



Columbia Southern University



University Catalogue



*The World Advances
Through the Advancement of the Individual*

COLUMBIA SOUTHERN UNIVERSITY

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THE DIFFERENCE

Education Makes A Difference

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Dean of Students

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Registrar

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Director of Development

... CSU Makes The Difference!



THE MISSION

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

Columbia Southern University was established to assist mature individuals who:

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

Columbia Southern University is structured to:

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

Columbia Southern University's staff objectives are:

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



CSU OFFERS

Bachelor degree programs:

- Business Administration
- Criminal Justice Administration
- Environmental Management
- Occupational Safety and Health
- Health Care Administration

Master degree programs:

- Business Administration
- Occupational Safety and Health

Certificate programs:

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

CSU – A Quality Alternative



Dear Prospective Student,

Education makes a difference.

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

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

At Columbia Southern University academic credit can be awarded in a number of ways. CSU accepts transfer academic credit from accredited/approved academic institutions when the course content is deemed to be the equivalent to one of our own. CSU accepts credit by examination from CLEP, ACT-PEP, and DANTES. You can also earn credit for relevant educational experiences and training programs, such as professional licenses and certifications for which The American Council on Education recommends academic credit. And finally, you can be awarded credit for documented experiential learning deemed comparable to one of our course offerings.

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

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

Columbia Southern University makes the difference.

Sincerely,

Robert G. Mayes, Ph.D.
President



Excellence is never an accident—

Excellence is a planned event.



Success Is A Matter Of Degrees

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

LICENSE

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

As a part of our licensing procedure and licensing renewal process, CSU must submit to the Department of Education, materials for review including but not limited to curricula, course materials, qualifications of faculty and administrative staff, methods of operations, and financial records proving stability. Additionally, CSU submits to ongoing on-site inspections by the Department of Education.

LIBRARY

Columbia Southern University's Library contains all degree specific textbooks. The library is open to students during normal business hours.

Computerized on-line support is utilized by faculty, faculty advisors and support staff to insure that course materials used contain the most up to date theories and practices within any given discipline.

BOOKSTORE

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

PERSONALIZED SERVICE

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

We are only a phone call away.

ACADEMIC CALENDAR

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

UNIVERSITY BUSINESS HOURS

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

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

POLICY OF NONDISCRIMINATION

Columbia Southern University 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.

TRANSFER POLICY

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

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

In a report written by Alexander Mood for the Carnegie Commission on Higher Education, Mr. Mood stated, "As we look towards the future . . . colleges will be judged not by what some educational bureaucracy declares but by what they can do for their students. Of much greater relevance would be statistics on student satisfaction, career advancement, and data like that".

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

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

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

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



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

LETTERS FROM OUR GRADUATES



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

Harold Lance DeBord

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

Michael V. Manning
Manning & Associates

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

Catherine Sjolander
Borden Chemical, Inc.

I would like to take this opportunity to thank you and your University Staff for your outstanding professional scholastic guidance and advance courses in Environmental Sciences. My degree, received in 1994, has proven to be invaluable to me. I interface daily with the U.S. Air Force and other military services including the U.S. E.P.A. and the U.S. Department of Defense on technical, legal and problem solving matters. I strongly recommend your "off campus" programs.

Michael C. Kaczmariski
McDonnell Douglas

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

Nathaniel Bryant

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

Robert J. Stoll

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

Kenneth L. Sator

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

Michael Lampart



WHAT IS DISTANCE EDUCATION?

Earning a degree through Distance Education is much the same as earning a degree at a traditional university. But here at CSU there are no classes to attend, student/faculty ratios, hard to find professors, etc. At CSU you are in a classroom of one.

You begin your degree program when you are ready. You work at your own pace in the comfort of your home. You complete the required course work as your schedule allows within defined parameters. In this way, you are able to honor your commitments to family and career while earning your degree.

Once enrolled, you will be assigned a faculty member who will assist you with the course in which you are enrolled. Immediately order your first course. CSU ships the required study guide, textbook and any required supplements within five days. Most courses are divided into units, which contains open book unit exams. These exams will help you to grasp the material covered and to assess your level of comprehension as you move through the course. Once all unit exams are completed, you will prepare for and complete a proctored final exam.

ADMISSIONS REQUIREMENTS

Certificate Programs

High school diploma or its equivalent.

Bachelor Degree Programs

High school diploma or its equivalent.

Master Degree Programs

Bachelor degree. If the earned undergraduate is dissimilar to the Master degree program of interest, the University will decide if the prospective student is qualified to enter into the graduate program.

International Students

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

THE ADMISSIONS PROCESS

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

1. Application

Complete the Application for Admissions located in the back of this catalogue. You should include transcripts of prior academic credit earned (copies will suffice for evaluative purposes). If you do not have student copies of your transcripts, request them from the appropriate university or college and have them sent directly to CSU. If you will not be submitting transcripts from a University or College, you must include proof of a high school diploma or GED.

If you intend to seek academic credit on the basis of Experiential Learning, indicate your desire to do so on the application by checking the provided box. Along with your evaluation, CSU will forward a Prior Learning Portfolio Guidelines packet. This packet will include step-by-step instructions on how you may earn credit for experiential learning. For additional information on "Experiential Learning" see page nine.

2. Evaluation

Columbia Southern University will conduct a comprehensive no cost/no obligation evaluation of your prior academic credit. Within twelve to fifteen working days of receipt of your application, we will prepare a detailed Evaluation Report. This report will outline those courses we have determined you should take and those courses for which we have accepted transfer credit. If you would like to take advantage of our Priority Evaluation Service, please enclose a check for \$25. This will guarantee that your application will be evaluated within 24 hours of receipt.

3. Enrollment

When your evaluation is completed we will mail you a complete Enrollment Packet. This packet will include all the information needed to make an informed decision to enroll. If you are seeking to earn academic credit for experiential learning, a "Prior Learning Portfolio Guidelines" packet will accompany this mailing.



CSU recognizes that students may have earned academic credit hours and/or gained the knowledge and understanding of one of our course offerings through academic credit, credit by examination, credit for educational experiences and training programs, and through experiential learning. In such cases, CSU will not require students to take coursework in areas in which they are proficient provided the student satisfies Graduation Requirements as outlined on page thirteen.

ACADEMIC CREDIT

Columbia Southern University accepts transfer academic credit from accredited/approved academic institutions when the course content is deemed to be the equivalent to our own. Only those courses on which applicant/student has earned a "C" or better will be accepted.

CREDIT BY EXAMINATION

Columbia Southern University accepts credit by examination from the following:

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

PROFESSIONAL LICENSES, CERTIFICATIONS, AND TRAINING PROGRAMS

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

The National Guide to Education Credit for Training Programs, published by the American Council on Education.

Guide To The Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education.

EXPERIENTIAL LEARNING

The University recognizes that you may have gained knowledge and skills through various work/life experiences and independent learning which may be the equivalent to one of our course offerings. You must complete a Prior Learning Portfolio that properly documents all experiential learning that is to be considered for college credit. You are not required to complete your Portfolio at the time of enrollment. You must however, submit your Prior Learning Portfolio before completing your degree program.



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

To assist you in assembling the documentation necessary to support the awarding of academic credit on the basis of experiential learning, CSU provides easy to understand guidelines. Once you review all the requirements necessary to prepare a Portfolio, you may submit to CSU at the time of enrollment a Portfolio Assessment Application. By including this completed form with the Enrollment Agreement, you signal to us your intent to submit a Prior Learning Portfolio for those courses you list. If academic credit sought is not awarded through Portfolio Assessment, you will be required to complete these courses prior to graduation.

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

Academic credit awarded for experiential learning cannot exceed the following:

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

Master Degree Programs – Nine (9) credit hours of CSU core courses



FINANCIAL INFORMATION

TUITION AND FEES

	Per Credit Hour Rate
Bachelor Degree	\$ 85.00
Master Degree	\$115.00
Prior Learning Portfolio Assessment	\$ 295.00

Comprehensive Study Program

If you are interested in a Bachelor degree program and think that you will likely continue on to the Master degree program, you may wish to enroll in both the undergraduate and graduate program. If you choose to do so, you will enjoy a 20% tuition discount.

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

METHOD OF PAYMENT

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

Payment Options

Columbia Southern University offers three payment plans.

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

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

- Payment 1-January 1
- Payment 2-February 1
- Payment 3-March 1
- Payment 4-April 1

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

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

EMPLOYER REIMBURSEMENT POLICY

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

STUDENT FEES

Change of program fee \$100.00; Final exam retake fee \$50.00; Graduation fee \$75.00; Return Check fee \$25.00; Priority Evaluation fee \$25.00, Additional Transcript fee \$10.00. Student fees are nonrefundable.



DR. RAY CURTIS
VICE-PRESIDENT FINANCE/CFO



Reach

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

ATTENDANCE

As a Directed Studies institution, Columbia Southern University does not require classroom attendance. Students are allowed to set their own pace within reasonable parameters. Students are expected to complete one course each ninety days. At CSU, you are in a classroom of one. CSU sets your objectives, you schedule your study time.

HOW INDEPENDENT STUDY WORKS

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

PERSONALIZED SERVICE

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

We are only a phone call or e-mail away.

To ensure student satisfaction and to facilitate the learning process, CSU provides the following services:

- Student Service Department
- Course specific faculty counseling
- Website Student Forums
- On-line Request for Help Form



F. POCHE WAGUESPACK, MS
DEAN OF STUDENTS

LIBRARY ACCESS

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

CREDIT HOURS

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



ACADEMIC PROGRESS

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

COURSE SCHEDULING

Following your personal evaluation, Columbia Southern University will advise you of your course requirements. Unlike traditional colleges where it is necessary for students to juggle three to five courses simultaneously to have any hope of earning a degree in four years CSU suggest that you complete one course at a time, enabling you to more fully concentrate on the subject at hand. This method of study has been found to enhance the learning process and is strongly recommended. However, if your circumstances are such that you need to accelerate your program, we will accommodate you provided you maintain an acceptable GPA (2.0 Bachelor programs; 3.0 for Masters programs).

EXAMINATION PROCEDURES

Unit examinations will be found within the Study Guides that are sent to students at the beginning of each course of study. These exams are to be self-administered and forwarded to the University for grading. Unit examinations enable both the university and the student to gauge the student's level of comprehension of the materials presented. If remedial measures are necessary, this will be evident and steps will be taken.

Final examinations are to be proctored. Students will select the individual who will serve as their proctor and will notify the University of their selection. If the University approves the student's selection, the University will forward the comprehensive final exam to this individual.

On a date that is mutually convenient to both student and proctor, the proctor will administer the exam in the manner prescribed. Examinations are ideally administered at testing centers found in local High Schools, Trade and Vocational schools, Colleges and Universities. The Proctor shall be a responsible and reputable third party for whom there is no conflict of interest or appearance of impropriety. School officials, counselors, education directors, supervisors, etc. are well suited for this purpose.



Dr. Curtis,
Dr. Mayes and
Robert Mayes

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

The value of each exam (percent to be counted toward the final grade) varies by course. In courses that require only four unit exams and one final exam, each unit exam counts 10% of the final grade, and the final exam counts 60% of the final grade. For courses that have other requirements (outside assignments, projects and research papers) the final grade percentage for each exam and assignment is indicated in the course study guide.

RETAKE EXAMINATIONS

Students will be allowed two retake examinations per course. Both the initial and the final grade will be retained and reflect on the student's transcript. Columbia Southern University retains the right to determine the format of all retake examinations. A fee of fifty dollars will be charged for each retake examination.

GRADING POLICES

Columbia Southern University awards letter grades as follows:

A Excellent	90-100	4.00	Grade Points
B Good	80-89	3.00	Grade Points
C Average	70-79	2.00	Grade Points
D Passing	60-69	1.00	Grade Points
F Failing	59-0	0.00	Grade Points
W Withdrawal		0.00	Grade Points

The grade-point average (GPA) is computed by dividing the total number of grade points by the total number of courses completed.



ACADEMIC PROBATION

Satisfactory work is defined as 2.0 GPA (grade point average) for students enrolled in the bachelor degree programs and 3.0 GPA for students enrolled in master programs. Students failing to maintain a satisfactory GPA will be placed on Academic Probation and are required to retake their last course. Failure to obtain a satisfactory grade may result in termination. Said termination shall not be reversed until such time as the student petitions and demonstrates a renewed resolve to complete their studies.

GRADUATION REQUIREMENTS

At Columbia Southern University, we do not require students to take course work in areas in which they are proficient. There are however, course minimum policies in place. A minimum of thirty (30) semester hours must be completed with Columbia Southern University to be eligible to graduate from our Bachelor programs. To be eligible to graduate from our Master programs students must complete at least 50% of the courses that comprise the program.

A 2.0 grade point average is required to graduate from all Bachelor programs. A 3.0 grade point average is required to graduate from all Masters programs.

GRADUATION WITH HONORS

In order for a student enrolled in the Bachelor degree program to graduate with Summa Cum Laude, Magna Cum Laude, or Cum Laude honors, they earn the following grade point average.

Summa Cum Laude	4.00
Magna Cum Laude	3.8 - 3.99
Cum Laude	3.5 - 3.79

Honors are not awarded for Master degree programs.

TRANSCRIPTS

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

STUDENT RECORDS

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

RECORD RETENTION

All student records are retained in full. All graduate records are condensed to pertinent information, including application, detailed resumes, previous college transcripts, copies of certificates, enrollment agreement, prior learning portfolio, tuition schedule, copies of grades earned at CSU, copy of CSU transcript and diploma.

LEAVE OF ABSENCE

Students faced with a medical emergency or personal crisis, may request a Leave of Absence. A letter must be submitted to the University stating the nature of the illness or crisis and a reasonable estimate of time you will need to be away from your studies. A Leave of Absence will not exceed six months. During this period, all academic and financial obligations will be placed on hold until such a time as the student alerts the University that they are ready to return to their studies.

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.



*At CSU, you are in a classroom of one.
CSU sets your objectives,
you schedule your study time.*

TERMINATION

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

- Fails to complete coursework within the allotted time frames, without providing the University written notification of the delay.
- Falsifies information, either on the original application or any other University document.
- Fails to submit student loan payments.
- Cheats on any lesson, project or examination.

APPEALS & GRIEVANCES

Columbia Southern University 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 with the University President.

POLICY DISCLAIMER

Columbia Southern University is committed to ongoing review of our learning objectives and our programs to ensure that our students are kept abreast of the latest principles, theories, and applications pertaining to their field of study.

The University reserves the right to make changes as deemed appropriate in our course offerings, curricula, academic policies, and other rules and regulations affecting students, without prior notification.

REFUND POLICY

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

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

TEXTBOOK REFUND POLICY

For those students who find it necessary to withdraw from the University, CSU will accept the return of the textbook for the course in which the student is currently enrolled. This refund policy will not apply to textbooks that have been marked in or are otherwise damaged. Returned texts must be in like "new" condition.

Education Makes a Difference

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

Columbia Southern University makes the difference



Education strives to develop minds by imparting knowledge, stimulating imagination, and empowering thought. The mission of Columbia Southern University's General Education program is to provide the foundation upon which students can build an educational experience that will improve the quality of their lives. Because quality should be measured in terms of the individual's ability to make reasoned choices; education at CSU seeks to expand our student's worldwide perspective so that they better make informed decisions.

The goal of General Education curriculum is to assure that students acquire the intellectual skills and breadth of knowledge that will not only enable our students to succeed in their academic endeavors, but will prepare each student for the challenges and opportunities of the 21st century.

The objectives of the General Education courses at Columbia Southern University are to insure that students can:

- communicate effectively in both oral and written forms.
- describe the individual's role in the national and global society and show how that role is shaped by various cultures, influences, and life-styles.
- reason logically, think critically, analyze and interpret data.
- make and defend informed decisions exhibiting a variety of perspectives.
- use a variety of resources, including current technology, to gain knowledge.

CSU's General Education courses will serve as the foundation upon which our student's knowledge will rest. Students should come to understand that learning is not a means to an end, but rather is a life long pursuit that will enrich their lives.

ENGLISH COMPOSITION

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

SPEECH

CM 1010	Business Communications	3
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LITERATURE AND FINE ART

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

MATH

MA 1010	Finite Math	3
MA 2010	Survey of Business Calculus	3
MA 3010	Elementary Statistics	3

HUMANITIES

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

HISTORY

HY 1110	American History	3
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SOCIAL, POLITICAL AND ECONOMICS SYSTEMS

PS 1010	American Government	3
PS 2010	American State and Local Politics	3
PSY 1010	General Psychology	3
SOC1010	Intro to Sociology	3

NATURAL SCIENCES

ES 1010	Earth Science	3
PH 1010	Intro to Physics	3

PHILOSOPHY

PHL 1010	Critical Thinking	3
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COMPUTER

CS 1010	Computer Essentials	3
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Total Hours		60
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JOSEPH A. MANJONE , Ed.D.
DIRECTOR OF EDUCATION

EH 1010 English Composition I

This undergraduate course is designed to provide students the ability to implement effective communication skills via the written word. This course provides instruction on the use of standard written English, grammar, punctuation, capitalization, and sentence and paragraph structure. It provides students with the skills necessary for successful communication. (3 credit hours)

EH 2010 English Composition II

This undergraduate course integrates writing instruction, readings, and grammar skills. It also promotes the fundamentals of effective expression via writing paragraphs and essays. Mastering of paragraphs and short essays, complete with effective introductions, support paragraphs, strong conclusions, and correct use of Standard English grammar is a primary focus. (3 credit hours)

CM 1010 Business Communications

This undergraduate course embodies the fundamentals of effective oral and written communication unique to business and technology. It teaches the skills necessary for effective business communication, including the writing of business memos, letters and reports, and career, oral, and global communications. Also included are legal pitfalls, ethical situations and exposure to today's communication technologies. EH 1010 or its equivalent is a prerequisite to take this course. (3 credit hours)

AL 1010 American Literature I

This undergraduate course introduces an overview of the emergence and progress of American literature from Colonial America through the literature of Reason and Revolution to the Age of Romanticism in the mid-nineteenth century. This course is designed to study American literary works and analyze their literary significance. (3 credit hours)

AL 2010 American Literature II

This undergraduate course provides an overview of modern American literature from the latter half of the nineteenth century through the literary renaissance and social challenges experienced in the early twentieth century before World War II and up through the present. It studies American literary works and analyzes their literary significance by exploring various aspects of drama, poetry, and fiction. (3 credit hours)

AR 1010 Art History

This undergraduate course explores the history of art with an emphasis on Western civilizations. It provides an understanding of the contexts within which artists work, modern and historical, the technical processes they use, and the means by which art is evaluated. The understanding of art is a focus of this course. (3 credit hours)

MA1010 Finite Mathematics

This undergraduate course provides an accessible approach to mathematics required of business and social science majors. Areas of study include linear algebra, probability and discrete mathematics. This is largely a problem-solving course emphasizing real-world applications from these fields. (3 credit hours)

MA 2010 Survey of Business Calculus

This course focuses on the process of problem solving, including the formulation and validation of mathematical models. Critical thinking and the use of technology are emphasized. Topics include rates of change, multivariable functions and models, descriptive statistics, matrices, multivariable analysis and linear programming. (3 credit hours)

MA 3010 Elementary Statistics

An introduction to statistics and statistical technology. Topics include descriptive statistics, normal probability distributions, confidence intervals, hypothesis testing, correlation and regression, and chi-square Tests. The use of scientific calculators and Microsoft Excel in completing statistical problems is also covered. (3 credit hours)

HY 1010 Western Civilization I

This undergraduate course explores the history of Western Civilization. It examines the social and cultural as well as political contexts out of which the West developed. It emphasizes the emergence and evolution of Western nations. Included in its focus are the cultures, leaders, religions, ideas, human values, and imagination that distinguish Western thought. (3 credit hours)

HY 2010 Western Civilization II

This undergraduate course continues the exploration of the history of Western Civilization begun in HY 1010 (Western Civilization I). It continues to examine the social and cultural as well as political contexts out of which the West developed. It studies the further emergence and evolution of Western nations and Western Culture. (3 credit hours)



HY 1110 American History

This undergraduate course provides students with a survey of the political, economic, social, and cultural history of American life from the discovery of America to the present time. It focuses on the complexity of American history and synthesizes that complexity into informed interpretation of significant historical events. (3 credit hours)

PS 1010 American Government

This undergraduate course provides students an in-depth study of American government and politics. The course focuses on presenting a balanced, unbiased, and up-to-date introduction to constitutional, governmental, political, social, and economic structures and processes, beginning with the historical events leading to the formation of the American Constitution and continuing through to current politics of domestic and economic policymaking and foreign and defense policy. (3 credit hours)

PS 2010 American State and Local Politics

This undergraduate course provides an in-depth study of the political conflict in American states and communities. This course compares the public policy and government management strategies of state and local governments with a focus on the sources and nature of conflict. It also provides students with a survey of politics at the state and local level with emphasis on the political forces that shape policy-making and policy outcomes. (3 credit hours)

PSY 1010 General Psychology

This undergraduate introductory course presents psychology as a science, a diverse discipline with a concern for research, theory, gender, and cross-cultural issues. It focuses on inspiring critical thought and analysis of psychological issues. The biological basis for behavior, cognition and mental abilities, motivation and emotion, life span development, personality, psychological disorders, and social psychology are also included. (3 credit hours)

SOC 1010 Intro to Sociology

This undergraduate course provides a comprehensive introductory overview of sociology, the systematic and objective study of human society and social interaction. This course, like the discipline of sociology, looks beyond a limited view of the world to see society as a whole-the values and ideas shared by its members, the groups and institutions that compose it, and the forces that change it. (3 credit hours)

ES1010 Earth Science

This undergraduate course is designed to give students an introductory overview of earth science, including its four sub-disciplines, astronomy, meteorology, geology, and oceanography. This course is intended for the entry-level college student whose scientific background is limited. The course moves from large, encompassing concepts to the specifics of the four earth science sub-disciplines, providing an exploration of the relationships among the universe, the Solar System, and our planet, and the ties among the diverse earth features and processes. (3 credit hours)

PH1010 Introduction to Physics

This undergraduate course is designed to give the student an introductory overview of physics. It is intended for the entry-level college student whose scientific background is limited. The course is an introduction to the facts and techniques of physics, particularly three aspects of the science-the practical, the historical, and the exploration. It provides insight into the history and evolution of physics, including current discoveries in the field. (3 credit hours)

PHL 1010 Critical Thinking

This undergraduate introduction to philosophy introduces the major fields, problems, theories, and personalities of philosophy through the biographies and writings of leading thinkers. It emphasizes a solid background in the core fields of critical thinking and philosophy, exploring how ethics, social and political philosophy, aesthetics, the philosophy of religion, and the philosophy of science related to important issues of current concern. This course focuses on philosophy as an activity whose guiding principle is reason and whose goal is critical thinking. (3 credit hours)

CS 1010 Computer Essentials

This course covers the basics of computers and computer usage. It stresses the role of information technology within organizations. Societal issues involving the use of computers are also presented. Topics include: computer jargon, hardware and software, networking, information systems and future technologies. (3 credit hours)

Columbia Southern University's Business Administration degree programs were designed to provide the academic tools necessary for Business Owners, Administrators, and Managers, in both private and public sector organizations, to direct their organizations with sound business judgement and leadership anchored in acquired knowledge.

The goal of CSU's Bachelor of Business Administration Degree Program is to provide students with a breadth and depth of knowledge about organizations, management fundamentals, techniques, processes, and analytical skills that when combined with a foundation in accounting, business law, finance, information systems, marketing, operations, and human resource management, will enable students to be successful in their chosen profession.

The objectives of the General Education courses at Columbia Southern University are to insure that students can:

- apply appropriate knowledge of marketing, management, accounting, finance, economics and information and decision sciences to function effectively in the business world.
- effectively make informed decisions based on acquired knowledge.
- communicate effectively.
- apply informative and administrative perspectives in areas of accounting, business law, economics, finance, information and decision sciences, management and marketing.
- enter graduate study prepared.

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

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



BACHELOR OF SCIENCE

		Hours
General Education		60
Course	Title	
BBA 3602	Principles of Management	3
BBA 3451	Organizational Theory and Behavior	3
BBA 3401	Entrepreneurship	3
BHR 3352	Human Resource Management	3
BBA 2101	Business Law	3
BBA 2401	Principles of Macroeconomics	3
BBA 2501	Principles of Microeconomics	3
BBA 4201	Financial Institutions	3
BBA 2201	Principles of Accounting I	3
BBA 2301	Principles of Accounting II (continuation of BBA 2201)	3
BBA 4751	Business Ethics	3
BBA 4951	Business Policy and Strategy	3
BBA 4851	Production Management	3
BBA 3301	Financial Management	3
BBA 4301	International Finance	3
BBA 3701	International Trade	3
BBA 2151	Business Statistics	3
BBA 3551	Information Systems Management	3
BBA 3201	Principles of Marketing	3
BBA 3651	Leadership	3
Total Hours		120

**BBA 3602 Principles of Management**

This course provides the undergraduate student with a comprehensive knowledge and understanding of the dynamics involved in managing in the modern organization. The history of management and its impact on the modern manager will be explored. In addition, the functions and elements of management will be examined, along with such issues as motivation, diversity, quality, ethics and the global environment. (3 credit hours)

BBA 3451 Organizational Theory and Behavior

This is an introductory course to organizational behavior. It provides a basic grounding in the principles of managing organizations. It also stresses the development of job-relevant skills. The material covers a wide range of organizations. Topic areas apply to daily life. (3 credit hours)

BBA 3401 Entrepreneurship

The course is designed to awaken and explore the student's entrepreneurial instincts and aptitude. Through assigned readings, critical thinking exercises, case studies and the business plan research project, the student will become aware of the significant role the entrepreneur plays in our capitalistic society. The course will allow the student to gain insight into successful entrepreneurial characteristics, creative thinking methods, risk analysis and business planning methods. (3 credit hours)

BHR 3352 Human Resource Management

This course introduces human resource management and its many facets. It covers employment processes including recruitment, selection, training, evaluation and benefits. Legislation affecting human resource management is studied. Topics stressed include equal employment opportunity, employee benefits, compensation, unionization and sexual harassment. (3 credit hours)

BBA 2101 Business Law

This course studies laws that affect business operations. It explores the development and current overview of the legal system in the United States. The courts and their functions, and how our legal system handles lawsuits, contracts and property issues are included. (3 credit hours)

BBA 2401 Principles of Macroeconomics

This course introduces economic theory and practice, specifically the economic system affecting the economy as a whole. It includes international and national policy and decision-making. It also introduces the foundations of economic reasoning and central key terms, laws and concepts of economic analysis and understanding. (3 credit hours)

BBA 2501 Principles of Microeconomics

This course introduces economic theory and practice, specifically the economic system of supply and demand. It includes the affect this system has on business and individuals, especially in the making of decisions. It also introduces the foundations of economic reasoning and central key terms, laws and concepts of economic analysis and understanding. (3 credit hours)

BBA 4201 Financial Institutions

This course covers the importance of financial markets and institutions in a global society. It includes a series of assignments that illustrates how financial institutions work for both businesses and the consumer. Broad coverage of different financial institutions in the context of a global society is presented. Key concepts covered include the role of financial markets in society, financial transactions in a global society, and the commercial banking system. (3 credit hours)

BBA 2201 Principles of Accounting I

An introduction to accounting information on financial reports, including accounting concepts, analysis and interpretation and the proportion of financial reports with an emphasis on the operating activities. Includes the measurement of income and expense, working capital, investments of the bases for measuring performances and making business decisions. Emphasis is on corporations, fund-flow and interpretation of financial statements. The course is designed to present clearly and understandably the most important conceptual and practical aspects of accounting. (3 credit hours)

BBA 2301 Principles of Accounting II

Principals of Accounting II is an in-depth continuation of Principles of Accounting I. This course covers the material necessary to interpret financial reporting and make useful lending and investment decisions. Cash flow statements, cost accounting, cost-volume analysis, budgeting, and capital budgeting are included. (3 credit hours)

BBA 4751 Business Ethics

This course provides an overview of business ethics. It studies the essential nature of ethics and the role that ethics play in the decision process. Individual decision-making and corporate organizational culture are explored. (3 credit hours)

BBA 4951 Business Policy and Strategy

The course examines and explores managerial decision-making and actions that determine the long-term performance of a corporation. It is designed as a capstone course that allows the student to integrate the previously learned management skills of planning, organizing, directing and controlling into conceptual implementation. The course emphasizes how internal and external environmental factors affect corporate planning and performance. Readings and case studies demonstrate to the student that effective conceptual management skills are essential in our fast changing contemporary environment. (3 credit hours)

BBA 4851 Production Management

This course presents a comprehensive introduction to the concepts and techniques of operations management. Operations strategy, quantitative techniques and managerial issues are studied. Topics investigated include manufacturing and service, production technology, facility layout, supply chain management, quality control and maintenance management. (3 credit hours)

BBA 3301 Financial Management

Financial Management is designed to give students a basic understanding of financial planning in the business world. This course provides an analytical understanding of financial management. It builds upon the fundamental principles of elementary accounting and economic principles. Topics covered include financial analysis and planning, working capital management, capital budgeting process and long-term financing. (3 credit hours)

BBA 4301 International Finance

This upper-level undergraduate course describes international financial instruments and their role in providing a cohesive financial integrated market. It investigates arbitrage and arbitrage-like transactions and how they bind together distinguishable financial instruments and play key roles in financial contracts. The finance methodologies of multinational corporations, foreign exchange and bankers, acceptances are also included. (3 credit hours)

BBA 3701 International Trade

This course explores the key elements of international trade and investment. The prices and policies that affect the international financial market are the primary focus. Areas of study include price determinants, price relationships, price changes and international policy issues. (3 credit hours)

BBA 2151 Business Statistics

This course provides an overview of business statistics. A variety of descriptive and inferential statistics are presented. The importance of tables and graphic presentations of results is emphasized. Case studies and scholarly journal articles are reviewed and analyzed for statistical content. (3 credit hours)

BBA 3551 Information Systems Management

This course provides guidance for the management of information technology in today's complex business environment. The planning and development of systems that use and deliver information technology is a major focus. Jargon, issues, tactics and strategies concerning information technology are examined. Case studies and the WEB are utilized to study corporate usage of information technology. (3 credit hours)

BBA 3201 Principles of Marketing

This course presents a comprehensive introduction to the concepts and techniques of modern-day marketing. The importance of marketing in the economy and in business management is explored. (3 credit hours)

BBA 3651 Leadership

This course reviews important findings relating to leadership. It provides the information necessary to assess leadership style in both social and work situations. Topics include leadership communication styles, the power of leaders, situational leadership, creativity and leadership, teamwork, motivation, coaching skills, and the affect of leadership upon the organization. (3 credit hours)



The Master of Business Administration degree program is professional in nature. Its goal is to provide students with the skills necessary to function effectively in upper management positions. Being decision oriented, the program focuses on key aspects of up-to-date administration, and prepares graduates for leadership roles in business, industry, government or social service.

The objectives of the Master of Business Administration at Columbia Southern University are to insure that students can:

- illustrate through actual case studies problem solving, decision making and planning skills applicable within a business context.
- demonstrate an appreciation for the behavioral facets of management.
- demonstrate an ability to anticipate and adapt to changes in the organizational environment.
- demonstrate an ability to integrate concepts and research findings of business and social sciences.
- demonstrate an appreciation of the role and responsibilities of business enterprise in our broad social framework.
- explain the economic decision making processes at the individual, organizational and industry/market levels.
- define the general principles of planning, organizing, directing and controlling in managing an organization's resources.

Qualified applicants of CSU's Master of Business Administration Degree Program will possess a Bachelor Degree. If the earned undergraduate is dissimilar to the Master degree program of interest, the University will decide if the prospective student is qualified to enter into the Master of Business Administration.



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MASTER OF SCIENCE DEGREE

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

MASTER OF BUSINESS ADMINISTRATION

COURSE DESCRIPTIONS

MBA 5101 Strategic Management Business Policy

This masters-level course is designed to provide the student with a deeper understanding of strategic management principles, theories and concepts. During this course, the student will learn how to develop mission statements, assess both the external and internal environments to determine organizational strengths and weaknesses. Further, the student will learn how to use strategy review, evaluation and control tools to insure successful implementation of strategic management plans. The student will complete essay and case study examinations (mid-term and final) that are designed to provide valuable practical application of learned theories and concepts. (3 credit hours)

MBA 5501 Advanced Marketing

This course provides an analysis of marketing and its importance in the economy and in business management. It investigates the complexity of modern marketing systems. Marketing environment, market segmentation, managing product cycle, new market development, and marketing communication are studied. (3 credit hours)

MBA 6001 Organizational Research and Theory

A comprehensive study into organizations and their complexity. Organizations as rational, natural and open systems are investigated. Organizational pathologies, the creating of organizations, boundary setting and spanning, and organizational effectiveness are covered. (3 credit hours)

MBA 5401 Management Information Systems

The analyzing and designing of business information systems are the focus of this graduate level course. It studies the issues and strategies while explaining the technical concepts of management information systems. Topics covered include databases, ethical issues, computer hardware and software, planning, and system security. (3 credit hours)

MBA 6601 International Business

This course provides an overview of the principle aspects of conducting international business. Domestic and international business characteristics are compared. The international political and legal environments and their affect on international business are studied. Topics covered include international trade theory, foreign exchange, export and import strategies, negotiations and diplomacy and human resource management in the global marketplace. (3 credit hours)

MHR 6451 Survey of Human Resource Management

This course covers the major aspects of human resource management. It provides an assessment of the human resource management field. Topics include: equal employment opportunity, job analysis, strategic planning, recruitment, selection, training and performance appraisal. Compensation, benefits, safety and health and labor-management relations are also included. (3 credit hours)

MBA 5651 Research Methods

Research Methods is designed to provide the graduate level student with experience in how to conduct research using scientific methods. During this course of study, the student will be exposed to the basic elements of research and the ethics involved in conducting research projects. (3 credit hours)

MBA 6301 Business Ethics

This course provides an understanding of what constitutes an ethical decision. It covers the elements necessary for making ethical decisions within the business environment. Business ethics definitions, issues and theories are studied. (3 credit hours)

MBA 5001 Microeconomics for Managers

This graduate course studies the role of economic issues in the managerial decision-making process. It covers the concept of microeconomics. It also provides an understanding of public policy formation and how a modern economy functions. Finally, this course stresses the practical application of a number of decision-making tools available to the modern manager. (3 credit hours)

MBA 5301 Corporate Finance

This course introduces the theory of corporate finance and the application of this theory to realistic problems in corporate financial management. Case studies are utilized to integrate the various aspects of corporate finance including production, marketing, management, accounting and finance. Investments, corporate benefits, supply and demand, corporate reorganization and financial instruments are studied. (3 credit hours)

MBA 5201 Advanced Accounting

This course develops proficiency with the many applications from managerial accounting to decision making in economic entities of all types of businesses. It presents the most important conceptual and practical aspects of managerial accounting. This course is above the intermediate level of financial accounting courses. (3 credit hours)

MBA 6151 Operations Research

An introduction to the scientific methods used to investigate problems concerned with the conducting of operations within an organization. Mathematical methods of operations research are stressed. Topics studied include linear programming, decision analysis, mathematical programming, inventory theory, forecasting, and Markov decision processes. (3 credit hours)

MBA 7001 Research

This course develops practical research and writing skills necessary to receive a postgraduate degree. During this course, the student will be required to write and develop, for possible publication, a refereed research article based on established educational criteria. This requirement includes the research, writing and submission of a research article for publication in the student's major field of study. (1 credit hour)



The mission of Columbia Southern University's Criminal Justice Administration Bachelor degree program is to educate students for professional practice in a constitutional criminal justice system. The goals of CSU's Criminal Justice Administration degree program are to provide students with an understanding of the criminal justice process, its agencies, personnel and historical foundations. The program emphasizes the key components of criminal justice system-police, corrections, juvenile justice and judicial systems.

The objectives of the CSU Criminal Justice Administration degree program are to insure that students can:

- demonstrate a knowledge of justice administration, social science perspectives of human behavior, policy analysis and criminal justice theory.
- apply concepts and theories of law enforcement, corrections, and administration of justice.
- apply conceptual and research skills necessary to fully understand advanced analyses of the criminal justice systems.
- demonstrate skills necessary to upgrade levels of professional practice, improve supervisory skills, and act as agents of social change.

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



BACHELOR OF SCIENCE

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

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

CRIMINAL JUSTICE ADMINISTRATION

COURSE DESCRIPTIONS

BCJ 3001 Theory and Practices of Law Enforcement

This course provides an overview of the practices and theories associated with American law enforcement. It is designed to familiarize the student with law enforcement terminology, and basic theories and concepts, which form the framework for understanding fundamental issues in policing today. (3 credit hours)

BCJ 3002 Theory and Practices of Corrections

This course provides an examination of the pros and cons of controversial issues ranging from capital punishment to inmate amenities, electronic monitoring, boot camps, home furloughs, and even the use of condoms behind bars. Cutting edge issues as they relate to corrections such as high-tech innovations in security, proactive approaches for reducing crowding and controlling inmates, and curtailing frivolous inmate lawsuits is addressed. Also, presented are correction procedures that work and that don't work. (3 credit hours)

BJC 3601 Criminal Law

This course provides a study of the nature and foundations of American criminal law. It focuses on the evolution of statutory crimes in the United States. Contemporary federal and statutory offenses are analyzed. Topics include criminal conduct, criminal liability, elements of crimes, responsibility to commit crimes and criminal defenses. (3 credit hours)

BCJ 4001 Procedures in the Justice System

The study of the history, philosophy and procedures in the Administration of Criminal Justice in America as traced from arrest to final disposition. Emphasis is placed on Accusatory pleading, including the Grand Jury and Preliminary hearings. The adversary system of the justice system from jury selection to final verdict is also reviewed. (3 credit hours)

BCJ 3950 Constitutional Law for Criminal Justice

A study of the basics of the United States Constitution and the rights of the individuals charged with criminal acts. Emphasis is placed on the duties and responsibilities of the officer to protect and respect such rights. This course includes case law and legislation with an emphasis on the three branches of the US government and on the judicial process. (3 credit hours)

BCJ 3801 Criminal Evidence

This course is designed to help students understand the concept of criminal evidence and the procedures employed in the presentation of evidence at trial. It gives the student understanding and practical application of the rules, concepts, and procedures of criminal evidence. The underlying reasons for criminal evidence rules are also studied. (3 credit hours)

BCJ 3501 Criminology

This course provides an overview of emerging issues in criminology including computer and high-technology crimes. It examines various crime statistics, theories of crime causation, methods of crime prevention, and social policy toward crime prevention and criminal punishment. Also presented are the practical issues associated that focus on prevention, treatment, rehabilitation, and victim restoration. Additionally, it highlights a central issue facing criminologists today, whether crime is individual responsibility and accountability or a symptom of a dysfunctional society. (3 credit hours)

BCJ 4301 Supervision of Criminal Justice

This course provides an overview of the concepts and key components of the role of supervisors and middle managers in a criminal justice agency. Special emphasis is placed on the importance of interpersonal skills and the ability to work with others. Topics covered include communication, problem solving, time management, the hiring process, motivation and morale. (3 credit hours)

BCJ 3301 Judicial Process

The study of the American judicial system in relationship to state and federal criminal justice systems, including court structure, jurisdiction, selection of judges and judicial discretion. Emphasis is given to contemporary issues confronting American courts. (3 credit hours)

BCJ 3701 Criminal Investigation

Criminal Investigation is designed to provide an understanding of the investigative process. Focus is placed on merging theoretical and proven practical aspects of crime detection and solution. The workings of the modern crime lab are presented to impress the criminality potential of evidence. Colorful origins of criminal investigations are discussed. (3 credit hours)

CRIMINAL JUSTICE ADMINISTRATION

COURSE DESCRIPTIONS



BCJ 4201 Race and Ethnic Relations

This course provides theories and practices of race and ethnic relations. It develops an understanding of the basic social, cultural, and geographic factors associated with race and crime in the United States. Minority groups are examined with particular reference to the criminal justice system. (3 credit hours)

BCJ 4101 Police and Community Relations

The course provides a basic overview of community based police programs. It examines the interaction of police agencies and the community they serve. Various types of policing styles such as team policing, and community based policing are studied. (3 credit hours)

BCJ 4801 Abnormal Psychology

This course provides an examination of the various psychological disorders as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major psychological disorders. (3 credit hours)

BCJ 3201 Juvenile Delinquency

This course explores and defines important components of juvenile justice. It includes a historical overview of the root causes of juvenile delinquency and potential solutions to the problem. Topics include: youth gangs, delinquency hearing and trial processes, prevention of juvenile delinquency and the systems theory of delinquency. (3 credit hours)

BCJ 4601 Criminal Justice Current Topics

A critical study of current problems confronting the American Criminal Justice system. Law enforcement, judicial and corrections issues are explored. Topics covered include punishment vs. rehabilitation, international terrorism, and the war on drugs and youth gangs. (3 credit hours)

BCJ 4701 Criminal Justice Organization and Administration

The theory and practice of organizational principles as they apply to the criminal justice agencies at the federal, state and municipal levels. Emphasis is placed on the three major components of the criminal justice system: law enforcement, courts and corrections. Topics include: organizational function, motivational theory, communication within organizations, legal issues and financial administration. (3 credit hours)

BCJ 4350 Criminal Justice Directed Studies

This course allows the student to explore current topics of significant importance to the criminal justice field. It provides opportunities to complete research and develop solutions to contemporary real-life criminal justice problems. Past research topics have included drug use by middle class children, white-collar crime, prevention of school violence, standard operating procedures for jails, internship program for correction and various training issues facing corrections and law enforcement agencies. (3 credit hours)

BHR 3551 Human Relations and Development

This course studies interpersonal relations within organizations. It provides methods for improvement of interpersonal skills. Teamwork and how to enhance teamwork are explored. Experimental activities and case studies are utilized. (3 credit hours)

BCJ 4401 Descriptive Statistics for Criminal Justice

This course provides the basic principles and issues relevant to the understanding of data sources and research in criminal justice. Traditional areas of basic statistical analysis are explored. The Uniform Crime Report and Victims Surveys are examined for interpretation. There is a special emphasis on research problems. (3 credit hours)

BBA 3651 Leadership

This course reviews important findings relating to leadership. It provides the information necessary to assess leadership style in both social and work situations. Topics include leadership communication styles, the power of leaders, situational leadership, creativity and leadership, teamwork, motivation, coaching skills, and the affect of leadership upon the organization. (3 credit hours)

The mission of Columbia Southern University's Environmental Management Bachelor degree program is to prepare students to assume management positions in the environmental setting. This degree is designed for students who intend to advance their careers within the public or the private sectors. The goal of the program is to provide students with a solid foundation in federal and state EPA rules and regulations and cutting edge concepts concerning environmental use and protection. Students will acquire practical 'how to' skills relating to solid waste/hazardous waste management and appropriate measures for minimizing air, soil and water pollution.

The objectives of the Environmental Management Bachelor degree program at Columbia Southern University are to insure that students can:

- describe the major trends in the development of the environmental management issues, and determine whether the system meets the needs and expectations of the public served.
- describe the role of environmental managers to identify, control and eradicate environmental threats, demonstrate how these activities impact on regional planning.
- be environmentally pro-active decision makers in business, government, and other organizations.
- cite and correctly apply requisite legal determinations for environmental decision situations and demonstrate how the application of law impacts on ethical decision-making with respect to environment.

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

BACHELOR OF SCIENCE

General Education		Hours
		60
Course	Title	
BOS 3551	Environmental Issues	3
BEM 4001	Intro to Pollution Prevention	3
BEM 4301	Environmental Strategies	3
BEM 4501	Hazardous Waste Regulation	3
BBA 4751	Business Ethics	3
BOS 3851	Project Management	3
BEM 3001	Environmental Law and Management	3
BEM 3701	Hazardous Waste Management	3
BEM 3101	Assessing Environmental Science	3
BOS 3701	Industrial Ergonomics	3
BOS 3751	Training and Development	3
BEM 4351	Environmental Measures	3
BOS 4201	Toxicology	3
BHR 3352	Human Resource Management	3
BBA 4851	Production Management	3
BEM 3201	Environmental Assessment	3
BEM 3501	Air Quality	3
BEM 3601	Solid Waste Management	3
BOS 3651	Total Environmental, Health, and Safety Management	3
BBA 3451	Organizational Theory and Behavior	3
Total Hours		120

Industrialization and economic growth have left indelible marks of progress on the 20th Century. However, waste emissions have increased, nonrenewable resources have been depleted, and the ecosystem has become more fragile.

In response, an environmental and safety compliance industry has emerged. CSU's Bachelor of Science Degree in Environmental Management offers a solid foundation in understanding complex issues relating to environmental law, regulatory control, compliance, and enforcement.



BOS 3551 Environmental Issues

Objective of this course is to introduce the student to the environmental management system (EMS) using the ISO 14000 standards. This course provides a practical guide around which the systems that make up the standard can be developed. The course takes the student from writing a policy statement through continual EMS improvement. (3 credit hours)

BEM 4001 Introduction to Pollution Prevention

This upper-level undergraduate course introduces students to the concepts of pollution prevention. It describes the problems created by pollution, reviews various environmental regulations, evaluates areas of pollution prevention assessment, planning and economics, assesses municipal pollution prevention programs, and explores future societal sustainability. (3 credit hours)

BEM 4301 Environmental Strategies

This undergraduate course explores concepts and strategies related to resource management, environmental stewardship, and sustainable development. It promotes a pattern of economic and social decision-making and development that does not sacrifice the environment. (3 credit hours)

BEM 4501 Hazardous Waste Regulation

This course presents the policymaking processes regarding hazardous waste, including proper methods for reporting the release or threat of release of hazardous materials. It also covers the storage and reporting requirements of extremely hazardous materials. (3 credit hours)

BBA 4751 Business Ethics

This course provides an overview of business ethics. It studies the essential nature of ethics and the role that ethics play in the decision process. Individual decision-making and corporate organizational culture are explored. (3 credit hours)

BOS 3851 Project Management

This course covers the elements essential to the design and management of effective safety programs. It includes an in-depth study of industrial health and safety program organizational and operation, safety performance measurement, cost-benefit and economics feasibility analysis, and employee selection, placement, and training. Public relations and computer utilization are explored. (3 credit hours)

BEM 3001 Environmental Law and Management

This course provides an in-depth examination of the legal aspects concerning the environment, especially in relationship to economics, and pollution. It addresses common law, criminal law, the national Environmental Policy Act, the major acts administered by the Federal Environmental Protection Agency, and state and local regulations. Environmental impact assessment techniques are included. (3 credit hours)

BEM 3701 Hazardous Waste Management

This course introduces risk assessment and environmental legislation. Techniques of waste minimization and resource recovery, site assessment, and remediation are also a focus. Other topics covered include transportation of hazardous waste, groundwater contamination, thermal processes, and landfill design. (3 credit hours)

BEM 3101 Assessing Environmental Science

This course is designed as an undergraduate introductory course for students in environmental management. The course provides a historical perspective, explores economic and political realities, recognizes the role of different social experiences and ethnic backgrounds, and integrates these with the science. This course examines environmental concerns, problems, and alternative courses of action. (3 credit hours)

BOS 3701 Industrial Ergonomics

This course covers the principles and practices of ergonomics, particularly as it applies to industrial environments. Although the emphasis is on the industrial environment, the information can certainly be used in other work environments as well. The focus is on the human operator and his/her effective functioning in such environments. (3 credit hours)

BOS 3751 Training and Development

This course covers major training issues and research. It differentiates between effective and poorly designed training. Topics include strategic planning, learning and motivation, needs analysis, training design, evaluation, training methods, logistics and training and management development. (3 credit hours)

BEM 4351 Environmental Measures

This course provides an overview of the basic principles of environmental technology. It studies many current environmentally related issues. This course also stresses the application of the basic principles of environmental technology in alleviating environmental problems related to water supply, waste management, and pollution control. (3 credit hours)

BOS 4201 Toxicology

This course provides a basic understanding and appreciation of the principles of the toxic effects of chemicals on the living organism. It explores the regulatory aspects and applications of toxicology in industry. It explores the effects of toxic substances on man and the environment in today's world. Topics include: mechanisms of toxicologic evaluations, toxic responses of selected body systems, toxic mechanisms of metals, pesticides, solvents and plastics. (3 credit hours)

BHR 3352 Human Resource Management

This course introduces human resource management and its many facets. It covers employment processes including recruitment, selection, training, evaluation and benefits. Legislation affecting human resource management is studied. Topics stressed include equal employment opportunity, employee benefits, compensation, unionization and sexual harassment. (3 credit hours)

BBA 4851 Production Management

to the concepts and techniques of operations management. Operations strategy, quantitative techniques and managerial issues are studied. Topics investigated include manufacturing and service, production technology, facility layout, supply chain management, quality control and maintenance management. (3 credit hours)

BEM 3201 Environmental Assessment

This course addresses environmental concerns while making sound business management decisions. It covers the development of the environment as a major concern for business, providing also background material related to ecology, environmental ethics, and environmental management from the standpoint of regulation and public policy. Specific environmental problems are addressed along with approaches to these problems from the standpoint of business and society. (3 credit hours)

BEM 3501 Air Quality

This course provides the student a comprehensive overview of air quality in general and the science and management practices associated with the subject. As the regulation of air quality enters its fourth decade, society will continue to struggle with stratospheric depletion and global warming. The dangers that new technology as well as potential solutions will bring us is still unknown and the problems students consider in this course will be with them as professionals for a long time to come. (3 credit hours)

BEM 3601 Solid Waste Management

This course is designed to evaluate the importance of production, storage, collection, and transport of solid waste. Alternative methods for dealing with solid waste management are also explored. This course emphasizes engineering design principles involved in waste management and environmental impact. (3 credit hours)

BOS 3651 Total Environmental, Health and Safety Management

This course introduces Total Safety Management, a concept of total quality for environmental and safety professionals. It includes the fifteen-step process for implementing Total Safety Management. Included are methods for getting all employees involved in the company's safety and health program. (3 credit hours)

BBA 3451 Organizational Theory and Behavior

This is an introductory course to organizational behavior. It provides a basic grounding in the principles of managing organizations. It also stresses the development of job-relevant skills. The material covers a wide range of organizations. Topic areas apply to daily life. (3 credit hours)



Columbia Southern University's Occupational Safety and Health Bachelor degree programs are designed to provide an extensive background into modern day occupational safety and health management applications in the public and private sector.

The primary goal will be to train students how best to meet regulatory compliance standards at the state and the federal level. Emphasis is placed on providing students with a breadth and depth of knowledge about industrial hygiene, fire prevention and safety, accident prevention, ergonomics, and safety program design.

The objectives of the Occupational Safety and Health degree program at Columbia Southern University are to insure that students can:

- describe the major trends in the development of Safety and Health regulations.
- describe the role of Safety and Health professionals to identify, control and eradicate occupational hazards.
- develop and present training programs specifically designed to promote safe practices in the workplace in compliance with State and Federal regulations.
- apply principles of measurement and analysis to evaluate safety performance.

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



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

BACHELOR OF SCIENCE

		Hours			
General Education		60	BOS 3651	Total Env, Health, and Safety Management	3
Course	Title		BOS 3701	Industrial Ergonomics	3
BOS 3001	Fundamentals of Occupational Safety and Health	3	BBA 2151	Business Statistics	3
BOS 4010	Safety Supervisor	3	BOS 3125	Hazardous Materials Management	3
BOS 4025	OSHA Standards	3	BOS 3751	Training and Development	3
BOS 3401	Construction Safety	3	BOS 4201	Toxicology	3
BOS 3301	Fleet Safety	3	BBA 3451	Organizational Theory and Behavior	3
BOS 4301	Industrial Hygiene	3	BOS 4601	Accident Investigation	3
BOS 3525	Legal Aspects of Safety and Health	3	BOS 4725	Process Safety Management	3
BOS 4101	Fire Protection	3	BBA 4851	Production Management	3
BOS 3851	Safety Project Management	3	BHR 3352	Human Resource Management	3
			Total Hours		120

BOS 3001 Fundamentals of Occupational Safety and Health

This course is designed to provide a broad overview of occupational safety and health. Students gain practical understanding of mandatory standards for occupational safety and health enforced by the federal Occupational Safety and Health Administration (OSHA). The underlying cause mechanisms of health and safety hazards, and the record keeping standards and analysis of injury and illness statistics are covered. Tables of federal standards for noise, air contaminants, and toxic materials are included. (3 credit hours)

BOS 4010 Safety Supervisor

This course provides the tools needed to understand and deal with the safety management role of supervisors. It is designed as an introduction to the role and functions of the supervisor and the programs they will implement and manage. It also offers a review of topics studied in previous occupational and safety courses. Various sample forms as presented by the National Safety Council (NSC) are included in the text. (3 credit hours)

BOS 4025 OSHA Standards

This course provides a detailed review of the Occupational Safety and Health Administration's standards found in 29 CFR 1902, 1903, 1904, and 1910. It covers the standards and the basic principles involved in compliance with these standards. Interpretation and application of the mandatory standards for occupational safety and health in the industrial environment as enforced by OSHA are primary goals. (3 credit hours)

BOS 3401 Construction Safety

This course is an in-depth study of Construction Safety and the importance of safety and health in the construction industry. It examines the regulations governing the construction industry. The course explores the Code of Federal Regulations. (CFR 1926) A major focus is the management and application of the regulations in the work place. (3 credit hours)

BOS 3301 Fleet Safety

This course explores the roles and responsibilities of transportation officials. It includes topics involved with the development and operation of motor fleet safety programs: driver selection and training, accident investigation and record keeping, equipment safety features, preventative maintenance, and driver incentive programs. U.S. Department of Transportation Regulations are studied. (3 credit hours)

BOS 4301 Industrial Hygiene

This undergraduate course provides an introduction to the practice of industrial hygiene. It provides a practical understanding of industrial hygiene standards and measurements enforced by the federal Occupational Safety and Health Administration (OSHA). Students are introduced to the OSHA standards for noise, air contaminants, and toxic materials. (3 credit hours)

BOS 3525 Legal Aspects of Safety and Health law

This course deals with the history and operation of the Occupational Safety and Health Administration and the legal aspects of OSHA and the OSHA Act. It describes the history, the purpose and background of the Occupational Safety and Health Act and its legislative history. (3 credit hours)

BOS 4101 Fire Protection

This course examines the fundamental concepts involved in the protection of industrial workers and property from fire and explosions. Fire Chemistry, designs to retard fire growth, control of ignition sources in industry, and properties of combustible materials are discussed. (3 credit hours)

BOS 3851 Safety Project Management

This course presents the techniques used in effective project management. An in-depth study of Industrial Health and Safety programs and their organizational structure and operation is presented. Safety performances, measurement, cost-benefit and economics feasibility analysis is examined. Employee selection, placement, training, public relations and computer utilization are also extensively covered. (3 credit hours)

BOS 3651 Total Environmental, Health and Safety Management

This course introduces Total Safety Management, a concept of total quality for environmental and safety professionals. It includes the fifteen-step process for implementing Total Safety Management. Included are methods for getting all employees involved in the company's safety and health program. (3 credit hours)



BOS 3701 Industrial Ergonomics

This course covers the principles and practices of ergonomics, particularly as it applies to industrial environments. Although the emphasis is on the industrial environment, the information can certainly be used in other work environments as well. The focus is on the human operator and his/her effective functioning in such environments. (3 credit hours)

BBA 2151 Business Statistics

This course provides an overview of business statistics. A variety of descriptive and inferential statistics are presented. The importance of tables and graphic presentations of results is emphasized. Case studies and scholarly journal articles are reviewed and analyzed for statistical content. (3 credit hours)

BOS 3125 Hazardous Materials Management

This course provides the student with the background information required for responders to hazardous materials (HAZMAT) incidents as required by the Occupational Safety and Health Administration (OSHA) and recommended by the National Fire Protection Association (NFPA). The course is designed to accomplish an understanding and an ability to explain information at three levels of training: First Responder Awareness Level; First Responder Operation Level; and Hazardous Material Technician. (3 credit hours)

BOS 3751 Training and Development

This course covers major training issues and research. It differentiates between effective and poorly designed training. Topics include the strategic planning, learning and motivation, needs analysis, training design, evaluation, training methods, logistics and training and management development. (3 credit hours)

BOS 4201 Toxicology

This course provides a basic understanding and appreciation of the principles of the toxic effects of chemicals on the living organism. It explores the regulatory aspects and applications of toxicology in industry. It explores the effects of toxic substances on man and the environment in today's world. Topics include: mechanisms of toxicologic evaluations, toxic responses of selected body systems, toxic mechanisms of metals, pesticides, solvents and plastics. (3 credit hours)

BBA 3451 Organizational Theory and Behavior

This is an introductory course to organizational behavior. It provides a basic grounding in the principles of managing organizations. It also stresses the development of job-relevant skills. The material covers a wide range of organizations. Topic areas apply to daily life. (3 credit hours)

BOS 4601 Accident Investigation

This course provides the background and knowledge to make accident or mishap investigations a profitable and practical management tool. It includes systematic, procedural coverage for investigating accidents, determining causes, and taking corrective steps designed to prevent recurrence. It also prepares the student to investigate accidents and identify causal factors. (3 credit hours)

BOS 4725 Process Safety Management

This course describes the requirements of the Occupational Safety and Health Administration's Process Safety Management (PSM) Standard and the Environmental Protection Agency's regulations on Risk Management Plans for Chemical Accident Release Prevention. It takes the student step-by-step through each regulatory requirement and provides "how to" compliance advice for process safety managers, safety engineers and compliance officers, safety consultants, and attorneys who advise the chemical industry. (3 credit hours)

BBA 4851 Production Management

This course presents a comprehensive introduction to the concepts and techniques of operations management. Operations strategy, quantitative techniques and managerial issues are studied. Topics investigated include manufacturing and service, production technology, facility layout, supply chain management, quality control and maintenance management. (3 credit hours)

BHR 3352 Human Resource Management

This course introduces human resource management and its many facets. It covers employment processes including recruitment, selection, training, evaluation and benefits. Legislation affecting human resource management is studied. Topics stressed include equal employment opportunity, employee benefits, compensation, unionization and sexual harassment. (3 credit hours)



The Master of Science in Occupational Safety and Health degree program is designed to train those individuals engaged in occupational safety and health activities to learn and put into place those management practices that will foster a safe and healthy workplace. CSU's curriculum focuses on advanced management theories and practices that emphasize identification and assessment of workplace health hazards, and the implementation of appropriate program planning and interventions.

The objectives of the Master of Science in Occupational Safety and Health at Columbia Southern University are to insure that students can:

- apply sophisticated analytical techniques to create a safe and healthy workplace.
- demonstrate the ability to identify health hazards.
- demonstrate an ability to anticipate and adapt to changes in the organizational environment.
- integrate concepts and research findings of business and social sciences.
- develop an appreciation of the role and responsibilities of Safety Professionals in our broad social framework.
- define and implement the general principles of planning, organizing, directing, controlling and managing organizations.

Qualified applicants of CSU's Master of Science in Occupational Safety and Health degree program will possess a Bachelor Degree. If the earned undergraduate is dissimilar to the Master degree program of interest, the University will decide if the prospective student is qualified to enter into the Master of Science in Occupational Safety and Health.

MASTER OF SCIENCE

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



WILLIAM LUTTRELL, Ph.D.

MASTER OF SCIENCE IN OCCUPATIONAL SAFETY AND HEALTH COURSE DESCRIPTIONS



MOS 6301 Advanced Industrial Hygiene

The practice of industrial hygiene including the anticipation, recognition, evaluation, and control of workplace hazards is studied. Emphasis has been placed upon evaluating the extent of exposure to harmful chemical and physical agents. Information is provided on the various types of air sampling instruments. (3 credit hours)

MOS 5201 Safety Engineering

This course covers the most common hazards in the workplace, the effects of these hazards, and management and engineering techniques to prevent injury. Emphasis is placed on basic computational exercises in safety and health. Topics include engineering and safety, hazard controls, and the use of computers in the safety profession. (3 credit hours)

MOS 5101 Safety and Accident Prevention

A thorough understanding of safety and accident issues facing occupational safety and health professionals. Accident prevention, regulations, health care and worker's compensation costs, professional ethics, and workplace hazards are also covered. (3 credit hours)

MOS 5525 ISO 14000

The International Organization for Standardization (ISO) 14000 series on Environmental Management is studied. This course covers the implementation of an Environmental Management System (EMS) in organizations. Writing a policy statement and components of an EMS are also covered. (3 credit hours)

MBA 5651 Research Methods

Provides the graduate level student with experience in how to conduct research using scientific methods. The student is exposed to the basic elements of research and the ethics involved in conducting research projects. Includes the various methods for conducting research, the methods for measuring research results. (3 credit hours)

MOS 6625 System Safety Engineering

Management practices and analytical methods used for anticipating accidents and judging the risk of a high technology system is covered. Topics covered include: methods of risk analysis, hazard analysis, fault free analysis; and the management of safety in the workplace. (3 credit hours)

MBA 6301 Business Ethics

This course covers the elements necessary for making ethical decisions within the business environment. Business ethics definitions, issues and theories are studied. Interrelationship between ethics and social responsibility is included in this graduate course. (3 credit hours)

MOS 5301 Fire Protection Technology

The latest workplace fire protection practices, safety standards, and technology are covered. A systems approach to fire safety through: prevention, design, detection and alarm, suppression, confinement, and the evacuation of occupants is studied. (3 credit hours)

MOS 5425 Toxicology II

A comprehensive study of toxicology in the occupational environment. This course explores the principles of toxicology including absorption, distribution, and excretion of toxicants and the biotransformation of toxicants. Topics covered include the assessment of safety/risk of carcinogenic and noncarcinogenic chemicals. (3 credit hours)

MHR 6551 Training and Development

Employee training, education and development and their impact on the organization are studied. A systems approach to the development and delivery of training in today's organization. Topics include needs assessments, curriculum design, and the effectiveness of training. (3 credit hours)

MOS 6701 Advanced Ergonomics

The tools necessary for solving ergonomic and human factors engineering problems in a wide range of specific fields and industries are studied. Techniques used in training effectiveness studies are covered. (3 credit hours)

MOS 6901 Advanced Topics in Occupational Safety and Health

Project management skills and witnessing are covered. Project management skills are divided into three phases. Expert witnessing includes interfacing with the legal system and presenting testimony. (3 credit hours)

MOS 7001 Research

This course develops practical research and writing skills. The student is required to write and develop, for possible publication, a refereed research article based on established educational criteria. (1 credit hour)

The mission of Columbia Southern University's Health Care Administration Bachelor degree program is to prepare students to enter management practice in a health care setting. The goal of the program is to provide 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. The program is designed to meet the industry's desire for professionally educated individuals prepared in a career-oriented undergraduate program. This program does not offer a clinical or infield experience component. Its purpose is to provide a broad educational background to those already working in the health care field.

The objectives of the Health Care Administration degree program at Columbia Southern University are to insure that students can:

- describe the major trends in the development of the health care delivery, and determine whether the system meets the needs and expectations of the population served.
- describe the role of public health departments to identity, control and eradicate health threats, demonstrate how these activities impact on regional planning.
- apply financial information to the decision-making process in a health care setting and use financial information to revise programmatic plans in health care organizations.
- cite and correctly apply requisite legal determinations for major health care decision situations and demonstrate how the application of law impacts on ethical decision-making with respect to patient care.

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



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

BACHELOR OF SCIENCE

		Hours
General Education		60
Course	Title	
BHA 3002	Health Care Management	3
BBA 3301	Financial Management	3
BHA 3202	Standards for Health Care Staff	3
BHA 3401	Health Unit Coordination	3
BHA 3501	Community Health	3
BHA 3801	Critical Issues in Health Care	3
BHA 4001	Budgeting in Health Care	3
BHA 4101	Quantitative Methods for Health Care	3
BHA 4201	Health Care Law	3
BBA 2201	Principles of Accounting I	3
BBA 2301	Principles of Accounting II	3
BBA 2151	Business Statistics	3
BBA 3201	Principles of Marketing	3
BBA 3451	Organizational Theory and Behavior	3
BBA 3551	Information Systems Management	3
BBA 3651	Leadership	3
BBA 4951	Business Policy and Strategy	3
BHR 3352	Human Resource Management	3
BHR 3551	Human Relations and Development	3
BOS 3651	Total Env, Health, and Safety Mgt	3
Total Hours		120



BHA 3002 Health Care Management

This undergraduate course introduces the field of modern health care management through a systematic analysis of the important areas of concern to the manager. Topics covered include the planning process and how planning is used in healthcare administration; the organizing process and job design; supporting and implementing decisions; building the quality of clinical service; and providing human resources and plant services. (3 credit hours)

BBA 3301 Financial Management

Financial Management is designed to give students a basic understanding of financial planning in the business world. This course provides an analytical understanding of financial management. It builds upon the fundamental principles of elementary accounting and economic principles. Topics covered include financial analysis and planning, working capital management, capital budgeting process and long-term financing. (3 credit hours)

BHA 3202 Standards for Health Care Staff

This course introduces the standards of behavior for health care professionals. The first half of the course is dedicated to staff privileges. The remainder covers both the health care providers, economic interests and the patient's right to competent medical care. Rules of conduct and Protocols among health care management are emphasized. (3 credit hours)

BHA 3401 Health Unit Coordination

This course introduces the main and varied aspects of unit coordination within a health care organization. It focuses on organizational patterns that affect admission and discharge of patients and the allocation of resources. Covered topics include health care unit management, supervisory roles, guidelines and guideline development, admission and discharge policies and assessments. (3 credit hours)

BHA 3501 Community Health

A comprehensive introduction to the four areas of community health—preventive medicine, public health, school health and self-care. The many disciplines across the broad spectrum of public health and how they provide health programs to the many diverse populations of the world are investigated. Areas of study include foundations of community and population health, health through the life span, health promotion, health resources and services and health promotion. (3 credit hours)

BHA 3801 Critical Issues in Health Care

This course examines the current major issues in health care, including health care policies and their effect on the health care delivery system. It includes the pros and cons of policy issues and the political environment affecting changes to our present system. (3 credit hours)

BHA 4001 Budgeting in Health Care

The purpose of this course is to provide an overview of budgeting in the health care field. It stresses the widely used zero-based budgeting process from both a management and cost development perspective. Key concepts covered include different budgeting systems, organizational assignments, planning and training, budgeting benefits and limitations. (3 credit hours)

BHA 4101 Quantitative Methods for Health Care

This course introduces the student to a wide range of quantitative techniques used in business and management in order to help management decision-making. The uses of a number of analytical tools are discussed and explained. Cost containment and budgetary implications are reviewed in the application of these analytical techniques. The course demonstrates the increased importance and application of computer systems in health care management and a variety of computer software packages are described and illustrated. (3 credit hours)

BHA 4201 Health Care Law

This course provides the background and the general legal principles for a variety of health care topics. It further analyzes the application of these principles to critical health care delivery system problems. Additionally, this course focuses on professional regulation and managed care and hospital certification programs. (3 credit hours)

BBA 2201 Principles of Accounting I

An introduction to accounting information on financial reports, including accounting concepts, analysis and interpretation and the proportion of financial reports with an emphasis on the operating activities. Includes the measurement of income and expense, working capital, investments of the bases for measuring performances and making business decisions. Emphasis is on corporations, fund-flow and interpretation of financial statements. The course is designed to present clearly and understandably the most important conceptual and practical aspects of accounting. (3 credit hours)

BBA 2301 Principles of Accounting II

Principals of Accounting II is an in-depth continuation of Principles of Accounting I. This course covers the material necessary to interpret financial reporting and make useful lending and investment decisions. Cash flow statements, cost accounting, cost-volume analysis, budgeting, and capital budgeting are included. (3 credit hours)

BBA 2151 Business Statistics

This course provides an overview of business statistics. A variety of descriptive and inferential statistics are presented. The importance of tables and graphic presentations of results is emphasized. Case studies and scholarly journal articles are reviewed and analyzed for statistical content. (3 credit hours)

BBA 3201 Principles of Marketing

This course presents a comprehensive introduction to the concepts and techniques of modern-day marketing. The importance of marketing in the economy and in business management is explored. (3 credit hours)

BBA 3451 Organizational Theory and Behavior

This is an introductory course to organizational behavior. It provides a basic grounding in the principles of managing organizations. It also stresses the development of job-relevant skills. The material covers a wide range of organizations. Topic areas apply to daily life. (3 credit hours)

BBA 3551 Information Systems Management

This course provides guidance for the management of information technology in today's complex business environment. The planning and development of systems that use and deliver information technology is a major focus. Jargon, issues, tactics and strategies concerning information technology are examined. Case studies and the WEB are utilized to study corporate usage of information technology. (3 credit hours)

BBA 3651 Leadership

This course reviews important findings relating to leadership. It provides the information necessary to assess leadership style in both social and work situations. Topics include leadership communication styles, the power of leaders, situational leadership, creativity and leadership, teamwork, motivation, coaching skills, and the affect of leadership upon the organization. (3 credit hours)

BBA 4951 Business Policy and Strategy

The course examines and explores managerial decision-making and actions that determine the long-term performance of a corporation. It is designed as a capstone course that allows the student to integrate the previously learned management skills of planning, organizing, directing and controlling into conceptual implementation. The course emphasizes how internal and external environmental factors affect corporate planning and performance. Readings and case studies demonstrate to the student that effective conceptual management skills are essential in our fast changing contemporary environment. (3 credit hours)

BHR 3352 Human Resource Management

This course introduces human resource management and its many facets. It covers employment processes including recruitment, selection, training, evaluation and benefits. Legislation affecting human resource management is studied. Topics stressed include equal employment opportunity, employee benefits, compensation, unionization and sexual harassment. (3 credit hours)

BHR 3551 Human Relations and Development

This course studies interpersonal relations within organizations. It provides methods for improvement of interpersonal skills. Teamwork and how to enhance teamwork are explored. Experimental activities and case studies are utilized. (3 credit hours)

BOS 3651 Total Environmental, Health and Safety Management

This course introduces Total Safety Management, a concept of total quality for environmental and safety professionals. It includes the fifteen-step process for implementing Total Safety Management. Included are methods for getting all employees involved in the company's safety and health program. (3 credit hours)



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

Glenn D. Appelt, Ph.D.
Pharmacology
University of Colorado

Howard Borck, Ph.D.
Social Psychology
Michigan State University

Timothy G. Born, MS
Technology Management
Mercer University

Frank Cornacchione, MA
Criminal Justice
Northeast Louisiana University

Robert Consalvo, MS
Advanced Classroom Training/Accounting -
State University of New York at Albany

Robert C. Freeland, MBA
Auburn University

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

James W. Halloran, MBA
Rollins College

Arlene Jones, MS
Occupational Safety and Health
Indiana State University

Raymond W. Kenyon, MA
Counseling
Ball State University

Charles James Kocher, MS
Personnel Services
Glassboro State College

Daniel A. Lessley, MSPH
Industrial Hygiene
University of Alabama

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

Suzanne Malek-Rapp, MBA
Ph.D. Student
Portland State University

Katherine Nelson-Born, Ph.D.
Modern British Literature
Georgia State University

Cynthia E. Ryder, Ed.D
Physical Education
University of Georgia

Elizabeth Serapin, MBA
Webster University

Karen J. Smith, Ph.D.
Higher Education Administration
Florida State University

David Spivey, MBA
University of Texas at Dallas

Gregory B. Wilson, MBA
Business Administration
Central Michigan University

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



DR. GLENN APPELT, PH.D.



EDUCATION IS A LIFE TIME COMMITMENT

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

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

Contrary to popular myth, there are not fewer career opportunities today, only fewer advancement opportunities for the less qualified. Higher levels of education attainment will become the deciding factor when an employer has several equally experienced and talented candidates.

Simply put, if you are to thrive and prosper in this new era, you must commit to systematic and ongoing education. Excellence is never an accident – Excellence is a planned event.



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

START TODAY ON YOUR PATH TO A BETTER FUTURE

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

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

CSU'S CERTIFICATION PROGRAMS

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

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

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

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

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

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

APPLICATION FOR ADMISSIONS



Columbia Southern University

24847 Commercial Avenue
P.O. Box 3110
Orange Beach, AL 36561
Phone (800) 977-8449 Fax (334) 981-3815
admissions@columbiasouthern.edu

APPLICANT INFORMATION

___ Mr. ___ Ms.		Date ___/___/___
Name _____		S.S. # ___-___-___
Address _____		Date of Birth: _____
City _____	State _____	Zip _____
Country _____		
E-Mail _____		Marital Status _____
Telephone: Business (____) _____-_____		Home (____) _____-_____
		Best Contact Time _____
Present Employer _____		Position _____
City _____	State _____	Zip _____
Through what source did you learn of Columbia Southern University? _____		

Degree Program for which you are making application:

___ B.S. in Business Administration ___ B.S. in Occupational Safety & Health ___ B.S. in Criminal Justice ___ M.B.A.
___ B.S. in Environmental Management ___ B.S. in Health Care Administration ___ M.S. in Occupational Safety & Health
___ Comprehensive Study Program: B.S./M.S. Major: _____

PREVIOUS EDUCATION

Please attach a copy of your high school diploma and college transcripts (copies will suffice for evaluative purposes).

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	Major	Credits Earned

___ I wish to receive additional information on how to receive credit for experiential learning.

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 to us official transcripts. Once we receive these transcripts we will complete our evaluation.

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

PROFESSIONAL LICENSES, CERTIFICATIONS, AND TRAINING PROGRAMS

CSU uses the guidelines established by ACE (American Council on Education) to determine if certain professional licenses, certificates, training programs, and military training warrant the awarding of academic credit. List all professional licenses and/or certifications you have earned along with any training programs you have completed. You will need to provide appropriate support documentation with this application.

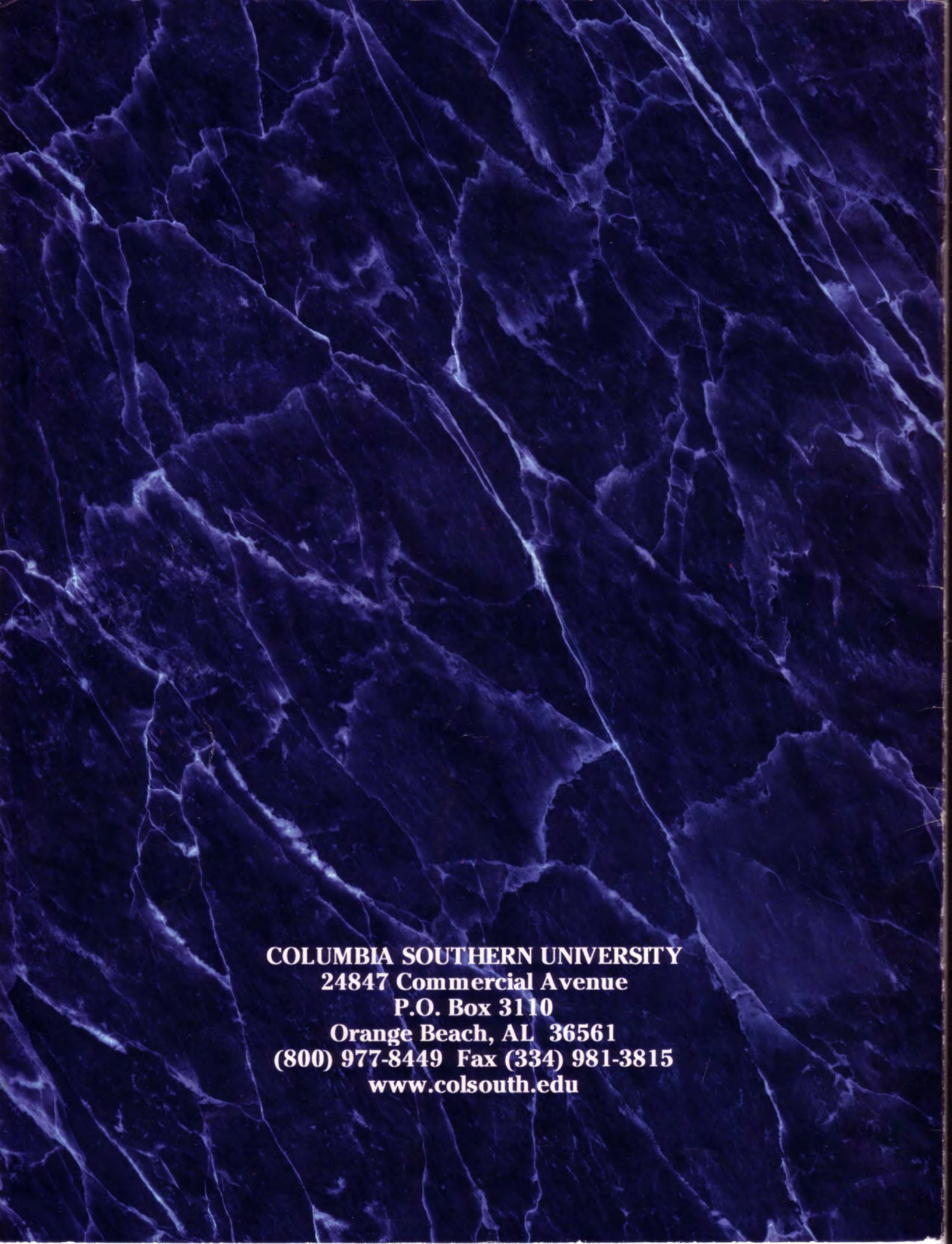
Name of Certificate, License, or Training Program	Date Completed	Documentation Attached (Yes/No)

IMPORTANT: Along with your application, you should submit a resume, copies of transcripts if applicable, relevant support documentation and a DD214 form and VMET certificate if you served in the military.

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 admissions 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

The background of the entire page is a dark blue marble pattern with intricate, lighter blue and white veins running diagonally and horizontally across the surface.

COLUMBIA SOUTHERN UNIVERSITY
24847 Commercial Avenue
P.O. Box 3110
Orange Beach, AL 36561
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