational goals on your own schedule.

Our Independent Study courses are correspondence courses where students set their own schedule to complete coursework with the guidance and feedback from instructors. Students can register for a course at any time and may have anywhere from 16 weeks to 12 months to complete the course, depending on the payment method. The majority of our courses are offered in both print-based and digital formats, with a few exceptions.

### Tuition

Our courses are not only flexible but affordable! Independent Study tuition is a flat rate and is the same regardless of where you live, whether you reside in Colorado or out-of-state. There is a small fee added to print-based tuition to cover printing and mailing costs. Some courses require exam proctoring, and any fees assessed by proctoring services are the responsibility of the student. The cost of textbooks is not included in tuition.

### Next Steps

To apply or get more information, visit our website at [www.csupueblo.edu/extended-studies/independent-study](http://www.csupueblo.edu/extended-studies/independent-study) or email [independentstudy@csupueblo.edu](mailto:independentstudy@csupueblo.edu)

## Program Overview

The goal of the Bachelor of Science in Business Management (BSBA) is to provide students with an understanding of the fundamentals of accounting, economics, finance, and the basics of managing a business and marketing a product or service.

Business processes will certainly play a role in the career path of most professionals, regardless of whether their goals are in banking, manufacturing, art, hospitality, or other career fields. Individuals who complete a BSBA degree will develop the knowledge and in-demand skills that can help them maximize an organization's ROI.

## Accreditation

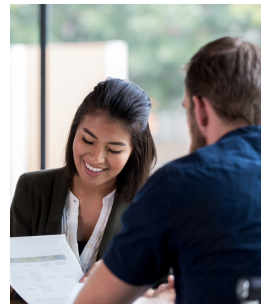
This program is run through CSU Pueblo's Hasan School of Business, which is internationally accredited by AACSB. Only 5% of business schools worldwide are AACSB- Accredited, considered by many to be the highest level of accreditation for schools of business. ([www.aacsb.edu](http://www.aacsb.edu))

## Career Opportunities

Graduates of an online BSBA degree program are able to gain higher level positions in a variety of settings.

### Career path ideas:

- Management Analyst
- Human Resource Specialist
- Market Research Analyst
- Real Estate Appraiser
- Loan Officer



## Program Overview

Criminology examines the making of laws, the nature and extent of crime and criminality, and efforts to control crime. The Criminology program provides students with a strong foundation in sociological theory and research. This foundation will foster a comprehensive and contextual understanding of crime and justice in society. The program will also teach students to think critically and creatively about what is effective in current crime control efforts. The program is available as a Bachelor of Science (BS) or Bachelor of Arts (BA).

Courses focus on the social construction or definitions of crime, the causes of crime and delinquency, and on the origin, nature, and consequences of societal reactions to criminal offending, including practices in both public and private justice agencies.

## Accreditation

The Criminology program at CSU Pueblo is regionally accredited by the High Learning Commission (HLC).

## Career Opportunities

Students will develop a strong foundation to work and effort social change by gaining the skills and knowledge to become transformational leaders in their profession.

### Career path ideas:

- Forensic Science Technician
- Probation Officer
- Loss Prevention Specialist
- Police Officer
- Corrections Officer



## Program Overview

Sociology examines human society with an emphasis on social structure, social interaction, and social change. From the analysis of passing encounters between strangers on the street to the investigation of broad-based global social movements, Sociology examines the subtle yet complex ways individual lives interact and intersect with the collective experience of others. One of the Sociology program's special emphases is understanding social inequalities and their implication for social justice. Comparative, cross-national, and cross-cultural perspectives are also offered in many courses. The program is available as a Bachelor of Science (BS) or Bachelor of Arts (BA).

## Accreditation

The Sociology program at CSU Pueblo is regionally accredited by the High Learning Commission (HLC).

## Career Opportunities

Sociology is a broad study and can lead to careers in business, health care, public relations, government services, law, and more.

### Career path ideas:

- Guidance Counselor
- Social Services Caseworker
- Community Health Worker
- Court Judicial Assistant
- Victim Advocate





## *Final Thoughts*

Whether through print, digital, or in-person learning methods, we are confident that Extended Studies has a program that is right for you.

Affordability and quality are just two of the main reasons students love Extended Studies programs. We encourage you to explore the many other reasons that make CSU Pueblo Life. Changing.

### **Helpful Links**

Have a question that wasn't addressed in this handbook? Visit our website, or email one of the departments below:

Extended Studies - [extendedstudies@csupueblo.edu](mailto:extendedstudies@csupueblo.edu)

CSU Pueblo Online - [online@csupueblo.edu](mailto:online@csupueblo.edu)

Independent Study - [independentstudy@csupueblo.edu](mailto:independentstudy@csupueblo.edu)

**LEARN MORE:**







[csupueblo.edu/extended-studies](https://csupueblo.edu/extended-studies)