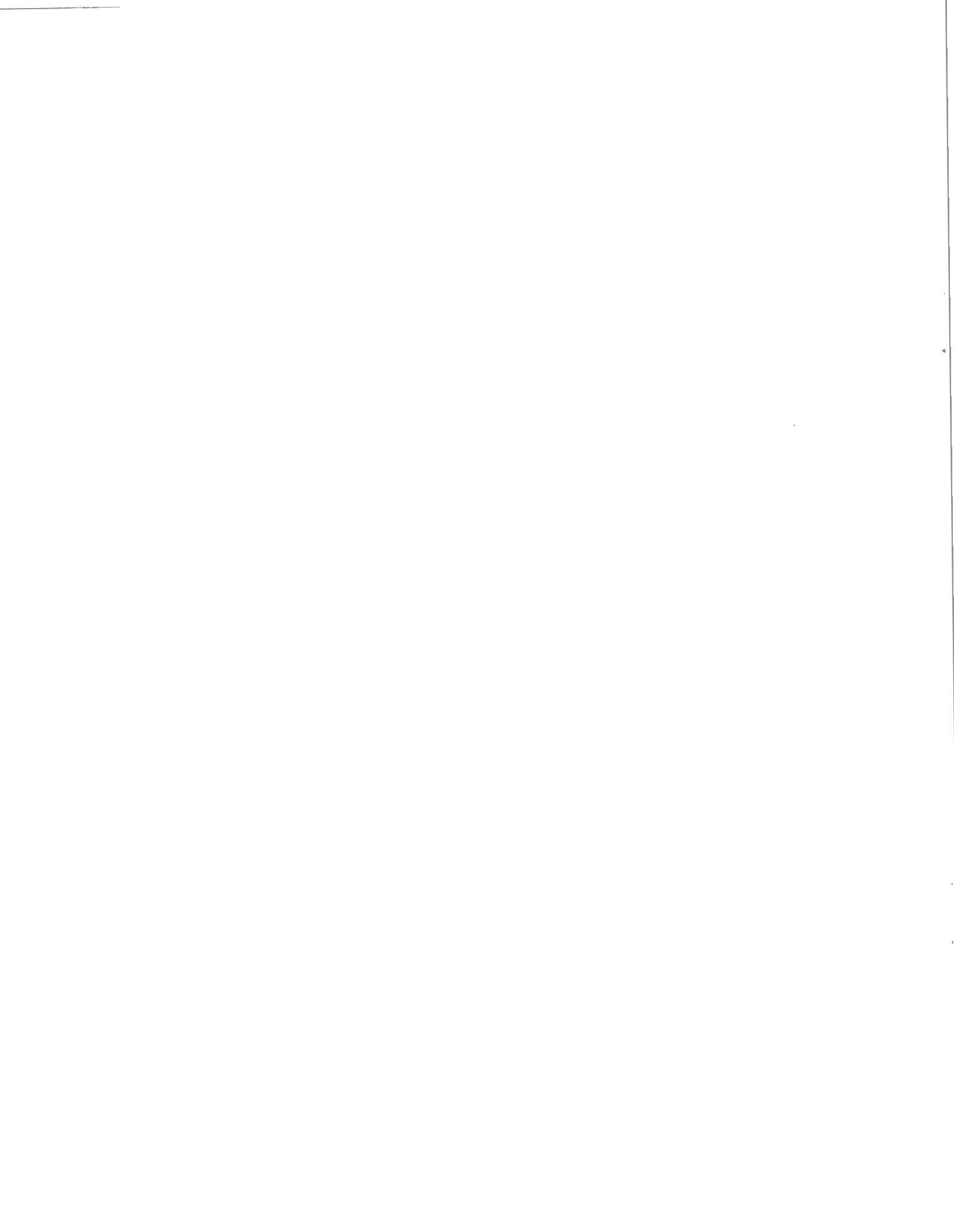




2004-2005 *Information Catalogue*



**Columbia
Southern
University**



When There's Not Enough of You to Go Around Yet You Understand the Importance of Earning Your Degree

Columbia Southern University is Your Answer.

At CSU we designed our programs for busy professionals just like you. Our online self-paced programs are designed to be completed in the comfort of your home or office at times that are convenient to you.

CSU programs are for you - if you are one of those people:

- Who want to provide the very best for their families and are willing to go the extra mile to do so.
- Who recognize that excellence is a life-long pursuit.
- Realize that ongoing education is the key to reaching their goals.

Enjoy the benefits and prestige that come from earning a nationally accredited degree. Call us at 1-800-977-8449 or visit us online today at www.columbiasouthern.edu.

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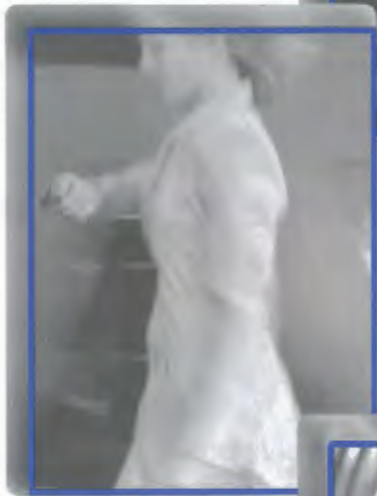
Phone (251) 981-3771

Toll Free (800) 977-8449

Fax (251) 981-3815

E-Mail admissions@columbiasouthern.edu

Web Site www.columbiasouthern.edu



Why CSU?

- *Personalized Service*
- *No Classroom or Scheduled Online Sessions*
- *Self-Paced Flexible Programs*
- *Credit for Experiential Learning*
- *Affordable Tuition*
- *Interest Free Payment Plans*
- *Accredited Member of the DETC*
- *BCSP Accepts CSU Safety Degrees*
- *DANTES and VA Tuition Assistance*

The Educated Choice in Online Learning

August 2004 to July 2005

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The Mission & Programs

THE MISSION

Columbia Southern University was established as an academic institution of higher learning in July of 1993. The University's mission is to promote the development and the application of knowledge, the acquisition of problem-solving skills, and the maturation of intellect and character. The mission is carried out in an atmosphere that encourages intellectual and professional development; fosters a wide range of concepts and ideas; and enhances professional growth.

CSU DEGREE PROGRAMS

Associate of Applied Science Degree:

- Business

Bachelor of Science Degree Programs:

- Business Administration
- Criminal Justice Administration
- Information Technology
- Marketing
- Environmental Management
- Occupational Safety and Health
 - > Fire Science Concentration Available
- Health Care Administration

Master Degree Programs:

- MBA
- M.S. Criminal Justice Administration
- M.S. Occupational Safety and Health
 - Environmental Mgt. Concentration available

CSU Business Administration (BSBA)

Concentrations:

- BSBA/Marketing
- BSBA/Human Resource Management
- BSBA/E-Business
- BSBA/Project Management
- BSBA/International Management
- BSBA/Sport Management
- BSBA/Information Technology

CSU MBA Concentrations:

- MBA/Marketing
- MBA/Human Resource Management
- MBA/E-Business and Technology
- MBA/Project Management
- MBA/International Management
- MBA/Public Administration
- MBA/Health Care Management
- MBA/Sport Management



Dr. Robert G. Mayes • President

CSU ADMINISTRATION

Robert G. Mayes, Ph.D.

President

Joseph A. Manjone, Ed.D.

Academic Dean

Robert Mayes, Jr., MBA

Vice-President of Operations

M. Ray Curtis, Ph.D.

Vice-President of Finance

F. Poche Waguespack, M.S.

Dean of Students

Thomas Cooley, BS

Registrar

Polly Waguespack, MBA

Director of Development

Karen Smith, Ph.D.

*Associate Dean for Curriculum
Design and Program Development*

Larry Williams, Ph.D.

Associate Dean of Academic Administration

Rick Cooper, BS

*Senior Corporate Admissions Director
Military Liaison*

Credentials Matter



CHEA®



USDLA
U.S. Distance Learning Association



**BOARD OF CERTIFIED
SAFETY PROFESSIONALS**

The Accrediting Commission of the Distance Education and Training Council (www.detc.org) is listed by the U.S. Department of Education as a nationally recognized accrediting agency, and is a recognized member of the Council of Higher Education Accreditation (CHEA).

As an accredited, degree-granting member of the DETC, Columbia Southern University is also an institutional member of the Council for Higher Education Accreditation (CHEA).

Columbia Southern University is licensed by the State of Alabama, Department of Education pursuant to the Alabama Private School License Law, Code of Alabama, Title 16-46-1 through 10.

Tuition Assistance is available to all Active Duty, Active Guard/Reserve, and military and civilian personnel of the Army National Guard, through the Defense Activity for Non-Traditional Education Support (DANTES), which qualifies active duty military personnel for tuition reimbursement.

If you are in the military and wish to learn more about the DANTES program, phone DANTES directly or the CSU Admission Department.

Columbia Southern University is approved for Veterans' Educational Benefits. Eligible participants may apply for benefits by calling the VA Office for assistance at 1-800-827-1000 or visiting their website at www.va.gov/FORMS/default.asp

Columbia Southern University is an institutional member of SOC (Servicemembers Opportunity College).

Columbia Southern University is an institutional member of the American Council on Education (ACE).

Columbia Southern University is an institutional member of the Council for Adult and Experiential Learning (CAEL). CAEL is a national leader in the field of adult learning dedicated to expanding lifelong learning opportunities for adults.

Columbia Southern University is a member of the United States Distance Learning Association. USDLA, a nonprofit organization, was formed in 1987 to promote the development and application of distance learning for education and training.

The Board of Safety Professionals accepts CSU's safety degrees for both the CSP applications and for credit towards recertification in the Continuance of Certification program.

Commitment to Life-Long Learning



Smart professionals realize that structured learning is not something that was once done; it is something that they must do.

Today's volatile business climate demands no less. More and more companies downsize each day. You cannot afford to be an uninvolved observer of the passing scene. To be content with the status quo is unwise. It will not only hinder your prospects for advancement, it may well place your career in jeopardy.

Simply put, if you are to thrive and prosper in this new era, you must commit to systematic and ongoing education.

In today's competitive employment climate, there are fewer and fewer advancement opportunities for the less qualified. Higher levels of education attainment will become the deciding factor when an employer has several equally experienced and talented candidates.

Fitting formal study into your already busy schedule is not easily done. But it is doable. CSU's Distance Education programs are designed in a manner that enables you to honor your commitments to family and career while steadily progressing toward degree completion.

In a report written by Alexander Mood for the Carnegie Commission on Higher Education, Mr.

Mood stated, "As we look toward the future . . . colleges will be judged not by what some educational bureaucracy declares but by what they can do for their students. Of much greater relevance would be statistics on student satisfaction, career advancement, and data like that".

Simply stated, the true value of any degree is measured by acceptance of that credential by the business, professional and academic communities. Many corporations are keenly aware of the value of distance learning programs that allow their personnel to pursue academic growth without compromising employee productivity.

The following is a partial list of employers who have paid their employee's tuition at CSU.

Alltel	Kraft Foods
Anheuser Busch Inc	Lockheed Martin
Ball Park Brands	Nabisco
BellSouth	NASA Kennedy Space Center
Blue Cross + Blue Shield Of GA	Nextel Communications
Boeing Company	Sara Lee Foods
BP	Shell Oil Products US
Chevron	State of Colorado
Daimler Chrysler Canada Inc	Sprint PCS
Delta Air Lines	State Of Ohio Workforce Dev.
DuPont	Texas Instruments Inc.
Federal Express	The Sherwin-Williams Co
Ford Motor Company	Texaco
GE	Toyota Motor Manufacturing
General Motors	UPS
Goodyear Tire & Rubber Co.	WA State Dept Of Labor &
Home Depot	Industries
International Paper	Whirlpool Corporation
Jimmy Dean Foods	Yale University



Letters From Our Graduates

Education Makes A Difference...

...Columbia Southern University make the difference

We pursue formal education in the interest of self-improvement and career mobility. *Columbia Southern University has provided me with an educational program that resulted in the achievement of not only a graduate degree, but also a formidable career advancement.* The university provided as promised and in a timely fashion educational materials and unbelievable staff and faculty support.

Donald E. Walker, Chief Magistrate

Commonwealth of Virginia

First I would like to thank Columbia Southern University for the tremendous degree program they have put together. I completed both a Bachelor and a Master degree at your university. I have also completed a degree from a traditional university. I found your program more beneficial and more useful in the field. *The knowledge I gained from your programs was put to use in developing a safety system that is currently in use internationally by a Fortune 500 Company.*

Bryan Wollam

QC/Safety Manager

Following the completion of my Bachelor program in Criminal Justice Administration, I applied for and was hired for the position of Chief of Police. *I firmly believe the Bachelors Degree in Criminal Justice I earned from CSU was the telling difference.*

Timothy R. Villa

I have recently been offered and accepted a position as the Contract Management/Control Insurance Program Administrator for the Spallation Neutron Source. *I believe that my degree achieved through Columbia Southern University has been most instrumental in my receiving this assignment.*

Daniel T. Hopper, Jr.

Your program has benefited me more than words can say. I find myself reading business books and magazines with more depth. My self-confidence is stronger, and I have a feeling of accomplishment that I haven't experienced in years. *You have awakened my mind to become a seeker of learning.* At a stage in life while most people are settling in for the close out of their careers, I am planning on starting a new one in the area I want to live.

Michael McCluskey

Since receiving my degree, I have been promoted from Human Resource Manager to Director (with a \$10,000 salary increase), received Professional in Human Resource (PHR) certification, and started my own sideline business. Many thanks to the entire staff.

Melva Tate

I am writing to you in gratitude for the opportunity to attend Columbia Southern University via distant education. Through CSU I completed my BS in Health Care Administration. *Without this credential it would not be possible for me to remain viable in a very competitive health care environment.*

Harold Lance DeBord

After eighteen years of service to my current employer, I had progressed from a utility technician to a shift foreman. *Any prospects of future advancements were dim because all of the next steps required a degree.* Because of shift-work and other demands, I had not been able to complete my education in the conventional manner. With the combination of my experience and CSU degree, I was able to jump over Level I to Level II Supervisor immediately.

Catherine Sjolander

Borden Chemical, Inc.

I would like to take this opportunity to thank you and your University Staff for your outstanding professional scholastic guidance and advance courses in Environmental Sciences. My degree has proven to be invaluable to me. I interface daily with the U.S. Air Force and other military services including the U.S. E.P.A. and the U.S. Department of Defense on technical, legal and problem solving matters. I strongly recommend your "off campus" programs.

Michael C. Kaczmarek

McDonnell Douglas

Due to the nature of the professions I have based my career on, I have been attending schools of higher education levels, since the beginning of my career. Prior to learning about Columbia Southern University, 95% of the training I received was in the normal classroom environment which I found boring and stressful . . . the pace of the classes controlled by the slowest learner. CSU has freed me from this and made my continuing education both interesting and fulfilling. *You are providing a much-needed service in a professional and highly effective manner.*

Michael Lampart

**Columbia Southern University ~ the academic key
that unlocks doors you will encounter along your career path.**

The rigor of our programs mirrors that of a traditional university. But at CSU there are no scheduled classes, over crowded lecture halls, or class clowns to contend with. Nor do you need to worry about commuting to class, or parking hassles.

Distance Education offers you the best of both worlds. You learn on your own time and on your own terms - but you are never on your own. Faculty members are readily available to work with you on an individual basis to provide the assistance you need to successfully complete each course.

Open Enrollment

At CSU, you are not bound by semester schedules. You may begin your program of study whenever you like.

Accelerated Degree Program

You will progress through your program in modules comprised of four courses. For each of your required courses, you are allotted 10 weeks to complete. However, if you are able to progress through your courses more quickly, you certainly may. You are also free to take multiple courses at one time if you so choose. At CSU, the choices are yours to make.

Transfer Credit

CSU allows maximum transfer credit for academic and relevant experiential learning experience. Up to 75% of the bachelor level courses and 50% of the associate or graduate level courses can be transferred into your degree program with CSU - saving you time and money.

Online - In Print - Your Choice

The decision to progress through your program of study either online or in print is yours to make. CSU provides the academic and administrative support you need to successfully complete your program of study.

Worried About Returning to School?

Don't be. You will find yourself in good company. Few of our students are eighteen and twenty years old. Most are twenty-nine, or thirty-five, or forty-seven years old with two or three kids, and a dog and a cat - just like you.

ADMISSIONS REQUIREMENTS

Certificate, Associate and Bachelor Degree Programs

High school diploma or its equivalent.

Master Degree Programs

Bachelor degree earned from an accredited/approved institute.

International Students

International Students must submit an official copy of TOEFL (Test of English as a Foreign Language). A minimum score of 500 in the paper-based version or 173 in the computer-based version is required. Course materials and instructions are provided only in English.

ACADEMIC CALENDAR

Columbia Southern University has an open admission policy. Applications for Admission and enrollments are accepted throughout the calendar year.

THE ADMISSION PROCESS

1. Application

Complete the Application for Admission located in the back of this catalogue, or complete the online application found on the CSU website. You should include transcripts of prior academic credit earned (copies will suffice for evaluative purposes). If you do not have student copies of your transcripts, request an official copy from the appropriate university or college and have them sent directly to CSU.

If you will not be submitting transcripts from a University or College, you must include proof of a high school diploma or GED.

If you intend to seek academic credit on the basis of Experiential Learning, you may do so after you begin your program. From the CSU website, you may download the Prior Learning Portfolio Guidelines. This document includes step-by-step instructions on how you may earn credit for experiential learning.

Please indicate on your application if you are eligible for tuition assistance through either DANTES or VA. We will be certain to provide you with the necessary forms to complete.

2. Evaluation

Columbia Southern University will conduct a comprehensive evaluation of your prior academic credit. Within seven to ten working days of receipt of your application, we will prepare a detailed Evaluation Report. This report will outline those courses we have determined you should take and those courses for which we have accepted transfer credit. If you would like to take advantage of our Priority Evaluation Service, please enclose an additional check for \$25. This will guarantee that your application will be evaluated within 24 hours of receipt.

3. Enrollment

When your evaluation is completed we will mail you a complete Enrollment Packet. This packet will include all the information needed to complete the enrollment process and order materials for your first course. CSU offers three enrollment options:

- Module Enrollment
- Per-Course Enrollment
- Term Enrollment

The Admissions Process

Students earn academic credit in a number of ways: Transcripts; Challenge Examinations; Applicable Training and Certificates; Experiential Learning (knowledge and understanding of course content acquired through experience).

Students enrolled in the Associate program must complete 15 hours with CSU. Students enrolled in Bachelor programs must complete at least 30 credit hours with CSU no matter their credentials. Students enrolled in Master programs must complete one half of the degree program with CSU to be eligible for graduation with CSU.

ACADEMIC CREDIT

Columbia Southern University accepts transfer academic credit from institutions accredited by agencies that are recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA) or, for non-U.S. institutions, an accepted foreign equivalent that is listed in the International Handbook of Universities¹. For prior academic credit to be eligible for transfer at the Associate or Bachelor's level grades earned must be a "C" or better. At the Graduate level only those courses on which applicant/student has earned a "B" or better will be accepted.

CREDIT BY EXAMINATION

Columbia Southern University accepts credit by examination from the following:

- The College Level Examination Program (CLEP)
- American College Testing (ACT-PEP)
- Defense Activity for Non-Traditional Education (DANTES)

PROFESSIONAL LICENSES, CERTIFICATES, AND TRAINING PROGRAMS

CSU uses the guidelines established by ACE (American Council on Education) to determine if certain training programs, certificates, professional licenses, and military training warrant the awarding of academic credit.

- *The National Guide to Education Credit for Training Programs*, published by the American Council on Education.
- *Guide To The Evaluation of Educational Experiences in the Armed Services*, published by the American Council on Education.

EXPERIENTIAL LEARNING

The University recognizes that you may have gained knowledge and skills through various work/life experiences and independent learning which may be the equivalent to one of our course offerings. You must



Thomas Cooley • Registrar
Member American Association of Collegiate
Registrars and Admissions Officers (AACRAO)

complete a Prior Learning Portfolio to properly document all experiential learning that is to be considered for college credit. You are not required to complete your Portfolio at the time of enrollment. You must however, submit your Prior Learning Portfolio before completing your degree program.

To assist you in assembling the documentation necessary to support the awarding of academic credit on the basis of experiential learning, CSU provides easy to understand guidelines. If academic credit sought is not awarded through Portfolio Assessment, you will be required to complete these courses prior to graduation.

In determining credit for Experiential Learning, the University follows the guidelines suggested by the Distance Education and Training Council (DETC).

Academic credit awarded for experiential learning cannot exceed the following:

Associate Degree Programs – Fifteen (15) credit hours of CSU general education and/or business technical courses.

Bachelor Degree Programs – Fifteen (15) credit hours of general education coursework; Fifteen (15) credit hours of CSU core and/or concentration courses for a total of 30 hours

Master Degree Programs – Nine (9) credit hours of CSU major and/or concentration courses

¹ The International Handbook of Universities. 17th ed. ISBN:0-333-92265-4 1, Paris: International Association of Universities; New York: Stockton Press, September 2003. Palgrave Macmillan Ltd, Houndmills, Basingstoke, Hampshire, RG21 6XS, England. <http://www.palgrave.com>.

TUITION AND FEES

CSU offers three enrollment options: Module Enrollment, Per-Course Enrollment, & Term Enrollment. (See page 6 for module description) The tuition rate for each enrollment option is listed below.

	Module Rate (per credit hour)	Per-Course/Term Rate (per credit hour)
Undergraduate	\$125.00	\$165.00
Graduate	\$175.00	\$225.00
Portfolio Assessment (Experiential Learning)	\$100.00	

Module Enrollment: Students enroll in a four-course Module and select a payment plan for that individual Module. Students progress through their degree program one Module at a time. Within that module the student may take one course at a time or complete multiple courses simultaneously. Each course begun is to be completed within a ten week period.

Per-Course Enrollment: Students may enroll in one or two courses at a time and are not obligated to a Module. When using the Per-Course option, texts are provided at no charge through the CSU Book Grant. If a student withdraws, course materials may be returned if in "like new" condition or the student is responsible for the cost of the textbook.

Term Enrollment: Students may enroll in one or multiple courses at a time in each term. Each term is eight weeks in length. Texts are provided at no charge through the CSU Book Grant. Students using VA Benefits, must enroll in the Term System. For more information and to view the Term Academic Calendar, visit www.columbiasouthern.edu/term.

METHOD OF PAYMENT

Tuition is payable in U.S. funds. Columbia Southern University accepts Checks, Money Orders, Visa, MasterCard and American Express.

Payment Options

CSU offers two enrollment/tuition options: Module Enrollment/Module Rate and Per-Course Enrollment/Per-Course Rate.

#1. Module Payment in Full. Students paying their module tuition in full may deduct \$50 from the total module tuition.

#2. Module Payment Plan. Module Payment Plan allows students to pay their module tuition in seven monthly installments, interest free. A minimum down payment of \$395 is required. Module tuition must be paid in full upon completion of each module.

#3. Module Tuition Reimbursement Plan. For those students whose employers offer tuition reimbursement, tuition may be paid on a course-by-courses basis.

#4. Term Enrollment: Students may pay their tuition due for the term in full or may split the tuition over two payments. The payments are automatically charged to a credit card.

#5. Military Tuition Assistance. Tuition assistance is available for all active and some retired military personnel through either DANTES (active) or VA (retired) Benefits. Students eligible for Tuition Assistance may prefer the Per-Course Enrollment option. Students using VA Benefits must enroll in the Term System.

#6. Corporate Direct Billing. Approved company or government tuition vouchers or purchase orders must accompany enrollment agreements.

WITHDRAWAL

Students who find it necessary to withdraw from the program may do so in any manner. For verification purposes students are asked to submit a written notice to the university. Your request will be processed by the Registrar's Office within 30 working days.

REFUND POLICY (MODULE)

The Refund Policy is the same for withdrawal by the student or University termination. Refunds shall be issued within thirty (30) days after the effective date of termination. The contract amount and the refund policy are based on the total tuition, not the amount already paid.

1. If CSU is notified of cancellation within 5 calendar days after midnight of the day on which the enrollment agreement is signed, all money paid to CSU will be refunded.

2. From five (5) calendar days after midnight of the day on which the enrollment agreement is signed and until the University receives a student's first completed assignment, the University is entitled to a registration processing fee of \$150 if the student cancels enrollment.

3. After the University receives the first completed assignment and until the student requests cancellation, the University shall be entitled to registration fee and the following charges:

a. Up to and including completion of the first 10% of the total module assignments, 10% of the refundable tuition.

b. After completing more than 10% of the total module assignments and up to and including completion of 25% of the assignments, 25% of the refundable tuition.

c. After completing more than 25% of the total module assignments and up to and including completion of 50% of the assignments, 50% of the refundable tuition.

d. If the student completes more than half of the total module assignments or the enrollment period has expired, the school shall be entitled to the full tuition.

The amount of the module completed shall be the ratio of completed assignments received by the University to the total assignments required to complete the module. A module enrollment period is 40 weeks.

Student Information & Policies

Success Is a Matter of Degrees

Although high paying jobs will be available without college training, most jobs that pay above average wages will require a college degree. —Occupational Outlook Handbook, Bureau of Labor Statistics

GETTING OFF TO A STRONG START

The first course you will complete is an Orientation course. This first course will familiarize you with the process here at CSU, and our web orientation tools will enable you to become quickly comfortable with the virtual resources available to you.

THE FACULTY

CSU Professors have earned their academic credentials at such prestigious universities as Harvard, Duke, Notre Dame, Brigham Young and Loyola University. For each course that you will take a professor will be assigned to you and readily available to answer your questions and concerns. Most often your professor will respond to you within twenty four hours, but on those occasions where research is required, responses may take a while longer.

ONLINE LIBRARY

The Online Library provides access to a wealth of reference materials and online access to professional Librarians will be there for you 24/7 (twenty four hours a day, seven days a week). For this extremely useful tool you will be assessed a Library Fee.

BOOKSTORE

The University Bookstore inventories all required textbooks. Though you are not required to purchase textbooks through CSU, we think you will find our bookstore convenient and our prices competitive. If purchasing texts from a source other than CSU you must be certain to purchase the correct edition of the text that is currently in use.

MODULE COURSE SEQUENCE

You begin your degree program when you submit your first enrollment. You are not required to complete lower division (General Education) courses before beginning your upper division (Core) course requirements. You may intermingle upper and lower division courses if you would like. And though you are not required to complete core courses in sequence, you are strongly encouraged to take these core courses in the order in which they appear. On your evaluation report the University has ranked these



F. Poche Waguespack, MS
DEAN OF STUDENTS

core courses in a sequence that we feel best serves our students.

COURSE COMPLETION

For each course required you will have ten weeks to complete (eight weeks for term enrollment). If circumstances prevent you from completing a course within the allotted time frame, you may submit an Extension Request form one week prior to the course end date. The fee for a 30-day course extension is \$50. No more than two extensions are allowed on a course. Failure to complete the course at the conclusion of the allowable extension period will result in an Incomplete/Fail being assigned for the course. In such instance, you must retake the course and pay full course tuition.

LEAVE OF ABSENCE

At CSU we fully understand that intervening life events can, on occasion, necessitate that you set your studies aside for a time. Should this become necessary, you must send a Leave of Absence Request form along with detailed explanation of what prompts your LOA request to the Dean of Students. You may take one LOA per calendar year. The fee for a Leave of Absence of up to six months is \$50.

Personalized Service

At CSU we are dedicated to the principle that it is only through your success that we succeed. We are available to assist you with information concerning the applicant process, enrollment, tuition, course work, examination procedures, grading methods, and graduation requirements. We are only a phone call away.

Student Information & Policies

EXAMINATION PROCEDURES

Unit examinations, projects, and/or written assignments will be found within the Study Guides provided to you at the beginning of each course of study. These exams, projects and/or written assignments are to be self-administered and forwarded to the University for grading. Unit examinations enable both the university and you to gauge your level of comprehension of the materials presented. Note – online students complete unit exams online and receive instant grading.

Final examinations are proctored. You will select the individual who will serve as your proctor. Examinations are ideally administered at testing centers found in local High Schools, Trade and Vocational Schools, Colleges and Universities. The Proctor shall be a responsible and reputable third party for whom there is no conflict of interest. School officials, counselors, education directors, supervisors, etc. are well suited for this purpose. All final exams are open book. Laptops and calculators are permissible.

GRADUATION REQUIREMENTS

At Columbia Southern University, we do not require you to take course work in areas in which you are demonstrably proficient. There are, however, course minimum policies in place. To be eligible to graduate from the Associate program a minimum of sixteen (16) credit hours must be completed at CSU. For all Bachelor programs, a minimum of thirty (30) semester hours must be successfully completed through CSU. To be eligible to graduate from Master programs you must satisfactorily complete at least 50% of the courses that comprise the program. A 2.0 grade point average is required to graduate from all Bachelor programs. A 3.0 grade point average is required to graduate from all Master programs.



Students opting to complete their courses online, will have objective exams graded immediately. Other features that will enhance your learning are discussion boards, online grade book, drop box for uploading assignments, and course study guide. For an online demo, visit our website at www.columbiasouthern.edu and click on the "CSU Online" graphic.

TRANSCRIPTS

A transcript bearing the University seal and signature of the Registrar is the official copy of your permanent academic record. A transcript will be provided to you at time of graduation. Additional transcripts may be obtained by written request.

STUDENT RECORDS

Columbia Southern University recognizes and respects our student's right of privacy. We will not release information regarding your association with the University without verification of your identity.

TEXTBOOK REFUND/RETURN POLICY

Students who elect to cancel enrollment may return unused textbooks to CSU bookstore for a refund of up to 65% of the purchase price depending upon the condition. Textbooks no longer in use will not be repurchased. CSU will only accept returned textbooks that were purchased from the University Bookstore. A credit will be applied to the student's account if there is a balance due; otherwise, a refund check will be issued.

APPLICANT/STUDENT FEES

Application Fee \$25 domestic; \$50 international; priority evaluation fee \$25; 30 day course extension fee \$50; leave of absence fee \$50; continuance fee \$100; shipping, package & handling fees; one text & study guide \$12, study guide only \$7.00; change of program fee \$150; Extra Credit Assignment fee \$50; graduation fee \$75; return check fee \$25; late payment fee \$15; additional transcript fee \$10; online library fee \$20; change of payment plan fee \$50; Additional diploma fee \$20; Special Assignment Fee \$50. Fees are nonrefundable.

General Education

The goal of CSU's General Education curriculum is to assure that the students acquire the intellectual skills and knowledge that not only enable our students to succeed in their academic endeavors, but also will prepare students for the challenges and opportunities of the 21st Century. Employers consistently seek out those students and graduates who have well-rounded educational experiences and abilities.

General Education courses may be taken simultaneously with program courses. These required GE courses may be taken either through the University or via CLEP examination if available.

General Education requirements are outlined for each program on pages 13-14 and 18-24 respectively. The balance of General Education hours needed may be electives of the student's choosing. To meet the required electives, students may complete any of the CSU general education or undergraduate 2000 or 3000 level courses that are not used to meet other requirements of this program.



Joseph A. Manjone, Ed.D.
Academic Dean

Student Orientation

	<i>Credit Hours</i>
OR 1010 Student Orientation	1

English Composition

<i>(select 2 courses/6 hours)</i>	
EH 1010 English Composition I	3
EH 2010 English Composition II	3

History

<i>(select 2 courses/6 hours)</i>	
HY 1010 Western Civilization I	3
HY 2010 Western Civilization II	3
HY 1110 American History	3
HY 2050 Eastern Civilization	3

Humanities/Fine Arts/Communications

<i>(select 4 courses/12 hours)</i>	
AL 1010 American Literature I	3
AL 2010 American Literature II	3
AR 1010 Art History	3
PHL 1010 Critical Thinking	3
CM 1010 Business Communications	3
SP 1010 Speech	3

Physical/Natural and Life Sciences

<i>(select 2 courses/8 hours)</i>	
ES 1010 Earth Science	4
PH 1010 Intro to Physics	4
BIO 1010 Biology I	4
BIO 1020 Biology II	4
CHM1010 Chemistry I	4
CHM 1020 Chemistry II	4

Math

<i>(select 1 course/3 hours)</i>	
MA 1100 Basic Mathematical Fundamentals	3
MA 1150 Algebra I	3
MA 1170 Algebra II	3
MA 2010 Modern Math	3
MA 3010 Elementary Statistics	3

Behavioral/Social Sciences

<i>(select 2 courses/6 hours)</i>	
PSY 1010 General Psychology	3
SOC 1010 Intro to Sociology	3
PS 1010 American Government	3
PS 2010 American State and Local Politics	3
PSY 2010 Abnormal Psychology	3

Electives

(select 6-7 courses/19 hours)
To meet the required electives, students may complete any of the CSU general education or undergraduate 2000 or 3000 level courses that are not used to meet other requirements of their program.

Associate of Applied Science Degree in Business



The Associate of Applied Science Degree program provides students with the general education, business, and technical skills necessary to succeed in the workplace. The program prepares the graduates to assume positions in management and upgrades the skills and knowledge of those currently employed, by developing in students the ability to learn and apply managerial skill.

Required General Education 22

<i>Student Orientation</i>		<i>Hours</i>
<i>Course</i>	<i>Title</i>	
OR 1010	Student Orientation	1
English Composition		
(select 1 course/3 hours)		
EH 1010	English Composition I	3
Humanities/Fine Arts/Communications		
(select 2 courses/6 hours)		
AL 1010	American Literature I	3
AL 2010	American Literature II	3
AR 1010	Art History	3
PHL 1010	Critical Thinking	3
CM 1010	Business Communications	3
SP 1010	Speech	3

**Graduates will successfully complete
61 credit hours as outlined below:**

General Education.....	22 Credit Hours
Business Technical Courses....	18 Credit Hours
Business or GE Electives	21 Credit Hours

Physical/Natural/Life & Computer Sciences/Math

(select 3 courses/9 hours)		
ES 1010	Earth Science	4
PH 1010	Intro to Physics	4
BIO 1010	Biology I	4
BIO 1020	Biology II	4
CHM1010	Chemistry I	4
CHM 1020	Chemistry II	4
MA 1100	Basic Mathematical Fundamentals	3
MA 1150	Algebra I	3
MA 1170	Algebra II	3
MA 2010	Modern Math	3
MA 3010	Elementary Statistics	3
CS 1010	Computer Essentials	3
ITC 3001	Personal Computer Fundamentals	3

History, Behavioral and Social Sciences

(select 1 course/3 hours)		
PSY 1010	General Psychology	3
SOC 1010	Intro to Sociology	3
PS 1010	American Government	3
PS 2010	American State & Local Politics	3
PSY 2010	Abnormal Psychology	3
HY 1010	Western Civilization I	3
HY 2010	Western Civilization II	3
HY 1110	American History	3
HY 2050	Eastern Civilization	3

Business Technical Courses 18

(select 6 courses/18 hours)		
BBA 2651	Leadership	3
BBA 2602	Principles of Management	3
MAR 2201	Principles of Marketing	3
BBA 3210	Business Law	3
BBA 2150	Business Mathematics	3
BBA 2201	Principles of Accounting I	3
BBA 2401	Macroeconomics	3
BBA 3301	Financial Management	3
BHR 3352	Human Resource Management	3
BBA 3551	Information Systems Management	3
BBA 3221	Sales Management	3
MAR 3271	Advertising	3
BOS 3751	Training and Development	3

Lower Level Course Electives 21

To meet the required lower level course electives students may complete any of the 2000 or 3000 level courses within the Business or General Education Curriculum.

Marketing

The Bachelor of Science Degree in Marketing at Columbia Southern University explores major dimensions of the marketing environment to include economic, social, cultural, political, legal and regulatory information. The program also explores marketing from a global perspective, and includes analysis and targeting of global market opportunities and strategies in for profit and nonprofit sectors. The program combines information on the human need for information with substantial case studies of benchmark marketing programs in several corporations. In addition to addressing marketing strategy, implementation, and evaluation, this program also integrates leadership, organizational skills, and the monitoring of global strategy. The program also provides instruction in consumer behavior, managerial accounting, professional selling methods and sales management, project planning, web design and development, and specialized information in hospitality and tourism and sports marketing, two marketing specializations with high employment projections. Special emphasis is placed on strategic marketing management and leadership techniques, organizational and professional communications, problem solving, and other programmatic solutions to marketing related problems.



Bachelor of Science Degree in Marketing

General Education		Hours
		61
Course	Title	
BBA 2026	Organizational Communications	3
BBA 2501	Principles of Microeconomics	3
MAR 2201	Principles of Marketing	3
BBA 2602	Principles of Management	3
MAR 2251	Internet Marketing Principles	3
MAR 2261	Professional Selling Methods	3
MAR 3211	Consumer Behavior	3
BBA 3221	Sales Management	3
MAR 3231	Marketing Research	3
MAR 3271	Advertising	3
BBA 3331	E-Commerce	3
BBA 3620	Managerial Accounting	3
MAR 3840	Retail Management	3
BBA 4126	Project Planning	3
BBA 4426	International Management	3
ITC 4310	Web Design and Development	3
MAR 4610	Strategic Marketing	3
MAR 4680	Marketing for Hospitality and Tourism	3
MAR 4625	Direct Marketing	3
BBA 4951	Business Policy and Strategy	3
Total Hours		121

General Education hours that are required for the Bachelor of Science degree in Marketing program are: English Composition 6 hours; History 6 hours; Humanities/Fine Arts/Communications 12 hours; Natural Science 8 hours; Behavior/Social Sciences 6 hours; Math 3 hours; Electives 19 hours.

Business Administration

The goal of CSU's Bachelor of Science in Business Administration is to provide the academic tools necessary for Managers and Administrators to direct their organizations with sound business judgment and leadership anchored in acquired knowledge.

Bachelor of Science Business Administration

		Hours
General Education		61
Core Courses		
<i>Course</i>	<i>Title</i>	
BBA 3210	Business Law	3
BBA 2150	Business Mathematics	3
BBA 2201	Principles of Accounting I	3
BBA 2401	Macroeconomics	3
BBA 2602	Principles of Management	3
MAR 2201	Principles of Marketing	3
BBA 3301	Financial Management	3
BBA 3331	E-Commerce	3
BHR 3352	Human Resource Management	3
BBA 3551	Information Systems Management	3
BBA 2651	Leadership	3
BBA 4751	Business Ethics	3
BBA 4951	Business Policy and Strategy	3
Core Course Credit Hours		39

General Education hours that are required for the Business Administration degree program are: English Composition 6 hours; Math 3 hours; History 6 hours; Humanities/Fine Arts/Communications 12 hours; Natural Science 8 hours; Behavior/Social Sciences 6 hours; Electives 19 hours.

Business Administration Concentration Programs

Concentrations enable students to tailor the Business Administration degree program to meet their particular needs. CSU's Business Administration degree program offers six concentrations. Here's how it works. Assume for a moment that you enroll in the Bachelor program in Business Administration. Once you complete the core courses required, you will be able to immediately begin those courses in which you have chosen to specialize. For example, if you chose Marketing as an area in which you wish to concentrate, your diploma would indicate that you earned a Bachelor of Science in Business Administration with a Concentration in Marketing.

Business Administration/General Concentration

The General Business Concentration provides students an opportunity to select (21 hours) 7 business courses. A minimum of 3 courses must be at the 4000 level. Students also have the opportunity to complete 3-6 hours of supervised Internship in lieu of 1 or 2 of the business courses.

Business Administration/Marketing

Today's businesses need creative, highly educated marketing specialists who understand the ever-changing global economy. Successful marketers anticipate consumer needs and wants, translate those needs into products and services, and mount campaigns to sell their products for a profit. CSU's program provides the avenue for students to develop the knowledge, analytical skills, and creativity needed to excel in this exciting field.

Marketing Concentration

MAR 2251	Internet Marketing Principles	3
MAR 3211	Consumer Behavior	3
MAR 3231	Marketing Research	3
MAR 3271	Advertising	3
ITC 4310	Web Design & Development	3
MAR 4610	Strategic Marketing	3
MAR 4625	Direct Marketing	3
Concentration Course Hours		21
Total Hours		121

Business Adm./E-Business

The advent of the Internet and information technology has transformed the way in which the world does business. CSU's Bachelor in Business Administration with a concentration in E-Business introduces students to the critical competencies and skills needed to identify, develop, and implement e-commerce business strategies.

E-Business Concentration

BBA 3321	E-Commerce Logistics	3
BBA 2351	E-Commerce and Knowledge Mgt.	3
BBA 2361	On-Line Communication & Behavior	3
BBA 3371	Technology in Customer Relations	3
BBA 3381	Internet Entrepreneurship	3
BBA 3391	Information Technology Cost Analysis	3
ITC 4310	Web Design and Development	3
Concentration Course Hours		21
Total Hours		121

Business Administration Concentrations

Business Administration/Human Resource Management

Wise management understands that people are a company's greatest asset and take proactive steps to keep their workforce satisfied and motivated. CSU's Bachelor degree in Business Administration with a concentration in Human Resource Management program has been structured to equip you with the skills and real world training you need to maximize the efforts and productivity of personnel.

Human Resource Mgmt. Concentration

BHR 3301	Compensation and Benefits	3
BHR 2551	Human Relations & Development	3
BHR 3565	Employment Law	3
BHR 4350	Collective Bargaining	3
BCJ 2385	Workplace Security	3
BHR 4501	International Human Resource Mgmt.	3
BHR 4601	Staffing Organizations	3
Concentration Course Hours		21
Total Hours		121

Business Adm./Information Technology

Information Technology requires results-oriented education that extends beyond theory and conceptual understanding to practical application. CSU's IT concentration focuses on the acquisition, deployment and management of information technology resources and services, as well as the development and evolution of technology infrastructure and systems for use in organization processes. CSU's diverse curriculum produces graduates with the competencies, skills and attitudes needed to succeed.

Information Technology Concentration

ITC 3001	Personal Computer Fundamentals	3
ITC 3450	Introduction to Data Comm.	3
ITC 4010	System Analysis and Design	3
ITC 4150	Database Design and Implementation	3
ITC 4210	Programming Concepts and Problem Solving I	3
ITC 4230	Programming Concepts and Problem Solving II	3
ITC 4310	Web Design and Development	3
Concentration Course Hours		21
Total Hours		121

Business Adm./Sport Management

If you have ever dreamed of a career in Sport Management, CSU's Bachelor degree with a concentration in Sport Management can provide the skills and knowledge necessary for you to succeed in this field. Career opportunities include sport facilities managers, sport information directors, sport front office administrators, and sport communication relations' directors.

Sport Management Concentration

BSM 2701	Sociology of Sport	3
BSM 2801	Sport Public Relations & Promotions	3
BSM 3901	Sport Fund Raising	3
BSM 4001	Sport Facilities	3
BSM 4101	Sport Administration	3
BSM 4201	Sport Financing	3
BSM 4301	Sport Legal Liability & Risk Mgt.	3
Concentration Course Hours		21
Total Hours		121

Business Adm./Project Management

Good Project Managers get the job done on time and within budget while meeting exact specifications. CSU's Bachelor in Business Administration with a concentration in Project Management is designed for professionals who seek to enhance their ability to motivate people, integrate complex projects, and achieve cost-effective results.

Project Management Concentration

BBA 2026	Organizational Communications	3
BBA 3626	Project Management Overview	3
BBA 3826	Managerial Decision Making	3
BBA 2926	Cost and Scheduling Basics	3
BBA 4126	Project Planning	3
BBA 4226	Risk Management	3
BBA 4326	Procurement & Contract Management	3
Concentration Course Hours		21
Total Hours		121

Business Adm./International Management

A company that is ill prepared to compete in an increasingly global arena will not survive. CSU's Bachelor degree with a concentration in International Management equips managers to meet the challenges of global competition. This program is designed to enable managers to focus on those global imperatives that will affect how successful business is to be done on the world stage.

International Management Concentration

BBA 2551	Inter-cultural Management	3
BBA 4301	International Finance	3
BBA 4351	International Economics	3
BBA 4426	International Management	3
BBA 4446	International Legal Operations	3
BHR 4501	International Human Resource Mgmt.	3
BBA 4653	International Trade	3
Concentration Course Hours		21
Total Hours		121

Other Business Electives

BBA 2301	Principles of Accounting II	3
BBA 4201	Financial Institutions	3
BBA 4851	Production Management	3
BBA 2501	Principles of Microeconomics	3
BBA 3451	Organizational Theory & Behavior	3
INT 4990	Internship	3-6

The objective of CSU's MBA Program and MBA concentration programs is to produce exceptional leaders. These programs provide opportunities for adults to develop knowledge, skills and attitudes that will equip them to perform creatively, ethically and effectively within their organizations.

If you want to lead, to execute your vision and make a difference on a larger scale, CSU's MBA provides you not only the credentials, but also some of the most effective intellectual tools you will need to achieve your dreams.

MBA

Core Courses

MBA 6001 Organizational Research and Theory	3
MHR 6451 Human Resource Mgt. Methods	3
MBA 6601 International Business	3
MBA 5101 Strategic Mgt. & Business Policy	3
MBA 5501 Advanced Marketing	3
MBA 5401 Management Information Systems	3
MBA 6301 Business Ethics	3
MBA 5652 Research Methods	3
Core Course Credit Hours	24



P. Waguespack, MBA
Director of Development

Learning is a Lifelong Adventure

You are never too old to learn! In fact, if you stop learning, you'll stop growing - not only as a unique human being, but also in your ability to access new professional and business opportunities.

MBA Concentrations

General Program

The General Business Concentration provides students an opportunity to select any 4 MBA courses (12 hours).

MBA/Marketing Concentration Courses

MBA 5841 Strategic Marketing	3
MBA 5851 Marketing Research	3
MBA 5861 New Product Marketing	3
MBA 5871 Business-to-Business Marketing	3
Concentration Course Hours	12
Total Hours	36

"Now and in the future, power will accrue to those who have knowledge. Education and a commitment to lifelong learning will determine who is successful and who is not. Make it a point to find ways to continue to learn."

Powershiff

Alvin and Heidi Toffler



Dr. Ray Curtis
Vice-President Finance/CFO

MBA Concentrations

Columbia Southern University developed the MBA concentrations outlined below to enable you to tailor your MBA program to achieve your particular academic and career goals.

Here's how it works. Once you complete the MBA core courses required, you complete the concentration major courses of your choice.

MBA/Human Resource Management Concentration Courses

MHR 6551 Training & Development	3
MHR 6901 Compensation Management	3
MHR 6751 Labor Relations & Collective Bargaining	3
MHR 6401 Employment Law	3
Concentration Course Hours	12
Total Hours	36

MBA/E-Business and Technology Concentration Courses

MBA 5531 E-Commerce	3
MBA 5541 E-Commerce Marketing	3
MBA 5551 Management of E-Commerce	3
MBA 5581 E-Commerce Design & Development	3
Concentration Course Hours	12
Total Hours	36

MBA/Project Mgt. Concentration Courses

MBA 6931 Project Mgt. Strategy & Tactics	3
MBA 6941 Managing Project Teams	3
MBA 6951 Managing Complex Projects	3
MBA 6961 Project Management	3
Concentration Course Hours	12
Total Hours	36

MBA/International Management Concentration Courses

MBA 6621 International Legal Environment	3
MBA 6631 Inter-cultural Management	3
MBA 6641 International Economics	3
MBA 6651 International Finances	3
Concentration Course Hours	12
Total Hours	36

MBA/Public Admin. Concentration Courses

MBA 6841 Public Budgeting	3
MBA 6851 Administration of Public Institutions	3
MBA 6861 Public Policies	3
MBA 6871 Public Finance & Legislative Procedures	3
Concentration Course Hours	12
Total Hours	36

MBA/Health Care Mgt. Concentration Courses

MHA 5001 Health Care Financial Management	3
MHA 5101 Legal Foundations of Health Care	3
MHA 5201 Health Resources and Policy Analysis	3
MHA 6501 Advanced Health Care Management	3
Concentration Course Hours	12
Total Hours	36

MBA/Sport Mgt. Concentration Courses

MSM 5001 Sport Law and Risk Management	3
MSM 5501 Sport Public Relations and Fund Raising	3
MSM 5901 Sport Facilities	3
MSM 6301 Sport Administration & Finance	3
Concentration Course Hours	12
Total Hours	36

Other MBA Electives

MBA 6053 Economics for Managers	3
MBA 6081 Corporate Finance	3
MBA 6151 Operations Research	3

Technology at your Fingertips

Education at Your Convenience

MBA on your Resume

Criminal Justice Administration

Columbia Southern University's Bachelor of Criminal Justice Administration degree program was designed for those seeking to obtain positions within the criminal justice field and also for those police officers seeking to advance through the ranks. Central to this course of study is an exploration of the historical foundations of criminal justice, its agencies, its processes, and modern day applications.

General Education hours that are required for the Criminal Justice Administration degree program are: English Composition 6 hours; History 6 hours; Humanities/Fine Arts/Communications 12 hours; Natural Science 8 hours; Behavior/Social Sciences 6 hours; Math 3 hours; Electives 19 hours.



Bachelor of Science Criminal Justice Administration

General Education		Hours
Course	Title	
BCJ 3001	Theory & Practices of Law Enforcement	3
BCJ 3002	Theory and Practices of Corrections	3
BCJ 4001	Procedures in the Justice System	3
BCJ 3801	Criminal Evidence and Legal Issues	3
BCJ 3501	Criminology	3
BCJ 4301	Supervision of Criminal Justice Personnel	3
BCJ 3701	Criminal Investigation	3
BCJ 3201	Juvenile Delinquency	3
BCJ 4701	Criminal Justice Organization and Administration	3
BHR 3551	Human Relations and Development	3
BBA 3651	Leadership	3
BCJ 4101	Police and Community Relations	3
BCJ 4385	Workplace Security	3
BCJ 3601	Criminal Law	3
BCJ 3301	Judicial Process	3
BCJ 4201	Race and Ethnic Relations	3
BCJ 3950	Constitutional Law for Criminal Justice	3
BCJ 4601	Criminal Justice Current Topics	3
BCJ 4401	Descriptive Statistics for Criminal Justice	3
BCJ 4350	Criminal Justice Directed Studies	3
Total Hours		121

Promotions within the field of law enforcement most often come from within the department. Qualities such as leadership, honesty, good judgment, and a sense of responsibility are vital; and these, when coupled with sound post secondary training, pave the way for advancement.

Criminal Justice Administration

The Master of Science Degree in Criminal Justice Administration is designed to provide post-baccalaureate education to criminal justice professionals and traditional students who have not yet begun a career in criminal justice. The primary goal of the program is to develop in graduates the ability to analyze, comprehend, and resolve the complex problems confronting the criminal justice system. The program emphasizes theory and research, administration, and the problems involved in effecting change in the criminal justice system. Students will be able to conceptualize the problems of crime and justice from social, cultural, economic, and political perspectives to execute leadership in the field. In addition, the successful graduate will understand research methods and design as well as statistical strategies used to analyze social science research. Course work will also provide a foundation for those students desiring to pursue doctoral studies.



Master of Science Criminal Justice Administration

Core Courses

Course	Title	Hours
MCJ 5078	Computer Applications for Criminal Justice Administration	3
MCJ 5135	Theory of Crime and Criminology	3
MCJ 5390	Critical Analysis of Criminal Justice Administration	3
MCJ 5460	Juvenile Justice Administration and Delinquency	3
MCJ 5532	Research Methods in Criminal Justice Administration	3
MCJ 6150	Training and Development in Criminal Justice	3
MCJ 6230	Constitutional Law for Criminal Justice	3
MCJ 6257	Criminal Courts and Professional Ethics	3
MCJ 6345	Statistical Methods for Criminal Justice Research	3
MCJ 6374	Special Topics in Criminology and Criminal Justice	3
MCJ 6453	Global Terrorism	3
MCJ 6530	Critical Analysis of Criminal Justice Public Policy	3
Total Hours		36

Health Care Administration

Health Care is a business, albeit a special one. Like other businesses, it needs good management to operate effectively. Health Care Administration encompasses individuals in many different positions who plan, organize, coordinate, and supervise the delivery of Health Care.

Health Care Administrators set the overall direction of a medical facility. They are concerned with community outreach, planning, policy making, and complying with governmental agencies and regulations.

The goal of CSU's Health Care Administration degree program is to provide students with a solid foundation of knowledge regarding the health care industry, combined with the discipline to apply that knowledge in a professionally competent manner to advance the health of the local community. Emphasis is placed on building strong communications skills and organizational competence that highlight the effective health care administrator. This program does not offer a clinical or infield experience component. Its purpose is to provide a broad educational background to those already working in the health care field.



The rapidly expanding percentage of our population over the age of 75 will continue to increase the demand for Health Care Administrators.

Bachelor of Science Health Care Administration

General Education		Hours
		61
Course	Title	
BHA 3002	Health Care Management	3
BHA 3501	Community Health	3
BHA 3202	Standards for Health Care Staff	3
BHA 4201	Health Care Law	3
BHA 3401	Health Unit Coordination	3
BBA 3451	Organizational Theory and Behavior	3
BHR 3352	Human Resource Management	3
BHR 3551	Human Relations and Development	3
BBA 3651	Leadership	3
BBA 4751	Business Ethics	3
BBA 3201	Principles of Marketing	3
BBA 3620	Managerial Accounting	3
BHA 4001	Budgeting in Health Care	3
BHA 4101	Quantitative Methods for Health Care	3
BBA 3551	Information Systems Management	3
MA 3010	Elementary Statistics	3
BOS 3651	Total Env, Health, and Safety Mgt	3
BBA 3301	Financial Management	3
BHA 3801	Critical Issues in Health Care	3
BBA 4951	Business Policy & Strategy	3
Total Hours		121

General Education hours that are required for the Health Care Administration degree program are: English Composition 6 hours; Math 3 hours; History 6 hours; Humanities/Fine Arts/Communications 12 hours; Natural Science 8 hours; Behavior/Social Sciences 6 hours; Electives 19 hours.

Information Technology

The Bachelor of Science Degree in Information Technology at CSU is designed for individuals who wish to integrate the different disciplines of information technology within a business applications context. The program is concerned with the development, maintenance, management, and study of computer-based information technology systems in organizations. The program includes extensive training in the application of recordable information and knowledge, and the services and technologies to facilitate their management and use. Courses cover the key concepts of information technology, information systems management, and interpersonal and organizational communications. Graduates of this program will be able to create, maintain, and provide information technology and business related solutions in banking, government, academia, legal and judicial systems, the military, or any entry-level management position.

General Education hours that are required for the Information Technology degree program are: English Composition 6 hours; Math 3 hours; History 6 hours; Humanities/Fine Arts/Communications 12 hours; Natural Science 8 hours; Behavior/Social Sciences 6 hours; Electives 19 hours.



Bachelor of Science Information Technology

		Hours
General Education		61
<i>Course</i>	<i>Title</i>	
ITC 3001	Personal Computer Fundamentals	3
BBA 3602	Principles of Management	3
BBA 3341	Technical Writing	3
BBA 3620	Managerial Accounting	3
BBA 3331	E-Commerce	3
BBA 3391	Information Tech. Cost Analysis	3
ITC 3450	Introduction to Data Communications	3
BBA 3551	Information Systems Management	3
ITC 3840	Maintaining Microcomputer Systems	3
ITC 4010	System Analysis and Design	3
ITC 4210	Programming Concepts and Problem Solving I	3
ITC 4230	Programming Concepts and Problem Solving II	3
ITC 4150	Database Design and Implementation	3
ITC 4175	Database Implementation and Management	3
ITC 4310	Web Design and Development	3
ITC 4390	Internet and Network Security	3
ITC 4453	IT Infrastructure Management	3
BBA 4951	Business Policy and Strategy	3
ITC 4760	Information Technology Evaluation and Implementation I	3
ITC 4780	Information Technology Evaluation and Implementation II	3
Total Hours		121

Information Systems & Computer Technology have changed the face of business. CSU's diverse curriculum produces graduates with the competencies, skills and attitudes that are needed to succeed.

Occupational Safety and Health

Occupational Health and Safety is the science and practice of anticipation, recognition, evaluation, and control of health hazards arising from the work environment. It includes any aspect of health and safety in the workplace, ranging from physical injury, to biological and chemical hazards, to on-the-job-stress.

Bachelor of Science Occupational Safety and Health

General Education		Hours
		61
Core Courses		
Course	Title	
BOS 3001	Fundamentals of OSH	3
BOS 4025	OSHA Standards	3
BOS 3525	Legal Aspects of Safety and Health	3
BBA 3451	Organizational Theory and Behavior	3
BOS 3751	Training and Development	3
BHR 3352	Human Resource Management	3
BFS 3345	Introduction to Fire Prevention	3
BOS 3701	Industrial Ergonomics	3
BOS 4725	Process Safety Management	3
BOS 4601	Accident Investigation	3
BOS 3651	Total Env, Health, & Safety Mgt.	3
BOS 3125	Hazardous Materials Management	3
MA 3010	Elementary Statistics	3
Core Course Credit Hours		39

Concentration Courses - General Program

BOS 4010	Safety Supervisor	3
BOS 3301	Fleet Safety	3
BBA 4851	Production Management	3
BOS 3401	Construction Safety	3
BOS 4301	Industrial Hygiene	3
BOS 3851	Safety Project Management	3
BOS 4201	Toxicology	3
Concentration Course Hours		21
Total Hours		121

OSH/Fire Science Concentration

CSU's Bachelor program in Occupational Safety & Health with a concentration in Fire Science was developed to address the specific needs of those seeking to enter and those seeking to advance through the ranks within the Fire Science field. The presence of dangerous chemicals rolling through our communities on trains and trucks coupled with the hazardous materials often found on site at the industrial plants in proximity to where we live and play has made the role of the modern day firefighter increasingly complex. CSU's Fire Science program is designed to provide students with the technical knowledge and skills to assume positions of responsibility within fire departments and industry.

Fire Science Concentration Courses

BFS 3251	Introduction to Fire Protection	3
BFS 3501	Advanced Fire Administration	3
BFS 4401	Legal Aspects of Fire Protection	3
BFS 4432	Fire Prevention & Code Enforcement	3
BFS 4631	Management of Fire Incident Command Systems	3
BFS 4618	Incendiary Fire Analysis and Investigation	3
BFS 4753	Terrorism Incident Management and Emergency Procedures	3
Concentration Course Hours		21
Total Hours		121

General Education hours that are required for the Occupational Safety and Health degree program are: English Composition 6 hours; History 6 hours; Humanities/Fine Arts/Communications 12 hours; Natural Science 8 hours; Behavior/Social Sciences 6 hours; Math 3 hours; Electives 19 hours.

Graduates with degrees in Occupational Safety and Health (OSH) will find abundant career opportunities in virtually every occupational setting ranging from heavy industry to light manufacturing, construction, transportation, service industries, government operations and insurance companies. Typical job titles include safety manager, safety coordinator, safety engineer, industrial hygienist and loss control manager. Related fields include security, environmental operations and risk management.

Occupational Safety and Health

CSU's Master of Science in Occupational Safety and Health is designed for mid-career professionals who seek to expand their management options. Prospects for employment and advancement in these fields are excellent. In the public and private sector, awareness of the need and benefits of environmental health protection and requirements for occupational safety are keen and increasing.

Employers include industry, academic institutions, and health and regulatory agencies at the local, state, or federal level. Work as an environmental health or safety consultant to private industry or public groups is open to graduates as are special career opportunities in programs with the U.S. Public Health Service and the Centers for Disease Control and Prevention.



With increased global resource consumption tied to both population and standard of living gains, businesses and markets will become increasingly constrained by and dependent upon ecosystems. Thus, it is likely that competitive advantage in the coming years will be rooted in practices such as pollution prevention, design for environment, life-cycle costing, risk assessment and, most importantly, sustainable development.

Master of Science Occupational Safety and Health

Core Courses

Course	Title	Hours
MOS 5101	Safety and Accident Prevention	3
MOS 5201	Safety Engineering	3
MHR 6551	Training and Development	3
MOS 6701	Advanced Ergonomics	3
MBA 5652	Research Methods	3
MOS 6301	Advanced Industrial Hygiene	3
MOS 5301	Fire Protection Technology	3
MOS 5425	Advanced Toxicology	3

Core Course Credit Hours 24

Concentration Courses - General Program

MOS 5525	ISO 14000	3
MOS 6625	System Safety Engineering	3
MBA 6301	Business Ethics	3
MOS 6801	Emergency Management	3

Concentration Course Hours 12

Total Hours 36

MS OSH/Environmental Management Concentration Courses

The program equips leaders, executives, and managers - whether they work in the private sector or for an environmental non-profit organization - with the skills and knowledge necessary to create environmentally and economically sustainable organizations.

Environmental Mgt. Concentration Courses

MEE 5801	Industrial & Hazardous Waste	3
MEE 6201	Advanced Pollution Prevention	3
MEE 5901	Advanced Solid Waste Mgmt	3
MEE 6501	Advanced Air Quality Control	3

Concentration Course Hours 12

Total Hours 36

Environmental Management

The goal of CSU's Environmental Management program is to provide students with a solid foundation in federal and state EPA rules and regulations and cutting edge concepts concerning environmental use and protection. Students enrolled in this program will acquire practical "how to" skills relating to solid waste/hazardous waste management and appropriate measures for minimizing air, soil and water pollution.

General Education hours that are required for the Environmental Management degree program are: English Composition 6 hours; Math 3 hours; History 6 hours; Humanities/Fine Arts/Communications 12 hours; Natural Science 8 hours; Behavior/Social Sciences 6 hours; Electives 19 hours.



Bachelor of Science Environmental Management

General Education		Hours
Course	Title	61
BEM 3101	Assessing Environmental Science	3
BOS 3551	Environmental Issues	3
BEM 4001	Intro to Pollution Prevention	3
BEM 4301	Environmental Strategies	3
BBA 4751	Business Ethics	3
BOS 3701	Industrial Ergonomics	3
BOS 3751	Training and Development	3
BHR 3352	Human Resource Management	3
BBA 3451	Organizational Theory and Behavior	3
BOS 3851	Project Management	3
BEM 3601	Solid Waste Management	3
BEM 4501	Hazardous Waste Regulation	3
BEM 3701	Hazardous Waste Management	3
BEM 3001	Environmental Law and Mgt.	3
BOS 3651	Total Environmental, Health, and Safety Management	3
BEM 4351	Environmental Measures	3
BEM 3501	Air Quality	3
BOS 4201	Toxicology	3
BBA 4851	Production Management	3
BEM 3201	Environmental Assessment	3
Total Hours		121

Industrialization and economic growth have left indelible marks of progress on the 20th Century. However, waste emissions have increased, nonrenewable resources have been depleted, and the ecosystem has become more fragile. In response, an environmental and safety compliance industry has emerged. CSU's Bachelor of Science Degree in Environmental Management offers a solid foundation in understanding complex issues relating to environmental law, regulatory control, compliance, and enforcement.

Bridging the Distance Between Classroom & Online

In association with Alabama's oldest State Universities, the University of North Alabama and the University of West Alabama, CSU offers their online regionally accredited programs.

The University of North Alabama

Where would you like your classroom?

With UNA's DVD Online Learning you decide the when and where - without giving up the main benefit of the traditional classroom - The Professor.

With UNA's state-of-the-art DVD classroom lecture series, your classroom is as close as your DVD player - at home or at your office. Here's how it works. UNA's graduate Professors converted their best "classroom lectures" into DVD movie classroom lecture series that you'll view at your convenience

Anytime, Anywhere

Students can opt to complete a MBA, or a MBA with a concentration in:

- Management
- Marketing
- Computer Information Science
- New Venture Management
- International Business

Why UNA?

- Established in 1830- Alabama's oldest state university
- No Classroom or Scheduled Online Sessions
- State-of-the-art DVD Classroom Lecture Series
- UNA is regionally accredited by SACS
- UNA's Business School is accredited by the Association of Collegiate Business Schools and Programs (ACBSP)
- Federal Financial Aid - DANTES and VA Tuition Assistance

Additional information is available by visiting www.columbiasouthern.edu/una or by contacting CSU's Admission Department at 800-977-8449 or una@columbiasouthern.edu



UNIVERSITY
of NORTH
ALABAMA

The University of West Alabama

Bridging the Distance Between Classroom and Online

Finally - the programs are right, the time is right, and it's never been more convenient. Regionally accredited graduate degrees in education, designed for those of us who must juggle career and family, along with our own professional educational needs, without jeopardizing what we already have.

Online Graduate Programs

- M.Ed. School Counseling
- MSCE Counseling/Psychology
- MSCE School Counseling
- M.Ed. in Secondary Education
- M.Ed. in Elementary Education & Library Media
- MAT - Master of Arts in Teaching (Certification & Non-Certification)

Online Undergraduate Program

Bachelor in Business Administration
Bachelor of Science in Technology

Why UWA?

- UWA is regionally accredited by SACS
- The College of Education is accredited by the National Council for the Accreditation of Teacher Education (NCATE)
- College of Business accredited by the Association of Collegiate Business Schools and Programs (ACBSP)
- UWA established in 1835
- Federal Financial Aid
- DANTES and VA Tuition Assistance

Additional information is available by visiting www.columbiasouthern.edu/uwa or by contacting CSU's Admission Department at 800-977-8449 or uwa@columbiasouthern.edu



THE UNIVERSITY OF WEST ALABAMA
L I V I N G S T O N

Education is a lifetime Commitment

START TODAY ON YOUR PATH TO A BETTER FUTURE!

Attending a traditional college to earn a degree is just not a viable option for many. This, however, will not deter those who truly wish to advance. In today's business climate, otherwise qualified people are often passed over for job promotions simply because they lack a degree. Or worse yet, fall victim to corporate downsizing. This hard fact may not be fair, but it is life.

As a student of Columbia Southern University you will be able to complete your studies in the privacy of your home or office, progressing at a pace that allows you to honor your commitments to family and career.

Distance Learning offers you the best of both worlds. You learn on your own time and on your own terms. But, you are never on your own. When you begin each course of study, you will be assigned a professor who will assist you with questions or concerns you may have. These professors will be readily accessible to you either by phone or e-mail.

Complete the application that appears on the following page. Include support documentation you feel will assist us in our evaluation, such as transcripts, resume, training record etc. Enclose in this mailing, a \$25 Application fee. Within seven to ten working days of receipt of your application we will prepare a detailed Evaluation Report. This report will outline those courses that we have determined you should take. Also listed will be those courses that we have accepted as transfer credit. Included with your Evaluation Report will be an Enrollment Packet. Within this packet you will find all the information you need to make an informed decision to enroll. You have nothing to lose and much to gain.

And finally... Columbia Southern University is a fully accredited member of an accrediting association (DETC). This is important for you to note because this prestigious accrediting body is listed by the U.S. Department of Education and the Council of Higher Education Accreditation. As such, when you decide to enroll, you will have all confidence that you made the right decision, and feel secure in the knowledge that your time and money invested with CSU will be well spent.



CSU allows you to honor family and career obligations while steadily completing your studies.

At CSU we are dedicated to the principle that it is only through your success that we succeed. So don't wait another day. Send in that application. Enroll. Enhance your academic credentials. It may very well change your life!

Include with your application the following:

- **Transcripts (college and military: (AARTS for Army, SMART for Navy/Marines) (VMET is separated from service)**
- **Copies of Professional Licenses**
- **Copies of Professional Certificates that list CEU's awarded or classroom hours attended.**

CSU Offers the following Certification Programs

- Certified Environmental Compliance Manager (CECM)
- Certified Ergonomics Compliance Director (CECD)
- Certificate in Industrial Hygiene Management (CIHM)
- Certification in Arson Investigation (CAI)
- Certified Human Resource Manager (CHRM)
- Certified Pharmacy Technician (CPT)
- Certified Employment Law Specialist (CELS)
- Certified Natural Medicine Specialist (CNMS)

For information on CSU's certification programs please visit our website at www.columbiasouthern.edu or phone the Admission Department at (800) 977-8449.

APPLICATION FOR ADMISSION

1.

Yes! I want to redirect my future by earning my degree at home now!



Columbia Southern University

24847 Commercial Avenue • P.O. Box 3110
Orange Beach, AL 36561

Phone (800) 977-8449 • Fax (251) 981-3815
admissions@columbiasouthern.edu

2.

APPLICANT INFORMATION

Date ____/____/____

Mr. ___ Ms. ___ Name _____ Date of Birth: ____/____/____

Address _____

City _____ State/Province _____ Zip _____

Country _____ E-Mail _____

Marital Status _____ S.S. # _____ - _____ - _____ Cell Phone _____

Telephone: Business (____) _____ - _____ Home (____) _____ - _____ Fax (____) _____ - _____

Best Contact Time: _____ Best Contact Place: _____ Home _____ Office _____

Present Employer _____ Position _____

City _____ State/Province _____ Zip _____

Through what source did you learn of Columbia Southern University? _____

3.

DEGREE PROGRAM FOR WHICH YOU ARE MAKING APPLICATION

- AAS in Business
- BS in Business Administration
- BS in Criminal Justice Administration
- BS in Information Technology
- BS in Marketing
- BS in Health Care Administration
- BS in Occupational Safety & Health
- BS in Environmental Management
- M.B.A.
- MS in Occupational Safety & Health
- MS in Criminal Justice Administration

Concentration Program for which you are making application if applicable:

BS Concentration _____ MBA/MS Concentration _____

4.

PREVIOUS EDUCATION

Please attach a copy of your high school diploma and college transcripts (copies will suffice for evaluative purposes). Note: If faxing transcripts, please fax both sides.

Name of HIGH SCHOOL _____ Year Graduated _____

If you are not a high school graduate, you must have earned a GED. Date Received: ____/____/____

COLLEGE EDUCATION

College/University Name	Date Graduated	Degree Earned	Concentration	Credits Earned

- I wish to receive additional information on how to receive credit for experiential learning.
- I am active military and would like to receive information on DANTES benefits.
- I am a Veteran and would like to receive information on VA benefits.
- I have previously used my VA benefits.

5. ACADEMIC TRANSCRIPTS REQUESTED

If you do not have copies of academic transcripts from the university(s) you have attended, you will need to request that these official transcripts be forwarded to CSU. In the box below, please indicate which schools will be sending us official transcripts. Once we receive these transcripts we will complete your evaluation.

University/ College Name	Your name as it will appear on transcript

PROFESSIONAL LICENSES, CERTIFICATIONS, AND TRAINING PROGRAMS

CSU uses the guidelines established by ACE (American Council on Education) to determine if certain professional licenses, certificates, training programs, and military training warrant the awarding of academic credit. List all professional licenses and/or certifications that have listed the number of CEU's awarded and/or classroom contact hours.

Name of Certificate, License, or Training Program	Date Completed	Documentation Attached (Yes/No)

Please list additional Professional Licenses, Certifications, and Training Programs on a separate paper.

6. I certify that to the best of my knowledge the information provided in this application is accurate and complete. I understand that if this information or any other information upon which my admission is based is found to be inaccurate or incomplete, the school may rescind my degree. If I am approved for admission and decide to enroll at Columbia Southern University, I agree to abide by the rules and regulations of the University as contained in the Student Handbook. I acknowledge that all official transcripts that I submit to the school will become the property of the University and will not be forwarded to another institution or returned to me.

Applicant Signature

Date

7. APPLICATION SUBMISSION

Please forward your completed application along with all necessary documents and your application fee to:
CSU, Admissions Department,
24847 Commercial Ave.,
Orange Beach, AL 36561

Application Evaluation Fee: \$25.00 domestic; \$50.00 foreign.

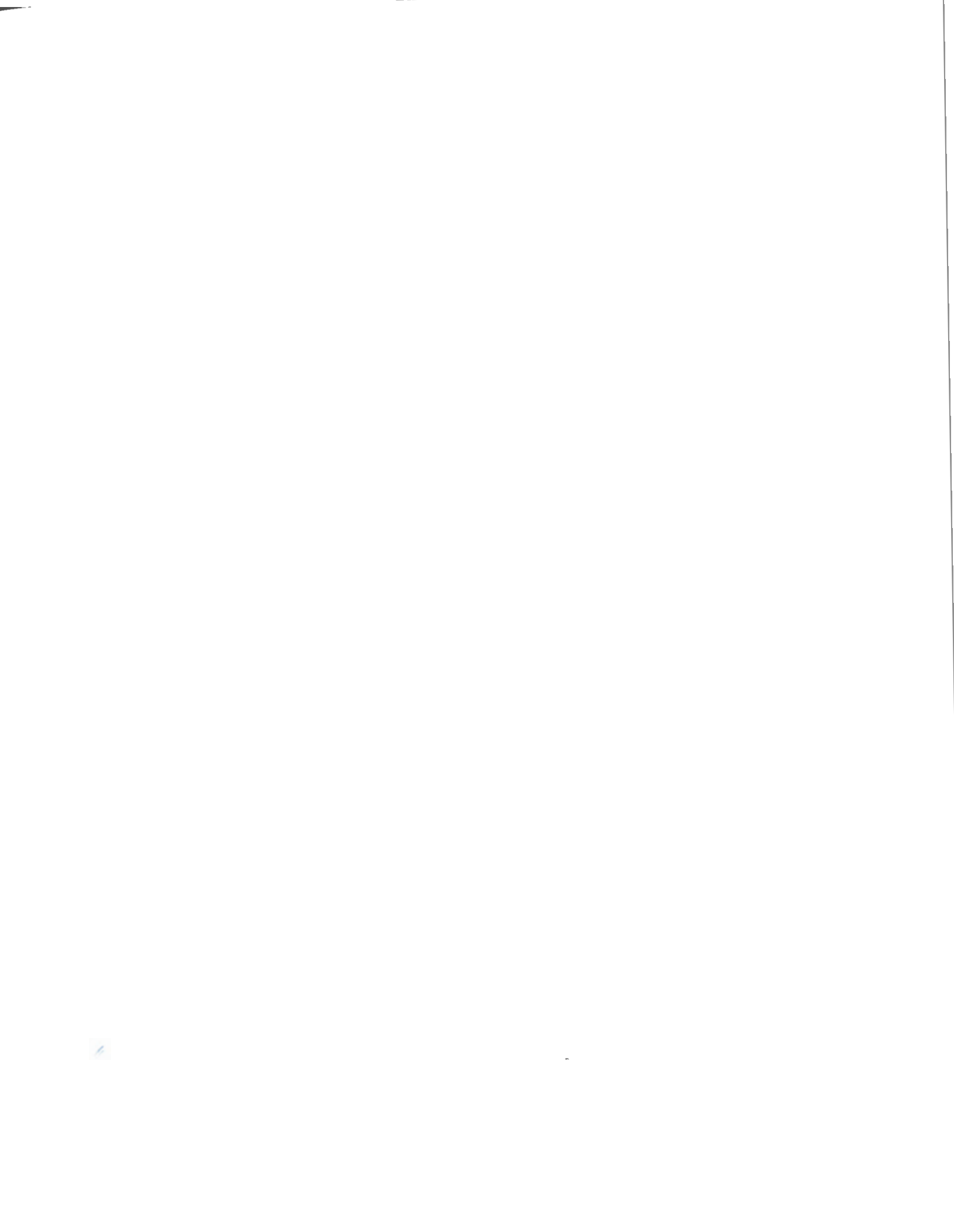
Method of Payment

VISA/MC AMEX CHECK ENCLOSED

Card No.

Exp. Date

Name on Card



Columbia Southern University

24847 Commercial Avenue

Orange Beach, AL 36561

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