

Columbia U Southern University



Student Catalogue

1996-1997

Columbia Southern University

Student Catalogue

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Columbia Southern University provides equal educational opportunity to all qualified students without regard to race, color, creed, national origin, sex, or qualified disability.

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FROM THE CHANCELLOR

Welcome to Columbia Southern University!

The approach to adult education has changed over the years. It now tends to focus, not so much on what someone has decided we should know, but more on what we already know and how this can be validated. Many students will continue to need traditional curriculum. Others will need class lectures, seminars, and support by face to face tutorials. However, for those individuals who are already achievers in their chosen field, there is a need for a different approach to formalizing their education. CSU offers to those individuals who have already demonstrated competency in their field of study the challenge of being able to validate these accomplishments and continue to progress with a home study program to receive a college degree.

What is correct for a 19 year old student may well be inappropriate for an experienced professional in his or her 30's, 40's, 50's or 60's. Therefore, CSU programs take into account what is already known. By taking a highly personalized approach to a degree program, we are confident that the results from such a program will verify that an individual is capable of meeting these requirements in his or her ability to apply this knowledge in an effective and meaningful way. Home study makes it easier for you to achieve your educational goals because it allows you to maintain your current responsibilities to your family and career while you pursue your degree.

We invite those adults who are motivated and will meet the challenge of a "traditional education in a nontraditional way" by means of off campus study.

We look forward to working with you at Columbia Southern University and commend you for pursuing your educational goals.

Sincerely,

Bob Mayes, Ph.D., CECM, CEI

STATEMENT OF PURPOSE



Statement of Purpose

Columbia Southern University is dedicated to helping students:

- Develop the ability to reason objectively, think clearly and make decisions wisely.
- Increase their ability to apply knowledge and skills in the areas of their chosen professional activities.
- Enhance their capacity and motivation for lifelong inquiry and learning.

To accomplish these goals we:

- Offer education programs in a nontraditional format suited to motivated, mature professionals.
- Provide faculty and advisors with qualified academic backgrounds and successful professional experience who can guide students in managing contemporary challenges.

Columbia Southern University's primary goal is to prepare students to be professionals in their chosen fields by offering a flexible and practical educational process for those mature individuals who have initiative and motivation.

Mission Statement

The mission of Columbia Southern University is to provide high quality "state of the art" education to students in a nontraditional mode of learning. This mode allows for professionals to have the flexibility to continue to perform in their discipline of expertise while at the same time attaining a comprehensive Bachelors, Masters, or Doctorate Degree in one of the University college departments of Business Administration, Computer Science, Criminal Justice, Environmental Engineering, Health Administration, or Occupational Safety & Health Engineering.

License

Columbia Southern University is licensed with the Department of Education of the State of Alabama and is authorized to issue Bachelors, Masters, and Doctorate Degrees pursuant to the Alabama Private School License Law, Code of Alabama, Title 16-46 and 1-10.

Accreditation

Columbia Southern University is accredited with the following professional accrediting commission:

The Accrediting Commission International (ACI)

The accrediting commission has not requested a listing by the US Department of Education.

For further information and references on CSU or the accrediting commission, write:

The Accrediting Commission International
Dr. John Scheel
PO Box 102
Beebe, Arkansas 72012, USA



DISTANCE EDUCATION

THE DISTANCE EDUCATION PROCESS

What is distance education?

Primarily, it is the traditional learning process without the required classroom attendance. The purpose of our existence as a university is to allow the student to earn a degree on a much more flexible basis than traditional colleges and universities.

Secondly, the responsibility for your education is shared between you and the university. Credits are awarded for your previous experience and various continuing education programs. You begin when you are ready, continue at your own speed, and finish at your self paced schedule. Your time schedule is not restricted by quarter or semester time frames. Text books are assigned for course work. You may utilize the resources from your personal library, local library, or nearby college libraries. For those individuals who are highly motivated and goal oriented, their educational program plan may be achieved rather quickly.

Thirdly, it is a directed study program. The academic staff of Columbia Southern University is easily accessible to counsel with you on your educational goals.

Here's How Home Study Works

Every course to be completed by nontraditional learning will have a syllabus (course outline), a copy of which will be given to you. The syllabus will identify each concept or idea considered to be significant to that particular course. In the syllabus will be found a list of perfor-

mance based objectives (e.g., list, explain, define, discuss, summarize, identify, etc.), which any person knowledgeable in the contents of the course would be expected to be able to perform. You receive credit when you have performed those tasks or objectives. Using the syllabus, the main text, and the resources nearest you, you will research and master the objectives of the course. All assignments and examinations are sent to the University. Once all assignments are completed, a proctored final examination is administered. After the final exam has been passed, you are sent documentation of completion.

Personalized Service

The staff at CSU is dedicated to your success. They are always available to help you with information about enrollment, tuition, course shipments, examination grading, transfer credits, graduation requirements and any other questions for which you may need answers and assistance. We are only a phone call away.

Business and Professional Recognition

The true acceptance of any degree will come from voluntary acceptance by the business, professional and academic community. Students of CSU come from all walks of life and are leaders in business, industry, and in their professions.

Corporations are always seeking ways that would allow personnel to continue their education without losing the productivity of the employee. The courses at CSU have been evaluated and recognized for salary increases and qualifications for new positions.

Students' Employers *(partial listing)*

*Akzo Coating
Ameritek
Anheuser Busch
AT&T Bell Labs
Baroid Corporation
Brooks Instruments
Chevron Pipeline Co.
City of Houston
County of Livingston
DuPont
Environmental Protection Agency*

*Franklin Medical Center
Hamilton Beach, Proctor Silex
IBM
Johnson & Johnson
Kennedy Space Center
Kwik Kopy Printing
Lockheed Space Operations
Marion Merrell Dow
Martin Marietta
Mobil Oil
Naval Aviation Depot
Naval Reserve Readiness
Command
Neff Perkins Company
New Pig Corporation
OSHA, NC*

*Parker Hamilton Corporation
Precision Scientific, Inc.
Seminole Electric
Shell Oil
Tennessee Valley Authority
Texaco
Texas Medical Products
United Technologies Automotive
University of Arkansas
US Air Force
US Army
US Government
US Marine Corp
US Postal Service*

ADMINISTRATION & FACULTY



The Administration and Faculty at CSU are available throughout the educational process. Please call us if you have any questions.

Administration

Bob Mayes, Ph.D., CECM, CEI
Chancellor/Chairman of the Board

M. Ray Curtis, Ph.D., CECM
President

Robert Mayes, Jr., B.S., CECM
Director of Operations

Thomas Cooley, B.S., CECM, CEI
Director of Admissions & Records/
Registrar

Jimmy Weaver, B.S.
Chief Financial Officer

Chantell Cooley, B.S., CECM
Director of Student Services

Joanna Wood
Director of Student Relations

Faculty and Staff

Dean-College of Business Administration

M. Ray Curtis, Ph.D., University of Environmental Sciences
B.S.-Mississippi College

Dean-College of Computer Sciences

Dr. Edward G. Rodgers, Ph.D., Georgia State University

Dean-College of Criminal Justice

James Ward, JD, L.L.M., Cumberland School of Law

Dean-College of Engineering

Dr. S. Ed Zakrezewski, Ed.D. Texas A&M University

Dean-College of Health Administration

Drew Krosgard, M.S., University of Alabama

Advisory Board

Dr. Richard Beckwith
Environmental Protection Agency Tennessee Air Division

Kirby Brown
Federal Aviation Administration Consultant

Dr. Rob Keiter
D. Min. Oral Roberts University

Buford Lipscomb
Pastor Liberty Church
President Liberty Christian University

J.B. Moretz
Tifton General Hospital
Environmental & Safety Manager

George Rolita
I.B.M.-US & Potectorates
Environmental, Chemical & Safety Manager

Sharon Regan-J.D.
Attorney at Law

James White
U.S. Dept. of Labor
Occupation Safety & Health Administration

THE ADMISSIONS PROCESS

Note: To have your applications evaluated at no cost or commitment to enroll, please follow these steps. Once you are notified of the results you may then choose to enroll.

1. Applications

Complete the enclosed Application. A comprehensive application is comprised of all vocational, professional, and academic background education. (See "College Credits for Your Experience" following this section).

2. Transcripts & Diplomas

Student files must contain Official Transcripts prior to graduation. Student copies of transcripts from previously attended colleges or universities may be provided for evaluation purposes. Submit a copy of your high school diploma or its equivalent.

3. Evaluation & Acceptance

Supply the University with the documentation mentioned above. Upon completion of your evaluation you will be notified of the results. At that point, you can make the decision of when to begin the program.

College Credits for Your Experience

Credit may be given for validated experiential equivalent learning of a postsecondary nature, such as business experience, college level equivalent tests, achievement in a related profession, military training, or other postsecondary level equivalent experience. From this evaluation your Individualized Education Program will be designed. Submit a portfolio documenting your experience with your application for evaluation purposes.

Undergraduate and graduate level credits for prior experience are handled in much the same way as any course from CSU. You are asked to submit a portfolio or other documentation of your experience, which will be evaluated by faculty qualified in the given subject. To receive credit, life experience must:

- Be well documented and deemed equivalent to college-level learning by CSU faculty.
- Demonstrate a balance between theory and practice.
- Directly relate to your degree program.

- Be applied toward satisfaction of degree requirements.

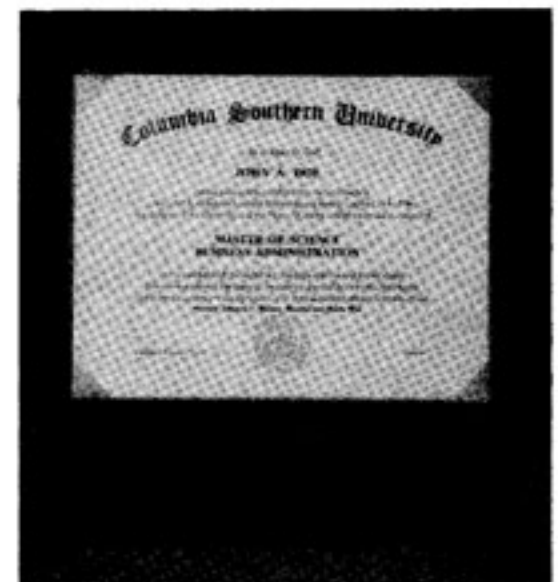
Transferring Credits from Other Institutions

Academic credits will be accepted for transfer from other accredited institutions by having those institutions submit official transcripts to the University. All transcripts are evaluated and grades accepted as they appear on the official transcripts. A minimum grade of "C" in previous coursework is required for credits to be accepted. College credit earned at other institutions through challenge exams or standardized tests may be accepted for transfer. All courses taken at an institution other than Columbia Southern University must be approved for transfer by the University. Some courses submitted for transfer may require the submission of course descriptions.

Credit for Professional License and Credentials

Individuals holding current professional license or certificates may also be eligible to earn college credit. To receive credit for professional credentials, it is necessary to have documentation of these credentials evaluated by the University.

You will need to submit documentation to the University at the time of application.





TRANSFERRING CREDIT TO OTHER INSTITUTIONS

If you wish to transfer credit from Columbia Southern University to another school, please keep in mind that:

- Every school defines its own policy for accepting transfer credits.
- An official transcript of completed coursework must be submitted.
- CSU will release official transcripts of academic credits only upon your written request, provided that all financial obligations to the University have been met. Fax or telephone requests do not meet federal guidelines for the release of these records.

It may be advisable to contact the institution to which transcripts will be submitted in order to verify acceptance of CSU credits toward completion of that institution's coursework.

UNIVERSITY POLICIES

Entrance Requirements

To apply to Columbia Southern University, you must submit proof of a high school diploma or its equivalent (GED) and have official transcripts submitted from all previously attended academic institutions.

Attendance

As a distance education university, CSU has no attendance requirements. However, you are required to maintain your course of study at an ongoing pace, turning in lessons on a regular basis.

International Applicants

Columbia Southern University welcomes English speaking applicants from abroad, although the University does not provide student visas. All courses are written in English.

To ensure you receive your materials promptly and in good order, we must send overseas shipments by air. To cover such costs, a shipping fee is required at the time of enrollment (please see the Financial Information section for more information).

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 as a disabled veteran.

Academic Calendar

The University operates with an "open-entry, open-exit" admissions and enrollment policy. The academic year is not broken up into semesters or quarters. University hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. (Central Standard Time). CSU is closed on certain holidays.



UNIVERSITY POLICIES

Course Scheduling

Because our academic calendar is not divided into traditional semesters or quarters, you may register for courses throughout the year. This flexible scheduling enables you to focus on one or two courses at a time and still progress at a reasonable rate. Most people find that being able to concentrate on fewer courses at one time better suits their learning style. No more than two courses are to be taken at any one time.

Grading Policies

Columbia Southern University uses a traditional A through F grading system for academic courses. Grades are defined as follows:

<u>Grade</u>	<u>Quality</u>	<u>Grade Points</u>
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failing	0
W	Withdrawal	0

The grade-point average is computed by dividing the total number of grade points by the total number of credits for which grade points are assigned.

Transcripts

A transcript bearing the University seal and signature of the Registrar is an official copy of your permanent academic record. You may obtain a transcript through written request. In order to receive transcripts all administrative and financial obligations must be met and any transcript fees paid. Please allow one to two weeks for delivery.

Examination Proctoring

All final examinations are administered by an approved proctor. The proctor shall be a reputable third party. The proctor must be a responsible individual presenting no conflict of interest with your professional or academic progress. A proctor may be a librarian, counselor, school official, Education Director, etc. The proctor will verify a picture I.D. with name and social security number of the student, at the time of testing and will enforce testing procedures. The examination will be sent directly to the student in a sealed envelope which is to be opened only by the proctor. Your proctor verifies that the exami-

nation was taken honestly and returns the examination and answer sheet to the University for grading. Falsifying proctor information will result in invalidation of an examination and may be cause for termination.

Academic Progress

You are given a maximum of 90 days for completion of each course. Failure to complete course requirements in the allotted time will result in probation or termination. If more time is needed you may request an extension. It is important that you contact the University if you begin to fall behind so that lack of academic progress does not become a problem.

Academic Probation

All degree courses are required to be finished within 90 days. You will be placed on academic probation if a 90 day period occurs during your enrollment in a degree program in which no examination has been received by the University. Students on probation are not in good standing. Failure to send in a lesson within 60 days of being placed on probation may result in termination.

Leave of Absence

If faced with a medical emergency or personal crisis, you may request a leave of absence. A letter must be submitted to the University stating the nature of the illness (from your physician) or crisis and the amount of time needed. A leave of absence may not exceed six months. You may submit a written request to the Student Accounts Department to have all financial obligations suspended during your absence.

Withdrawal

You may withdraw from a course at any time. To do so, you must submit a written withdrawal request to the University.



Dismissal or Termination of Enrollment

The College reserves the right to terminate your enrollment for any of the following reasons:

1. Failure to complete your coursework in the allotted time and have not filing for an extension.
2. Non-payment. If you fail to make your scheduled program payments and do not respond to past-due notices, your enrollment may be terminated. The added cost for collecting delinquent accounts will be added to your account. All fees and outstanding balances must be paid prior to reinstatement.
3. Falsifying information. If you intentionally falsify information on your application or any other University document, you will be subject to immediate termination.
4. Cheating. Cheating on any lessons, projects, or examinations will be cause for immediate termination.

Cancellation and Refund Policy

A student may request cancellation in whatever manner. Upon cancellation, all money due the student must be refunded within 30 days.

1. An enrollment may be canceled by an applicant 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 the school receives the first completed lesson assignment from the student, upon cancellation, the school is entitled to a registration fee of \$150.00.
3. After the school receives the first completed lesson assignment and until the student requests cancellation, the school 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 tuition minus the amount of the registration fee.
 - b. After completing more than 10% of the program and up to and including completion of 25% of the program, 25% of the tuition minus the amount of the registration fee.

- c. After completing more than 25% of the program and up to and including completion of 50% of the program, 50% of the tuition minus the amount of the registration fee.

- d. If the student completes more than half of the program, the school shall be entitled to the full tuition.

The amount of the program completed shall be the completed lesson assignments received for service by the school as compared to the total lesson assignments in the program.

OTHER INFORMATION

Job Placement Assistance

Columbia Southern University does not provide formal job placement assistance.

Tax Deductible Tuition

Your educational costs may be tax deductible if the education is used for improving skills required in current employment.

Appeals & Grievances

Any questions or concerns regarding the University or its policies should be directed to the President of Columbia Southern University. If you feel you have been wrongfully dismissed or terminated, you may submit a formal appeal to the University.



FINANCIAL INFORMATION

TUITION & FEES

Bachelors Degree	\$2995.00
BS/MS Combination	\$4350.00
Masters Degree	\$3350.00
MS/PhD Combination	\$4750.00
Doctorate	\$3750.00

Tuition listed above does not include text books. For a current book list, please call your counselor.

PRICE REDUCTION PER COURSE EXEMPTIONS

Degree tuition may be reduced by course exemptions by credit for life experience or transferred credit. Listed below are the reduction amounts:

Bachelors Degree	\$115.00 per course, up to six courses or \$690.00
Masters Degree	\$125.00 per course, up to six courses or \$750.00
Doctorate Degree	\$135.00 per course, up to six courses or \$810.00

If exempted from more than six courses, the maximum price reduction above applies.

METHODS OF PAYMENT

All payments must be in U.S. currency. The University accepts the following methods of payment:

1. Money Order.
2. Visa, Master Card, American Express
3. Employer purchase order.
4. Check (there will be a \$25.00 service charge for any returned checks).

DEGREE PROGRAM PAYMENT PLANS

No Interest Plans

Plan 1: The University will finance your tuition amount for up to 6 months with a minimum down payment of \$500.00 and no interest.

Plan 2: A down payment of \$400.00, 25% of the balance paid within two weeks from enrollment, and the balance financed with no interest for 12 months.

Company Purchase Orders are accepted for payment of tuition. The tuition amount may be paid monthly for up to 6 months interest free with a down payment of \$500.00. Other arrangements may be made for company reimbursement or payment of employee's education

Ask your counselor for other payment options if so desired.

Simple Interest Payment Plans

To help with the cost of tuition, CSU has payment plans for all degree programs. All payment plans require the receipt of the down payment upon enrollment. The first monthly payment will be due at the first of each month at least one month from the enrollment date.

Minimum Down Payment	
For Degree Programs	\$295.00

10% Simple Interest Tuition Payment Plans For Degree Programs Only

Amount is on a monthly payment schedule. This table is based on full program prices.

Degree	Down Payment	12 Months	18 Months	24 Months
BS	\$295	237.37	162.15	124.59
BS/MS	\$295	356.50	243.53	187.12
MS	\$295	268.58	183.47	140.97
MS/PhD	\$295	391.67	267.55	205.58
PhD	\$295	303.75	207.50	159.43

FINANCIAL INFORMATION



STUDENT EXPENSES

Tuition covers all course materials and student services except textbooks. However, you may encounter fees for the following items:

Foreign Shipping	Shipping charges may vary due to location. For an exact shipping charge ask your advisor before enrollment.
Domestic Shipping	For special shipping request only.
Extensions	\$50.00
Graduation	\$75.00
Retesting Fees	CSU allows three attempts to pass final examinations. You will be charged a re-testing fee for second and third attempts of \$50.00.
Returned Checks	\$25.00
Change of Program Fee	\$100.00
Evaluation Fee	No charge
Additional Transcripts	\$3.00 (First at no charge)



ENTRANCE REQUIREMENTS

ENTRANCE REQUIREMENTS

Bachelor of Science Degree Programs

CSU offers six separate Bachelor of Science Programs:

- (1) Business Administration
- (2) Human Resource Management
- (3) Environmental Business Management
- (4) Computer Science
- (5) Criminal Justice
- (6) Environmental Engineering
- (7) Health Administration
- (8) Occupational Safety & Health Engineering

Entrance Requirements

1. A student accepted for enrollment in any Bachelor Degree Program must normally be in possession of a high school diploma or its equivalent.
2. An Associate Degree or;
3. Sixty (60) semester hours of undergraduate credit. This credit must cover general education requirements or;
4. The equivalent of #2 or #3. Equivalency is determined by the amount of credit given for Prior Learning and Experiential Learning. This evaluation is conducted by the University.
5. Five years occupational experience in a degree related career field.

Master of Science Degree Programs

CSU offers six separate Master of Science Degree Programs:

- (1) Business Administration
- (2) Human Resource Management
- (3) Environmental Business Management
- (4) Computer Science
- (5) Criminal Justice
- (6) Environmental Engineering
- (7) Health Administration
- (8) Occupational Safety & Health Engineering

Entrance Requirements

A Bachelor's Degree from a recognized college or University or a minimum of 120 semester hours of undergraduate work from a recognized college or University is required for this program.

Combined Bachelor/Master Degree Programs

CSU offers the same programs for this combined degree as for the individual Bachelor and Masters programs.

Entrance Requirements

1. An Associate's Degree, sixty (60) semester hours, or their quarter unit equivalent and;
2. Seven years of occupational experience in a field related to the combined program the applicant wishes to undertake.

The University will consider qualified applicants to combined programs based on previous academic and work experience. The University will consider all graduate and undergraduate work taken toward a respective degree for this program. Entry to a CSU combined program is usually designed for students who have completed the majority of the requirements for the lower degree. Entry acceptance is conditioned on satisfying those remaining requirements and then making the transition to the higher degree to be awarded.

Doctor of Philosophy Degree Programs

CSU offers five separate Doctorate of Science Degree Programs:

- (1) Business Administration
- (2) Human Resource Management
- (3) Computer Science
- (4) Environmental Engineering
- (5) Health Administration
- (6) Occupational Safety & Health Engineering

Entrance Requirements

1. A Master's Degree, preferably in the same field as the doctoral program and;
2. A minimum of five years of occupational experience related to the doctoral program under application.



DEGREE CURRICULUM

COLLEGE OF BUSINESS

Bachelor of Science Degree Business Administration

<i>Course No.</i>	<i>Title</i>	<i>Credit</i>
BBA 300	Introduction to Business	4
BBA 310	Principles of Management	4
BBA 320	Managerial Finance	4
BBA 330	Marketing Principles	4
BBA 340	Business Law	4
BBA 350	Human Resource Management	4
BBA 360	International Business	4
BBA 370	The "TQM" Trilogy (ISO 9000)	4
BBA 380	International Marketing	4
BBA 390	Computers & Business	4
BBA 400	Economic Principles	4
BBA 420	Legal Aspects of Safety & Health	4
BBA 430	Thesis	12
Total		60

Master of Science Degree Business Administration

<i>Course No.</i>	<i>Title</i>	<i>Credit</i>
MBA 500	Marketing Management	4
MBA 510	Management Accounting	4
MBA 520	Advanced Business Policy	4
MBA 530	Labor & Industrial Management	4
MBA 540	Legal Aspects of International Business	4
MBA 550	Advanced Human Resource Management	4
MBA 600	Wage and Salary Administration	4
MBA 610	Sales Management	4
MBA 620	Advertising and Promotion	4
MBA 630	Consumer Behavior	4
MBA 650	Operations Research	4
MBA 680	Computer Technology	4
MBA 690	Thesis	12
Total		60

Doctor of Philosophy Degree Business Administration

<i>Course No.</i>	<i>Title</i>	<i>Credit</i>
DBA 700	Marketing Research	4
DBA 720	Organizational Design & Development	4
DBA 740	International Finance	4
DBA 760	Administration & Supervision	4
DBA 800	Motivational Leadership	4
DBA 820	Strategic Business Policy	4
DBA 850	Advanced Business Policy	4
DBA 890	Managerial Accounting	4
DBA 900	International Trade	4
DBA 910	Dissertation	12
Total		48



COURSE CURRICULUM

COLLEGE OF BUSINESS, *cont.*

Bachelor of Science Degree Human Resource Management

Course No.	Title	Credit
BHR 400	Human Resource Development	4
BHR 401	Human Relations: A Job Oriented Approach	4
BHR 405	A Theory of Goal Setting & Task Performance	4
BHR 406	Applied Psychology in Personnel Management	4
BHR 407	Organizational Behavior & Motivational Leadership	4
BHR 410	Human Resource Management	4
BHR 412	Wage & Salary Administration	4
BHR 420	Collective Bargaining	4
BHR 430	International Human Resource Management	4
BHR 440	Advanced Resource Management	4
BHR 450	Legal Aspects of Safety & Health	4
BHR 460	Personnel Human Resource Management	4
BHR 470	Thesis	12
Total		60

Masters and Doctorate of Human Resource Management are in development. Please call the university for information.

COLLEGE OF COMPUTER SCIENCE

Bachelor of Science Degree Computer Science

Core Curriculum

Course No.	Title	Credit
CS 300	Introduction to Computer Science	4
CS 310	Programming Principles	4
CS 320	Mathematics for Computers	4
CS 330	Operating Systems	4
CS 340	Software Engineering I	4
CS 350	Computers and Society	4

Additional Requirements for Emphasis in Information Systems

Course No.	Title	Credit
CIS 400	Information Structures	4
CIS 410	Programming Languages	4
CIS 420	Software Engineering II	4
CIS 430	Database Systems	4
CIS 470	CIS Software Development	4
CIS 480	CIS Thesis	12
Total		56

OR

Additional Requirements for Emphasis in Computer Technology

Course No.	Title	Credit
CT 400	Computer Technology	4
CT 410	Multimedia Systems	4
CT 420	Communication and Networks	4
CT 430	Internet and the Web	4
CT 470	CT Software Development	4
CT 480	CT Thesis	12
Total		56

COURSE CURRICULUM



COLLEGE OF COMPUTER SCIENCE, cont.

Master of Science Degree Computer Science

Core Curriculum

Course No.	Title	Credit
CS 500	Management Information Systems	4
CS 510	Decision Sciences	4
CS 520	Advanced Programming Principles I	4
CS 530	Software Requirements and Specifications	4
CS 540	Software Project Management	4

Additional Requirements for Emphasis in Information Systems

Course No.	Title	Credit
CIS 600	Software Design	4
CIS 610	Software Reliability	4
CIS 620	Advanced Database Systems	4
CIS 630	Software Economics	4
CIS 680	CIS Thesis	12
Total		48

OR

Additional Requirements for Emphasis in Computer Technology

Course No.	Title	Credit
CT 600	Computer Architecture	4
CT 610	Computer Graphics	4
CT 620	Advanced Multimedia I	4
CT 630	Advanced Internet	4
CT 680	CT Thesis	12
Total		48

Doctorate of Philosophy Degree Computer Science

Core Curriculum

Course No.	Title	Credit
CS 700	CS Research Methods	4
CS 710	Operations Research	4
CS 720	Simulation and Modeling	4
CS 730	Advanced Programming Principles II	4
CS 740	Artificial Intelligence	4

Additional Requirements for Emphasis in Information Systems

Course No.	Title	Credit
CIS 800	Reading In CIS	4
CIS 810	Theory of Computation	4
CIS 820	Verification and Validation	4
CIS 900	CIS Dissertation Proposal	4
CIS 910	CIS Dissertation	12
Total		48

OR

Additional Requirements for Emphasis in Computer Technology

Course No.	Title	Credit
CT 800	Readings in CT	4
CT 810	Advanced Multimedia II	4
CT 820	Computer Vision	4
CT 900	CT Dissertation Proposal	4
CT 910	CT Dissertation	12
Total		48

COLLEGE OF CRIMINAL JUSTICE

Bachelor of Science Degree Criminal Justice

<i>Course No.</i>	<i>Title</i>	<i>Credit</i>
BSC 300	Justice Administration Introduction	4
BSC 310	Managing A Criminal Investigation	4
BSC 320	Principles and Procedures of the American Criminal Justice System	4
BSC 330	Legal Phases of Evidence	4
BSC 340	Relationships with the Community	4
BSC 350	Fundamentals of the Investigation	4
BSC 360	Concepts of Criminal Law	4
BSC 370	Criminology Today	4
BSC 380	Administration of Criminal Justice Systems In America	4
BSC 400	Probation and Parole in Today's Environment	4
BSC 410	The Social Conflict of Race Relationships	4
BSC 420	Criminal Court Process	4
BSC 440	Thesis	12
Total		60

Master of Science Degree Criminal Justice

<i>Course No.</i>	<i>Title</i>	<i>Credit</i>
MSC 500	Forensic Science	4
MSC 520	Problems and Solutions of Criminal Justice	4
MSC 530	Research Methodology	4
MSC 540	Administration at the Municipal Level	4
MSC 550	Identification of Street Drugs	4
MSC 560	Infrastructures of Public Administration	4
MSC 570	Juvenile Justice	4
MSC 600	Thesis	12
Total		40



COURSE CURRICULUM



COLLEGE OF ENGINEERING

Bachelor of Science Degree Environmental Engineering

Course No.	Title	Credits
ENE 300	Introduction to Environmental Engineering	4
ENE 301	Ecology for Environmental Engineers	4
ENE 302	Industrial Hygiene	4
ENE 303	Air Pollution Fundamentals	4
ENE 304	Soils & The Greenhouse Effect	4
ENE 305	Solid Waste Management	4
ENE 306	Hazardous Waste Management	4
ENE 307	Toxicology	4
ENE 308	Environmental Law and Regulatory Compliance	4
ENE 309	Energy Conservation & Utilization in Industry	4
ENE 310	Corporate Ethics and the Environment	4
ENE 311	Environmental Assessment	4
ENE 412	Thesis	12
Total		60

Master of Science Degree Environmental Engineering

Course No.	Title	Credit
ENE 500	Industrial and Hazardous Waste Treatment	4
ENE 510	Hazardous Materials Emergency Response	4
ENE 520	Occupational and Environmental Safety	4
ENE 530	SARA Title III	4
ENE 540	Environmental Contingency Planning	4
ENE 550	Groundwater Treatment Technology	4

Continued in next column

Masters in Environmental Engineering, cont.

ENE 560	ISO 14000	4
ENE 570	Advanced Pollution Prevention	4
ENE 580	Environmental Strategies	4
ENE 590	Thesis	12
Total Credits		48

Doctor of Philosophy Degree Environmental Engineering

Course No.	Title	Credit
ENE 800	Advanced Environmental Engineering	4
ENE 810	Aquatic Kinetics	4
ENE 820	Advanced Water Quality Control	4
ENE 830	Hazardous Waste Management	4
ENE 840	Petroleum Engineering and the Environment	4
ENE 850	Environmental Economics	4
ENE 860	Recycling	4
ENE 870	Environmental Laws and Real Estate	4
ENE 880	Environmental Remediation Contracting	4
ENE 890	Environmental Decision Making for Engineers	4
ENE 900	Catalytic Air Pollution Control	4
ENE 910	Dissertation	16
Total		60



COURSE CURRICULUM

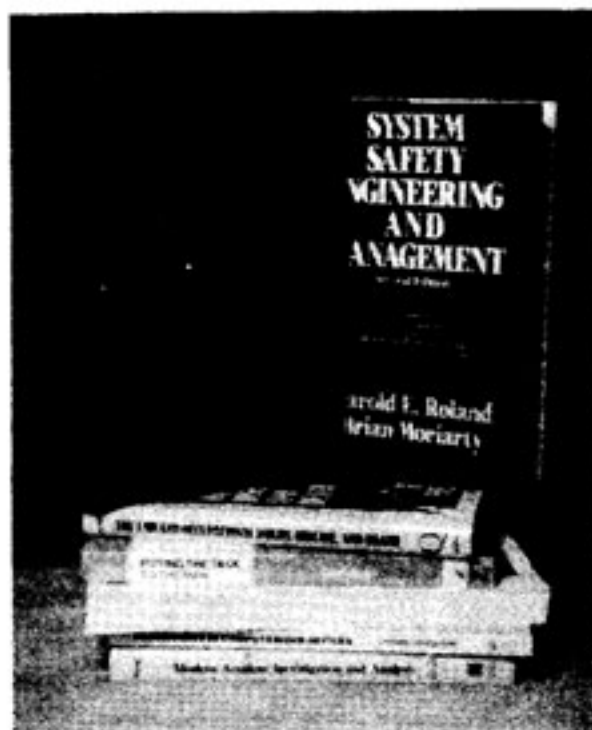
COLLEGE OF ENGINEERING, cont.

Bachelor of Science Degree Occupational Safety & Health Engineering

Course No.	Title	Credit
SE 300	Introduction to Occupational Safety & Health	4
SE 310	Toxicology	4
SE 320	Air Quality Control	4
SE 340	Ergonomics & The Workplace	4
SE 400	Fire Prevention & Safety	4
SE 420	Transport Safety	4
SE 430	Construction Safety	4
SE 440	OSHA Standards	4
SE 450	Statistical Safety	4
SE 460	Accident Investigation	4
SE 470	Worker's Compensation Management	4
SE 480	Process Safety Management Requirements	4
SE 490	Thesis	12
Total		60

Master of Science Degree Occupational Safety & Health Engineering

Course No.	Title	Credit
SE 500	Safety and Accident Prevention I	4
SE 510	Corporate Ethics and the Environment	4
SE 520	Safety Engineering	4
SE 600	Safety and Accident Prevention II	4
SE 610	Fire Protection Technology	4
SE 620	Industrial Hygiene	4
SE 630	Legal Aspects of Safety and Health	4
SE 640	OSHA Compliance	4
SE 660	Safety Program Design and Management	4
SE 680	Electrical Hazards & Accidents	4
SE 690	Thesis	12
Total		52



Doctor of Philosophy Degree Occupational Safety & Health Engineering

Course No.	Title	Credit
SE 700	Advanced Regulatory Compliance	4
SE 710	Cumulative Trauma Disorders	4
SE 720	Safety Administration I	4
SE 730	Industrial Air Quality	4
SE 770	Fire Engineering Technology	4
SE 790	Advanced Ergonomics	4
SE 800	Safety Administration II	4
SE 810	Superfund Training	4
SE 820	Lead	4
SE 880	Human Error Reduction & Safety Management	4
SE 890	Dissertation	16
Total		56

COLLEGE OF HEALTH ADMINISTRATION

Bachelor of Science Degree Health Administration

<i>Course No.</i>	<i>Title</i>	<i>Credit</i>
HA 300	Introduction to Health Administration	4
HA 310	Health Services Within a Community	4
HA 320	Health and Nutrition	4
HA 330	Drug Abuse	4
HA 340	Epidemiology	4
HA 350	Computer Usage in Healthcare	4
HA 360	Healthcare Accounting	4
HA 370	Healthcare Marketing	4
HA 380	Healthcare and the Law	4
HA 390	Human Resource Management	4
HA 400	Hospital Staff Privileges	4
HA 420	Thesis	12
Total		56

Doctor of Philosophy Degree Health Administration

<i>Course No.</i>	<i>Title</i>	<i>Credit</i>
HA 700	HMOs in the US	4
HA 710	Workplace, Job, and Health	4
HA 720	Preventive Medicine, Its Use Today	4
HA 800	Bloodborne Pathogens and Blood Security	4
HA 820	The Ethics of the Biomedical Profession	4
HA 840	Epidemiology, an Advanced Course	4
HA 870	Occupational Safety & Health Laws	4
HA 900	Health Policy Making in the U.S.	4
HA 910	Dissertation	12
Total		44

Master of Science Degree Health Administration

<i>Course No.</i>	<i>Title</i>	<i>Credit</i>
HA 500	Financial Management in The Health Care System	4
HA 510	Accounting	4
HA 520	Administration of US Hospitals	4
HA 530	Aids in the Workplace	4
HA 540	Information Needs of The Health System	4
HA 550	International Healthcare	4
HA 560	Health Policy and Comparatives	4
HA 600	Principles and Procedures in Research	4
HA 620	The Law & Public Health	4
HA 660	Thesis	12
Total		48





CERTIFICATION PROGRAMS

Columbia Southern University Certification Programs

Certification Programs

Columbia Southern University currently offers two certification programs:

- Certified Environmental Compliance Manager (CECM)
- Certified Ergonomical Compliance Director (CECD)

Tuition & Fees

Certified Environmental Compliance Manager	\$495.00
Certified Ergonomics Compliance Director	\$495.00
Annual Recertification	\$95.00

INTRODUCTION

Education Never Ceases

You've completed your requirements for a degree in your chosen field of occupation. Is this enough to insure your continued position in the corporate structure?

In the environmental and safety field, the answer is "NO"!

Education, both formal and informal, is an ongoing duty. We need it to keep our knowledge and professional skills sharp and proficient.

In the past, most people viewed the environment as a beautiful scene on the highway or an ocean sunset, but not all of the rules, regulations, and procedures that have been passed help insure that these scenes continue to be there for our pleasure. These new challenges passed by the state, local, and federal governments will cause us to go beyond our daily jobs to involve ourselves in an ongoing self educational program.





Certification Programs Introduction, cont.

Cont. on next page

There are many workshops, conferences, and seminars to help us with education. The problem is in taking so much time off from our jobs. The next alternative is to take an organized home study program which normally results with a certification of your completion.

A college degree earned years ago, especially in the technology and science fields, is normally inadequate in today's demands. Continuing education, along with active participation in industry organizations, may be the ongoing channel for constantly updating ourselves and avoiding getting stuck with old ideas and outdated methods.

With industry professionalism on the rise, credible professional designations are more important than ever before. Graduation from these programs can lead to job advancement and higher pay.

In addition, if you have reached a low burn out point, continuing education is a self motivator.

Those who aren't convinced will be left behind. Experts suggest that the totality of knowledge is now doubling every three to four years. By the end of this decade up to seventy five percent of the work force will need to be retrained.

The *Hard Fact* for all of us is crystal clear. It's time to hit the *books!!!*

Now about that certification ...

Benefits of Certification Training

- Provides additional income and professional recognition in your present position.
- Allows middle, supervisory, and top management personnel to obtain professional credentials in a nonresident study program.
- Obtain the special skills and knowledge mandated by OSHA regulations and required by every business management team affording new responsibilities.
- Increases your productivity and worth as a manager to your employer because you represent the company as a credible, authoritative professional when OSHA officials perform an inspection at your company site.
- Most importantly, you earn the professional skills, credentials, and recognition it takes to be successful in one of the fastest growing professions today.



CERTIFICATION PROGRAMS

Certified Environmental Compliance Manager (CECM)

Content Listing

Module 1

CECM 200

Section I Hazard Communication Overview

Section II Identifying Hazardous Materials

- Hazard Determination
- Health Hazards
- Physical Hazards
- Hazardous Material Inventory
- Exemptions
- Maintaining Your List
- Suggested Format of List
- Chemical Storage
- Chemical Incompatibilities

Section III Material Safety Data Sheets

- Responsibilities of Employers
- Responsibilities of Manufacturers
& Importers
- Responsibilities of Distributors

Section IV Labeling

- Requirements
- What Information Must be on a Label
- Exemptions
- Label Types
- Sample Labels
- NFPA 704 Placarding
- Label Request Letter

Section V Information and Training

- Requirements
- General Training Factors
- Training Documentation
- Outside Contractors

Personal Protective Equipment

Section VI Chemical Awareness

- The Employees Right To Know
- Product Labels and MSDS
- Handling Hazardous Materials
- Storage and Mixing of Hazardous
Materials
- Spill Clean Up and Disposal
- Exposure and First Aid
Procedures
- Fire and Explosion Data

Section VII Written Hazard

- Communication Standard
- Required Information
- Sample Program

Section VIII The Code of Federal Regulations

- How to Read the CFR
- CFR Title Listing

Module 2

CECM 250

Section I Lockout/Tagout

- Background
- HECP Requirements
- Hazardous Energy Sources
- Purpose of Tags
- Lockout/Tagout Devices
- Lockout/Tagout Procedures
- Removal of Devices
- Special Lockout/Tagout Procedures
 - Group Procedures
 - Outside Contractors
 - Shift/Personnel Changes
- Lockout/Tagout Inspections & Audits
- Employee Training
 - Affected Employees
 - Authorized Employees
- Employee Retraining

CERTIFIED PROGRAM ***CECM Content Listings, cont.***

Section II Respiratory Protection

- Requirements for Respiratory Program
- Respiratory Hazards
 - Dusts, Mists, Fumes
 - Gases and Vapors
 - Oxygen Deficiency
- Selection of Respirators
 - Disposable Mask
 - Half Mask
 - Full Face Mask
 - Supplied Air Respirator
- Use of Respirators
- Training
- Maintenance and Care of Respirators
- Respiratory Protection Regulations

Section III Fire Prevention Planning

- Elements for Fire Prevention Plan
- Fire Response Procedures
- Response Procedures for Employees
- Fire Evacuation Procedures
- Major Fire Hazards
 - Flammables
 - Explosives
 - Combustibles
- How to Work With Fire Hazards
- Fire Hazard Classification
- Causes for Industrial Fires
- Fire Extinguishers
- Good Housekeeping
- Static Electricity
- Treatment of Burns
- Training

Section IV Bloodborne Pathogens

- Who is Covered
- Exposure Control Plan
- Who Has Occupational Exposure
- Communicating Hazards to Employees
- Preventive Measures
- Universal Precautions
- Personal Protective Equipment
- Housekeeping
- Labeling
- Table 1 Labeling Requirements
- What to do if an Exposure Incident Occurs
- Recordkeeping
- HIV & HBV Research Laboratories / Production

Module 3

CECM 325

Section I Definition of Hazardous Waste

Section II Responsibility

- Managing Your Hazardous Waste
- How to Determine Total Waste
- Obtaining an EPA Number

Section III Appendix

Section IV Managing

- Management of Hazardous Waste
- Recording and Reporting
- Storage Requirements
- Conditionally Exempt Generators
- Small Quantity Generators
- Large Quantity Generators
- Satellite Accumulation
- Container Storage Area
- Tank Storage
- TCLP Ranges
- EPA Hazardous Waste Codes

Section V Emergency Contingency Plan

- Contingency Sample Plan

CERTIFIED PROGRAM
CECM Content Listings, cont.

Module 4

CECM 375

Section VI Choosing Transporters of Waste

Choosing a Waste Processor
 Waste Disposal Options
 Waste Reduction and Minimization

Section VII Radiation Principles

Principles for Environmental
 Managers
 Laws and Regulations

Section VIII RCRA Training Requirements

Cradle to Grave System
 Environmental Managers
 Responsibilities
 Hazard and Risk Assessment
 Personal Protective Equipment
 Control, Confinement, and
 Containment of Releases
 Decontamination
 Regional Air Quality Contacts

Section IX Hazard Materials

Transportation Act and Hazard Waste
 Transportation
 MTB's 22 Hazard Classes
 Pretransport Requirements
 Transporter Requirements
 Enforcement
 Hazardous Waste Regulations

**Section I EPA Underground
 Storage Tanks**

Exemptions
 Requirements for New UST's
 Requirements for Existing UST's
 Storing Hazardous Chemicals
 Phase in Leak Detection Systems
 Spill Clean Up Procedures
 Tank Repair
 Tank Closure
 Financial Responsibility
 Recordkeeping & Reporting
 Notification for UST's
 State UST Program Offices
 EPA Regional UST Program
 Managers

Section II CAA Amendments of 1990

Section III Storm Water Discharge

Background of SWD
 Definition of Storm Water
 Discharge Classifications
 Discharge Classification Permit
 Clean Water Act
 What is Ahead in the CWA

Section IV SARA Title III

Provisions of SARA Title III
 Emergency Planning Notification
 Chemical Release Notification
 Community RTK Reporting
 Toxic Chemical Release Reporting
 Penalties

Section V CERCLA

Section VI FIFRA

Section VII Radon

Section VIII Phase One

Environmental Audits

Section IX Confined Space Entry

Certified Ergonomic Compliance Director (CECD)

Content Listing

Fitting The Task To The Man

Chapter 1 - Muscular Work

Physiological principles

Chapter 2 - Nervous Control of Movements

Physiological principles
Reflexes and skills

Chapter 3 - Improving Work Efficiency

Optimal use of muscle strength
Practical guidelines for work layout

Chapter 4 - Problems Of Body Size

Chapter 5 - The Design of Workstations

Working heights
Neck and head postures
Seating at work
The design of VDT workstations
The design of keyboards

Chapter 6 - Heavy Work

Energy consumption at work
Efficiency of heavy work
Heart rate as a measure of work load
Case histories involving heavy work

Chapter 7 - Handling Loads

Back problems
Biomechanical models of the lower
back
Intra-abdominal pressure
Recommendations

Chapter 8 - Skilled Work

Maximum control of skilled
movements
Design of tools and equipment used
for skilled work

Chapter 9 - Man - Machine Systems

Display equipment controls
Relationship between controls &
display instruments

Chapter 10 - Mental Activity

Elements of "brain work"
Uptake of information
memory
sustained alertness (vigilance)

Chapter 11 - Fatigue

Muscular fatigue
Fatigue in industrial practice
Measuring fatigue

Chapter 12 - Occupational Stress

what is stress
the measurement of stress
alleged stress among VDT operators

Chapter 13 - Boredom

Causes
The physiology of boredom
Field studies and experiments

Chapter 14 - Job Design in Monotonous Tasks

The fragmented work organization
Principles of job design

Chapter 15 - Working Hours and Eating Habits

Rest pauses
Nutrition at work

Chapter 16 - Nightwork and Shiftwork

Day and nighttime sleep
Nightwork and health
Organization of shiftwork
Recommendations

CERTIFIED PROGRAM CECD

Content Listings, cont.

Chapter 17 - Vision

- The visual system
- Accommodation
- The aperture of the pupil
- The adaptation of the retina
- Eye movements
- Visual capacities
- Physiology of reading
- Visual strain

Chapter 18 - Ergonomic Principles of Lighting

- Light measurements and light sources
- Physiological requirements of artificial lighting
- Appropriate arrangement of lights
- Lighting for fine work
- Lighting in VDT offices

Chapter 19 - Noise and Vibration

- Perception of sound
- Noise load
- Damage to hearing through noise
- Physiological and psychological effect of noise
- Protection against noise
- Vibrations

Chapter 20 - Indoor Climate

- Thermoregulation in man
- Comfort
- Dryness of the air
- Field studies on indoor climate
- Recommendations for comfort indoors
- Heat in industry
- Air pollution and ventilation

Chapter 21 - Daylight, Colors, and Music for a Pleasant Work Environment

- Daylight
- Color in the workplace
- Music and work

Plus ...

**An Ergonomics Idea Book
and
Ergonomics Manual**