



Columbia Southern University



Information Catalogue

COLUMBIA SOUTHERN UNIVERSITY

ACCREDITED MEMBER OF THE DISTANCE
EDUCATION AND TRAINING COUNCIL (DETC)

On **L**ine
Learning

Columbia Southern University's Online Programs are designed with you in mind. Incorporating the latest advances in technology, the University provides you with a dynamic, interactive learning environment and access to high quality accredited education via the Internet.

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Through the Advancement of the Individual*

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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

Bachelor of Science Degree Programs:

- Business Administration
- Criminal Justice Administration
- Environmental Management
- Occupational Safety and Health
Fire Science Major available
- Health Care Administration

Master Degree Programs:

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

CSU Business Administration (BA) Majors:

- BA/Marketing
- BA/Human Resource Management
- BA/E-Business and Technology
- BA/Project Management
- BA/International Administration
- BA/Sport Management

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.
Director of Education

Robert Mayes, Jr., BS
Vice-President of Operations

M. Ray Curtis, Ph.D.
Vice-President Finance

F. Poche Waguespack, M.S.
Dean of Students

Thomas Cooley, BS
Registrar

Polly Waguespack, Ph.D.
Director of Development

Mark McKnight
Assistant Dean for Course Design and
Development

Ricky Wayne Cooper
Senior Corporate Admissions Director
Military Liaison

*Choose a Distance Learning University that has gone the
distance to enhance its credentials to better serve you.*



**Council for
Higher Education
Accreditation**

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). CHEA is a non-profit organization serving as the national advocate for self-regulation through accreditation. Institutional membership is limited to nationally or regionally accredited colleges or universities.

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, and how it can help you complete your college degree at Columbia Southern University, you can call DANTES, or phone CSU's Admissions Department.

Columbia Southern University is approved for Veterans' Educational Benefits. Eligible learners 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).

**AMERICAN
COUNCIL ON
EDUCATION**

Columbia Southern University is an institutional member of the American Council on Education (ACE). ACE is the nation's umbrella higher education association. Institutional membership is limited to nationally or regionally accredited colleges or universities.

CAEL Council For Adult and
Experiential Learning

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. Institutional membership is limited to nationally or regionally accredited colleges or universities.

USDLA
U.S. Distance Learning Association

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.



*Excellence is never an accident —
Excellence is a planned event.*



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 Directed Studies 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 towards 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 community. 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.

- | | |
|--------------------------|----------------------------------|
| Amoco Health Services | Mercedes-Benz |
| Amtrak Police Department | Mercury Marine |
| Austin Power Company | Methodist Hospital |
| Ball Park Brands | Mid Atlantic Coca Cola Bottling |
| Bayer Corporation | Nabisco |
| BFI | OSH Dept. Patuxent River |
| Boeing | Presbyterian Child Welfare |
| Commonwealth of VA | Prince George's County Educators |
| Dept. of Corrections | RustoOleum Corp |
| Coach USA | Sperry Sun |
| Dupont | Sprint PCS |
| Entergy | State of Colorado |
| General Electric Capital | Syscon Corp. |
| Georgia-Pacific | Tenneco |
| GTE | Texaco |
| Illinois Central College | The Stroh Brewer Co. |
| Kal Kan Foods, Inc. | Toyota Motor Manufacturing |
| Kodak | Universal Studios, CA |
| McDermott Inc. | UPS |





Education Makes a Difference

Columbia Southern University makes 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. Kaczmariski
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.

WHAT IS DISTANCE EDUCATION?

Earning a degree through Distance Education is much the same as earning a degree at a residential university. But here at CSU there are no classes to attend, hard to find professors to contend with, parking hassles, etc. At CSU you are in a classroom of one.

CSU is not structured on semesters. As a CSU student you can begin your course of study when you are ready and within defined parameters progress at your own pace. You do not obligate yourself to a full degree program, but instead select a payment option for one module at a time. Each module is comprised of four courses. Though you may take more than one course at a time, we strongly recommend that you do not, at least until you become entirely comfortable with the format. If you score well on this first course and then wish to accelerate your studies you certainly may, provided you (a) maintain a 2.0 GPA if enrolled in a Bachelor program and a 3.0 GPA if enrolled in a Master program, and (b) you are able to complete multiple courses in the allotted time frame.

Once you have completed the enrollment process, you will take those core and major/concentration courses required of you in the sequence in which they appear on your evaluation report. General Education courses may be taken in any sequence. Though you may petition the university to alter this established course sequence, we recommend that you do not. At the beginning of each course you will be assigned a professor who will be readily available to you via e-mail or phone.

Since CSU offers courses both online and via print media - you choose the method that CSU will deliver your course materials to you. Both course delivery methods utilize printed textbooks.

ADMISSIONS REQUIREMENTS

Certificate Programs

High school diploma or its equivalent.

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 admissions policy. Applications for admissions evaluation and enrollment are accepted throughout the calendar year.

THE ADMISSIONS PROCESS

1. Application

Complete the Application for Admissions located in the back of this catalogue. 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 them 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, indicate your desire to do so on the application by checking the provided box. Along with your evaluation, CSU will forward a Prior Learning Portfolio Guidelines packet. This packet will include step-by-step instructions on how you may earn credit for experiential learning. For additional information on "Experiential Learning" see page nine.

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

2. Evaluation

Columbia Southern University will conduct a comprehensive evaluation of your prior academic credit. Within twelve to fifteen 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. Module 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.

THE ADMISSIONS PROCESS



Success Is A Matter Of Degrees

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 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 accredited/approved academic institutions when the course content is deemed to be the equivalent to our own. Only those courses on which applicant/student has earned a "C" 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 complete a Prior Learning Portfolio that properly documents 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.



THOMAS COOLEY, REGISTRAR
Member American Association of Collegiate Registrars and Admissions Officers (AACRAO)

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. Once you review all the requirements necessary to prepare a Portfolio, you may submit to CSU at the time of enrollment a Portfolio Assessment Application. By including this completed form with the Enrollment Agreement, you signal to us your intent to submit a Prior Learning Portfolio for those courses you list. 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:

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

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



TUITION AND FEES

	<i>Per Credit Hour Rate</i>
Bachelor Degree	\$125.00
Master Degree	\$175.00
Portfolio Assessment (Experiential Learning)	\$ 55.00
Alumni Tuition Rate	

Graduates of CSU's Bachelor Degree Programs who enroll in CSU's Master Degree Programs are entitled to a 15% reduced tuition rate.

METHOD OF PAYMENT

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

Module Payment Options

Columbia Southern University offers the following payment options.

- #1. **Module Payment in Full.** A single payment of tuition. (Deduct \$50 from the total module tuition for Payment in Full.)
- #2. **Financing Option.** Columbia Southern University offers a tuition finance program for up to seven months, interest free. A minimum down payment of \$395 is required. You may choose to pay your monthly installments either by check/money order or through automatic payments from your credit card or banking account. If you select either automatic payment option, you may deduct \$50 from your module tuition. The first monthly payment will be in approximately 30 days from the date of enrollment, and all subsequent payments will be set up to be due on the same day of the remaining months. Module tuition must be paid in full upon completion of each module.
- #3. **Corporate Reimbursement.** Many employers have recognized the value of CSU's degree programs and have written reimbursement policies in place. For those students whose employers offer tuition reimbursement, CSU offers a Per Course Payment option.
- #4. **Military Tuition Assistance.** Tuition assistance is available for all active and retired military personnel through either DANTES (active) or VA (retired) Benefits. Students eligible for this option may pay their tuition on a per course basis.
- #5. **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 must submit a written notice to the University. The "date" of withdrawal will be the date CSU receives your request to withdraw. Your request will be processed by the Registrar's Office within 10 working days.

REFUND POLICY

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.



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

HOW INDEPENDENT STUDY WORKS

A Study Guide will accompany each course that you are required to take. These guides will identify concepts and ideas deemed to be of primary significance. These guides will also contain a list of performance-based objectives (e.g. list, explain, define, discuss, summarize, identify, etc.), which a person knowledgeable in the course content should be able to perform. You earn credit when you satisfactorily meet these objectives.

FACULTY ADVISORS

At the beginning of each course of study you will be assigned a course specific faculty advisor. This person will be readily available to assist you with questions or concerns you may have.

LIBRARY ACCESS

To assist you in finding resources online, CSU's website www.columbiasouthern.edu provides links to information sources related to our degree and certificate programs. Additionally, our website contains links to major online libraries, such as the Internet Public Library and the Library of Congress. If you do not have a computer available, you may access the Internet at most local libraries.

BOOKSTORE

The University Bookstore inventories all required textbooks. You are not required to purchase textbooks through CSU.

MODULE COURSE SEQUENCE

You begin your degree program by enrolling in your first module. Based upon the required courses outlined in your personal Evaluation Report, you may elect to complete degree core and major/concentration courses prior to satisfying General Education requirements, provided course and/or degree program prerequisites are satisfied. Degree core and major/concentration courses are to be taken in the sequence they appear on your evaluation report.

PERSONALIZED SERVICE

All of us here at CSU 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.



E. POCHE WAGUESPACK, MS
DEAN OF STUDENTS

TIME ALLOTTED FOR COURSE COMPLETION

You are allowed ten weeks to complete each individual course that is required of you. If circumstances are such that you feel you cannot complete a course in the allotted time frame, a written extension request must be received by the Dean of Students one week prior to the course end date. The 30-day course extension fee is \$50.

LEAVE OF ABSENCE

CSU understands that life events can on occasion necessitate that you set your studies aside for a time. Should this become necessary, you must notify the Dean of Students in writing of your intentions to be placed into an LOA (Leave of Absence) status. If granted the fee for a six month Leave of Absence is \$50. Students may take one LOA per calendar year.

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.

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. 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.

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 your express written authorization.

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.

ONLINE COURSES

Columbia Southern University is committed to ongoing review of our learning objectives, our programs, and our courses to ensure that our students are kept abreast of the latest principles, theories, and applications pertaining to their field of study. As such, some courses undergoing course revisions may not be available online. For a complete listing of available online courses, please visit our website at www.columbiasouthern.edu.

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 \$9, study guide only \$5.00; change of program fee \$150; final exam retake fee \$50; graduation fee \$75; return check fee \$25; late payment fee \$15; additional transcript fee \$10. Fees are nonrefundable.



Students opting to complete their courses online enjoy benefits including completing unit exams online with immediate grading. Other features that will enhance your learning are discussion boards, chat rooms, 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.

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.

ENGLISH COMPOSITION

EH 1010	English Composition I	3
EH 2010	English Composition II	3

COMMUNICATIONS

CM 1010	Business Communications	3
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COMPUTER

CS 1010	Computer Essentials	3
CIS 3551	Visual Basic I	3

LITERATURE AND FINE ART

AL 1010	American Literature I	3
AL 2010	American Literature II	3
AR 1010	Art History	3

MATH

MA 1050	Fundamentals of Accounting	1
MA 1010	Finite Math	3
MA 2010	Modern Math	3
MA 3010	Elementary Statistics	3

HUMANITIES

HY 1010	Western Civilization I	3
HY 2010	Western Civilization II	3

HISTORY

HY 1110	American History	3
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SOCIAL, POLITICAL AND ECONOMICS SYSTEMS

PS 1010	American Government	3
PS 2010	American State and Local Politics	3
PSY 1010	General Psychology	3
PSY 2010	Abnormal Psychology	3
SOC 1010	Intro to Sociology	3

NATURAL SCIENCES

ES 1010	Earth Science	3
PH 1010	Intro to Physics	3

PHILOSOPHY

PHL 1010	Critical Thinking	3
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JOSEPH A. MANJONE, Ed.D.
DIRECTOR OF EDUCATION

The sixty hours of General Education hours required of all Bachelor level degrees are not a condition of admission here at CSU. Students who lack these hours may enroll at any time and immediately begin to take those courses that comprise the core and major courses of their degree program. General Education courses may be taken simultaneously. These required GE courses may be taken either through the University or via CLEP examination if available. The exceptions to this policy are those select few General Education courses identified as prerequisites.

Of the sixty hours of General Education that must be met, roughly 2/3rd are degree specific. These are outlined for each program on pages 12, 16, 17, 18 and 20 respectively. The balance of General Education hours needed may be electives of the student's choosing. Any course offered by CSU including general education courses may be taken to satisfy these elective requirements.

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.



Three of the four fastest growing occupations groups will be Executive, Administrative, and Managerial. Qualities such as leadership, decisiveness, flexibility, motivation, and effective communication skills will always be necessary but of ever-increasing importance is formal education.

**BACHELOR OF SCIENCE
BUSINESS ADMINISTRATION**

General Education	Hours 60
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Core Courses

Course	Title	Hours
BBA 3651	Leadership	3
BBA 4751	Business Ethics	3
BBA 3602	Principles of Management	3
BBA 3201	Principles of Marketing	3
BBA 4951	Business Policy and Strategy	3
BHR 3352	Human Resource Management	3
BBA 2101	Business Law	3
BBA 3331	E-Commerce	3
BBA 3301	Financial Management	3
BBA 3551	Information Systems Management	3
BBA 2401	Macroeconomics	3
BBA 2201	Principles of Accounting I	3
BBA 2151	Business Statistics	3

Core Course Credit Hours 39

General Education hours that are specific to the Business Administration degree program are: English Composition 6 hours*; Math 6 hours*; Humanities 6 hours; Literature & Fine Arts 6 hours; Natural Science 6 hours; Social & Political Science 6 hours; Computer Science 3 hours*. Those courses identified by an (*) are prerequisite.

Major Courses - General Courses

BBA 2301	Principles of Accounting II	3
BBA 4201	Financial Institutions	3
BBA 4851	Production Management	3
BBA 2501	Principles of Microeconomics	3
BBA 4301	International Finance	3
BBA 3701	International Trade	3
BBA 3451	Organizational Theory & Behavior	3
Major Course Hours		21
Total Hours		120

Business Administration Major Programs

Enabling students to tailor the Business Administration degree program to meet their particular needs, CSU's Business Administration degree program offers six majors. 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 of you, 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 major, your diploma would indicate that you earned a Bachelor of Science in Business Administration with a Major in Marketing.

Business Administration/Marketing

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

Marketing Major Courses

BBA 3211	Consumer Behavior	3
BBA 3221	Sales Management	3
BBA 3231	Marketing Research	3
BBA 3241	Marketing Problems & Strategies	3
BBA 3251	Internet Marketing Principles	3
BBA 3261	Professional Selling Methods	3
BBA 3271	Advertising	3

Major Course Hours 21
Total Hours 120



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 major 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 your human resources.

Human Resource Management Major Courses

BHR 3551 Human Relations & Development	3
BHR 3565 Employment Law	3
BHR 3301 Compensation and Benefits	3
BCJ 4385 Workplace Security	3
BHR 4350 Collective Bargaining	3
BHR 4601 Staffing Organizations	3
BHR 4501 International HRM	3
Major Course Hours	21
Total Hours	120

Business Adm./E-Business and Technology

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 major in E-Business and Technology introduces students to the critical competencies and skills needed to identify, develop, and implement e-commerce business strategies.

E-Business and Technology Major Courses

BBA 3321 E-Commerce Logistics	3
BBA 3351 E-Commerce and Knowledge Mgt.	3
BBA 3381 Internet Entrepreneurship	3
BBA 3391 Information Technology Cost Analysis	3
BBA 3371 Technology in Customer Relations	3
BBA 3361 On-line Communication and Behavior	3
BBA 3341 Technical Writing	3
Major Course Hours	21
Total Hours	120

Business Adm./Project Management

Good Project Managers get the job done on time and within budget while meeting exacting specifications. CSU's Bachelor in Business Administration with a major 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 Major Courses

BBA 3626 Project Management Overview	3
BBA 4026 Organizational Communications	3
BBA 4126 Project Planning	3
BBA 3926 Cost and Scheduling Basics	3
BBA 3826 Problem Solving	3
BBA 4226 Risk Management	3
BBA 4326 Procurement & Contract Management	3
Major Course Hours	21
Total Hours	120

Business Adm./International Administration

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 Administration 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 Administration Major Courses

BBA 3701 International Trade	3
BBA 4301 International Finance	3
BBA 4426 International Management	3
BBA 4351 International Economics	3
BBA 4551 Inter-cultural Management	3
BBA 4446 International Legal Operations	3
BHR 4501 International HRM	3
Major Course Hours	21
Total Hours	120

Business Adm./Sport Management

If you have ever dreamed of a career in Sport Management, CSU's Bachelor degree with a major 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 Major Courses

BSM 3701 Sociology of Sport	3
BSM 3801 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
Major Course Hours	21
Total Hours	120



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

If you really 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.

Qualified applicants of CSU's MBA Program will possess a Bachelor Degree earned from an accredited/approved institute.

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 5985 Project Management	3
MBA 5651 Research Methods	3
MBA 7001 Research	1

Core Course Credit Hours 25



DR. RAY CURTIS
VICE-PRESIDENT FINANCE/CFO



P. WAGUESPACK, PH.D.
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 Concentration Courses - General Program

MBA 5001 Economics for Managers	3
MBA 5301 Corporate Finance	3
MBA 5201 Advanced Accounting	3
MBA 6151 Operations Research	3
Concentration Course Hours	12
Total Hours	37

“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.”

Powershift
Alvin and Heidi Toffler

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 of you, you complete the concentration major courses of your choice.

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	37

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	37

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 and Development	3
Concentration Course Hours	12
Total Hours	37

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 Risk Management	3
Concentration Course Hours	12
Total Hours	37

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	37

MBA/Public Administration Major 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	37

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	37

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	37

Technology at your Fingertips

Education at your Convenience

MBA on your Resume

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 those officers who are 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 specific to the Criminal Justice Administration degree program are: English 6 hours (*); Communications 3 hours (*); Math 3 hours; Humanities 6 hours; Literature and Fine Arts 6 hours; Natural Sciences 6 hours; Social and Behavior Sciences 12 hours. Those courses identified by an (*) are prerequisites to the Criminal Justice Administration courses.



BACHELOR OF SCIENCE CRIMINAL JUSTICE ADMINISTRATION

		Hours
General Education		60
<i>Course</i>	<i>Title</i>	
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		120

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.



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 specific to the Environmental Management degree program are: English 6 hours; Humanities 6 hours; Literature and Fine Arts 6 hours; Computer Tech 3 hours, Natural Sciences 6 hours (*); Math 6 hours (*); Philosophy 3 hours. Those courses identified by an (*) are prerequisites to the Environmental Management courses.

BACHELOR OF SCIENCE ENVIRONMENTAL MANAGEMENT

		Hours
General Education		60
<i>Course</i>	<i>Title</i>	
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		120

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.

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

	<i>Hours</i>
General Education	60

Core Courses

<i>Course</i>	<i>Title</i>	
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
BOS 4101	Fire Protection	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
BBA 2151	Business Statistics	3

Core Course Credit Hours 39

Major Courses - General Program

BOS 4010	Safety Supervisor	3
BOS 3851	Safety Project Management	3
BBA 4851	Production Management	3
BOS 3301	Fleet Safety	3
BOS 3401	Construction Safety	3
BOS 4301	Industrial Hygiene	3
BOS 4201	Toxicology	3

Major Course Hours 21

Total Hours 120

OSH/Fire Science Major

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 Major Courses

BFS 3501	Advanced Fire Administration	3
BFS 3601	Fire-Prevention Organization & Mgt.	3
BFS 3701	Incendiary Fire-Analysis/Investigation	3
BFS 3801	Disaster and Fire Defense Planning	3
BFS 3901	Fire Related Human Behavior	3
BFS 4001	Fire Protection Structure	3
BFS 4101	The Community and Fire Threat	3

Major Course Hours 21

Total Hours 120

General Education hours that are specific to the Occupational Safety and Health degree program are: English 6 hours (*); Communications 3 hours (*); Humanities 6 hours; Literature and Fine Arts 6 hours; Math 6 hours; Social Sciences 6 hours (*); Natural Sciences 6 hours (*); Philosophy 3 hours. Those courses identified by an (*) are prerequisites to the Occupational Safety and Health courses.

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 fire protection, security, environmental operations and risk management.



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.

Qualified applicants of CSU's M.S. OSH Program will possess a Bachelor Degree earned from an accredited/approved institute.

MASTER OF SCIENCE OCCUPATIONAL SAFETY AND HEALTH

Core Courses

Course	Title	Hours
MHR 6551	Training and Development	3
MOS 5201	Safety Engineering	3
MOS 6701	Advanced Ergonomics	3
MBA 5651	Research Methods	3
MOS 5101	Safety and Accident Prevention	3
MOS 6301	Advanced Industrial Hygiene	3
MOS 5301	Fire Protection Technology	3
MOS 5425	Toxicology II	3
MOS 7001	Research	1

Core Course Credit Hours 25

Concentration Courses - General Program

MOS 5525	ISO 14000	3
MOS 6625	System Safety Engineering	3
MBA 6301	Business Ethics	3
MOS 6901	Advanced Topics in Occupational Safety and Health	3

Concentration Course Hours 12

Total Hours 37

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.



The growth of career opportunities and the demand for qualified professionals has increased the need for education in the field of Occupational Health and Safety.

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 Management	3
MEE 6501	Advanced Air Quality Control	3

Concentration Course Hours 12

Total Hours 37

Health Care is a business, albeit a special one. Like other business, it needs good management to operate effectively. The term, 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 in-field 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 Service Administrators.

BACHELOR OF SCIENCE HEALTH CARE ADMINISTRATION

		Hours			
General Education		60			
<i>Course</i>	<i>Title</i>				
BHA 3002	Health Care Management	3	BHA 4001	Budgeting in Health Care	3
BHA 3501	Community Health	3	BHA 4101	Quantitative Methods for Health Care	3
BHA 3202	Standards for Health Care Staff	3	BBA 3551	Information Systems Management	3
BHA 4201	Health Care Law	3	BBA 2151	Business Statistics	3
BHA 3401	Health Unit Coordination	3	BOS 3651	Total Env, Health, and Safety Mgt	3
BBA 3451	Organizational Theory and Behavior	3	BBA 3301	Financial Management	3
BHR 3352	Human Resource Management	3	BHA 3801	Critical Issues in Health Care	3
BHR 3551	Human Relations and Development	3	BBA 4951	Business Policy & Strategy	3
BBA 3651	Leadership	3	Total Hours		120
BBA 4751	Business Ethics	3			
BBA 3201	Principles of Marketing	3			
BBA 2205	Principles of Accounting	3			

General Education hours that are specific to the Health Care Administration degree program are: English 6 hours*; Speech 3 hours; Math 3 hours*; Computer Science 3 hours*; Social, Political and Economics 9 hours; Humanities 6 hours; Literature and Fine Arts 6 hours; Natural Science 6 hours; Philosophy 3 hours. Those courses identified by an (*) are prerequisites to the Health Care Administration courses.



To ensure the quality of our programs, we have assembled a team of highly respected individuals who have earned their undergraduate or graduate degrees from such prestigious universities as University of Notre Dame, Loyola University, Old Dominion University, University of Nebraska, Florida State University, University of Texas, University of Colorado, University of Michigan, Ohio State, University of Iowa, Indiana State University, Portland State, University of Georgia, and University of Louisville.

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Glenn Appelt, Ph.D., R.PH.
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Dan Busekris, MA
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Truman State University

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University of South Alabama

Dr. Andrew Edelman
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Leeds University

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George Williams College

Gregory Wilson, DBA
Management and Leadership
Southern California University
of Professional Studies

Dr. Richard Yellen
Management Information
System
University of Arizona



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 with application, support documentation you feel will assist us in our evaluation. Such items as transcripts, resume, training record etc. Enclose in this mailing, a \$25 Application fee. Within ten to twelve 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. Secure in the knowledge that your time and money invested with us will be well spent.

All of us here at CSU 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:

- A detailed resume
- Transcripts (copies will suffice for evaluative purposes)
- Military service record
DD214 form
VMET certificate (if you exited service after 1991)
- Copies of Licenses Held
- Copies of Professional Certificates
- Certificates of attendance for training programs, seminars, workshops, etc.



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

CSU OFFERS THE FOLLOWING CERTIFICATION PROGRAMS

- | | |
|---|--|
| Certified Environmental Compliance Manager (CECM) | Certified Human Resource Manager (CHRM) |
| Certified Ergonomics Compliance Director (CECD) | Certified Pharmacy Technician (CPT) |
| Certificate in Industrial Hygiene Manager | Certified Employment Law Specialist (CELS) |

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



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