



COLUMBIA SOUTHERN UNIVERSITY



Information Catalogue *2006*

When There's Not Enough of You to Go Around

Yet You Understand the Importance of
Earning Your Degree

CSU is Your Answer

At CSU we designed our programs for busy professionals just like you. Our online self-paced programs are designed to be completed –

Anywhere, Anytime.

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

- ✓ Recognize that excellence is a life-long pursuit.
- ✓ Realize that ongoing education is the key to reaching your goals.
- ✓ Want to provide the very best for your family and are willing to go the extra mile to do so.

Enjoy the benefits and prestige that come from earning an accredited degree.

**GET STARTED TODAY ON A
BETTER TOMORROW.**



Dr. Robert G. Mayes, FOUNDER
1945–2005

January 2006
to December 2006

EDITION III

Why CSU?

- Personalized Service
- Open Enrollment
- Flexible Self-Paced Programs
- No Scheduled Online Sessions
- No Residency Requirement
- Maximum Credit Transfer
- Affordable Tuition
- Accredited Member DETC
- BCSP Accepts CSU Degrees
- Tuition Assistance, DANTES and VA Benefits

COLUMBIA SOUTHERN UNIVERSITY

25326 Canal Road (*Shipping*)

P.O. Box 3110 (*Mailing*)

Orange Beach, AL 36561

800-977-8449 (251-981-3771)

www.columbiasouthern.edu

admissions@columbiasouthern.edu

The Mission—The Programs



Robert Mayes • PRESIDENT

AT CSU our ONLY focus is the Distance Learner.

CSU and our programs were developed with an understanding of the special needs of the distance learning student.

THE MISSION

Columbia Southern University (CSU) was established as a comprehensive academic institution of higher learning. CSU offers a wide range of quality academic programs that promote the development and the application of acquired knowledge. Central to our goal of training tomorrow's leaders is the acquisition of problem solving skills and the maturation of both intellect and

character. CSU's programs are offered through distance learning in a flexible format that makes it possible for working adults to achieve their educational goals. CSU staff and faculty are committed to providing to our students the very same personalized service that has been and will remain the hallmark of this institution.

THE ADMINISTRATION

Robert Mayes, MBA
President

Joseph A. Manjone, Ed.D.
Provost

Chantell Cooley, BS
Vice President of Partnership
Development

M. Ray Curtis, Ph.D.
Vice President of Admission Services

Thomas Cooley, BS
Director of Business Affairs/Registrar

F. Poche Waguespack, MS
Dean of Students

Polly Waguespack, Ph.D.
Director of Development

Rick Cooper, BS
Director of Military Programs

Richard Gray, Ph.D.
Dean of Doctoral Studies

Karen Smith, Ph.D.
Dean for Academic Affairs

- Information Technology
- Marketing
- Occupational Safety and Health

Master Degree Programs:

- MBA
- MS Criminal Justice Administration
- MS Occupational Safety and Health

NEW PROGRAM

Doctor of Business Administration

For details on CSU's DBA Program visit our website and/or request a DBA catalogue.

Undergraduate and Graduate Concentrations:

- BSBA/MBA Finance
- BSBA/MBA Human Resource Mgt.
- BSBA/MBA Hospitality and Tourism
- BSBA/Information Technology
- BSBA/MBA International Mgt.
- BSBA/Management
- BSBA/MBA Marketing
- BSBA/MBA Project Management
- BSBA/MBA Sport Management
- MBA/E-Business & Technology
- MBA/Health Care Management
- MBA/Public Administration
- BS/OSH Fire Science
- MS/OSH Environmental Mgt.

THE PROGRAMS

Associate of Applied Science Degree

- Business
- Criminal Justice Administration

Bachelor of Science Degree Programs:

- Business Administration (BSBA)
- Criminal Justice Administration
- Environmental Management
- Fire Science
- Health Care Administration
- Hospitality and Tourism
- Human Resource Management

Certificate Programs

CSU offers undergraduate, advanced undergraduate and graduate certificate programs. (Details page 32)

Certificate Course

- Certificate in Industrial Hygiene Management (Details page 33)

Columbia Southern University

Beginning with your initial contact you'll find CSU's personalized service is second to none. Faculty and Staff are dedicated to the principle that it is only through your success that we succeed. You will find us readily available to assist you with information from the application process to graduation requirements. Plus CSU's Alumni Association is the perfect place for you to stay connected following graduation.

Columbia Southern University was developed as a Distance Learning University. Our only focus has always been the distance learner. As such our course materials are selected and prepared with an understanding of the special needs of the distance learning student.

OPEN ENROLLMENT

Start class when you are ready, with CSU's Per Course Enrollment. There are no predetermined semester or session dates you need to contend with your enrollment.



Your classroom is as close as your computer.

Anytime, Anywhere.

ACCELERATED PROGRAMS

You set the pace. With CSU's per course enrollment system you are allotted ten weeks to complete each course. But you can complete a course in less time if you are able. And you choose to complete one course at a time, or complete several. The choices are yours to make.

FLEXIBLE

AT CSU there are no campus or scheduled online sessions to contend with. You complete your course work at times and places of your choosing. CSU provides the academic tools and support you'll need to successfully earn your degree.

TRANSFER CREDIT

CSU allows maximum credit transfer for your prior academic credit, training experiences and relevant professional licenses and certifications. Up to 75% of the undergraduate and 50% of the courses that comprise the graduate programs can be transferred into your degree program—saving you time and money.

WORRIED ABOUT RETURNING TO SCHOOL?

Don't be. You will find yourself in good company. Few of our students are eighteen or twenty years old. Most are twenty-nine, thirty-five, or forty-seven years old with two or three kids, a dog and a cat—just like you. So, to put your mind at ease, the first course you will complete is CSU's Student Orientation that serves to ease you back into your studies.

*It is your
Education*

*Isn't it time you
decide the when
and where you will
learn? With CSU
Online you'll do
just that.*

Your Life—Your Future—Your University



1601 18th Street, N.W.
Washington, D.C. 20009
202-234-5100

**Department of
Education
State of Alabama**

CREDENTIALS MATTER

CSU is an accredited member of the Distance Education and Training Council (DETC). The Accrediting Commission of the Distance Education and Training Council is listed by the U.S. Department of Education as a nationally recognized accrediting agency and is a recognized member of the Council for Higher Education Accreditation.

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

Columbia Southern University is licensed by the **Department of Postsecondary Education, State of Alabama.**

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

CURRICULA

Curricula for all our programs are designed to reflect the challenges driving business today—as well as recognize the different needs and motivations of students who are at different stages in their careers. Whether taking fundamental courses or conducting graduate research you'll find the support you need to develop relevant skills and valuable perspectives.

You will also find that CSU's courses and project assignments are designed to allow you to incorporate work-related issues, so that your learning will have an immediate impact on your career.

STUDENT RESOURCES

By using the Internet and other innovative learning tools, you'll have access to CSU Online – anywhere, anytime.

CSU's ONLINE LIBRARY

CSU's Online Library provides a wealth of reference materials, electronic books, database services and access to professional journals. In addition to the volumes of information available through our library, students and faculty are also supported 24/7 by professional librarians.

BUSINESS HOURS

Columbia Southern University is open for business Monday through Thursday, 8:00 a.m. to 5:00 p.m., and Friday 8:00 a.m. to 2:00 p.m. Central Time. CSU is closed on the following holidays: Christmas through New Year Day (Dec. 22–Jan. 2), Good Friday (Friday before Easter), Memorial Day (last Monday in May), Independence Day (July 4), Labor Day (1st Monday in September), Thanksgiving (4th Thursday in November).



Chantell Cooley
VICE PRESIDENT OF
PARTNERSHIP DEVELOPMENT

Choose a Distance Learning University that has gone the Distance to enrich its credentials to better serve your needs.

Get Started at CSU

Take the first step to a brighter future today. Enjoy the benefits and prestige that come from earning an accredited degree. You'll be glad you did.

ADMISSION REQUIREMENTS

Certificate and undergraduate programs: High school diploma or GED. Graduate programs: Accredited bachelor degree.

Students must have access to a computer that has internet access.

SUBMIT YOUR APPLICATION

Complete the Application for Admission located in the back of this catalogue, or complete the online application found on the CSU website.

Along with your application include transcripts of prior academic credit (copies will suffice for evaluative purposes). Note: If you will be faxing transcripts to the university please be certain to fax both sides. If you do not have student copies of your transcript(s), request official copies from the appropriate university or college and have them sent directly to CSU.

The Evaluation

CSU will conduct a comprehensive evaluation of your applicant materials including any prior academic credit. Within seven to ten working days of receipt of your application, we will prepare a detailed Evaluation Report. This report will outline those courses we have determined you should take and those courses for which we have accepted transfer credit. Need to accelerate? CSU's Priority Evaluation Service (\$25) guarantees your application will be evaluated within 24 hours of receipt. Following the completion of your evaluation, CSU will forward a complete Enrollment Packet.

CSU'S QUALITY SERVICE

While you are under no obligation to enroll following your evaluation, you will experience first hand CSU's Quality Service.

ENROLL

CSU offers two (2) convenient enrollment systems: the Per Course Enrollment and Term Enrollment. Details for each follow.

Per Course Enrollment

With the Per Course Enrollment option, enrollment and registration is a one step process. Students begin the course(s) they list on the Per Course Agreement.

Students may enroll in one or two courses at a time. If two courses are listed, this indicates both courses will be started and completed simultaneously within a ten week period.

Per Course Enrollment payment options include: DANTES, Corporate Billing, Credit Card, Check and Money Order and Financial Aid.

Term Enrollment

Students may enroll in one or multiple courses in each eight week term. Students using VA Benefits, must enroll in the Term System. For more information and to view the Term Academic Calendar, visit: www.columbiasouthern.edu/term.

CSU Book Grant

Textbooks are provided at no cost through the CSU Book Grant to students utilizing either the Per Course or the Term Enrollment System. Note: Students who do not successfully complete a course will be responsible for the return/cost of the course textbook(s).

ACADEMIC CALENDAR

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



You could be closer to earning your degree than you know. Find out how close—Submit your application today!

Here's why. CSU allows maximum credit transfer for academic, training experiences, relevant professional licenses and certifications and applicable experiential learning experience.

International Students

Course materials and instructions are provided only in English. Detailed admission requirements for International Students can be found at

www.columbiasouthern.edu/admissions





CSU 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.



TRANSFER CREDIT

CSU allows maximum credit transfer for your prior academic credit, training experiences and relevant professional licenses and certifications. Up to 75% of the undergraduate and 50% of the courses that comprise the graduate programs can be transferred into your degree program—saving you time and money.

ACADEMIC CREDIT

Columbia Southern University accepts transfer academic credit from institutions accredited by agencies that are recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA) or, for non-U.S. institutions, an accepted foreign equivalent that is listed in the International Handbook of Universities*. For prior undergraduate academic credit to be eligible for transfer grades earned must be a “C” or better; however, a maximum of 3 courses in which “D’s” were earned may be considered during the admission process. “D’s” are not acceptable as transfer credit for English Composition I or II or their equivalent. For prior academic credit to be eligible for transfer at the Master’s degree level, grades earned must be a “B” or better; however, a maximum of one course in which a “C” was earned may be considered for acceptance during the admission process.

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
- Guide to the Evaluation of Educational Experiences in the Armed Services

CREDIT BY EXAMINATION

Columbia Southern University accepts credit by examination from the following:

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

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 courses. To receive college credit for experiential learning it must be properly documented utilizing CSU’s Prior Learning Portfolio. To assist you in assembling this documentation you’ll find easy to understand guidelines and the forms you will need on the Student Services section of CSU’s website.

Following enrollment and prior to graduation, you must complete your Prior Learning Portfolio. If denied, you will be required to complete those course(s) before graduating.

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

Academic credit awarded for experiential learning cannot exceed the following:

Associate Degree Programs—Fifteen (15) credit hours of CSU general education and/or business/criminal justice courses.

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

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

Tuition and Fees

TUITION

	(per credit hour)
Undergraduate	\$175.00
Graduate	\$240.00

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

STUDENT FEES

Fees are charged when services are rendered. Application Fee \$25 domestic; \$50 international; Online Library Fee \$20; Graduation Fee \$75; Optional Fees: Priority Evaluation Fee \$25; Portfolio Assessment Fee (*Experiential Learning*) \$100.00 per credit hour; Fee for additional transcripts \$10; Change of Degree Program Fee \$150; Change of Concentration Fee \$75; 30 Day Course Extension Fee \$50; Continuance Fee \$100; Leave of Absence Fee \$50; Extra Credit Assignment Fee \$50; Return check fee \$25. Fees, shipping, & handling charges are non-refundable.



M. Ray Curtis, Ph.D.
VICE PRESIDENT OF ADMISSION SERVICES

TUITION COMPARISON (*Undergraduate*)

- CSU\$525 *per course
- Kaplan University\$1,120 per course
- Jones International\$1,215 per course
- University of Phoenix ...\$1,425 per course

*Textbooks included through CSU's Book Grant.

Rates obtained online. Updated January 2006.

PAYMENT OPTIONS

The following payment options are available.

#1. Per Course Enrollment Full Payment. Per Course Enrollment payment options include: DANTES, Corporate Billing, Credit Card, Check, Money Order and Financial Aid.

#2. Per Course Enrollment Payment Plan. Students may pay their tuition split over two payments and have it automatically charged to a credit card. Half of the tuition due is charged to a credit card upon enrollment and half of the tuition due is charged to a credit card in 4 weeks.

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

#4. Military Tuition Assistance. Tuition assistance is available for all active and some retired military personnel through either TA, DANTES or VA (retired) Benefits. Students using VA Benefits must enroll in the Term System.

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

#6. Financial Aid. SLM Financial, a Sallie Mae company, helps students and families achieve their education goals through its student loan division.

Visit our website for more information.

WITHDRAWAL

Students who find it necessary to withdraw from the program may do so in any manner. For verification purposes students are asked to submit a written notice to the university. Your request will be processed by the Registrar's Office within 30 working days. Fees, shipping and handling charges are not refundable.

TERMINATION

Columbia Southern University reserves the right to terminate enrollment if a student:

- Falsifies information, either on the original application or any other University document.
- Fails to make required tuition or fee payments.
- Cheats on any lesson, project or examination.

TUITION REFUND POLICY

If CSU is notified of cancellation within 5 calendar days of the day on which the Enrollment Agreement is signed/submitted, all money paid to CSU will be refunded. All students withdrawing after five calendar days will be charged a 20% Registration Fee (maximum \$200). The remaining tuition will be refunded based on the course start date and the tuition percentage amounts listed below.

1st Week	80%
2nd Week	60%
3rd Week	40%
4th Week	20%
5th Week	0%

CSU BOOK GRANT

Through this grant, texts are provided at no charge. CSU will automatically ship new or used textbooks to the student after processing the Per Course/Term Enrollment. If the same textbook is used in more than one course, the textbook will only be provided once. If a student does not complete the course with a passing grade, course textbooks must be returned (new books must be in "like new" condition). If textbooks are not suitable for return, the student will be responsible for the cost of the text and CSU may charge the credit card listed on the enrollment agreement. The grant covers the cost of ground domestic shipping only. Students must pay in advance for additional cost of other shipping options.

"CSU has freed me from classroom and schedule restrictions as well as a learning pace controlled by the slowest learner . . . making my continuing education both interesting and fulfilling."

M. Lampart



Tommy Cooley
DIRECTOR OF BUSINESS AFFAIRS/REGISTRAR

Recognition



TA/DANTES/VA BENEFITS

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

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

Columbia Southern University is approved for Veterans' Educational Benefits. Eligible participants may apply for benefits by calling the VA Office for assistance at: 1-800-827-1000.

Visit our website for more information:

www.columbiasouthern.edu/Admissions/Dantes_VA.html

CSU is an institutional member of SOC (Service Members Opportunity College).

GoArmyEd.com

GoArmyEd.com is the Army's virtual gateway to request Tuition Assistance online, anytime for classroom, distance learning, and eArmyU online college courses. CSU students can continue to receive upfront TA and enroll in CSU courses through the Goarmy ed.com portal.

LEARNING PARTNERS



The satisfaction expressed by Delta Air Line employees attending CSU was one of the main reasons Delta selected CSU as an official Academic Partner.



Federal
Protective
Service



City of
Orange
Beach

FOR A COMPLETE LIST OF
LEARNING PARTNERS VISIT
OUR WEBSITE.

www.columbiasouthern.edu

The following partial list is of companies who have paid their employee's tuition.

Anheuser Busch, Inc.
Amoco Health Service
Ball Park Brands
Bayer Corporation
Bell South
Boeing Company
Carnival Cruise Lines
Chevron
City of Orange Beach, AL
City of Pensacola, FL
City of Marietta, GA
Conoco Phillios
Delta Air Lines
Dupont
Federal Express
Federal Protective Service
Ford Motor Company
General Electric
General Motors
Georgia Pacific
Goodyear Tire & Rubber Co.
Home Depot
International Paper
John Hopkins University
Kraft Foods
Lockhead Martin Systems Integration
Nabisco
NASA Kennedy Space Center
State of Ohio Workforce
Sara Lee Foods
Shell Oil Products
Texaco
UPS
Verizon
Whirlpool Corporation
Yale University

When Quality Matters

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

Today's volatile business climate demands no less.

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

CSU ONLINE

Online learning offers you the best of both worlds – traditional and non-traditional education. You learn on your own terms, on your own time but you are never on your own. CSU's Student Service and Faculty members stand ready to assist you on an individualized basis ensuring that you successfully complete your degree, by phone, online or email—

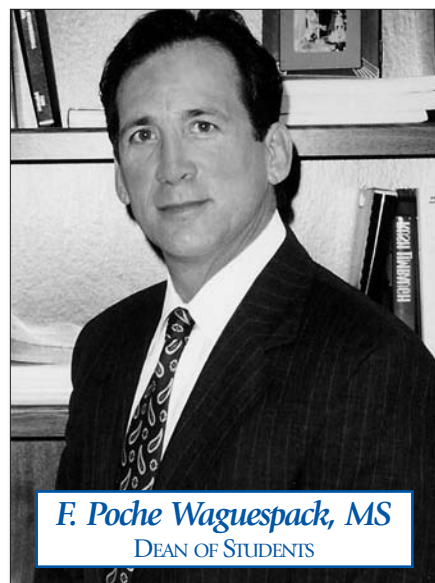
Your Choice.

STUDENT SERVICES

"CSU's personalized service is second to none," So says our students and graduates. What Ron Nunez had to say about his experience with CSU is printed in the left hand column.

And the satisfaction expressed by Delta Air Line employees attending CSU was one of the main reasons Delta Air Lines chose CSU as an official Academic Partner.

CSU's quality service was one of the main reasons the University of North Alabama, The University of West Alabama and the University of West Florida chose CSU to form an online association.



F. Poche Waguespack, MS
DEAN OF STUDENTS

THE FACULTY

The select members of our faculty are not academicians steeped in theory alone. In addition to having earned their degrees from such prestigious universities as Brigham Young University, Duke University, Harvard University, Penn State, Purdue and the University of Notre Dame, CSU's faculty are recognized leaders within their chosen professions and bring to our programs a wealth of "real world" experience that will prove beneficial to you as you progress through your studies here at CSU.

At CSU you will enjoy one-on-one interaction with faculty. CSU's Faculty play a leading role in creating a compelling learning experience. They also act as a trusted source for individualized direction, advice and support throughout each course. So whether you have a question about an assignment, want to test ideas for a project or just want to pick an expert's brain – your faculty advisor will be readily available.

"I explored several universities before choosing CSU, and I can tell you first hand that CSU has exceeded all expectations. I can't say enough about the professionalism displayed by CSU's staff—they truly made the difference in the attainment of my educational goals. The curriculum is modernized and directly applicable in today's dynamic industry. The unwavering approach by student services was phenomenal, only to be surpassed by CSU's high-tech online systems, which is refreshingly user friendly."

Ron Nunez

The Learning

COURSE SEQUENCE

You are not required to complete lower division (general education) courses before beginning your upper division (core) course requirements. Core courses should be completed in sequence. CSU has ranked these core courses in a sequence that we feel best serves our students.

STUDENT FORUM

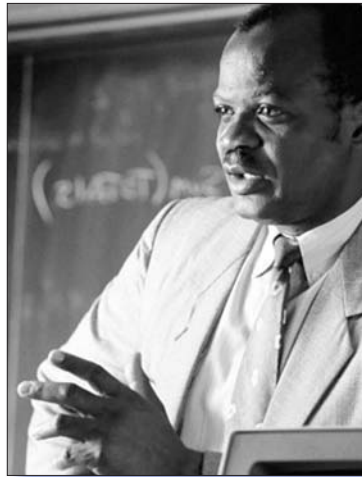
Here's where you will interact with your fellow students and CSU Alumni on a wide range of topics. CSU's Student Forum also serves as a reference site that will enable you to quickly access previously posted questions and answers.

THE LEARNING

With CSU's Per Course Enrollment, you may begin your program at anytime. With your initial enrollment, the Admissions Department will walk you through the process of enrolling and registering for your first course.

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

Each time you register for a course, you will be notified by e-mail that the registration has been processed. The e-mail contains online account information and instructions for accessing your online course. Within each online course, you will find a detailed course study guide that provides everything you need to begin your course work. CSU course examinations are open book allowing you the convenience to study and submit assignments at times that are best for you. Only final exams are proctored.



At CSU there are no scheduled online sessions, nor are you required to participate in learning teams or groups designed for the "typical" younger campus based student.

Non-traditional students by nature are anything but "typical". CSU students are international, are from diverse backgrounds, range in age from 22 to 65, and are at different levels of their careers. CSU's method of flexible, individualized instruction is designed to provide each student the guidance and support needed for successful course completion.

And unlike typical classroom environments where the pace is often set to the slowest learner, at CSU you set the pace, you pick the time and the place—we provide the support you need to successfully complete your degree program.



"Since receiving my degree from CSU, I have been promoted . . . with a \$10,000 salary increase . . . and started my own sideline business.

Many thanks to the entire staff."

M. Tate



**CSU's Personalized Student Services & Faculty Support
+ Our Individualized Learning Approach
= Your Successful Degree Completion**

When The Experience Matters

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

Start today.

TESTING AND EVALUATION

CSU courses are generally divided into six units, each containing an objective examination. Most courses also include two essay exams. Depending on the course, a paper, project, discussion board assignment, or proctored exam may be required. All assignments are open book and all assignments must be completed to pass the course.

As you progress through your course, you will receive e-mail grade notifications for each assignment and you may view your grades through the online course grade book. In addition, the Student Access Site provides you with online access to your academic record. Here you can view information about your course and upload papers or project files.

Letter grades are assigned only at the end of the course. The following scale is used to determine final grades:

- A = 90 - 100
- B = 80 - 89
- C = 70 - 79
- D = 60 - 69
- F = 59 and below

GRADUATION REQUIREMENTS

To be eligible for graduation a 2.0 grade point average is required of undergraduate students, and a 3.0 grade point average is required of graduate students.

At Columbia Southern University, we do not require you to complete course work in areas in which you are demonstrably proficient. There are however, course minimum policies in place.

Course Completion Minimum

Associate	15 credit hours (4 classes)
Bachelor	30 credit hours (10 classes)
Graduate	18 credit hours (6 classes)

NOTE: Additionally, the completion of CSU's Student Orientation (1 credit hour) is required of all CSU students.

APPEALS & GRIEVANCES

CSU is dedicated to student satisfaction. Should a circumstance arise where a student feels that CSU has not met their expectations, the University requires that complaints be made in writing and addressed to the Grievance Committee. The Grievance Committee will convene and discuss appropriate action and advise the student of their decision within ten (10) working days. Should a student not be satisfied with the action taken by the Grievance Committee the student may appeal the decision to the University President.

NONDISCRIMINATION POLICY

CSU provides equal educational opportunity and does not discriminate with respect to race, color, religion, national origin, sexual orientation, physical handicap, age, marital status, sex or status such as a disabled veteran.

BOOKSTORE

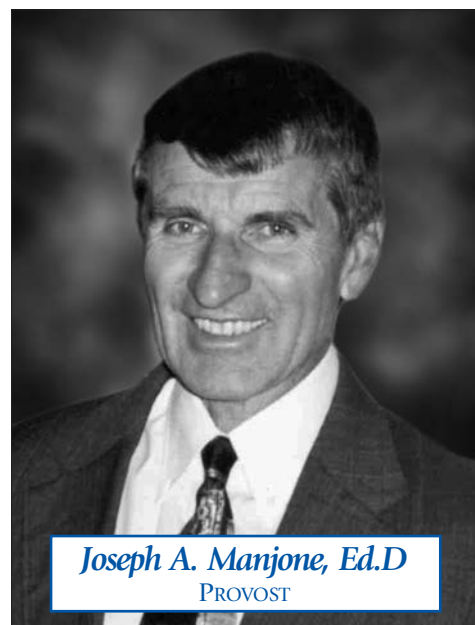
The University Bookstore inventories all required textbooks for your convenience. Here's where you will also find CSU logo caps, golf shirts, and other CSU memorabilia- delivered to your doorstep through the convenience of online shopping.

General Education

The General Education curriculum is intended 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 to prepare graduates for the challenges and opportunities of the 21st Century. Employers consistently seek out those individuals who have well-rounded educational experiences and abilities.

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

General Education requirements are outlined for each program on pages 16–27. The balance of General Education hours needed may be electives of the student's choosing. To meet the required electives, students may complete any of the CSU general education or undergraduate 2000 or 3000 level courses that are not used to meet other requirements of their program.



Joseph A. Manjone, Ed.D
PROVOST

Credit Hours

STUDENT ORIENTATION (required)

Course	Title	
OR 1010	Student Orientation	1

ENGLISH COMPOSITION

Course	Title	(select 2 courses/6 hours)
EH 1010	English Composition I	3
EH 1020	English Composition II	3
EH 1030	Foundations of Research Writing	1

HUMANITIES/FINE ARTS/ COMMUNICATIONS

Course	Title	(select 4 courses/12 hours)
AL 2000	American Literature I	3
AL 2010	American Literature II	3
AR 1010	Art Appreciation	3
PHL 1010	Critical Thinking	3
CM 1010	Business Communications	3
SP 1010	Speech	3
CS 1010	Computer Essentials	3

PHYSICAL/NATURAL & LIFE SCIENCES

Course	Title	(select 2 courses/8 hours)
ES 1020	Earth Science	4
PH 1020	Introduction to Physics	4
BIO 1010	Biology I	4
BIO 1020	Biology II	4
CHM 1010	Chemistry I	4
CHM 1020	Chemistry II	4

MATH

Course	Title	(select 1 course/3 hours)
MA 1100	Basic Mathematical Fundamentals	3
MA 1150	Algebra I	3
MA 1170	Algebra II	3
MA 2051	Pre-Calculus	3
MA 2170	Calculus	3
MA 2010	Modern Math	3
MA 2023	Elementary Statistics	3

HISTORY

Course	Title	(select 2 courses/6 hours)
HY 1010	Western Civilization I	3
HY 1020	Western Civilization II	3
HY 1110	American History	3
HY 2050	Eastern Civilization	3
HY 2060	Eastern Civilization II	3

BEHAVIORAL/SOCIAL SCIENCES

Course	Title	(select 2 courses/6 hours)
PSY 1010	General Psychology	3
SOC 1010	Introduction to Sociology	3
PS 1010	American Government	3
PS 2010	American State and Local Politics	3
PSY 2010	Abnormal Psychology	3

ELECTIVES (select 6-7 courses/19 hours)

Associate of Applied Science Degree in Business

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

Credit Hours

STUDENT ORIENTATION (required)

Course	Title	
OR 1010	Student Orientation	1

REQUIRED GENERAL EDUCATION 22–24

ENGLISH COMPOSITION

Course	Title	(select 1 course/3 hours)
EH 1010	English Composition I	3
EH 1020	English Composition II	3
EH 1030	Foundations of Research Writing	1

HUMANITIES/FINE ARTS/COMMUNICATIONS

Course	Title	(select 2 courses/6 hours)
AL 2000	American Literature I	3
AL 2010	American Literature II	3
AR 1010	Art Appreciation	3
PHL 1010	Critical Thinking	3
CM 1010	Business Communications	3
SP 1010	Speech	3

PHYSICAL/NATURAL/LIFE & COMPUTER SCIENCES/MATH

Course	Title	(select 3 courses/9–11 hours)
(MINIMUM OF 3 HOURS IN MATHEMATICS)		
ES 1020	Earth Science	4
PH 1020	Introduction to Physics	4
BIO 1010	Biology I	4
BIO 1020	Biology II	4
CHM 1010	Chemistry I	4
CHM 1020	Chemistry II	4
CS 1010	Computer Essentials	3
ITC 3001	Personal Computer Fundamentals	3
MA 1100	Basic Mathematical Fundamentals	3
MA 1150	Algebra I	3
MA 1170	Algebra II	3
MA 2051	Pre-Calculus	3
MA 2170	Calculus	3
MA 2010	Modern Math	3
MA 2023	Elementary Statistics	3

HISTORY, BEHAVIORAL AND SOCIAL SCIENCES

Course	Title	(select 1 course/3 hours)
HY 1010	Western Civilization I	3
HY 1020	Western Civilization II	3
HY 1110	American History	3



HY 2050	Eastern Civilization	3
HY 2060	Eastern Civilization II	3
PSY 1010	General Psychology	3
SOC 1010	Intro to Sociology	3
PS 1010	American Government	3
PS 2010	American State & Local Politics	3
PSY 2010	Abnormal Psychology	3

BUSINESS TECHNICAL COURSES 18

Course	Title	(select 6 courses/18 hours)
BBA 2651	Leadership	3
BBA 2602	Principles of Management	3
MAR 2201	Principles of Marketing	3
BBA 2101	Business Math	3
BBA 3210	Business Law	3
BBA 3301	Financial Management	3
BBA 2201	Principles of Accounting I	3
BBA 2401	Principles of Macroeconomics	3
BHR 3352	Human Resource Mgt.	3
BBA 3551	Information Systems Mgt.	3
MAR 3271	Advertising	3
BBA 3221	Sales Management	3
BOS 3751	Training and Development	3

ELECTIVES (Select 7 courses/21 hours) 21

To meet the required electives, students may complete any of the CSU General Education or Business undergraduate 2000 or 3000 level courses that are not used to meet other requirements of their program.

Graduates will successfully complete 61–63 credit hours as outlined below:

General Education	22–24 Credit Hours
Business Technical Courses	18 Credit Hours
Business or GE Electives	21 Credit Hours

Associate of Applied Science Degree in Criminal Justice

Criminal Justice professionals can enjoy satisfying careers in a growing field where employment prospects continue to expand at federal, state and local levels. The work is exciting and fulfilling, offering the opportunity to help others on a daily basis. CSU's Associate of Applied Science Degree in Criminal Justice is designed to provide students with the general education and technical training to succeed as a Criminal Justice professional.



Credit Hours

STUDENT ORIENTATION (required)

Course	Title	
OR 1010	Student Orientation	1

REQUIRED GENERAL EDUCATION 22–24

ENGLISH COMPOSITION

Course	Title	(select 1 course/3 hours)
EH 1010	English Composition I	3
EH 1020	English Composition II	3
EH 1030	Foundations of Research Writing	1

HUMANITIES/FINE ARTS/COMMUNICATIONS

Course	Title	(select 2 courses/6 hours)
AL 2000	American Literature I	3
AL 2010	American Literature II	3
AR 1010	Art Appreciation	3
PHL 1010	Critical Thinking	3
CM 1010	Business Communications	3
SP 1010	Speech	3

PHYSICAL/NATURAL/LIFE & COMPUTER SCIENCES/MATH

Course	Title	(select 3 courses/9–11 hours)
(MINIMUM OF 3 HOURS IN MATHEMATICS)		
ES 1020	Earth Science	4
PH 1020	Introduction to Physics	4
BIO 1010	Biology I	4
BIO 1020	Biology II	4
CHM 1010	Chemistry I	4
CHM 1020	Chemistry II	4
CS 1010	Computer Essentials	3
ITC 3001	Personal Computer Fundamentals	3
MA 1100	Basic Mathematical Fundamentals	3
MA 1150	Algebra I	3
MA 1170	Algebra II	3
MA 2051	Pre-Calculus	3
MA 2170	Calculus	3
MA 2010	Modern Math	3
MA 2023	Elementary Statistics	3

HISTORY, BEHAVIORAL AND SOCIAL SCIENCES

Course	Title	(select 1 course/3 hours)
HY 1010	Western Civilization I	3
HY 1020	Western Civilization II	3
HY 1110	American History	3
HY 2050	Eastern Civilization	3
HY 2060	Eastern Civilization II	3
PSY 1010	General Psychology	3
SOC 1010	Introduction to Sociology	3
PS 1010	American Government	3
PS 2010	American State & Local Politics	3
PSY 2010	Abnormal Psychology	3

CRIMINAL JUSTICE TECHNICAL COURSES 18

Course	Title	
BCJ 2001	Theory & Practices of Law Enforcement	3
BCJ 2002	Theory & Practices of Corrections	3
BCJ 2201	Juvenile Delinquency	3
BCJ 2501	Criminology	3
BCJ 2601	Criminal Law	3
BCJ 3301	Judicial Process	3

ELECTIVES (Select 7 courses/21 hours) 21

To meet the required electives, students may complete any of the CSU General Education or Criminal Justice undergraduate 2000 and 3000 level courses that are not used to meet other requirements of their program. The following Criminal Justice Courses are available for enrollment by students in the Associate of Applied Science Degree in Criminal Justice.

BCJ 2385	Workplace Security	3
BCJ 3701	Criminal Investigation	3
BCJ 3801	Criminal Evidence and Legal Issues	3
BCJ 3950	Constitutional Law for Criminal Justice	3

Graduates will successfully complete a minimum of 61–63 credit hours as outlined below:

General Education	22–24 Credit Hours
Criminal Justice Technical Courses	18 Credit Hours
Criminal Justice or GE Electives	21 Credit Hours



BS in Business Administration

The Bachelor of Science in Business Administration provides the academic tools necessary for managers and administrators to direct their organizations with sound business judgment and leadership anchored in acquired knowledge.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION (BSBA)

General Education 61

BS in Business Admin. Core Courses

Course	Title	
BBA 2602	Principles of Management	3
MAR 2201	Principles of Marketing	3
BBA 2651	Leadership	3
BBA 2101	Business Math	3
BBA 2401	Principles of Macroeconomics	3
BBA 2201	Principles of Accounting I	3
BHR 3352	Human Resource Management	3
BBA 3210	Business Law	3
BBA 3301	Financial Management	3
BBA 3331	E-Commerce	3
BBA 3551	Information Systems Management	3
BBA 4751	Business Ethics	3
BBA 4951	Business Policy and Strategy	3
Core Course Credit Hours		39

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

BSBA/Concentration Programs

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



BSBA/General Concentration

The General Business Concentration provides students an opportunity to select 7 (21 credit hours) business or business related courses from the Business Concentrations. Students also have the opportunity to complete 3-6 hours of supervised Internship (INT 4990 for 3-6 credit hours), which substitutes 1-2 business or business related course offerings from the defined Concentrations.

Total Hours 121

Internship - INT 4990 3-6 Credit Hours

The Internship is an active learning course designed to apply and synthesize concepts and technical/clinical skills in a professional practical setting. The internship course is usually taken in the final months of an undergraduate degree program. The setting for the internship is in an organization under the close supervision of organizational professionals and faculty supervisors. The Organizational Supervisor evaluates the Intern from the practical perspective, and the University Supervisor evaluates the Intern from the academic perspective. Students within any Business Concentration may, with the consent of the Dean, substitute 1-2 courses within the Concentration for participation in the Internship experience. The Internship manual is included in this report.

BSBA Concentrations



BSBA/FINANCE

The BSBA concentration in Finance is designed for a broad variety of careers since organizations of any nature cannot survive without individuals knowledge about finance. Finance is the art and science of managing money. Graduates will have gained the knowledge to make financial related decisions effectively. They will also have gained the knowledge to assist their organizations in obtaining, administering, and managing funds wisely.

<i>Course</i>	<i>Title</i>	
BBA 250I	Microeconomics	3
BBA 230I	Principles of Accounting II	3
BBA 420I	Financial Institutions	3
BBA 430I	International Finance	3
BBA 435I	International Economics	3
BBA 4446	International Legal Operations	3
BBA 4653	International Trade	3
Concentration Course Hours		21
Total Hours		121

BSBA/HOSPITALITY AND TOURISM

This concentration prepares students for professions in the wide array of hospitality and tourism including lodging, food service, tourism, and recreation related industries. The curriculum supports this objective by integrating technology, leadership, and case analysis of the global industry. The program is designed for individuals seeking entry into the profession, and those currently in the hospitality and tourism industry seeking to enhance their skills and ability to advance into supervisory or management positions.

<i>Course</i>	<i>Title</i>	
BHM 3010	Introduction to Hospitality	3
BHM 3020	Introduction to Tourism	3
BHM 3890	Accounting for Hospitality & Tourism	3
BHM 4100	Facilities Management and Design in Hospitality & Tourism	3
BHM 4300	Legal Aspects of Hospitality & Tourism	3
BHM 4400	Resort Management & Operations	3
BHM 4680	Marketing for Hospitality & Tourism	3
Concentration Course Hours		21
Total Hours		121

BSBA/HUMAN RESOURCE MANAGEMENT

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

<i>Course</i>	<i>Title</i>	
BCJ 2385	Workplace Security	3
BHR 255I	Human Relations & Development	3
BHR 330I	Compensation and Benefits	3
BHR 3565	Employment Law	3
BHR 4350	Collective Bargaining	3
BHR 450I	International Human Resource Management	3
BHR 460I	Staffing Organizations	3
Concentration Course Hours		21
Total Hours		121

BSBA/INFORMATION TECHNOLOGY

Information Technology combines human need for information with substantial training in current technology learning systems. The program focus is on the acquisition of theory and technical competencies associated with the information technology profession, and provides fundamental knowledge and application in information technology and data information development.

<i>Course</i>	<i>Title</i>	
ITC 300I	Personal Computer Fundamentals	3
ITC 3450	Introduction to Data Communications	3
ITC 4010	System Analysis and Design	3
ITC 4150	Database Design and Implementation	3
ITC 4210	Programming Concepts and Problem Solving I	3
ITC 4230	Programming Concepts and Problem Solving II	3
ITC 4310	Web Design and Development	3
Concentration Course Hours		21
Total Hours		121



BSBA Concentrations

BSBA/INTERNATIONAL MANAGEMENT

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

Course	Title	
BBA 255I	Inter-Cultural Management	3
BBA 4653	International Trade	3
BBA 430I	International Finance	3
BBA 435I	International Economics	3
BBA 4426	International Management	3
BBA 4446	International Legal Operations	3
BHR 450I	International Human Resource Management	3
Concentration Course Hours		21
Total Hours		121

BSBA/MANAGEMENT

The Management Concentration emphasizes the development of leadership and decision making skills across multiple organizational divisions and environmental context. Students are exposed to a broad foundation of theoretical and applied literature in the field of management studies.

Course	Title	
BBA 2026	Organizational Communications	3
BBA 345I	Organizational Theory & Behavior	3
BBA 3826	Managerial Decision Making	3
BBA 4126	Project Planning	3
BBA 4426	International Management	3
BHR 460I	Staffing Organizations	3
BBA 485I	Production Management	3
Concentration Course Hours		21
Total Hours		121

BSBA/MARKETING

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

Course	Title	
MAR 225I	Internet Marketing Principles	3
MAR 321I	Consumer Behavior	3

BSBA/MARKETING, CONT.

Course	Title	
MAR 323I	Marketing Research	3
MAR 327I	Advertising	3
ITC 4310	Web Design & Development	3
MAR 4610	Strategic Marketing	3
MAR 4625	Direct Marketing	3
Concentration Course Hours		21
Total Hours		121

BSBA/PROJECT MANAGEMENT

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

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

BSBA/SPORT MANAGEMENT

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

Course	Title	
BSM 270I	Sociology of Sport	3
BSM 280I	Sport Public Relations & Promotions	3
BSM 390I	Sport Fund Raising	3
BSM 400I	Sport Facilities	3
BSM 410I	Sport Administration	3
BSM 420I	Sport Financing	3
BSM 430I	Sport Legal Liability & Risk Management	3
Concentration Course Hours		21
Total Hours		121

OTHER BUSINESS ELECTIVES

INT 4990	Internship	3-6
BBA 322I	Sales Management	3
BBA 334I	Technical Writing	3

BS in Criminal Justice Administration

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

BACHELOR OF SCIENCE CRIMINAL JUSTICE ADMINISTRATION

		<i>Credit Hours</i>
General Education		61
<i>Course</i>	<i>Title</i>	
BCJ 2001	Theory & Practices of Law Enforcement	3
BCJ 2002	Theory and Practices of Corrections	3
BCJ 2501	Criminology	3
BCJ 2201	Juvenile Delinquency	3
BCJ 2601	Criminal Law	3
BBA 2651	Leadership	3
BBA 3341	Technical Writing	3
BCJ 3301	Judicial Process	3
BCJ 3950	Constitutional Law for Criminal Justice	3
BCJ 4001	Procedures in the Justice System	3
BCJ 3701	Criminal Investigation	3
BCJ 3801	Criminal Evidence and Legal Issues	3
BCJ 4701	Criminal Justice Organization and Administration	3
BCJ 4301	Supervision of Criminal Justice Personnel	3
BHR 3352	Human Resource Management	3
BCJ 2385	Workplace Security	3
BCJ 4201	Race and Ethnic Relations	3
BCJ 4101	Police and Community Relations	3
BCJ 4601	Criminal Justice Current Topics	3
BCJ 4753	Terrorism Incident Management & Emergency Procedures	3
Total Hours		121

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



CSU is proud to be **FRANKLIN TOWNSHIP NEW JERSEY POLICE DEPARTMENT'S** Learning Partner.

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BS in Environmental Management

The Environmental Management program provides 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.

BACHELOR OF SCIENCE IN ENVIRONMENTAL MANAGEMENT

General Education		Credit Hours
Course	Title	61
BEM 310I	Environmental Science	3
BEM 320I	Environmental Assessment	3
BOS 355I	Environmental Issues	3
BBA 345I	Organizational Theory and Behavior	3
BHR 3352	Human Resource Management	3
BEM 350I	Air Quality	3
BOS 370I	Industrial Ergonomics	3
BOS 375I	Training and Development	3
BEM 300I	Environmental Law and Management	3
BEM 360I	Waste Management	3
BEM 370I	Hazardous Waste Management	3
BOS 385I	Safety & Project Management	3
BOS 365I	Total Environmental, Health, and Safety Management	3
BBA 475I	Business Ethics	3
BOS 420I	Toxicology	3
BEM 400I	Introduction to Pollution Prevention	3
BEM 430I	Environmental Strategies	3
BEM 435I	Environmental Technology	3
BEM 450I	Hazardous Waste Regulation	3
BBA 485I	Production Management	3
Total Hours		121

General Education hours that are required for the Environmental Management degree program are:

English Composition 6 hours; Math 3 hours; History 6 hours; Humanities/Fine Arts/Communications 12 hours; Natural Science 8 hours; Behavior/Social Sciences 6 hours; Electives 19 hours.



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.

BS in Fire Science

The Bachelor of Science in Fire Science presents the theoretical foundations for leadership and administration of fire service organizations. Extending from a comprehensive curriculum of fire prevention and fire protection, this program takes a multi-professional approach to policy integration, management of organizations and human resources, and includes comprehensive academic preparation in specialized fire service equipment and apparatus applications. This course of study also extends legal frameworks to applied fire service settings and context. The program presents a uniformity of curriculum and content among the fire science courses selected by professional organizations for use in academic development of fire service professionals. Students earning a degree in Fire Science will embark on an educational path of professional development, transforming the fire service technical specialist to a leader in the profession.



CSU is proud to be **ORANGE BEACH, ALABAMA FIRE & RESCUE'S** Learning Partner

BACHELOR OF SCIENCE IN FIRE SCIENCE

General Education

Course	Title	Credit Hours
BFS 3251	Introduction to Fire Protection	3
BFS 3345	Introduction to Fire Prevention	3
BOS 3001	Fundamentals of Occupational Safety & Health	3
BBA 3341	Technical Writing	3
BFS 3430	Principles of Fire Behavior	3
BOS 3125	Hazardous Materials Management	3
BHR 3352	Human Resource Management	3
BFS 3480	Fire Department Safety Officer	3
BFS 3501	Advanced Fire Administration	3
BFS 3601	Fire Prevention Organization & Management	3
BFS 3820	The Community and Fire Threat	3
BFS 4165	Building Construction for Fire Protection	3
BFS 4290	Fire Protection Systems	3

Course	Title	Credit Hours
BFS 4352	Fire Protection Hydraulics and Water Supply	3
BFS 4401	Legal Aspects of Fire Protection	3
BFS 4432	Fire Prevention and Code Enforcement	3
BFS 4550	Industrial Fire Protection	3
BFS 4631	Management of Fire Incident Command Systems	3
BFS 4618	Incendiary Fire Analysis & Investigation	3
BFS 4753	Terrorism Incident Management and Emergency Procedures	3
Total Hours		121

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

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BS in Health Care Administration



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

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

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

BACHELOR OF IN SCIENCE HEALTH CARE ADMINISTRATION

		<i>Credit Hours</i>			
General Education		61	<i>Course</i>	<i>Title</i>	<i>Credit Hours</i>
<i>Course</i>	<i>Title</i>				
MAR 220I	Principles of Marketing	3	BHA 380I	Critical Issues in Health Care	3
BBA 345I	Organizational Theory and Behavior	3	BHA 4053	Financial Management in Health Care Administration	3
BBA 210I	Business Math	3	BHA 410I	Quantitative Methods for Health Care	3
BBA 250I	Principles of Microeconomics	3	BOS 4520	Risk Management	3
ITC 300I	Personal Computer Fundamentals	3	BHA 420I	Health Care Law	3
BBA 220I	Principles of Accounting I	3	BBA 495I	Business Policy & Strategy	3
BHA 3002	Health Care Management	3	Total Hours		121
BHR 3352	Human Resource Management	3			
BHR 460I	Staffing Organizations	3			
BHA 340I	Health Unit Coordination	3			
BCJ 2385	Workplace Security	3			
BBA 355I	Information Systems Management	3			
BBA 3620	Managerial Accounting	3			
BHA 350I	Community Health	3			

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

BS in Hospitality and Tourism



Graduates of CSU's BS in Hospitality and Tourism Management are prepared for careers as management professionals who possess the hospitality, entrepreneurial, and advisory skills necessary to make positive contributions to this dynamic and growing industry.

The hospitality and tourism industry is the second largest employer in the United States and is growing - reflecting increasing incomes, leisure time and awareness of the health benefits of physical fitness.

Traditionally, most employers filled first-level manager positions by promoting administrative support and service workers - particularly those with good communication skills, a solid educational background, tact, and loyalty. However, today's hospitality and tourism operations are becoming increasingly complex and greater emphasis is now being placed on specialized training. As such employers in this industry enthusiastically seek BS in Hospitality and Tourism graduates for management positions.



BACHELOR OF SCIENCE IN HOSPITALITY AND TOURISM

General Education		Credit Hours	Course	Title	Credit Hours
		61	BHM 3200	Special Events Management For Hospitality and Tourism	3
<i>Course</i>	<i>Title</i>		BHM 3890	Accounting for Hospitality & Tourism	3
BBA 2026	Organizational Communications	3	BHM 4100	Facilities Management and Design in Hospitality and Tourism	3
BBA 2602	Principles of Management	3	BHM 4300	Legal Aspects of Hospitality & Tourism	3
MAR 2201	Principles of Marketing	3	*ITC 4310	Web Design and Development	3
BHM 3010	Introduction to Hospitality	3	BBA 4426	International Management	3
BHM 3020	Introduction to Tourism	3	BHM 4400	Resort Management and Operations	3
ITC 3001	Personal Computer Fundamentals	3	BHM 4553	Food & Beverage Service Management	3
BHM 3951	Destination Marketing and Tourism Geography	3	BHM 4680	Marketing for Hospitality & Tourism	3
BHR 3352	Human Resource Management	3	*BBA 4951	Business Policy and Strategy	3
BBA 3551	Information Systems Management	3			
BBA 3301	Financial Management	3			
			Total Hours		121

* These courses can be substituted for 3-6 credit hours of Internship (Int 4990).

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



BS in 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. The new realities of business demand new ways to manage talent, develop intellectual capita, work in networked relationships and deal with continuous change.

This program will introduce you to the core disciplines of human resources, including recruitment and retention, organizational design, training and development, diversity, performance management and assessment. Throughout this program you will be exposed to practical human resource issues, as well as proven practices for leading organizations around the world.

BACHELOR OF SCIENCE IN HUMAN RESOURCE MANAGEMENT

		<i>Credit Hours</i>
General Education		61
Course	Title	
BBA 250I	Microeconomics	3
ITC 300I	Personal Computer Fundamentals	3
BBA 2602	Principles of Management	3
BBA 220I	Principles of Accounting I	3
BHR 255I	Human Relations & Development	3
BBA 2026	Organizational Communications	3
BBA 345I	Organizational Theory and Behavior	3
BBA 265I	Leadership	3
BHR 3352	Human Resource Management	3
BBA 255I	Intercultural Management	3
BBA 355I	Information Systems Management	3
BCJ 2385	Workplace Security	3
BBA 3620	Managerial Accounting	3
BHR 330I	Compensation and Benefits	3
BHR 3565	Employment Law	3
BHR 4350	Collective Bargaining	3
BBA 4426	International Management	3
BHR 460I	Staffing Organizations	3
BHR 4680	Training and Development	3
BBA 495I	Business Policy and Strategy	3
Total Hours		121

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



Three of the four fastest growing occupation 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.

BS in Information Technology



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

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

General Education		Credit Hours
Course	Title	61
ITC 300I	Personal Computer Fundamentals	3
BBA 2602	Principles of Management	3
BBA 334I	Technical Writing	3
BBA 3620	Managerial Accounting	3
BBA 333I	E-Commerce	3
BBA 339I	Information Technology Cost Analysis	3
ITC 3450	Introduction to Data Communications	3
BBA 355I	Information Systems Management	3
ITC 3840	Maintaining Microcomputer Systems	3
ITC 4010	System Analysis and Design	3
ITC 4210	Programming Concepts and Problem Solving I	3
ITC 4230	Programming Concepts and Problem Solving II	3
ITC 4150	Database Design and Implementation	3
ITC 4175	Database Implementation and Management	3
ITC 4310	Web Design and Development	3
ITC 4390	Internet and Network Security	3
ITC 4453	IT Infrastructure Management	3
BBA 495I	Business Policy and Strategy	3
ITC 4760	Information Technology Evaluation and Implementation I	3
ITC 4780	Information Technology Evaluation and Implementation II	3
Total Hours		121

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



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

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. This CSU program provides the avenue for students to develop the knowledge, analytical skills, and creativity needed to excel in this exciting field.

CSU's program explores major dimensions of the marketing environment to include economic, social, cultural, political, legal and regulatory information. Marketing is also explored from a global perspective, including analysis and targeting of global market opportunities and strategies in for profit and nonprofit sectors. The program combines information on the human need for information with substantial case studies of benchmark marketing programs in several corporations.



BACHELOR OF SCIENCE IN MARKETING

Credit Hours

General Education

61

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

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

*These courses can be substituted for 3-6 credit hours of Internship (Int 4990).

BS in Occupational Safety and Health

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

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

BACHELOR OF SCIENCE IN OCCUPATIONAL SAFETY AND HEALTH

General Education Credit Hours **61** *Occupational Safety & Health Core Courses*

Course	Title	
BOS 300I	Fundamentals of OSH	3
BOS 312S	Hazardous Materials Management	3
MA 2023	Elementary Statistics	3
BBA 345I	Organizational Theory and Behavior	3
BHR 3352	Human Resource Management	3
BOS 370I	Industrial Ergonomics	3
BOS 352S	Legal Aspects of Safety and Health	3
BOS 375I	Training and Development	3
BFS 334S	Introduction to Fire Prevention	3
BOS 402S	OSHA Standards	3
BOS 4520	Risk Management	3
BOS 460I	Accident Investigation	3
BOS 472S	Process Safety Management	3
Core Course Credit Hours		39

Occupational Safety & Health Concentration Courses

Course	Title	Credit Hours
BOS 330I	Fleet Safety	3
BOS 340I	Construction Safety	3
BOS 385I	Safety Project Management	3
BOS 4010	Safety Supervisor	3
BOS 420I	Toxicology	3
BOS 430I	Industrial Hygiene	3
BBA 485I	Production Management	3
Concentration Course Credit Hours		21
Total Hours		121

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

OSH/Fire Science Concentration

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

OSH/Fire Science Concentration Courses

Course	Title	Credit Hours
BFS 325I	Introduction to Fire Protection	3
BFS 350I	Advanced Fire Administration	3
BFS 440I	Legal Aspects of Fire Protection	3
BFS 4432	Fire Prevention & Code Enforcement	3
BFS 463I	Management of Fire Incident	
	Command Systems	3
BFS 4618	Incendiary Fire Analysis & Investigation	3
BFS 4753	Terrorism Incident Management and	
	Emergency Procedures	3
Concentration Course Hours		21
Total Hours		121

LEARNING PARTNERS



McCULLEY, EASTHAM & ASSOCIATES, INC.

Corporate Headquarters in Kentucky

MEA offers confined space rescue, high angle rope rescue, hazardous materials response, and industrial fire brigade training. In addition to this, MEA's special operations division offers stand-by confined space rescue crews, fire watch crews, damage control support services, hazardous materials technicians and emergency medical staff to industrial clients throughout the United States, Canada, Mexico, Scotland, and Puerto Rico.

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

If your dream is to lead, to execute your vision and make a difference on a larger scale, CSU's MBA programs can be the catalyst to achieving your goals.

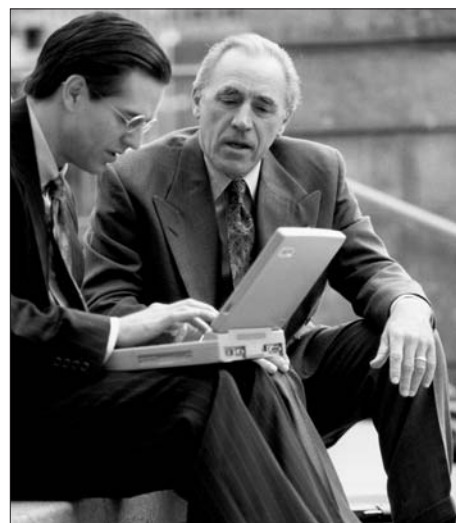
Qualified applicants of CSU's MBA Program must possess a Bachelor Degree earned from an accredited/approved institute.

MBA Core Courses

Course	Title	Credit Hours
OR 1010	Student Orientation	1
MBA 6001	Organizational Research and Theory	3
MHR 6451	Human Resource Mgt. Methods	3
MBA 6601	International Business	3
MBA 5101	Strategic Mgt. & Business Policy	3
MBA 5501	Advanced Marketing	3
MBA 5401	Management Information Systems	3
MBA 6301	Business Ethics	3
MBA 5652	Research Methods	3
Core Course Credit Hours		25

Enabling you to tailor your MBA program to achieve your particular academic and career goals CSU developed MBA concentrations.

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



"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 Concentration Courses

GENERAL PROGRAM (CONCENTRATION)

The General Master of Business Administration and MBA concentration provides students an opportunity to select any 4 (12 credit hours) graduate business or business related courses from the graduate business concentrations. Students also have the opportunity to complete 3-6 hours of supervised Internship (INT 5990 for 3-6 credit hours), which substitutes 1-2 graduate business or business related courses.

Total Hours 37

Internship - INT 5990 3-6 Credit Hours

The Internship is an active learning course designed to apply and synthesize concepts and technical/clinical skills in a professional practical setting. The Internship course is usually taken in the final months of an undergraduate degree program. The setting for the Internship is in an organization under the close supervision of organizational professionals and faculty supervisors. The organizational supervisor evaluates the intern from the practical perspective, and the university supervisor evaluates the intern from the academic perspective. Students within any business concentration may, with the consent of the Dean, substitute 1-2 courses within the concentration for participation in the internship experience. The internship manual is included in this report.

MBA Concentrations



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/E-BUSINESS AND TECHNOLOGY

MBA 553I	E-Commerce	3
MBA 554I	E-Commerce Marketing	3
MBA 555I	Management of E-Commerce	3
MBA 558I	E-Commerce Design & Development	3
Concentration Course Hours		12
Total Hours		37

MBA/FINANCE

MBA 608I	Corporate Finance	3
MBA 664I	International Economics	3
MBA 665I	International Finance	3
MBA 684I	Public Budgeting	3
Concentration Course Hours		12
Total Hours		37

MBA/HEALTH CARE MANAGEMENT

MHA 500I	Health Care Financial Management	3
MHA 510I	Legal Foundations of Health Care	3
MHA 520I	Health Resources and Policy Analysis	3
MHA 650I	Advanced Health Care Management	3
Concentration Course Hours		12
Total Hours		37

MBA/HOSPITALITY AND TOURISM

MHM 5300	Hospitality & Tourism Management	3
MHM 5680	Marketing for Hospitality & Tourism	3
MHM 570I	Legal Aspects of Hospitality & Tourism	3
MHM 5780	Management Accounting for Hospitality & Tourism	3
Concentration Course Hours		12
Total Hours		37

MBA/HUMAN RESOURCE MANAGEMENT

MHR 640I	Employment Law	3
MHR 655I	Training & Development	3
MHR 675I	Labor Relations & Collective Bargaining	3
MHR 690I	Compensation Management	3
Concentration Course Hours		12
Total Hours		37

MBA/INTERNATIONAL MANAGEMENT

MBA 662I	International Legal Environment	3
MBA 663I	Inter-cultural Management	3
MBA 664I	International Economics	3
MBA 665I	International Finances	3
Concentration Course Hours		12
Total Hours		37

MBA/MARKETING

MBA 584I	Strategic Marketing	3
MBA 585I	Marketing Research	3
MBA 586I	New Product Marketing	3
MBA 587I	Business-to-Business Marketing	3
Concentration Course Hours		12
Total Hours		37

MBA/PROJECT MANAGEMENT

MBA 693I	Project Management Strategy	3
MBA 694I	Managing Project Teams	3
MBA 695I	Managing Complex Projects	3
MBA 696I	Project Management	3
Concentration Course Hours		12
Total Hours		37

MBA/PUBLIC ADMINISTRATION

MBA 684I	Public Budgeting	3
MBA 685I	Administration of Public Institutions	3
MBA 686I	Public Policies	3
MBA 687I	Public Finance & Legislative Procedures	3
Concentration Course Hours		12
Total Hours		37

MBA/SPORT MANAGEMENT

MSM 500I	Sport Law and Risk Management	3
MSM 550I	Sport Public Relations and Fund Raising	3
MSM 590I	Sport Facilities	3
MSM 630I	Sport Administration & Finance	3
Concentration Course Hours		12
Total Hours		37

Other MBA Electives

INT 5990	Internship	3-6
MBA 6053	Economics for Managers	3
MBA 615I	Operations Research	3

MS in Criminal Justice Administration

The Master of Science Degree in Criminal Justice Administration is designed to provide post-baccalaureate education to criminal justice professionals. The primary goal of the program is to develop in graduates the ability to analyze, comprehend, and resolve the complex problems confronting the criminal justice system. Qualified applicants of CSU's M.S. in Criminal Justice Administration program will possess a bachelor degree earned from an accredited/approved institute.

"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

MASTER OF SCIENCE IN CRIMINAL JUSTICE ADMINISTRATION

Course	Title	Credit Hours
OR 1010	Student Orientation	1
MCJ 5135	Theory of Crime and Criminology	3
MCJ 5078	Computer Applications for Criminal Justice Administration	3
MCJ 5390	Critical Analysis of Criminal Justice Administration	3
MCJ 5460	Juvenile Justice Administration and Delinquency	3
MCJ 5532	Research Methods in Criminal Justice Administration	3
MCJ 6150	Training and Development in Criminal Justice	3
MCJ 6230	Constitutional Law for Criminal Justice	3
MCJ 6257	Criminal Courts and Professional Ethics	3
MCJ 6345	Statistical Methods for Criminal Justice Research	3
MCJ 6374	Special Topics in Criminology and Criminal Justice	3
MCJ 6453	Global Terrorism	3
MCJ 6530	Critical Analysis of Criminal Justice Public Policy	3
Total Hours		37



MS in Occupational Safety and Health

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

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

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

MS OSH/Environmental Management Concentration

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.



MASTER OF SCIENCE IN OSH CORE COURSES

Course	Title	Hours
OR 1010	Student Orientation	1
MOS 5101	Safety and Accident Prevention	3
MOS 5201	Safety Engineering	3
MHR 6551	Training and Development	3
MOS 6701	Advanced Ergonomics	3
MBA 5652	Research Methods	3
MOS 6301	Advanced Industrial Hygiene	3
MOS 5301	Fire Protection Technology	3
MOS 5425	Advanced Toxicology	3
Core Course Credit Hours		25

OCCUPATIONAL SAFETY AND HEALTH CONCENTRATION COURSES

Course	Title	Hours
MOS 5525	ISO 14000	3
MBA 6301	Business Ethics	3
MOS 6625	System Safety Engineering	3
MOS 6801	Emergency Management	3
Concentration Course Hours		12
Total Hours		37

ENVIRONMENTAL MANAGEMENT CONCENTRATION COURSES

Course	Title	Hours
MEE 5801	Industrial & Hazardous Waste Management	3
MEE 5901	Advanced Solid Waste Management	3
MEE 6201	Advanced Pollution Prevention	3
MEE 6501	Advanced Air Quality Control	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 ecosystem. 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.

Education is a Lifetime Commitment

COLUMBIA SOUTHERN UNIVERSITY UNDERGRADUATE/GRADUATE CERTIFICATE PROGRAMS

Columbia Southern University recognizes that there is a growing desire of many within the workforce for focused training in a professional specialization. To meet this need, CSU offers three levels of undergraduate/graduate certificate programs. These undergraduate/graduate certificate programs fully utilize courses from the CSU degree concentrations.

Students taking courses within the undergraduate/graduate certificate programs will work with faculty in the same university environment as degree seeking students, and will be afforded the same quality of attention and services provided all CSU students. Undergraduate/graduate certificate program recipients will have the ability to compile and communicate specialized information contained within the certificate programs for the purpose of planning, analysis, and other activities directed to the management of business and industry, including specialized service relationships within the global workplace. In addition, students will develop an ability to reach effective business and industry decisions by recognizing and defining problems, examining alternatives, and effectively communicating successful solutions.

STUDENT ORIENTATION

All undergraduate/graduate certificate programs require the completion of the CSU Student Orientation course in addition to specific credit hour requirements.

UNDERGRADUATE CERTIFICATE PROGRAMS

Students select and complete four courses (12 semester credit hours) within a concentration to earn an undergraduate certificate. For example, a student enrolled in the Certificate in Management program would complete four courses from the BSBA-Management concentration.

ADVANCED UNDERGRADUATE CERTIFICATE PROGRAMS

Students select and complete seven courses (21 semester credit hours) within a concentration to earn an advanced undergraduate certificate.

GRADUATE CERTIFICATE PROGRAMS

Students select four courses (12 semester credit hours) from a graduate concentration to earn a graduate certificate.

For complete details please visit us online at www.columbiasouthern.edu

*Whether or not to continue
your education shouldn't be
a question in your life.*

*Education is the Answer to
greater personal and
professional growth, to*

*securing your future, and
Education is Key to earning
more money.*

**Education is Always
the Right Choice**

Never Stop Learning

CERTIFICATE TRANSFER INFORMATION

Students who complete an Undergraduate/Graduate Certificate Program may transfer those courses into a degree program with the corresponding concentration.

Students enrolled in a degree program with a concentration who also wish to earn a certificate, may transfer the concentration courses into the corresponding certificate program. The fee for processing this transfer and certificate is \$150.00. To request this transfer, complete the "Degree to Certificate Transfer Request" form located in the Student Center section of CSU's website. (www.columbiasouthern.edu)

Students who request the transfer for a certificate program (four courses) may continue to complete the remaining three courses of the concentration and request an Advanced Certificate. A separate "Degree to Certificate Transfer Request" must be submitted for the Advanced Certificate.

Students enrolled in a degree program are encouraged to add a certificate in a different area from their concentration.

CERTIFICATE PROGRAMS

UNDERGRADUATE CERTIFICATE PROGRAMS

(Require completion of four courses within one undergraduate concentration area.)

Certificate in Finance
Certificate in Fire Science
Certificate in Hospitality and Tourism
Certificate in Human Resource Management
Certificate in Information Technology
Certificate in International Management
Certificate in Management
Certificate in Marketing
Certificate in Project Management
Certificate in Sport Management

ADVANCED UNDERGRADUATE CERTIFICATE PROGRAMS

(Require completion of seven courses within one undergraduate concentration area.)

Advanced Certificate in Finance
Advanced Certificate in Fire Science
Advanced Certificate in Hospitality and Tourism
Advanced Certificate in Human Resource Management
Advanced Certificate in Information Technology
Advanced Certificate in International Management
Advanced Certificate in Management
Advanced Certificate in Marketing
Advanced Certificate in Project Management
Advanced Certificate in Sport Management

GRADUATE CERTIFICATE PROGRAMS

(Require completion of four courses within one graduate concentration area.)

Graduate Certificate in Environmental Management
Graduate Certificate in Finance
Graduate Certificate in Health Care Management
Graduate Certificate in Hospitality and Tourism
Graduate Certificate in Human Resource Management
Graduate Certificate in International Management
Graduate Certificate in Marketing
Graduate Certificate in Project Management
Graduate Certificate in Public Administration
Graduate Certificate in Sport Management

CERTIFICATE COURSE

In addition to the degree level certificates, Columbia Southern University offers a Certificate in Industrial Hygiene Management. The Industrial Hygiene field offers a variety of exciting work opportunities. Visit our website for more details.



CSU's individualized method of learning allows you to honor your family and career obligations while steadily completing your program.

EDUCATION NEVER CEASES

The marketplace today is a rough and tumble environment. In this volatile market some will do well, others will not. Smart professionals realize that they simply cannot be satisfied with the status quo. Know full well that now is not a time to rest easy. Know that to do so is to hinder their prospects for advancement, or worst still,

place their careers in jeopardy. Fact is you must be committed to ongoing and systematic training if you intend to thrive and prosper in the 21st Century.

INVEST IN YOUR FUTURE

Earning a degree is a wise investment in your future, that is not only in your best interest now – but pays career long dividends.

A bachelor's degree graduate earns nearly \$1 million more while graduate degree holders are projected to earn \$2.5 million more than a high school graduate.

Plus your accredited degree carries significant weight in any organizations's hiring and advancement decisions, while empowering you with the knowledge and skills to achieve greater professional and personal success—

without stepping a foot in a classroom.

Why Choose CSU?

These Traditional Universities Did!



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

- ◆ *Regionally accredited by SACS*
- ◆ *College of Education accredited by NCATE*
- ◆ *College of Business accredited by ACBSP*

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

ONLINE PROGRAMS INCLUDE:

- **M.Ed. in School Counseling**
- **Class A add-on Certification in School Counseling**
- **M.Ed in Early Childhood Education**
- **M.Ed in Elementary Education**
- **M.Ed in Secondary Education**
- **MSCE Counseling/Psychology**
- **MSCE Guidance and Counseling**
- **M.Ed. in Library Media**
- **MSCE in Library Media**
- **MAT—Master of Arts in Teaching**
Certification and Non-Certification
- **Bachelor of Business Administration**
- **Bachelor of Science in Technology**



UNIVERSITY
of NORTH
ALABAMA

- ◆ *Established in 1830 - Alabama's oldest state University*
- ◆ *UNA is regionally accredited by SACS*
- ◆ *UNA's Business School is accredited by ACBSP*

Where would you like your classroom? With UNA's DVD Online Learning you decide the when and where you will learn—without giving up the main benefit of the traditional classroom – The Professor. With UNA's DVD classroom lecture series, your classroom is as close as your DVD player. Here's how it works. UNA graduate professors converted their best "classroom lectures" into DVD lecture series.

STUDENTS CAN OPT TO COMPLETE A MBA, OR A MBA WITH A CONCENTRATION IN:

- **Management**
- **New Venture Management**
- **Marketing**
- **International Business**
- **Computer Information Systems**



UNIVERSITY of
WEST FLORIDA

- ◆ *UWF is accredited by SACS*
- ◆ *Meeting organizational goals is the challenge*
- ◆ *Optimal employee performance is the solution*

In association with the College of Professional Studies, University of West Florida CSU offers the Human Performance Technology Certificate Program. This 12-hour online certificate program explores the roles of Human Performance professionals in positions such as analysts, solutions specialist and implementation/change managers. Students complete their coursework at their own pace, over the internet, in as little as four months or as long as one year.

THE HPT CERTIFICATE PROGRAM INCLUDES FOUR 8-WEEK ONLINE COURSES:

- **Human Performance Improvement**
- **HPT Interventions**
- **Implementing HPT Interventions**
- **Evaluating HPT Interventions**

To learn more visit www.columbiasouthern.edu

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



Columbia Southern University

25326 Canal Road • P.O. Box 3110

Orange Beach, AL 36561

Phone (800) 977-8449 • Fax (251) 981-3815

admissions@columbiasouthern.edu

2. APPLICANT INFORMATION

Date ____/____/____

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

Address _____

City _____ State/Province _____ Zip _____

Country _____ E-Mail _____

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

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

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

Present Employer _____ Position _____

City _____ State/Province _____ Zip _____

Through what source did you learn of Columbia Southern University? *examples: name search engine used (such as google, msn or other); name magazine or other print source; name internet source ect...*

3. DEGREE PROGRAM FOR WHICH YOU ARE MAKING APPLICATION

____ AAS in Business _____ BS in _____

____ AAS in Criminal Justice Administration (The degree program you are interested in pursuing, *i.e.* Marketing)

____ M.B.A. _____ MS in Criminal Justice Administration

____ MS in Occupational Safety & Health

Concentration Program for which you are making application if applicable:

BS Concentration _____ MBA/MS Concentration _____

4. PREVIOUS EDUCATION

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

Name of **HIGH SCHOOL** _____ Year Graduated _____

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

COLLEGE EDUCATION

College/University Name	Date Graduated	Degree Earned	Concentration	Credits Earned

- ☐ I am active military and would like to receive information on using Tuition Assistance or DANTES benefits.
- ☐ I am a Veteran and would like to receive information on using VA benefits.
- ☐ I have previously used my VA benefits.

5. ACADEMIC TRANSCRIPTS REQUESTED

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

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

PROFESSIONAL LICENSES, CERTIFICATIONS, AND TRAINING PROGRAMS

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

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

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

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

Applicant Signature

Date

7. APPLICATION SUBMISSION

Please forward your completed application along with all necessary documents and your application fee to:

CSU, Admissions Department
P.O. Box 3110, 25326 Canal Road
Orange Beach, AL 36561

METHOD OF PAYMENT

CARD NO.

EXP. DATE

NAME ON CARD

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

☐ VISA/MC ☐ AMEX ☐ CHECK ENCLOSED



A Leader in Distance Education

COLUMBIA SOUTHERN UNIVERSITY

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