



Columbia Southern University



Information Catalogue



*The World Advances
Through the Advancement of the Individual*

COLUMBIA SOUTHERN UNIVERSITY

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THE DIFFERENCE

CSU

Education Makes A Difference

Columbia Southern University Makes The Difference!



CSU – A Quality Alternative

Thank you for your inquiry. I am confident that in review of this catalogue you will come away impressed with Columbia Southern University. We strive each day to serve our students well and we will be pleased to count you amongst our students. Just a few highlights of CSU:

Licensed Degree Granting Institution – Department of Education State of Alabama. The quality of our curricula and methods of instruction are deemed to be the equivalent to that of residence study within the context of the non-traditional method of operation.

Textbooks and Course Materials – CSU uses the same textbooks that would be found at resident universities and colleges. Accompanying Study Guides have been prepared by textbook authors, and/or major publishing companies especially for the distant learner.

Faculty – CSU retains both resident faculty members and adjunct professors to assist you each step of the way.

Student Services – Every member of our team is committed to ensuring your satisfaction. We are dedicated to the principle that it is only through your success that we succeed.

On-Line Services – CSU's website contains both an On-Line Student Forum, where students may interact with faculty, staff, and fellow students, and an On-Line Library, providing links to such valuable resources as the Library of Congress.

Allow Columbia Southern University to be the academic key
that unlocks the door to your potential.

If you are serious about your education – CSU is your only serious choice.

. . . CSU Makes The Difference!



THE MISSION

Columbia Southern University was established as a comprehensive, academic institution of higher learning. The University's mission is to educate students in Business Administration, Computer Information Science, Human Resource Management, Criminal Justice Administration, Environmental Management, Occupational Safety and Health, Health Administration and Research.

Columbia Southern University was established to assist mature individuals who:

- are seeking to acquire skills necessary to compete effectively in an increasingly competitive marketplace.
- have a clear understanding that career advancement is closely tied to ongoing education.
- are seeking personal enrichment through education.
- are underemployed.
- are unemployed; victimized by layoffs, down sizing, and technological displacement.

Columbia Southern University is structured to:

- allow students to schedule their study time to accommodate career commitments and family responsibilities.
- allow students to work at their own pace within defined parameters.
- recognize prior educational achievements and experiential learning.
- offer a quality education at an affordable price.

Columbia Southern University's staff objectives are:

- to create an educational environment that enables the nontraditional student to achieve their academic goals.
- to assist our students every step of the way as they progress through their degree programs.
- to be readily accessible to our students.



ADMINISTRATION

Bob Mayes, Ph.D.

President

M. Ray Curtis, Ph.D.

Vice-President Academic Affairs

Robert Mayes, Jr., BS

Vice-President of Operations/COO

F. Poche Waguespack, MS

Dean of Students

Thomas Cooley, BS

Registrar/Student Services

Henry Edward Florey, Ed.D.

Director of Education

Polly Waguespack, Ph.D.

Director of Development



Dear Prospective Student,

Education makes a difference.

In today's fast paced world, attending a traditional college to earn a degree is simply not a viable option for many. This reality, however, will not deter those who realize that far too often, otherwise qualified people are passed over for job promotions simply because they lack a degree. This hard fact may not be fair, but it is life.

By choosing a distance education program, you are able to earn your degree in the privacy of your home at a pace that will enable you to honor your obligations to family and career while steadily progressing through your degree program in far less time than a traditional university would require.

At Columbia Southern University, our degree programs afford you much greater flexibility than traditional colleges and universities allow. Academic credit can be awarded by transfer credit, credit by examination, credit for training programs, professional licenses and certificates, and work/life experience deemed relevant.

Columbia Southern University degree programs are not for everyone. Alternative education does not require classroom attendance or set schedules. For this reason, commitment and self discipline are essential. If you are self motivated and dedicated to the proposition that professional excellence and personal growth is a lifelong commitment, then CSU is right for you.

At Columbia Southern University, we strive each day to serve our students to the best of our ability. I give you my word that we will do all in our power to ensure that your time spent with us proves pleasant and valuable.

Columbia Southern University makes the difference.

Sincerely,

Bob Mayes, Ph.D



Achieving Excellence is never an accident—

Excellence is a planned event.

GENERAL INFORMATION



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

LICENSE

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 to 1-10.

BOOKSTORE

The University Bookstore inventories required textbooks to ensure availability of appropriate texts and supplemental course materials. Students are not required to purchase textbooks through CSU.

ACADEMIC CALENDAR

Columbia Southern University has an open admissions policy. Applications for admissions evaluation and enrollment are accepted throughout the calendar year.

UNIVERSITY BUSINESS HOURS

Columbia Southern University is open for business Monday through Friday, 8:00 a.m. to 5:00 p.m., Central Standard Time. CSU observes the following holidays.

New Years Day	Labor Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Week
Independence Day	

PERSONALIZED SERVICE

Columbia Southern University is committed to your success. We are available to assist you with information concerning enrollment, tuition, course work, examination procedures, grading methods, and graduation requirements.

We are only a phone call away.

ATTENDANCE

As a Directed Studies institution, Columbia Southern University does not require classroom attendance. Students are allowed to set their own pace within reasonable parameters. Students are expected to complete one course each ninety days. However, should personal/professional circumstances arise that prevent students from adhering to this schedule, extensions are routinely granted.

HOW INDEPENDENT STUDY WORKS

Courses that will comprise your individually tailored degree program will be accompanied by a Study Guide. These guides will identify each concept or idea determined to be of primary significance, and will contain a list of performance based objectives (e.g. list, explain, define, discuss, summarize, identify, etc.) which a person knowledgeable in the course content would be reasonably able to perform. You earn credit when you have performed these tasks and objectives satisfactorily. Using the main text, corresponding Study Guide and any outside reference resources deemed necessary, you will research and master the objectives of the course. Once all assignments are completed, a proctored final examination is administered. Following the successful completion of the final exam, the University will forward your official grade card.

TRANSFER POLICY

Columbia Southern University accepts transfer credits from accredited colleges and universities when the course content is deemed to be the equivalent to our own. Most colleges and universities enforce similar policies regarding transfer credit. The University does not guarantee or warrant that academic credit earned from Columbia Southern University will be transferable to another college or university.

The CSU faculty and administrative staff are dedicated to the principle that it is only through your success that we succeed.



BUSINESS & PROFESSIONAL RECOGNITION

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.

ACTS
 Allant Cellular
 Allegheny University Health Sciences
 Alpine Medical Group
 American Medical Response
 Amoco Health Services
 Amtrak Police Department
 Austin Power Company
 Ball Park Brands
 Bayer Corporation
 BFI
 Boeing
 Bon Secours St. Joseph Hospital
 Burlington Resources
 Center Point Fire Dept.
 Champion Internat'l Corp.
 City of Alpharetta
 City of Altoon PD
 City of Chandler (PD)
 City of Grand Rapids
 City of Hillsboro
 City of Horicon (PD)
 City of LaPorte, Texas
 City of Madison, FL
 City of Pembroke Pines
 City of Spokane
 City of Williamsbury, VA
 City of Wilmington (Traffic Dept)
 Clark County
 Columbus County (PD)
 Commonwealth of VA Department Corrections
 Coach USA
 Dupont
 Eco Systems, Inc.
 Entergy

Environmental Management Consultants, Inc.
 General Electric Capital
 Georgia-Pacific
 GTE
 Gwinnett County Sheriff's Dept.
 Health Net
 Illinois Central College
 Industrial Health Care Inc.
 Kal Kan Foods, Inc.
 Kodak
 Kyowa America Corp.
 Lansdowne Police Department
 McDermott Inc.
 Mercedes-Benz
 Mercury Marine
 Methodist Hospital
 Metro-Dade Police Department
 Mid Atlantic Coca Cola Bottling
 Millennium Laboratories
 Modern Technologies
 Morris County Park Police Dept.
 Nabisco
 National Health Services, Inc.
 Newport Police Department
 OSH Dept. Patuxent River
 Paradise Oaks Youth Services
 Park District of Highland Park
 Polk County Sheriff Department
 Port of Seattle
 Presbyterian Child Welfare
 Prince George's County Educators Assoc.
 Raritan Township Police Dept
 Raytheon
 Royal Vendors
 RustoOleum Corp
 Safety Kleen



Sea Converting
 Sheriff's Dept. Canton, GA
 Southwest Trails
 Sperry Sun
 Sprint PCS
 State of Colorado
 Summa Health System
 Sun Company
 Sunoco
 Syscon Corp.
 Tennaco
 Texaco
 The Stroh Brewer Co.
 Town of Flower Mound
 Town of Morrisville (PD)
 Township of Bedminister
 Toyota Motor Manufacturing
 Underwriters Laboratories
 Universal Studios, CA
 UPS
 Valley Forge Sewer Authority
 Vitalink
 Volunteer State Community College
 Waste Control Specialist

LETTERS FROM OUR GRADUATES



I am writing to you in gratitude for the opportunity to attend Columbia Southern University via correspondence study. I completed my BS in Health Administration in 1996 and am nearing completion of my MS in Health Administration. **Without these credentials it would not be possible for me to remain viable in a very competitive healthcare environment.**

Harold Lance DeBord

I was amazed at how my degree gave me almost instant stature and credibility in my field. My degree certainly increased my earning potential. **My enrollment at Columbia Southern University was one of the best professional decisions of my career.**

Michael V. Manning Manning & Associates

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 shiftwork 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, received in 1994, 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

I want to take a moment to write you and let you know how my MBA has impacted my life. Since graduating, I find that more opportunities are open to me. My degree has increased my value to the Air Force and my chances of promotion. **I thank you and your staff for a job well done.**

Nathaniel Bryant

It is with great appreciation that I write this letter to you. **After spending many years away from college for various reasons, raising a family, financial priorities, etc. CSU made it possible for me to complete my degree.** . . . my opportunities for advancement to the levels that I strive for are now much more attainable.

Robert J. Stoll

I completed my Master of Science in Occupational Health and Safety with Columbia Southern University in 1996. At the time of my degree completion I was employed by the University of Arkansas as the University Safety Coordinator. I am now the Director of Environmental Health and Safety for the University of Texas-Pan American. **With this move I have more than doubled my income . . . I firmly believe that the time and effort I expended in earning this degree was one of the best decisions I have made in a long time.**

Kenneth L. Sator

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

WHAT IS DISTANCE EDUCATION?

Essentially, it is a traditional learning process without required classroom attendance, overcrowded lecture halls, etc. Our self-paced degree programs afford our students much greater flexibility than traditional colleges and universities allow.

Academic credits can be awarded through examination, work/life experience deemed comparable to college level learning (experiential learning), military training, non-collegiate-sponsored instruction, professional licensing, internships, and seminars that are degree related.

You begin when you are ready, work at your own pace, and complete the required course work as your schedule allows within defined parameters. You are not confined by standard university quarter or semester time frames.

THE ADMISSIONS PROCESS

Our no cost evaluation of your application does not obligate you to enroll.

1. Application

Forward your completed application to the University for evaluation. You should include a detailed resume, transcripts (copies will suffice for evaluative purposes), and a detailed Course Exemption application for each course from which you seek to exempt.

2. Evaluation

Columbia Southern University will conduct a comprehensive no cost/no obligation evaluation of your qualifications as outlined in your application and advise you of those courses that we have determined should make up your individually tailored degree program. Please allow fifteen (15) working days for the results of our assessment. If you would prefer to receive the results of your evaluation more quickly, please enclose \$25 to participate in our **Priority Evaluation Service**, which guarantees that your resume will be evaluated within 24 hours of receipt.

TRANSFER CREDITS

Academic credits from accredited/approved academic institutions may be used to satisfy the admissions requirements of this institution and also apply to course specific exemptions if a minimum grade of "C" was earned.

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)

ACADEMIC CREDIT CAN BE GRANTED FOR

College Level Learning

The University recognizes that students may have gained knowledge and understanding through various work/life experiences and independent learning which may be the equivalent to one of our course offerings. On such occasion we will not require you to take coursework in areas in which you are deemed to be proficient.

In determining credit for Experiential Learning, the University follows the guidelines suggested by the Council for Adult and Experiential Learning. CAEL is a nonprofit association of colleges, universities, organizations, educators and other individuals dedicated to the expansion of lifelong learning for adults and the advancement of experiential learning and its assessment.

Educational Experiences and Training Programs

CSU utilizes the following publications in establishing criteria for the translation of relevant educational experiences and training programs into college credits.

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.

PROFESSIONAL LICENSE AND CERTIFICATES

Credit may be granted for professional licenses, licensing preparation courses, and certificates earned that are deemed to be degree related and equivalent to our course offerings.

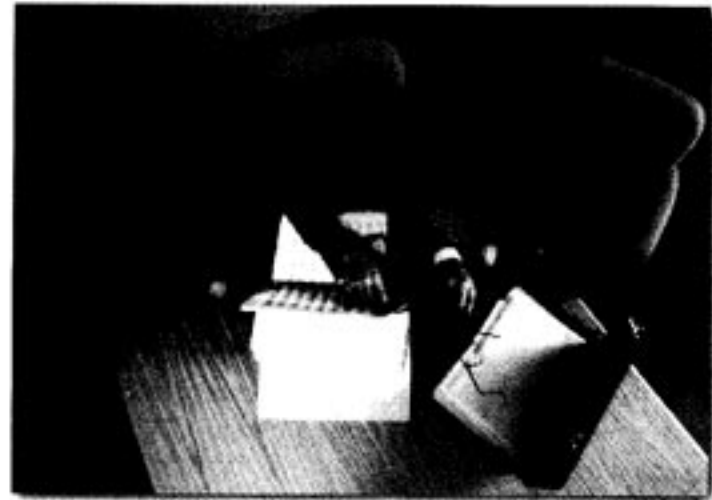
ADMISSIONS REQUIREMENTS



Bachelor Degree Programs

Columbia Southern University requires that prospective students wishing to enroll in our Bachelor's degree programs, possess an Associate Degree or sixty semester (60) hours of undergraduate credit, inclusive of the general education requirements. Relevant and verifiable experiential learning (college level learning) may satisfy fifteen of the sixty hours required. Applicants, who do not meet these admission criteria, can earn the required credit hours by successfully completing CLEP (College-Level Examination Program) examinations for many commonly offered general courses. CLEP's are administered at most traditional community colleges and universities. For more information on CLEP you may call (609) 771-7865 or access at www.collegeboard.org. Veterans discharged after 1991 should have received VMET certificate or DD2586. This verification of military experience and training document uses the guidelines established by the American Council on Education (ACE) to translate military experience into approved academic credit hours and may be used to satisfy the admissions requirements.

Prospective students lacking the established credit hours necessary for admission can on the advice and consent of the CSU Registrar be granted provisional admission status. This provisional status will enable these individuals to enroll in the CSU Bachelor programs while simultaneously completing General Education requirements. Proof of successful completion of the required CLEP examinations and/or course work must be on file before a student can graduate from CSU.



Master Degree Programs

Columbia Southern University requires those prospective students wishing to enroll in our Master degree programs, possess a Bachelor Degree.

DEGREE PROGRAMS

Columbia Southern University offers the following Bachelor and Master degree programs.

- | | |
|-------------------------------------|---|
| Business Administration | Human Resource Management |
| Computer Information Science | Criminal Justice Administration |
| Environmental Management | Occupational Safety & Health |
| Health Administration | |

CERTIFICATE PROGRAMS

Columbia Southern University offers the following certificate programs:

- Certified Environmental Compliance Manager (CECM)**
- Certified Ergonomics Compliance Director (CECD)**
- Certified Industrial Hygiene Manager (CIHM)**
- Certified Pharmacy Technician (CPT)**
- Certified Human Resource Manager (CHRM)**
- Certified Employment Law Specialist (CELS)**
- International Sport Coaching Certificate (ISCC)**



For more information on CSU certificate programs, please visit our website at www.colsouth.edu, or phone the University's Admission Office (800-977-8449) to receive a free brochure.



FINANCIAL INFORMATION

TUITION AND FEES

	Per Credit Hour Rate
Bachelor Degree	\$ 85.00
Master Degree	\$115.00
Validating of Experiential Learning	\$ 35.00

How To Calculate Tuition

Bachelor Degree (example)	
30 credit hours x \$85.00	\$ 2,550.00
15 credit hours x \$35.00 each (<i>experiential Learning</i>)	\$525.00
15 credit hours transferred (<i>prior college credits</i>)	N/C
Total Tuition	\$3,075.00

Comprehensive Study Program

This program allows you to enroll in both a undergraduate and graduate degree from CSU at a 20% reduced tuition.

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. An enrollment may be canceled by the student within five (5) calendar days after midnight of the day on which the enrollment agreement is signed.
2. From five (5) calendar days after midnight of the day on which the enrollment agreement is signed and until the time CSU receives the first completed lesson assignment, the University is entitled to a registration processing fee of \$150.00.
3. After the University receives the first completed lesson, the University shall be entitled to the registration fee and the following charges:
 - a. Up to and including completion of the first 10% of the program, 10% of the total tuition.
 - b. After completing more than 25% of the program and up to and including completion of 50% of the program, 50% of the total tuition.
 - c. If the student completes more than half of the program, the University is entitled to the full tuition.

STUDENT EXPENSES

Change of Program Fee \$100.00, Retesting Fee \$50.00, Graduation Fee \$75.00, Return Check Fee \$25.00, Additional transcript \$10.00.

Columbia Southern University does not assess additional program fees that can greatly increase a seemingly low tuition base. CSU does not charge initial examination fees, quarterly fees, or administrative fees.

METHOD OF PAYMENT

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

Payment Options

Columbia Southern University offers three payment plans.

#1. Payment in Full. A single payment of tuition. (Deduct 10% from the total tuition for Payment in Full. Example, if the total tuition is \$3,500 you would deduct \$350 from your single tuition payment.)

#2. Time Payment Plan. Four equal installments of tuition payments. Example, if your tuition is \$3,075.00, your payments would be \$768.50 per month for four consecutive months beginning on the first day of enrollment. If you enrolled in the program on January 1st, your payment schedule would be as follows:

1-January 1, # 2-February 1, # 3-March 1, # 4-April 1

#3. Student Loan. Columbia Southern University offers a student loan program with a simple interest rate of 10%. A minimum down payment of \$395.00 is required. You may choose installment options of twelve months, eighteen months or twenty-four months. Students may choose to pay their monthly installments either by check/money order or through automatic debits of their credit card or banking account. Students selecting automatic entries are entitled to a \$100.00 discount. The first monthly payment will be due on the first of each month following enrollment. Accounts are considered delinquent on the 10th of each month. Delinquent accounts are subject to a late fee. Returned checks will be charged a returned check fee.

EMPLOYER REIMBURSEMENT POLICY

Numerous employers have recognized the value of Columbia Southern University degree programs and have reimbursement policies in place. For those students whose employers offer tuition reimbursement, CSU offers Per Course Payments. Please contact the University for complete details.

At Columbia Southern University your tuition is a one time investment, not an annual expense.



Reach

Success often means the willingness to take the next step, climb the extra rung of the ladder. We encourage you to explore, to believe in your own unique abilities, and allow Columbia Southern University to provide you with the academic tools to realize your dreams.

COURSE SCHEDULING

Following your personal evaluation, Columbia Southern University will advise you of your course requirements. It is suggested that you complete one course at a time. Unlike traditional colleges where it is necessary for students to juggle three to five courses simultaneously to have any hope of earning a degree in four years, CSU's individually tailored degree programs are pared down to the essentials. This enables our students to take one course at a time, and in this way more fully concentrate on the subject at hand. This method of study has been found to enhance the learning process and is strongly recommended. However, if your circumstances are such that you will need to accelerate your program, we will accommodate as long as you maintain an acceptable G.P.A. (2.0 for Bachelor programs; 3.0 for Masters programs).

EXAMINATION PROCEDURES

Unit examinations are included within the Study Guides forwarded to students at the beginning of each course of study. Students are required to complete and forward to the University for grading these unit examinations when they feel that they have mastered the information and theories to be found in corresponding sections. Unit examinations allow both the university and the student to gauge the student's level of comprehension of the materials presented and take remedial measures as necessary.

Final examinations are to be administered to students by an approved Proctor on a date that is mutually convenient to both. Examinations are ideally administered at testing centers to be 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 or appearance of impropriety. School officials, counselors, education directors, supervisors, etc. are well suited for this purpose.

Upon completion of the exam the Proctor will verify that the examination was administered in the manner prescribed. In the presence of the student, the Proctor will then seal in an envelope, the examination and answer sheet and forward to CSU. Falsifying proctor information will result in invalidation of the examination and may be cause for termination.

GRADUATION REQUIREMENTS

At Columbia Southern University, we do not require students to take course work in areas in which they are proficient. There are however, course minimum policies in place. A minimum of thirty (30) semester hours must be completed with Columbia Southern University to be eligible to graduate from our Bachelor programs. To be eligible to graduate from our Master programs students must 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 Masters 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 to the University.

STUDENT RECORDS

Columbia Southern University recognizes and respects our student's right of privacy and will not release information regarding a student's association with the University without written authorization from the student.

ACADEMIC PROGRESS

Students are expected to complete a course within a ninety (90) day time frame. Extension requests must be made in writing and must include a projected date of completion. The University will respond to these requests within one week of receipt.

CREDIT HOURS

Successful completion of each course earns three (3) semester credit hours unless otherwise indicated.

INTERNATIONAL STUDENTS

International Students must be proficient in the English language. Course materials and instructions are provided only in English.

COURSE CURRICULUM

BUSINESS ADMINISTRATION

The objective of CSU's Business Administration degree programs is to provide the academic tools necessary for Administrators and Managers to direct their organizations with sound business judgement and leadership anchored in acquired knowledge. Students enrolled in these programs will learn such foundation courses as economics, statistics, marketing, finance, etc., and also thoroughly explore the employer/employee interactions that are part of all work environments. The responsibilities of Corporate America to society at large will also be examined. To meet these stated objectives students will also be required to successfully complete courses of study in management practices, business law, information systems, human resource management, ethics and business policy and strategy.



BACHELOR OF SCIENCE

	<i>Hours</i>
Transfer Credit (see page 8)	60
<i>Course Title</i>	
BBA 3601 Principles of Management	3
BBA 3451 Organizational Theory and Behavior	3
BBA 3401 Entrepreneurship	3
BHR 3351 Human Resource Management	3
BBA 2101 Business Law	3
BBA 2401 Principles of Macroeconomics	3
BBA 2 501 Principles of Microeconomics	3
BBA 4201 Financial Institutions	3
BBA 2201 Principles of Accounting I	3
BBA 2301 Principles of Accounting II (continuation of BBA 2201)	3
BBA 4751 Business Ethics	3
BBA 4951 Business Policy and Strategy	3
BBA 4851 Production Management	3
BBA 3301 Financial Management	3
BBA 4301 International Finance	3
BBA 3701 International Trade	3
BBA 2151 Business Statistics	3
BBA 3551 Management Information Systems	3
BBA 3201 Principles of Marketing	3
BBA 3651 Leadership	3
Total Hours	120

MASTER OF SCIENCE DEGREE

<i>Course Title</i>	<i>Hours</i>
MBA 5101 Strategic Management Business Policy	3
MBA 5501 Advanced Marketing	3
MBA 6001 Organizational Research and Theory	3
MBA 5401 Management Information Systems	3
MBA 6601 International Business	3
MHR 6451 Survey of Human Resource Management	3
MBA 5651 Research Methods	3
MBA 6301 Business Ethics	3
MBA 5001 Microeconomics for Managers	3
MBA 5301 Corporate Finance	3
MBA 5201 Advanced Accounting	3
MBA 6151 Operations Research	3
MBA 7001 Research	1
Total Hours	37

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.



HUMAN RESOURCE MANAGEMENT

The objective of CSU's Human Resource Management degree programs is to train students in the many and varied components of effective Human Resource Management. Graduates from this program will have the tools necessary to make informed decisions pertaining to hiring, training, and retaining a quality workforce. To achieve these objectives students must complete a series of rigorous examinations encompassing state and federal laws and regulations that govern employer/employee interactions. Successful completion of these examinations will amply demonstrate that the student has gained a thorough understanding of the vital role HRM managers play in the long-term success of organizations.



BACHELOR OF SCIENCE

<i>Course</i>	<i>Title</i>	<i>Hours</i>
Transfer Credit (see page 8)		60
BHR 3351	Human Resource Management	3
BHR 3375	Strategic Role of HR in Organizations	3
BBA 3451	Organizational Theory	3
BHR 3401	Communications	3
BHR 4601	Staffing Organizations	3
BHR 3555	Safety in the Workplace	3
BHR 3565	Legal Employee Analysis	3
BHR 3575	Recruitment, Selection & Placement	3
BHR 3551	Human Relations and Development	3
BHR 4101	Labor Management Relations	3
BHR 3301	Compensation & Benefits Program	3
BBA 3651	Leadership	3
BHR 3450	Motivation	3
BBA 4751	Business Ethics	3
BBA 3551	Management Information Systems	3
BHR 4350	Collective Bargaining	3
BHR 4375	Conflict Resolution	3
BHR 4385	Workplace Security	3
BHR 4501	International HRM	3
BHR 4550	Independent Study	3
Total Hours		120

MASTER OF SCIENCE DEGREE

<i>Course</i>	<i>Title</i>	<i>Hours</i>
MHR 6401	The Legal Aspects of Workforce Management	3
MBA 5550	Business and Society	3
MHR 6150	Public Relations	3
MHR 6175	Advanced Mgt. Practice and Concepts	3
MRM 6250	Independent Study	3
MHR 6551	Training and Development of HR Resources	3
MHR 6101	Organizational Behavior	3
MBA 5651	Research Methods	3
MHR 6275	Applied Psychology	3
MHR 6350	Managing Change	3
MHR 6375	Retooling of Am Workforce	3
MBA 5401	Management Information Systems	3
MBA7001	Research	1
Total Hours		37

Columbia Southern University's objective is to provide the academic tools necessary for Managers, Administrators, and Top Executives to direct their organizations with sound business judgement and leadership anchored in acquired knowledge.

COURSE CURRICULUM

COMPUTER INFORMATION SCIENCE

The objective of CSU's Computer Information Science Degree Programs is to instruct students in the design, implementation, and maintenance of computer-based information systems. Students enrolled in the Computer Information Science program will acquire skills in basic and advanced data processing techniques and learn how best to develop systems that will enhance productivity and organizational efficiency. Graduates from these programs will gain the knowledge necessary to analyze company specific need and create systems that are user-friendly throughout the organizational structure.



BACHELOR OF SCIENCE

Course	Title	Hours
Transfer Credit (see page 8)		60
CIS 2100	Introduction to Logic	3
MA 3201	Quantitative Mathematics	3
BBA 2151	Business Statistics	3
MA 2901	Quantitative Decision Making	3
CIS 3201	Human/Computer Interface	3
CIS 3001	Problem Solving and Programming Concepts I	3
CIS 3101	Problem Solving and Programming Concepts II	3
CIS 3501	Windows Programming	3
CIS 3701	Operating Systems	3
CIS 3301	Database for Information Systems	3
CIS 3601	Data Communications and Networking	3
CIS 3401	Database Design, Development and Management	3
CIS 3801	Network Administration	3
CIS 4401	Advanced Data and File Structures	3
CIS 4501	Advanced Network Design and Development	3
CIS 4601	Publishing on the World Wide Web	3
CIS 3901	Software Engineering Principles	3
CIS 4001	Information Systems in Organizations	3
CIS 4101	Information Systems Design	3
CIS 4201	Information Systems Analysis	3
CIS 4301	Information System Application Development	3
BBA 3551	Management Information Systems	3
Total Hours		126

MASTER OF SCIENCE

Course	Title	Hours
MIS 5101	Information Systems in Organizations	3
MIS 6301	Computer Architecture	3
MIS 6201	Software Engineering Principles	3
MIS 6401	Computer Graphics	3
MBA 6151	Operations Research	3
MIS 5201	Information Systems Database Management	3
MIS 5901	Information Systems Database Administration	3
MIS 5401	Information Systems Data Warehousing and Decision Support	3
MIS 6101	Modeling and Simulation	3
MIS 5301	Information System Analysis	3
MIS 5501	Information Systems Design	3
MIS 5601	Information Systems Advanced Applications Development	3
MIS 5801	Information Systems Advanced Networks and Communications	3
MIS 5701	Information Systems Website Mgmt.	3
MIS 7001	Research	1
Total Hours		43

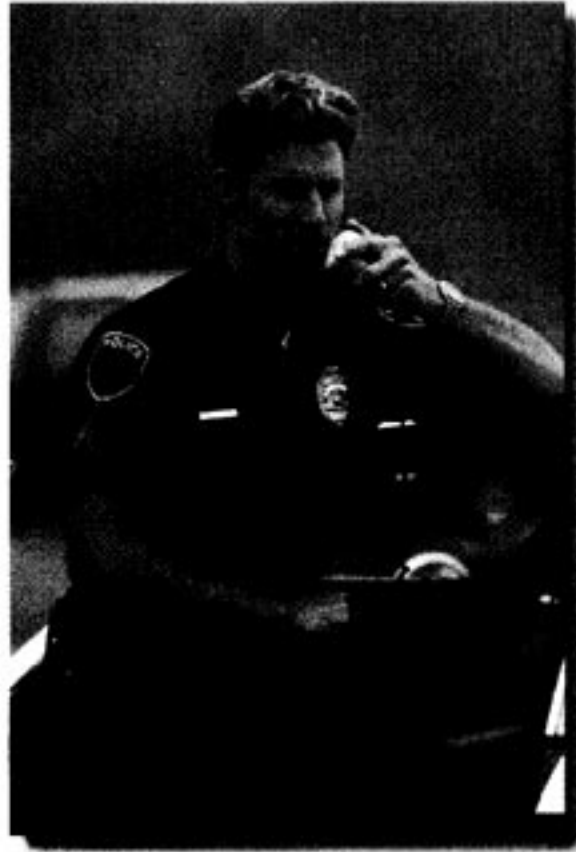
Rapid advances in Computer Information Systems are changing the face of business, industry and government. Instantaneous access to information allows executives, administrators and managers to continuously direct and redirect their operations, as market trends dictate.

Essential to the dissemination of this importing information are trained Computer Information Specialist.



CRIMINAL JUSTICE ADMINISTRATION

The objective of CSU's Criminal Justice Administration degree programs is to provide students with a broad based exposure to the field of criminal justice and thoroughly examine the many skills that officers must develop to effectively serve the public they are sworn to protect. Successful completion of a series of performance based objectives developed to measure knowledge gained in areas of judicial process, criminal law, criminal investigation, and ethics, is required to graduate from these programs.



BACHELOR OF SCIENCE

	<i>Hours</i>
Transfer Credit (see page 8)	60
<i>Course Title</i>	
BCJ 3001 Theory and Practices of Law Enforcement	3
BCJ 3002 Theory and Practices of Corrections	
BCJ 3601 Criminal Law	3
BCJ 4001 Procedures in the Justice System	3
BCJ 3950 Constitutional Law for Criminal Justice	3
BCJ 3801 Criminal Evidence and Legal Issues	3
BCJ 3501 Criminology	3
BCJ 4301 Supervision of Criminal Justice Personnel	3
BCJ 3301 Judicial Process	3
BCJ 3701 Criminal Investigation	3
BCJ 4201 Race and Ethnic Relations	3
BCJ 4101 Police and Community Relations	3
BCJ 4801 Communications for Criminal Justice	3
BCJ 3201 Juvenile Delinquency	3
BCJ 4601 Criminal Justice Current Topics	3
BCJ 4701 Criminal Justice Organization and Administration	3
BCJ 4350 Criminal Justice Directed Studies	3
BHR 3551 Human Relations and Development	3
BCJ 4401 Descriptive Statistics for Criminal Justice	3
BBA 3651 Leadership in Criminal Justice	3
Total Hours	120

MASTER OF SCIENCE

<i>Course Title</i>	<i>Hours</i>
MCJ 5001 Public Administration	3
MCJ 5101 Police Administration	3
MCJ 5201 Community Based Corrections	3
MCJ 6101 Advanced Criminal Justice	3
MCJ 6201 Deviant Behavior	3
MCJ 6301 Advanced Topics in Legal Issues and Evidence	3
MCJ 6401 Forensic Science	3
MCJ 6501 Nature of Crime	3
MCJ 6601 Criminology Theory	3
MCJ 6701 Criminal Justice Policy	3
MBA 5651 Research Methods	3
MHR 6551 Training and Development	3
MCJ 7001 Research or Research Project	1
Total Hours	37

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



COURSE CURRICULUM

ENVIRONMENTAL MANAGEMENT

The objective of CSU's Environmental Management Degree Programs 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 will acquire practical 'how to' skills relating to solid waste/ hazardous waste management and appropriate measures for minimizing air, soil and water pollution. Graduates from these programs will be prepared to assume environmental management positions within both the public and private sector.



BACHELOR OF SCIENCE

	<i>Hours</i>
Transfer Credit (see page 8)	60
<i>Course Title</i>	
BOS 3551 Environmental Issues	3
BEM 4001 Intro to Pollution Prevention	3
BEM 4301 Environmental Strategies	3
BEM 4501 Hazardous Waste Regulation	3
BBA 4751 Business Ethics	3
BOS 3851 Project Management	3
BEM 3001 Environmental Law and Management	3
BEM 3701 Hazardous Waste Management	3
BEM 3101 Environmental Engineering	3
BOS 3701 Industrial Ergonomics	3
BOS 3751 Training in Environment Safety and Health	3
BEM 4351 Environmental Measures	3
BOS 4225 Industrial Hygiene	3
BHR 3351 Human Resource Management	3
BBA 4851 Production Management	3
BEM 3201 Environmental Assessment	3
BEM 3501 Air Quality	3
BEM 3601 Solid Waste Engineering	3
BOS 3651 Total Environmental, Health, and Safety Management	3
BBA 3451 Organizational Theory and Behavior	3
Total Hours	120

MASTER OF SCIENCE

<i>Course</i>	<i>Title</i>	<i>Hours</i>
MEE 5701	Recycling	3
MEE 6101	Advanced Environmental Strategies	3
MEE 6201	Advanced Pollution Prevention	3
MEE 6301	Advanced Topics in Environmental Management	3
MOS 5525	ISO 14000	3
MEE 5801	Industrial and Hazardous Waste Treatment	3
MEE 5901	Advanced Solid Waste	3
MEE 5301	Chemistry for Environmental Engineers	3
MEE 6401	Advanced Environmental Engineering	3
MEE 6501	Advanced Air Quality	3
MEE 5501	Waste Water Treatment	3
MBA 5651	Research Methods	3
MEE 7001	Research	1
Total Hours		37



OCCUPATIONAL SAFETY AND HEALTH

The Occupational Safety and Health programs are designed to provide an extensive background into modern day occupational safety and health management applications in industry and government. The primary focus will be to train students how best to meet regulatory compliance standards at the state and federal level. Industrial hygiene, fire prevention and safety, accident prevention, ergonomics, and safety program design and management will all be extensively covered.



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.

BACHELOR OF SCIENCE

Course	Title	Hours
Transfer Credit (see page 8)		60
BOS 3001	Fundamentals of Occupational Safety and Health	3
BOS 4001	Safety Supervisor	3
BOS 4025	OSHA Standards	3
BOS 3401	Construction Safety	3
BOS 3301	Transport Safety	3
BOS 3201	Occupational and Env Safety Engineering and Management	3
BOS 3525	Legal Aspects of Safety and Health	3
BOS 4101	Fire Protection	3
BOS 3851	Safety Project Management	3
BOS 3651	Total Env, Health, and Safety Management	3
BOS 3701	Industrial Ergonomics	3
BBA 2151	Business Statistics	3
BOS 3125	Hazardous Materials Management	3
BOS 3751	Training and Development	3
BOS 4225	Industrial Hygiene	3
BBA 3451	Organizational Theory and Behavior	3
BOS 4601	Accident Investigation	3
BOS 4725	Process Safety Management	3
BBA 4851	Production Management	3
BHR 3351	Human Resource Management	3
Total Hours		120

MASTER OF SCIENCE

Course	Title	Hours
MOS 5001	Fleet Safety ✓	3
MOS 5201	Safety Engineering ✓	3
MOS 5101	Safety and Accident Prevention ✓	3
MOS 5525	ISO 14000	3
MBA 5651	Research Methods	3
MOS 6625	System Safety Engineering ✓	3
MBA 6301	Business Ethics	3
MOS 5301	Fire Protection Technology ✓	3
MOS 5425	Toxicology	3
MHR 6551	Advanced Training and Development	3
MOS 6701	Advanced Ergonomics ✓	3
MOS 6901	Advanced Topics in Occupational Safety and Health ✓	3
MOS 7001	Research	1
Total Hours		37



COURSE CURRICULUM

HEALTH ADMINISTRATION

The objective of CSU's Health Administration degree programs is to provide students with the tools necessary to plan, organize, coordinate, and supervise, the delivery of quality health care. In achieving the objective, students will learn how to develop systems sensitive to the needs of patients while functioning within budgetary constraints and mandated state and federal regulations. Financial management, accounting, healthcare law, organizational theory & behavior, and information systems management, will all be extensively covered.



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

	<i>Hours</i>
Transfer Credit (see page 8)	60
<i>Course Title</i>	
BHA 3001 Health Care Management	3
BHA 3101 Financial Management	3
BHA 3201 Standards for Health Care Staff	3
BHA 3401 Health Unit Coordination	3
BHA 3501 Community Health	3
BHA 3801 Critical Issues in Health Care	3
BHA 4001 Budgeting in Health Care	3
BHA 4101 Quantitative Methods for Health Care	3
BHA 4201 Health Care Law	3
BHA 4401 Accounting I for Health Care	3
BHA 4501 Accounting II for Health Care	3
BBA 2151 Business Statistics	3
BBA 3201 Principles of Marketing	3
BBA 3451 Organizational Theory and Behavior	3
BBA 3551 Management Information Systems	3
BBA 3651 Leadership in Health Professions	3
BBA 4951 Business Policy and Strategy	3
BHR 3351 Human Resource Management	3
BHR 3551 Human Relations and Development	3
BOS 3651 Total Env, Health, and Safety Mgt	3
Total Hours	120

MASTER OF SCIENCE

<i>Course Title</i>	<i>Hours</i>
MHA 5001 Health Care Financial Management.	3
MHA 5101 Legal Foundations of Health Care	3
MHA 5201 Health Resources and Policy Analysis	3
MHA 5301 Info Systems for Health Care Management	3
MHA 5401 Cost Accounting for Health Care	3
MHA 6501 Advanced Health Care Management	3
MHA 6601 Strategic Performance for Health Care	3
MHA 6701 Human Resource Management	3
MHA 6801 Evaluating for Health Care	3
MHR 6401 Employee Law	3
MHR 6551 Training and Development	3
MBA 5651 Research Methods	3
MHA 7001 Research or Research Project	1
Total Hours	37

COLUMBIA SOUTHERN UNIVERSITY FACULTY



To ensure the quality of our programs, we have assembled a team of highly respected individuals who have earned their degrees from such prestigious universities as Harvard, Notre Dame, Duke University, Brigham Young University, John Hopkins University, The Citadel, Texas A&M, Georgia Tech, Georgia State, Loyola University, Old Dominion University, University of Nebraska, Florida State University, University of Texas, University of Colorado.

Martin Censor, JD
Hofstra University of Law

Douglas J. Channell
Education
Harvard University

Sherry Cook, MBA
Florida State University

Robert Consalvo, MS
Advanced Classroom Training

Vaughn Crawley, Ph.D.
Business Administration/Management
Walden University

Charles Dillon, Ed.D.
Education Administration
West Virginia University

David Dilen, MS
Aquatic Sciences
Case Western Reserve

Jilian Elliott, MBA
University of Texas Arlington

Dennis Gibson, Ph.D.
Human Resource Management
West Virginia University

George Godfrey
Criminal Justice
Georgia State University

Deryl E. Gulliford, Ph.D.
Health Administration
University of Cincinnati

James W. Halloran, MBA
Rollins College

Richard Harris, MS
Environmental Engineering
University of Alabama

Arlene Jones, MS
Occupational Safety and Health
Indiana State University

Gene Jones, Ph.D.
Business Administration
University of Texas

Charles James Kocher, MS
Personnel Services
Glassboro State College

William Luttrell, Ph.D.
Toxicology
Eastern Virginia Medical School

Michael Manning, Ph.D.
Occupational Safety & Health
Columbia Southern University

Jerry Moore, Ph.D.
Ocean and Environmental Affairs
West Virginia University

James Murphy, Ph.D.
Management
Nova Southeastern University

Gregory Murrey, Ph.D.
Psychology
Washington State University

N.S. Parate, PE, Ph.D.
Engineering
Paris University

Bert Patrick, MBA
Marymount University

Craig Roberts, MPA
Public Administration
Troy State University

Carol Robinson, BS
Education
University of Alabama

David Spivey, MBA
University of Texas at Dallas

Gregory B. Wilson, MBA
Business Administration
Central Michigan University

Richard Yellen, Ph.D.
Management Information Systems
University of Arizona

S. Ed Zakrzewski, Ed.D.
Industrial, Vocation & Technical Education
Texas A & M University

EDUCATION IS A LIFE TIME COMMITMENT

The manufacturing of buggy whips was a prosperous industry until the advent of the car. An unfortunate consequence of technological advances is the displacement of those ill prepared for tomorrow's challenges. In today's highly competitive job climate, continuing education is essential. There are always others looking to do your job better and faster. Smart professionals realize that those content with the status quo not only hinder their prospect for advancement but potentially place their careers in jeopardy.

Experts suggest that the totality of knowledge is currently doubling every three to four years. In the first decade of the new millenium up to seventy-five percent of the work force will need to be retrained.

Contrary to popular myth, there are not fewer career opportunities today, only 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.

Simply put, if you are to thrive and prosper in the new age that fast approaches you must commit to systematic and ongoing education. Excellence is never an accident – Excellence is a planned event.



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

START TODAY ON YOUR PATH TO A BETTER FUTURE

Simply forward your completed application to the University, within twelve to fifteen working days we will complete a no cost/no obligation evaluation. Include with your application the following:

- A detailed resume
- Transcripts (copies will suffice for evaluative purposes)
- Completed Course Exemption Application(s)
- Copies of Licenses Held
- Certificates of attendance for seminars, workshops, etc.
- Copies of Professional Certificates

CSU'S CERTIFICATION PROGRAMS

Certified Environmental Compliance Manager (CECM) – The objective of CSU's CECM certificate program is to provide students with a working knowledge of regulatory Do's and Don'ts. Students completing this program will have the background necessary to develop and administer in-house programs that will meet state and federal regulatory compliance standards.

Certified Ergonomics Compliance Director (CECD) – The objective of CSU's CECD certificate program is to provide students with the skills necessary to develop ergonomically safe work environments that optimize employee productivity and safety.

Certified Industrial Hygiene Manager (CIHM) – CSU's CIHM certificate program is designed to enable graduates to audit workplaces for health hazards and successfully develop, administer, and evaluate occupational safety and health programs.

Certified Human Resource Manager (CHRM) – The objective of CSU's CHRM certificate program is to provide students with a practical overview of the Human Resource Management function.

Certified Pharmacy Technician (CPT) – The objective of CSU's CPT certificate program is to fully familiarize students with the role of pharmacy technicians within the Health Care system. Medical terminology for health professionals and math skills necessary for determining medical dosages and solutions is extensively covered.

Certified Employment Law Specialist (CELS) – The objective of CSU's CELS certificate program is to provide students with a working knowledge of state and federal regulations affecting employers. The legally protected status of employees will be thoroughly examined as will the tools and skills necessary to avoid employer/employee litigation.

International Sport Coaching Certificate (ISCC) – The objective of CSU's ISCC certificate program is to provide students with a basic knowledge of coaching, sport first aid, sports training, administration, psychology and law.

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