

When There's Not Enough of You to Go Around

Yet You Understand the Importance of Earning Your Degree

CSU is Your Answer

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

Anywhere, Anytime.

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

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

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

GET STARTED TODAY ON A BETTER TOMORROW.



Dr. Robert G. Mayes, FOUNDER
1945–2005

January 2006
to December 2006

EDITION I

COLUMBIA SOUTHERN UNIVERSITY

25326 Canal Road (*Shipping*)

P.O. Box 3110 (*Mailing*)

Orange Beach, AL 36561

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

www.columbiasouthern.edu

admissions@columbiasouthern.edu



Why CSU?

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



The Mission—The Objectives



Robert Mayes • PRESIDENT

AT CSU our ONLY focus is the Distance Learner.

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

THE MISSION

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

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

INSTITUTIONAL OBJECTIVES

Underpinning the University's mission is the commitment to and achievement of the following objectives:

- Excellence in teaching;
- Successful and affordable student-centered online instruction and learning;
- Accessibility, flexibility, and the use of appropriate technology in the delivery of its online programs and services;
- Encouragement of scholarly pursuit and creative endeavors of students, faculty and university staff;
- Responsive, helpful, and informed support at the point of admission and subsequent student support geared towards enrollment and student retention;
- Integrity, fairness, and professionalism in all operations which support our mission;
- A global perspective in relation to our programs, services, students, faculty and cooperative educational affiliations;
- Collaboration with business, industry, municipal service providers, and government agencies in creating affordable and accessible learning opportunities for employees;
- Receptivity and respect for a diversity of cultures, ideas, experiences and peoples in all areas of the University;
- Access to public employee constituencies including members of the armed services, public service employees, law enforcement, fire and public safety individuals;
- A forward thinking outlook that values innovation, self-assessment, creative thinking and a willingness to initiate positive educational change.

THE HISTORY

After years of experience in developing and presenting safety-training programs to those involved in environmental management and occupational safety and health fields, Dr. Robert Mayes, Sr. established the University of Environmental Sciences, on July 23, 1993. At that time, two certificate programs were offered: Certified Environmental Compliance Manager (CECM) and, Certified Ergonomic Compliance Director (CECD).

Response to these programs was overwhelming. So much so, that UES developed its first-degree programs in Environmental Engineering and Occupational Safety and Health in 1994.

In 1996, the infrastructure to administer these programs was firmly in place and additional degree programs were developed. The first of these new degree programs was Business Administration. It was then followed in succession by Computer Science, Criminal Justice Administration and Health Administration. It was also at this time that Dr. Mayes decided to incorporate Columbia Southern University (CSU). CSU purchased the University of Environmental Sciences and the University in its present form had taken shape.

The Administration—The Programs

THE GOVERING BODY

Robert G. Mayes
Chantell Cooley
Mrs. Minnie Mayes

ADMINISTRATION

Robert Mayes, MBA
President

Joseph A. Manjone, Ed.D.
Provost

Chantell Cooley, BS
Vice President of Partnership Development

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

Thomas Cooley, BS
Director of Business Affairs/Registrar

F. Poche Waguespack, MS
Dean of Students

Polly Waguespack, Ph.D.
Director of Development

Rick Cooper, BS
Director of Military Programs

Richard Gray, Ph.D.
Dean of Doctoral Studies
and Business Chair

Dr. Katherine Nelson-Born, Ph.D.
Chair, General Studies Department

Karen Smith, Ph.D.
Dean for Academic Affairs

Larry Williams, Ph.D.
Associate Dean for Academic
Administration

Jim Meyers, Psy. D.
Assistant Dean for Academic Affairs

James Schindler, MS
Assistant Dean for Academic Affairs

Nick Lees, MS
Assistant Dean for Academic Affairs

Mohammed "Shumon Johnson" Islam, MS
Instructional Designer

Aaron Collins, BS
Manager of Business Affairs

Ken Styron, MBA
Manager of Information Technology

Vicki Barnes
Manager of Student Services

Kathy Cole
Manager of Admissions

David Barnes
Bookstore Manager

THE PROGRAMS

Associate of Applied Science Degree

- Business
- Criminal Justice Administration

Bachelor of Science Degree Programs:

- Business Administration (BSBA)
- Criminal Justice Administration
- Environmental Management
- Fire Science
- Health Care Administration
- Hospitality and Tourism
- Human Resource Management
- Information Technology
- Marketing
- Occupational Safety and Health

Master Degree Programs:

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

NEW PROGRAM

Doctor of Business Administration

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

Undergraduate and Graduate Concentrations:

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

Certificate Programs

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

Certificate Course

- Certificate in Industrial Hygiene Management (*Details page 33*)

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

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

OPEN ENROLLMENT

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

ACCELERATED PROGRAMS

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

FLEXIBLE

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

TRANSFER CREDIT

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

WORRIED ABOUT RETURNING TO SCHOOL?

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



Your classroom is as close as your computer.

Anytime, Anywhere.

It is your Education

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

Your Life—Your Future—Your University

CREDENTIALS MATTER

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

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

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

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

CURRICULA

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

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

STUDENT RESOURCES

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

CSU'S ONLINE LIBRARY

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

BUSINESS HOURS

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



Chantell Cooley
VICE PRESIDENT OF
PARTNERSHIP DEVELOPMENT



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

**Department of
Education
State of Alabama**

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



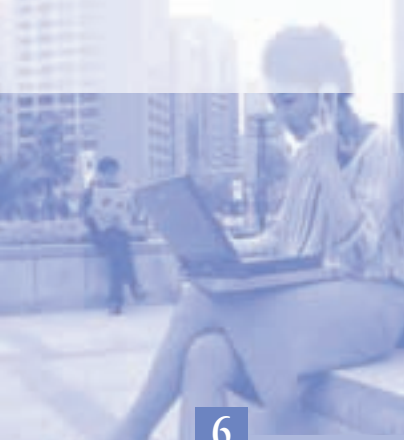
You could be closer to earning your degree than you know. Find out how close—Submit your application today!

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

International Students

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

www.columbiasouthern.edu/admissions



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

ADMISSION REQUIREMENTS

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

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

SUBMIT YOUR APPLICATION

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

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

The Evaluation

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

CSU'S QUALITY SERVICE

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

ENROLL

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

Per Course Enrollment

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

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

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

Term Enrollment

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

www.columbiasouthern.edu/term.

CSU Book Grant

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

ACADEMIC CALENDAR

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

Transfer Credit

TRANSFER CREDIT

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

ACADEMIC CREDIT

Columbia Southern University accepts transfer academic credit from institutions accredited by agencies that are recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA) or, for non-U.S. institutions, an accepted foreign equivalent that is listed in the International Handbook of Universities*. For prior undergraduate academic credit to be eligible for transfer grades earned must be a “C” or better. At the graduate level only those courses on which applicant/student has earned a “B” or better can be accepted.

Note: While copies of prior transcripts can be used in the Admission Process, official transcripts for all prior college credit must be submitted to Columbia Southern University within 60 days of enrollment. After this period has expired, students will not be allowed to continue their program until transcripts are on file.

PROFESSIONAL LICENSES, CERTIFICATES, AND TRAINING PROGRAMS

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

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

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

CREDIT BY EXAMINATION

Columbia Southern University accepts credit by examination from the following:

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

EXPERIENTIAL LEARNING

The University recognizes that you may have gained knowledge and skills through various work/life experiences and independent learning which may be the equivalent to one of our courses. To receive college credit for experiential learning it must be properly documented utilizing CSU’s Prior Learning Portfolio. To assist you in assembling this documentation you’ll find easy to understand guidelines and the forms you will need on the Student Services section of CSU’s website.

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

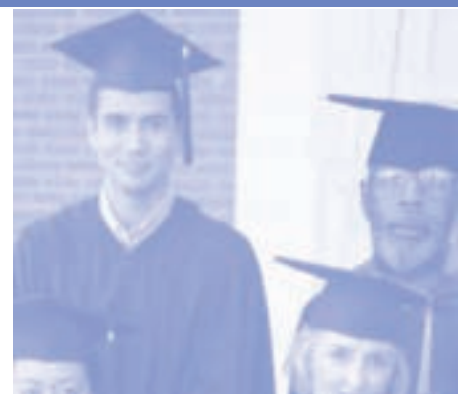
In determining credit for Experiential Learning, the University follows the guidelines suggested by the Distance Education and Training Council (DETC).

Academic credit awarded for experiential learning cannot exceed the following:

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

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

Master Degree Programs—Nine (9) credit



CSU is an institutional member of the Council for Adult and Experiential Learning (CAEL). CAEL is a national leader in the field of adult learning dedicated to expanding lifelong learning opportunities for adults.



TUITION

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

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

STUDENT FEES

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



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

TUITION COMPARISON (*Undergraduate*)

- CSU.....\$525 *per course
- Kaplan University.....\$1,525 per course
- Jones International.....\$1,215 per course
- University of Phoenix ...\$1,482 per course

*Textbooks included through CSU's Book Grant.

Rates obtained online. Updated August 2006.

PAYMENT OPTIONS

The following payment options are available.

#1. Per Course Enrollment Full Payment. Payments may be paid by check, money order, or credit card.

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

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

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

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

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

INTERNATIONAL STUDENTS: International students will assume responsibility for payment of customs duties, differences in exchange rates, and additional postage or shipping and handling cost. Overseas shipments are sent to international students via air. Shipping charges vary depending on carrier used, weight, and shipping method. CSU reserves the right to charge additional mailing/shipping fees to international students as necessary for the mailing of any documents.

Tuition Policies

WITHDRAWAL

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

TERMINATION

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

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

TUITION REFUND POLICY

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

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

CSU BOOK GRANT

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



Tommy Cooley
DIRECTOR OF BUSINESS AFFAIRS/REGISTRAR

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

M. Lampart

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

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



TA/DANTES/VA BENEFITS

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

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

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

Visit our website for more information:

www.columbiasouthern.edu/Admissions/Dantes_VA.html

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

LEARNING PARTNERS

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



Federal Protective Service



City of Orange Beach



FOR A COMPLETE LIST OF LEARNING PARTNERS VISIT OUR WEBSITE.

www.columbiasouthern.edu

When Quality Matters

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

Today's volatile business climate demands no less.

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

CSU ONLINE

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

Your Choice.

STUDENT SERVICES

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

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

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



F. Poche Waguespack, MS
DEAN OF STUDENTS

Personalized Service: Newly enrolled students are assigned a Student Service Representative ensuring that they have a specific individual they can work with on a continuous basis throughout their program of study. Students are provided phone and e-mail contact information for their Student Service Representative. The response time to administrative requests by email is normally twenty-four hours while telephone requests are handled immediately. Questions that involve research are typically answered within forty-eight hours.

When the University receives a mailed request for assistance from students, the University will most often attempt to reach students via telephone or e-mail to immediately respond. When the University is unable to reach students by phone or e-mail, a written response is drafted and forwarded within seventy-two hours of receipt.

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

Ron Nunez



“Since receiving my degree from CSU, I have been promoted . . . with a \$10,000 salary increase . . . and started my own sideline business. Many thanks to the entire staff.”

M. Tate

THE FACULTY

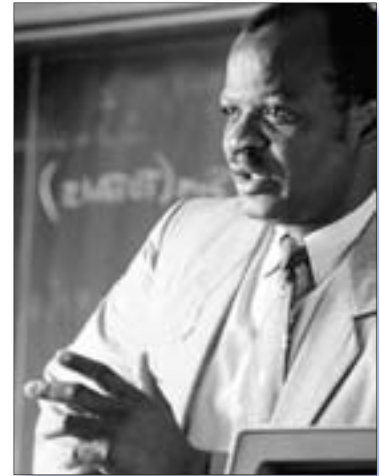
The select members of our faculty are not academicians steeped in theory alone. In addition to having earned their degrees from such prestigious universities as Brigham Young University, Duke University, Harvard University, Penn State, Purdue, and the University of Notre Dame, CSU’s faculty are recognized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

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

Faculty responds to student inquiries on average within 24 hours.

COURSE SEQUENCE

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



STUDENT FORUM

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

THE LEARNING

With CSU’s **Per Course Enrollment**, you may begin your program at anytime.

CSU’s **Term Enrollment System** is divided into two tracks, Schedule A and Schedule B. Each schedule contains six 8-week terms per year, and provides the opportunity for students to begin their degree program during any month of the year. (*Students using VA Benefits must enroll in the Term System.*)

With your initial enrollment, the Admissions Department will walk you through the process of enrolling and registering for CSU’s two-week Student Orientation course and your first course.

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

When The Experience Matters

CSU's Student Orientation course will familiarize you with the process here at CSU, and our web orientation tools will enable you to become quickly comfortable with the virtual resources available to you.

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

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

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

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

TESTING AND EVALUATION

CSU courses are generally divided into six units, each containing an objective examination. Most courses also include two essay exams. Depending on the course, a paper, project, discussion board assignment, or proctored exam

may be required. All assignments are open book and all assignments must be completed to pass the course.

Your grade for the course will be determined by your performance on the your assignments, i.e. unit exams, section exams, paper or project, final exam. For example, the assignments for BBA 2151 Business Math would be weighted as follows:

Unit Quizzes (1-6)	=	18%
Section Exam I (Units 1-3)	=	20%
Section Exam II (Units 4-6)	=	20%
Online Discussion		
Assignment	=	20%
Final Examination	=	22%
<hr/>		
Total	=	100%

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

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

	Quality points:
A = 90 – 100	4
B = 80 – 89	3
C = 70 – 79	2
D = 60 – 69	1
F = 59 and below	0

- A—the grade of highest distinction given for work of a superior quality.
- B—is the grade given for work considered as good or above average.
- C—is the grade given for work of fair or average quality.
- D—is the grade given for work considered poor or below average but passing.
- F—on a final report indicates unconditional failure.

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

Start today.

CREDIT HOURS

Academic credit earned is awarded in semester hours. One semester hour is defined as forty-five clock hours.

PROCTOR POLICY

The majority of CSU courses require a proctored final exam. Students select (up to three) individuals who will serve as their proctor(s). Once a proctor has been approved by CSU the proctor's information will remain in the student's file and may be used for the duration of the student's degree program unless:

- The student or proctor cancels the proctor agreement.
- CSU disapproves or cancels the proctor agreement.

The following may serve as a proctor:

- Supervisors (*Must be of higher position or rank than student.*)
- University/College Testing Center, Private Testing Center, Office of CSU Representative, Base Testing Office
- Embassy Education Office
- School Principal or Vice Principal, Full-time Librarian, Teacher, or School Counselor
- College Professor, Dean, or Director
- Human Resource Manager, Training Director/Officer
- Minister, Priest, or Rabbi of an established church, temple, mosque, or synagogue

COURSE RETAKE/EXTRA CREDIT POLICY

Undergraduate—Students earning a grade of "D" or below can request an extra credit assignment (*maximum of 10 points may be earned*). An Extra Credit Assignment Fee of \$50 will be assessed. Students earning a "D" or below also have the option of repeating a course.

Extra Credit Assignments (*available only to undergraduate students*) must be requested no later than 45 days after the course completion date and completed within 60 days following the course completion date.

Graduate—A graduate course in which a grade below C is received must be repeated at CSU.

A different course is given to students who must opt to repeat a course. The hours attempted are counted once, and the lowest grade is deleted.

ENROLLMENT PERIOD

Per-Course Enrollment The enrollment period for the Per-Course Enrollment Agreement is 27 weeks (*189 days*). After the 27-week period expires, no refund of the tuition & fees will be issued.

Term Enrollment The enrollment period for the Term Enrollment is 8 weeks (*56 days*).

COURSE COMPLETION REQUIREMENTS

Per-Course Enrollment A course must be completed within ten-weeks (*70 days*) from the course start date.

Term Enrollment Courses must be completed within the eight-week (*56 day*) term.

COURSE EXTENSION

Per-Course Enrollment Any student not completing their course in the ten-week timeframe allotted will have the option to request a course extension (*30 days*) from the University. A course extension request must be received within one week of the end of the original ten-week period. For each course that a thirty-day extension is requested there will be a \$50 fee. A maximum of two thirty-day extensions are allowed for each course. Students who do not complete the course on which the extension was granted within the extension period requested will receive an "I/F" (incomplete/fail) for this course. In such instances, the course must be taken over again in its entirety and the student will be required to pay full tuition of the course.

Term Enrollment If a course is not completed by the term end date, a grade of "I" (Incomplete) will be posted. If all remaining assignments are not submitted within two weeks after the term end date, the student must submit a "Course Extension Request." Students are allowed up to two 30-day extensions. A \$50 Course Extension Fee is charged for each 30-day extension. If a Course Extension Request is not received within 30 days from the term end date and/or the course is not completed before an extension expires, the grade of "I" will be changed to a grade of "I/F" (Incomplete/Fail). The grade of "I/F" will appear on official transcripts and will be counted in the cumulative CSU GPA. The "I/F" will be removed from the student's record if the course is repeated and successfully passed.

LEAVE OF ABSENCE (LOA)

An LOA effectively places a student's program on "hold" for a period of six months. During this period of time, all financial and all academic obligations are suspended until such a time as the LOA period expires or the student alerts the University that they are ready to resume their studies. Upon returning from a Leave of Absence, students have what time remains in the 10-week time frame allotted for course completion from the time the LOA began. A Leave of Absence will only be awarded on the basis of extenuating circumstances, i.e., illness, prolonged hospital stay, death of immediate family member, etc. Requests for LOA status must be made in writing. If granted, the fee for this status will be \$50. Only those students utilizing the per-course enrollment are eligible for a LOA.

CONTINUANCE FEE

A \$100 Continuance Fee will be charged to any student who does not enroll in a new course within 6 months after the completion date of the last course taken.

INACTIVE STATUS

Per-Course Enrollment Students who do not submit any coursework within a twelve-month period will be considered inactive and any tuition being held by the University will be forfeited.

Term Enrollment Students who do not register in at least one of three consecutive terms will have their status changed to "Inactive."

Students wishing to return to their studies must be re-evaluated and will be subject to any changed academic requirements, tuition increases, and policy changes in force at the time of re-enrollment. The student will be assessed the Evaluation Fee.

ATTENDANCE POLICY

Columbia Southern University does not require classroom attendance.

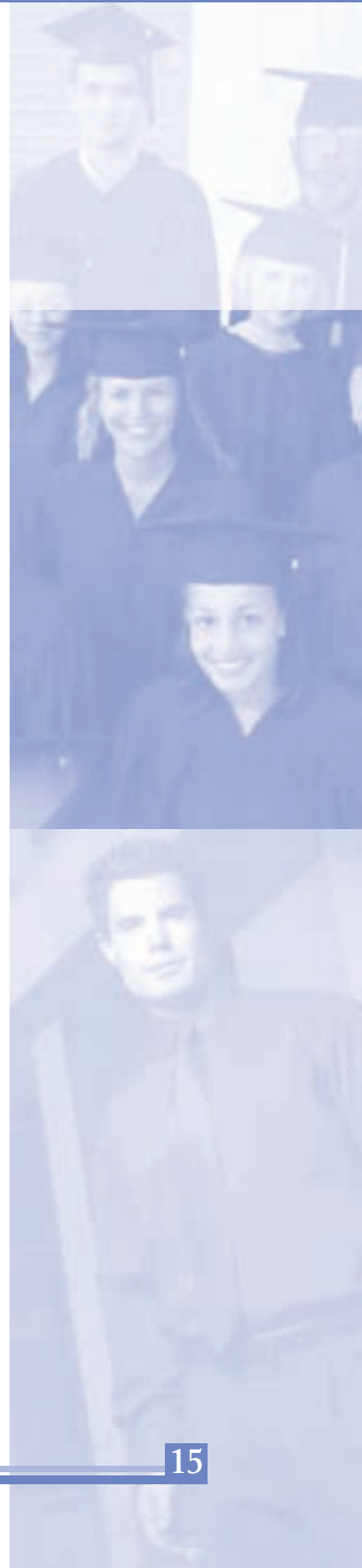
COURSE ATTENDANCE POLICY FOR STUDENTS USING VA BENEFITS

If no assignments are submitted by the end of the fourth week of the term, the VA Student will be automatically withdrawn from the course and will receive a grade of "W". CSU will file a VA Form 22-1999B with the Department of Veterans Affairs indicating course enrollment termination due to unsatisfactory attendance. This will result in the suspension of benefit payments related to the reported course.

ACADEMIC PROGRESS, PROBATION AND SUSPENSION

Good Standing: To be a student in good standing, a minimum cumulative GPA of 2.00 for undergraduate and 3.00 for graduate must be maintained.

Academic Probation: Following the completion of a minimum of six credit hours, a student will automatically be placed on academic probation at





anytime that his/her cumulative GPA drops below the required minimum and will remain on academic probation until satisfactory progress is achieved. Satisfactory progress requires that a student score a GPA of 2.00 or higher for undergraduate and 3.00 or higher for graduate in the next three courses completed. Students on academic probation may not register for more than one course at a time.

Academic Suspension: Should the probationary student fail to demonstrate satisfactory progress, he/she will be academically suspended for a period of not less than 10 weeks. If a second suspension occurs, the student must leave the university for at least six months before being re-instated. If a third suspension occurs, the student must wait a minimum of one calendar year before requesting re-admission.

Requests for re-admission must be made to the Academic Dean after the suspension period has ended. Readmission following academic suspension will be determined by the readmission committee and is not automatic.

Students who enroll in other colleges or universities while on academic suspension from CSU will not be readmitted to CSU until the cumulative grade point average from these other colleges and universities is 2.0 or higher for undergraduate or 3.00 or higher for graduate.

ACADEMIC INTEGRITY

Cheating and other forms of deception is cause for dismissal. Examples of cheating are:

- Utilizing another student's answers during an exam.
- Using unauthorized materials during an exam.
- Having someone else take your exam.
- Using unauthorized test materials.
- Plagiarism.
- Falsifying information

Other causes for dismissal

- Failure to pay tuition or fees due. *
- Failure to Abide by University Rules and Regulations.

**Course tuition must be paid in full before the final course grade will be released or the student will be allowed to continue to the next course/enrollment.*

GRADUATION REQUIREMENTS

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

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

Course Completion Minimum

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

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

TRANSCRIPTS

Upon completion of the first course (not including Student Orientation), a student may request an official transcript from the University. A Transcript Fee of \$10 is charged. Requests are processed by the Registrar, and printed on security paper.

At the time of graduation students receive a transcript bearing the University seal and signature of the Registrar. This transcript serves as the student's official copy of their permanent academic record. A \$10 fee will be assessed for each additional transcript request submitted in writing to the University.

Note: While copies of prior transcripts can be used in the Admission Process for evaluation purposes, official transcripts for all prior college credit must be submitted to Columbia Southern University within 60 days of enrollment. After this period has expired, students will not be allowed to continue their program until transcripts are on file.

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.

CSU keeps detailed transfer credit data in its Application Database, which includes the college name, course information, and credit hours for any course, transferred to CSU. This information is provided to the Applicant when the Application for Admission is processed. All official transcripts are image scanned and stored in Document Manager.

CSU stores all student records within the Student Database and Document Manager. The database contains detailed records of every assignment, course, enrollment, contact notes, transfer credit, and transcripts on file. Document Manager is a custom designed document management system. All paper documents are scanned into this system and retained indefinitely. Documents include image scans of the application and enrollment documents, assignment files, official transcripts, and any other important documents received and processed by the University. Backup paper files are also kept in locked storage.

APPEALS & GRIEVANCES

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

NONDISCRIMINATION POLICY

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

POLICY DISCLAIMER

Columbia Southern University reserves the right to change course materials (revise course content, required text, etc.) of a program as deemed necessary.

BOOKSTORE

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



GENERAL EDUCATION

The goal of CSU's 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 will be able to:

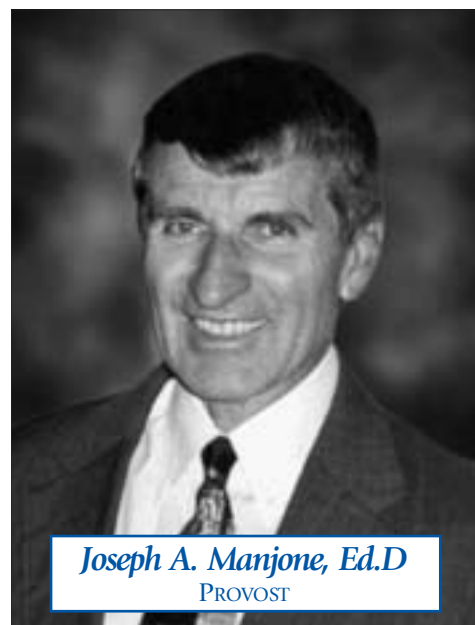
- communicate effectively in both oral and written forms.
- describe the individual's role in the national and global society and show how that role is shaped by various cultures, influences, and life-styles.
- reason logically, think critically, analyze and interpret data.
- make and defend informed 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.

General Education courses may be taken simultaneously with program courses. These required GE courses may be completed either through the University or via CLEP examination if available. General Education requirements are outlined for each program on pages 25–45.

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

The General Education curriculum is intended to assure that the students acquire the intellectual skills and knowledge that not only enable our students to succeed in their academic endeavors, but also to prepare graduates for the challenges and opportunities of the 21st Century. Employers consistently seek out those individuals who have well-rounded educational experiences and abilities.



Joseph A. Manjone, Ed.D
PROVOST

Credit Hours

STUDENT ORIENTATION (required)

Course	Title	Credit Hours
OR 1010	Student Orientation	1

ENGLISH COMPOSITION

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

HUMANITIES/FINE ARTS/ COMMUNICATIONS

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

PHYSICAL/NATURAL & LIFE SCIENCES

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

MATH

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

HISTORY

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

BEHAVIORAL/SOCIAL SCIENCES

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

ELECTIVES *(select 6-7 courses/19 hours)*

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



ASSOCIATE OF APPLIED SCIENCE DEGREE IN BUSINESS

The Associate of Applied Science Degree in Business provides students with the general education, business, and technical skills necessary to succeed in the workplace, to assume positions in management, and to upgrade the skills and knowledge of those currently employed. The program is designed to prepare students for immediate vocational, technical, or para-professional employment, and to impart an understanding of fundamental business competencies in the business environment. Students elect this degree to gain entry-level knowledge and skills for employment in a specific field or occupation, yet the course of study translates well into multiple work settings. The program provides general education foundations and diverse business foundations in management, leadership, marketing, business law, accounting and finance, economics, and business statistics. Special emphasis is placed on management and leadership techniques, organizational and professional communications, problem solving, and other programmatic solutions to business related problems. The objectives of the Associate of Applied Science Degree in Business at Columbia Southern University are to insure that students will be able to:

- create, maintain, and provide business related information and solutions in banking, government, retailing, or any entry-level management position.
- compile and communicate business information for the purposes of planning, analysis, performance evaluation, and various other internal and external uses.
- achieve the necessary personal and professional skills needed to be successful in entry level positions in business and industry.

Associate of Applied Science Degree in Business

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



Credit Hours

STUDENT ORIENTATION (required)

Course	Title	Credit Hours
OR 1010	Student Orientation	1

REQUIRED GENERAL EDUCATION 22-24

ENGLISH COMPOSITION

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

HUMANITIES/FINE ARTS/COMMUNICATIONS

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

PHYSICAL/NATURAL/LIFE & COMPUTER SCIENCES/MATH

Course	Title	(select 3 courses/9-11 hours)	Credit Hours
(MINIMUM OF 3 HOURS IN MATHEMATICS)			
ES 1020	Earth Science		4
PH 1020	Introduction to Physics		4
BIO 1010	Biology I		4
BIO 1020	Biology II		4
CHM1010	Chemistry I		4
CHM 1020	Chemistry II		4
CS 1010	Computer Essentials		3
ITC 3001	Personal Computer Fundamentals		3
MA 1100	Basic Mathematical Fundamentals		3
MA 1150	Algebra I		3
MA 1170	Algebra II		3
MA 2051	Pre-Calculus		3
MA 2170	Calculus		3
MA 2010	Modern Math		3
MA 2023	Elementary Statistics		3

HISTORY, BEHAVIORAL AND SOCIAL SCIENCES

Course	Title	(select 1 course/3 hours)	Credit Hours
HY 1010	Western Civilization I		3
HY 1020	Western Civilization II		3
HY 1110	American History		3
HY 2050	Eastern Civilization		3

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

BUSINESS TECHNICAL COURSES 18

Course	Title	(select 6 courses/18 hours)	Credit Hours
BBA 2651	Leadership		3
BBA 2602	Principles of Management		3
MAR 2201	Principles of Marketing		3
BBA 2150	Business Math		3
BBA 3210	Business Law		3
BBA 3301	Financial Management		3
BBA 2201	Principles of Accounting I		3
BBA 2401	Principles of Macroeconomics		3
BHR 3352	Human Resource Mgt.		3
BBA 3551	Information Systems Mgt.		3
MAR 3271	Advertising		3
BBA 3221	Sales Management		3
BOS 3751	Training and Development		3

ELECTIVES (Select 7 courses/21 hours) 21

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

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

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



ASSOCIATE OF APPLIED SCIENCE DEGREE IN CRIMINAL JUSTICE

The Associate of Applied Science Degree in Criminal Justice provides students with the general criminal justice education, leadership, and technical skills necessary to succeed in the workplace, to assume positions in criminal justice, and to upgrade the skills and knowledge of those currently employed. The program is designed to prepare students for immediate vocational, technical, or para-professional employment, and to impart an understanding of fundamental competencies in the criminal justice environment. The program provides interdisciplinary general education academic exploration opportunities in sociology, psychology, political science, basic writing and research skills, critical thinking, speech, computer skills, math and statistics, history, philosophy, and chemistry and biology. The program is concerned with both theory and practice and the belief that neither operates in isolation. The program's emphasis on leadership attests to the application of these tenets as students prepare for entry-level leadership, management, and public policy professions within criminal justice. The objectives of the Associate of Applied Science Degree in Criminal Justice at Columbia Southern University are to insure that students will be able to:

- communicate effectively in both oral and written forms.
- demonstrate knowledge of justice administration, social science perspectives of human behavior, policy analysis and criminal justice theory at the introductory level of training.
- apply concepts and theories of law enforcement, corrections and administration of justice at the introductory level of training.
- apply conceptual and information access skills necessary to fully understand introductory analyses of the criminal justice systems.
- demonstrate skills necessary to upgrade levels of professional practice, and improve supervisory skills.

Associate of Applied Science Degree in Criminal Justice

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



Credit Hours

STUDENT ORIENTATION (required)

Course	Title	Credit Hours
OR 1010	Student Orientation	1

REQUIRED GENERAL EDUCATION 22–24

ENGLISH COMPOSITION

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

HUMANITIES/FINE ARTS/COMMUNICATIONS

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

PHYSICAL/NATURAL/LIFE & COMPUTER SCIENCES/MATH

Course	Title	Credit Hours
<i>(select 3 courses/9–11 hours)</i>		
(MINIMUM OF 3 HOURS IN MATHEMATICS)		
ES 1020	Earth Science	4
PH 1020	Introduction to Physics	4
BIO 1010	Biology I	4
BIO 1020	Biology II	4
CHM1010	Chemistry I	4
CHM 1020	Chemistry II	4
CS 1010	Computer Essentials	3
ITC 3001	Personal Computer Fundamentals	3
MA 1100	Basic Mathematical Fundamentals	3
MA 1150	Algebra I	3
MA 1170	Algebra II	3
MA 2051	Pre-Calculus	3
MA 2170	Calculus	3
MA 2010	Modern Math	3
MA 2023	Elementary Statistics	3

HISTORY, BEHAVIORAL AND SOCIAL SCIENCES

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

CRIMINAL JUSTICE TECHNICAL COURSES 18

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

ELECTIVES (Select 7 courses/21 hours) 21

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

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

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

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



BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

The need for specialists trained in business continues to expand in today's global society. Public and private institutions, industry, and government organizations actively encourage existing and potential employees to pursue higher learning as a means of gaining advanced training, improved salaries, and prestige in the field. Increasingly, these work sectors are requiring a college degree or specialized training as a condition of employment. The Bachelor of Science Degree in Business Administration at CSU is designed for individuals who wish to gain context specific knowledge, skills, and abilities that transfer seamlessly into business and industry specific environments. Program graduates will have the ability to compile and communicate information for the purpose of planning, analysis, performance evaluation, and other activities directed to the management of profitable customer relationships in global business administration and management environments. These types of skills are in high demand in the global marketplace. 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 Bachelor of Business Administration degree program at Columbia Southern University are to insure that students will be able to:

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

BS in Business Administration

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

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION (BSBA)

General Education 61

BS in Business Admin. Core Courses

Course	Title	
BBA 2602	Principles of Management	3
MAR 2201	Principles of Marketing	3
BBA 2651	Leadership	3
BBA 2150	Business Math	3
BBA 2401	Principles of Macroeconomics	3
BBA 2201	Principles of Accounting I	3
BHR 3352	Human Resource Management	3
BBA 3210	Business Law	3
BBA 3301	Financial Management	3
BBA 3331	E-Commerce	3
BBA 3551	Information Systems Management	3
BBA 4751	Business Ethics	3
BBA 4951	Business Policy and Strategy	3
Core Course Credit Hours		39

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

BSBA/Concentration Programs

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



BSBA/General Concentration

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

Total Hours 121

Internship - INT 4990 3-6 Credit Hours

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



BSBA Concentrations

BSBA/FINANCE

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

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

BSBA/HOSPITALITY AND TOURISM

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

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

BSBA/HUMAN RESOURCE MANAGEMENT

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

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

BSBA/INFORMATION TECHNOLOGY

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

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

BSBA Concentrations



BSBA/INTERNATIONAL MANAGEMENT

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

<i>Course</i>	<i>Title</i>	
BBA 2551	Inter-Cultural Management	3
BBA 4653	International Trade	3
BBA 4301	International Finance	3
BBA 4351	International Economics	3
BBA 4426	International Management	3
BBA 4446	International Legal Operations	3
BHR 4501	International Human Resource Management	3
Concentration Course Hours		21
Total Hours		121

BSBA/MANAGEMENT

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

<i>Course</i>	<i>Title</i>	
BBA 2026	Organizational Communications	3
BBA 3451	Organizational Theory & Behavior	3
BBA 3826	Managerial Decision Making	3
BBA 4126	Project Planning	3
BBA 4426	International Management	3
BHR 4601	Staffing Organizations	3
BBA 4851	Production Management	3
Concentration Course Hours		21
Total Hours		121

BSBA/MARKETING

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

<i>Course</i>	<i>Title</i>	
MAR 2251	Internet Marketing Principles	3
MAR 3211	Consumer Behavior	3

BSBA/MARKETING, CONT.

<i>Course</i>	<i>Title</i>	
MAR 3231	Marketing Research	3
MAR 3271	Advertising	3
ITC 4310	Web Design & Development	3
MAR 4610	Strategic Marketing	3
MAR 4625	Direct Marketing	3
Concentration Course Hours		21
Total Hours		121

BSBA/PROJECT MANAGEMENT

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

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

BSBA/SPORT MANAGEMENT

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

<i>Course</i>	<i>Title</i>	
BSM 2701	Sociology of Sport	3
BSM 2801	Sport Public Relations & Promotions	3
BSM 3901	Sport Fund Raising	3
BSM 4001	Sport Facilities	3
BSM 4101	Sport Administration	3
BSM 4201	Sport Financing	3
BSM 4301	Sport Legal Liability & Risk Management	3
Concentration Course Hours		21
Total Hours		121

OTHER BUSINESS ELECTIVES

INT 4990	Internship	3-6
BBA 3221	Sales Management	3
BBA 3341	Technical Writing	3



BACHELOR OF SCIENCE IN CRIMINAL JUSTICE ADMINISTRATION

The public and private criminal justice sector actively encourages existing and potential employees to pursue higher learning in the field as a condition of employment, and promotion into higher-level positions requires a college degree. The Bachelor of Science Degree in Criminal Justice is designed to provide students with an understanding of the criminal justice process, historical foundations, and applications across professional disciplines. The curriculum provides students with the skills necessary to be successful practitioners in a variety of professions within the criminal justice system. Emphasis is focused on the relationship between theory and social policy with practical environmental application. 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 will be able to:

- demonstrate 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, and improve supervisory skills.

BS in Criminal Justice Administration

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



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

BACHELOR OF SCIENCE CRIMINAL JUSTICE ADMINISTRATION

Credit Hours

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

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

LEARNING PARTNERS



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BACHELOR OF SCIENCE IN ENVIRONMENTAL MANAGEMENT

The goal of CSU's Environmental Management program is to provide students with a solid foundation in federal and state EPA rules and regulations and cutting edge concepts concerning environmental use and protection. Students 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 Bachelor of Science Degree in Environmental Management at Columbia Southern University are to insure that students will be able to:

- describe the major trends in the development of 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, and demonstrate how these activities impact regional planning.
- explain how environmentally pro-active decision makers within the private and public sectors impact policy.
- cite and correctly apply requisite legal determinations for environmental decision situations.
- demonstrate how the application of law impacts on ethical decision-making with respect to environment.

BS in Environmental Management

BACHELOR OF SCIENCE IN ENVIRONMENTAL MANAGEMENT

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

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

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



Industrialization and economic growth have left indelible marks of progress on the 20th Century. However, waste emissions have increased, nonrenewable resources have been depleted, and the ecosystem has become more fragile. In response, an environmental and safety compliance industry has emerged. CSU's Bachelor of Science Degree in Environmental Management offers a solid foundation in understanding complex issues relating to environmental law, regulatory control, compliance, and enforcement.



BACHELOR OF SCIENCE IN FIRE SCIENCE

The Bachelor of Science Degree in Fire Science at Columbia Southern University presents the theoretical foundations and technical training necessary for leadership and administration of fire service organizations. Extending from a comprehensive curriculum of fire prevention and fire protection, this program utilizes a multi-dimensional approach to policy integration, management of fire service organizations, and human resource management, and includes comprehensive academic preparation in specialized fire service equipment and apparatus applications. This course of studies also extends legal frameworks to applied fire service situations and contexts. The program presents a balanced curriculum, and contains courses identified by the National Fire Academy, U.S. Fire Administration, and the National Fire Protection Association for use in academic settings. Special emphasis is placed on management and leadership techniques, organizational and professional communications, problem solving, and other programmatic solutions to fire service and fire science technical and operational problems. The Fire Science program at CSU provides students with the cognitive and application skills necessary to manage fire service planning and response situations, with an understanding of policy, organizational procedures, state and professional guidelines, and strategic decision making skills in an independent and team based environment. Program graduates will be able to work in fire departments, risk management and insurance, fire investigation, and industrial and community fire protection and prevention settings attached to public, private, and government entities. The objectives of the Bachelor of Science Degree in Fire Science at Columbia Southern University are to insure that students will be able to:

- compile and communicate fire science applications and criteria for the purposes of planning, analysis, performance evaluation, and various other internal and external uses.
- organize and manage fire service activities in specialized settings and technical operations.
- respond appropriately and with confidence to multiple risk situations.
- demonstrate the leadership and technical skills necessary to provide sound management practice and provide policy level decision making to organizational and community problems and concerns.

BS in Fire Science

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



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

BACHELOR OF SCIENCE IN FIRE SCIENCE

General Education **Credit Hours**
61

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

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

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

LEARNING PARTNERS



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BACHELOR OF SCIENCE IN HEALTH CARE ADMINISTRATION

Leading health care organizations are placing greater emphasis on human capital development, and the leadership initiatives produced by health care administrators and health services teams to develop and deliver safe and efficient health care management systems. Organizational leadership and the retention of highly skilled and trained employees is a crucial and competitive factor in today's health care industry. The Bachelor of Science Degree in Health Care Administration at Columbia Southern University prepares students for positions in hospitals, private practice consortiums, public health administration, veteran's affairs, and other government related health care agencies in non-profit and for-profit corporate and research sectors. Program participants gain the academic training to emerge as leaders able to establish and advance organizational policies and guidelines, and to utilize the tools and techniques for developing transformational work environments. The program of studies prepares graduates to become influential health care administrators with the ability to identify, analyze, and solve complex human, managerial, and public policy issues. The program is interdisciplinary by design, thus the curriculum is built upon integrated management fundamentals with a strong foundation in general and applied business disciplines and health care administration context specific courses. The program also explores health care administration from a global perspective, and includes analysis and targeting of global opportunities and strategies.

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

- identify the major trends in the development of 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 identify, control and eradicate health threats, and demonstrate how these activities impact on regional planning.
- apply financial knowledge to the decision-making process in a health care setting and use financial knowledge to revise programmatic plans in health care organizations.
- cite and correctly apply requisite legal determinations for major health care decision situations.
- demonstrate how the application of law impacts on ethical decision-making with respect to patient care.

BS in Health Care Administration



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

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

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

BACHELOR OF IN SCIENCE HEALTH CARE ADMINISTRATION

General Education		Credit Hours	Course	Title	Credit Hours
Course	Title	61	BHA 3801	Critical Issues in Health Care	3
MAR 2201	Principles of Marketing	3	BHA 4053	Financial Management in Health Care Administration	3
BBA 3451	Organizational Theory and Behavior	3	BHA 4101	Quantitative Methods for Health Care	3
BBA 2150	Business Math	3	BOS 4520	Risk Management	3
BBA 2501	Principles of Microeconomics	3	BHA 4201	Health Care Law	3
ITC 3001	Personal Computer Fundamentals	3	BBA 4951	Business Policy & Strategy	3
BBA 2201	Principles of Accounting I	3		Total Hours	121
BHA 3002	Health Care Management	3			
BHR 3352	Human Resource Management	3			
BHR 4601	Staffing Organizations	3			
BHA 3401	Health Unit Coordination	3			
BCJ 2385	Workplace Security	3			
BBA 3551	Information Systems Management	3			
BBA 3620	Managerial Accounting	3			
BHA 3501	Community Health	3			

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



BACHELOR OF SCIENCE IN HOSPITALITY AND TOURISM

The Bachelor of Science Degree in Hospitality and Tourism at Columbia Southern University explores major dimensions of the hospitality and tourism industries to include economic, social, cultural, political, legal, and regulatory information. The program also explores hospitality and tourism from a global perspective, and includes analysis and targeting of global opportunities and strategies in for-profit and non-profit sectors. The program combines information on programs and services to meet human interests in leisure, business and corporate travel, convention services, and recreation. The program contains several case studies of benchmarked hospitality and tourism related programs, and addresses strategy, implementation, and evaluation of programs and services, and also provides instruction in human resource management, information systems, financial management, domestic and international management, managerial accounting, business policy and strategy, web design and development, and specialized information in hospitality and tourism. Special emphasis is placed on strategic marketing management and leadership techniques, organizational and professional communications, problem solving, and other programmatic solutions to hospitality and tourism related problems. The Bachelor of Science Degree in Hospitality and Tourism at CSU prepares students for a wide array of hospitality and tourism professions including lodging, conventions and destination services management, food service, travel and tourism, financial management and technology, and recreation related industries. The curriculum supports this objective by integrating technology, leadership, and case analysis applied to the global industry, and prepares students for a broad range of managerial roles. The program provides the academic preparation and practical experiences necessary for entrance and success in hospitality and tourism management careers. The objectives of the Hospitality and Tourism degree program at Columbia Southern University are to insure that students will be able to:

- enter the work force in positions requiring the knowledge and ability to provide services in a globally conscious and socially responsible manner.
- incorporate technology to enhance hospitality and tourism opportunities.
- compile and communicate information for the purpose of planning, analysis, performance evaluation, and other activities directed to the management of profitable customer relationships in global hospitality and tourism environments.
- reach effective information and business decisions by recognizing and defining problems, examining alternatives, and effectively communicating successful solutions.

BS in Hospitality and Tourism

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

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

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



BACHELOR OF SCIENCE IN HOSPITALITY AND TOURISM

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



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

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



BACHELOR OF SCIENCE IN HUMAN RESOURCE MANAGEMENT

Leading organizations are placing more emphasis on human capital development and the leadership initiatives produced by human resource management teams to deliver, develop, and retain employees as the most crucial and competitive factor in business today. The Bachelor of Science Degree in Human Resource Management at Columbia Southern University prepares students for positions in human resource department leadership, to establish and advance organizational policies and guidelines, and to utilize the tools and techniques for developing transformational work environments. The program of studies prepares graduates to become influential business leaders equipped with the ability to identify, analyze, and solve complex human resource and management issues. The program is interdisciplinary by design, thus the curriculum is built on integrated management fundamentals with a strong foundation in general and applied business disciplines, and utilizes the tools and methodology to optimize the development and deployment of human capital talent. The program also explores human resource management from a global perspective, and includes analysis and targeting of global opportunities and strategies in for-profit, non-profit, and governmental sectors. The curriculum supports this objective by integrating technology, leadership, and case analysis applied to the global business, industry, and government, and prepares students for a broad range of managerial roles. The program contains several case studies of benchmarked human resource management programs, and addresses strategy, implementation, and evaluation of programs and services. This program also provides instruction in information systems, domestic and international management, managerial accounting, business policy and strategy, and specialized information in human resource management. Special emphasis is placed on leadership techniques, organizational and professional communications, problem solving, and other programmatic solutions to human resource management related problems. The program provides the academic preparation and practical experiences necessary for entrance and success in human resource management careers. The objectives of the Human Resource Management degree program at Columbia Southern University are to insure that students will be able to:

- utilize and incorporate organizational evaluation techniques to insure ethical behavior, equal employment opportunity, and legal work practices under the auspices of the human resource management departments.
- understand and appropriately engage in labor relations and collective bargaining activities and demonstrate proactive behaviors related to employee rights and responsibilities within domestic and global organizations.
- create and produce an ethical organization and demonstrate how human resource management professionals can work within organizational divisions to create and stimulate workforce diversity.
- effectively utilize and incorporate human resource management activities such as outsourcing, and manage expatriate issues and network organizations to create continuity and efficiency in the work place.
- coordinate workforce training and development and make appropriate decisions regarding activities for career planning and development.
- coordinate human resource department activities in the administration of employee benefits and services and be able to recommend benefits and services to organizational leaders, including factors related to benefits termination or adjustment at the end of the employment period.
- analyze new technologies used in human resource management to provide more efficient organizational structure and operations.

BS in Human Resource Management

Wise management understands that people are a company's greatest asset and take proactive steps to keep their workforce satisfied and motivated. The new realities of business demand new ways to manage talent, develop intellectual capita, work in networked relationships and deal with continuous change.

BACHELOR OF SCIENCE IN HUMAN RESOURCE MANAGEMENT

		<i>Credit Hours</i>
General Education		61
Course	Title	
BBA 2501	Microeconomics	3
ITC 3001	Personal Computer Fundamentals	3
BBA 2602	Principles of Management	3
BBA 2201	Principles of Accounting I	3
BHR 2551	Human Relations & Development	3
BBA 2026	Organizational Communications	3
BBA 3451	Organizational Theory and Behavior	3
BBA 2651	Leadership	3
BHR 3352	Human Resource Management	3
BBA 2551	Intercultural Management	3
BBA 3551	Information Systems Management	3
BCJ 2385	Workplace Security	3
BBA 3620	Managerial Accounting	3
BHR 3301	Compensation and Benefits	3
BHR 3565	Employment Law	3
BHR 4350	Collective Bargaining	3
BBA 4426	International Management	3
BHR 4601	Staffing Organizations	3
BHR 4680	Training and Development	3
BBA 4951	Business Policy and Strategy	3
Total Hours		121

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



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



BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

The Bachelor of Science Degree in Information Technology at Columbia Southern University combines human need for information with substantial training in current technology learning systems. The program focus is on the acquisition of theory and technical competencies associated with the information technology profession, and provides fundamental knowledge and application in information technology and data information development. The program also provides instruction in information acquisition, storing, organizing, and information delivery, while including foundations in management, technical writing, e-commerce, managerial accounting, strategy, management information systems, and cost analysis. Special emphasis is placed on management and leadership techniques, organizational and professional communications, problem solving, and other programmatic solutions to information technology and business related problems. The program is designed for individuals who wish to integrate the different disciplines of information technology in a business applications context and is concerned with the development, maintenance, management, and study of computer-based information technology systems in organizations. The program includes extensive training in the application of recordable information and knowledge, and the services and technologies to facilitate their management and use. Courses cover the key concepts of information technology, information systems management, and interpersonal and organizational communications. The objectives of the Information Technology degree program at Columbia Southern University are to insure that students will be able to:

- integrate the different disciplines of information technology into a business applications context.
- provide the development, maintenance, and management of computer-based information technology systems in organizations.
- apply specialized skill sets to the application of recordable information and knowledge, and the services and technologies to facilitate their management and use.
- utilize the information technology, information systems management, and interpersonal and organizational communications to solve organizational problems and make recommendations for efficient operations.

Graduates of this program will be able to create, maintain, and provide information technology and business related solutions in banking, government, academia, legal and judicial systems, the military, or any entry-level management position.

BS in Information Technology

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

General Education		Credit Hours
Course	Title	61
ITC 3001	Personal Computer Fundamentals	3
BBA 2602	Principles of Management	3
BBA 3341	Technical Writing	3
BBA 3620	Managerial Accounting	3
BBA 3331	E-Commerce	3
BBA 3391	Information Technology Cost Analysis	3
ITC 3450	Introduction to Data Communications	3
BBA 3551	Information Systems Management	3
ITC 3840	Maintaining Microcomputer Systems	3
ITC 4010	System Analysis and Design	3
ITC 4210	Programming Concepts and Problem Solving I	3
ITC 4230	Programming Concepts and Problem Solving II	3
ITC 4150	Database Design and Implementation	3
ITC 4175	Database Implementation and Management	3
ITC 4310	Web Design and Development	3
ITC 4390	Internet and Network Security	3
ITC 4453	IT Infrastructure Management	3
BBA 4951	Business Policy and Strategy	3
ITC 4760	Information Technology Evaluation and Implementation I	3
ITC 4780	Information Technology Evaluation and Implementation II	3
Total Hours		121

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



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



BACHELOR OF SCIENCE IN MARKETING

The Bachelor of Science Degree in Marketing at Columbia Southern University explores major dimensions of the marketing environment to include economic, social, cultural, political, legal and regulatory information. The program also explores marketing from a global perspective, and includes analysis and targeting of global market opportunities and strategies in for profit and nonprofit sectors. The program combines information on the human need for information with substantial case studies of benchmarked marketing programs in several corporations. In addition to addressing marketing strategy, implementation, and evaluation, this program also integrates leadership, organizational skills, and the monitoring of global strategy. The program also provides instruction in consumer behavior, managerial accounting, professional selling methods and sales management, project planning, web design and development, and specialized information in hospitality and tourism and sports marketing, two marketing specializations with high employment projections. Special emphasis is placed on strategic marketing management and leadership techniques, organizational and professional communications, problem solving, and other programmatic solutions to marketing related problems. The Bachelor of Science Degree in Marketing at CSU is concerned with the development, maintenance, and management of the organization-customer interface and the formation of profitable customer relationships. A central theme throughout the program is an exploration of the marketing mix of product, pricing, place, and promotion decisions, and how e-marketing can be integrated into the marketing mix to satisfy global customer needs. The objectives of the Bachelor of Science Degree in Marketing program at Columbia Southern University are to insure that students will be able to:

- integrate strategic decision making to build competitive advantage.
- provide effective marketing distribution channel management.
- utilize various strategies for using channels to provide unique benefits to end users and consumers and reduce distribution costs.
- utilize appropriate theories, models, and other tools to make better marketing and organizational decisions.

Program graduates will be prepared to enter the work force in positions requiring the knowledge to build strong brand recognition, to market in a globally conscience and socially responsible manner, and to incorporate technology to enhance the marketing matrix.

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



BACHELOR OF SCIENCE IN MARKETING

Credit Hours

General Education

61

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

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

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



BACHELOR OF SCIENCE IN OCCUPATIONAL SAFETY AND HEALTH

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 will be able to:

- describe the major trends in the development of safety and health regulations.
- identify, minimize and when possible eliminate occupational hazards in the workplace.
- 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.

BS in Occupational Safety and Health

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

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

BACHELOR OF SCIENCE IN OCCUPATIONAL SAFETY AND HEALTH

		<i>Credit Hours</i>
General Education		61
<i>Occupational Safety & Health Core Courses</i>		
<i>Course</i>	<i>Title</i>	
BOS 3001	Fundamentals of OSH	3
BOS 3125	Hazardous Materials Management	3
MA 2023	Elementary Statistics	3
BBA 3451	Organizational Theory and Behavior	3
BHR 3352	Human Resource Management	3
BOS 3701	Industrial Ergonomics	3
BOS 3525	Legal Aspects of Safety and Health	3
BOS 3751	Training and Development	3
BFS 3345	Introduction to Fire Prevention	3
BOS 4025	OSHA Standards	3
BOS 4520	Risk Management	3
BOS 4601	Accident Investigation	3
BOS 4725	Process Safety Management	3
<i>Core Course Credit Hours</i>		39

Occupational Safety & Health Concentration Courses

<i>Course</i>	<i>Title</i>	<i>Credit Hours</i>
BOS 3301	Fleet Safety	3
BOS 3401	Construction Safety	3
BOS 3851	Safety Project Management	3
BOS 4010	Safety Supervisor	3
BOS 4201	Toxicology	3
BOS 4301	Industrial Hygiene	3
BBA 4851	Production Management	3
<i>Concentration Course Credit Hours</i>		21
<i>Total Hours</i>		121

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

OSH/Fire Science Concentration

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

OSH/Fire Science Concentration Courses

<i>Course</i>	<i>Title</i>	<i>Credit Hours</i>
BFS 3251	Introduction to Fire Protection	3
BFS 3501	Advanced Fire Administration	3
BFS 4401	Legal Aspects of Fire Protection	3
BFS 4432	Fire Prevention & Code Enforcement	3
BFS 4631	Management of Fire Incident Command Systems	3
BFS 4618	Incendiary Fire Analysis & Investigation	3
BFS 4753	Terrorism Incident Management and Emergency Procedures	3
<i>Concentration Course Hours</i>		21
<i>Total Hours</i>		121

LEARNING PARTNERS



McCULLEY, EASTHAM & ASSOCIATES, INC.

Corporate Headquarters in Kentucky

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



MASTER DEGREES

Master degree programs are designed to build upon knowledge, curriculum and instruction students received at the Bachelor level. What distinguishes the Master program apart from a Bachelor program is the depth and scope of the course material. The courses at the Master level require more application, synthesis and analysis levels of cognitive achievement, as opposed to the more knowledge based Bachelor level programs. Completion of a Research Paper is a requirement of all students.

MS IN BUSINESS ADMINISTRATION

The Master of Science Degree in Business Administration at Columbia Southern University contains a combination of core business courses required of all students, and a selection of business concentrations developed to provide a more personalized student specific degree plan. The goal of the Master of Business Administration degree program is to provide students with the skills necessary to function effectively in upper management positions. The program provides an understanding of the theoretical and historical practices and current issues in business and industry; trains students in general research methods and to analyze and interpret research in the field; and explores the relationship between business and society and the global issues impacting the professions. This program of studies prepares graduates to become influential business leaders equipped with the ability to identify, analyze, and solve complex business administration and management problems. The program is interdisciplinary by design, thus the curriculum is built on integrated management principles with a strong foundation in core and applied business disciplines, and utilizes the tools and methodology to optimize the development and deployment of human capital. The program promotes advanced critical thinking, conceptual and analytical skills, and an appreciation of cultural, ethical and global issues and their impact on business theory and practice, and the skills necessary for effective decision making in for-profit, non-profit, and governmental sectors. The objectives of the Master of Business Administration at Columbia Southern University are to insure that students will be able to:

- 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 appreciation of the roles and responsibilities of business enterprise in our broad social framework.
- explain the economic decision making process at the individual, organizational and industry/market levels.
- define the general principles of planning, organizing, directing and controlling in managing an organization's resources.

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

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

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

MBA Core Courses

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

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

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

MBA Concentration Courses

GENERAL PROGRAM (CONCENTRATION)

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

Internship - INT 5990 3-6 Credit Hours

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



"Education and a commitment to lifelong learning will determine who is successful and who is not. Make it a point to find ways to continue to learn."

Powershift, Alvin and Heidi Toffler

MBA Concentrations

Learning is a Lifelong Adventure

You are never too old to learn! In fact, if you stop learning, you'll stop growing not only as a unique human being, but also in your ability to access new professional and business opportunities.

MBA/E-BUSINESS AND TECHNOLOGY

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

MBA/FINANCE

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

MBA/HEALTH CARE MANAGEMENT

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

MBA/HOSPITALITY AND TOURISM

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

MBA/HUMAN RESOURCE MANAGEMENT

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

MBA/INTERNATIONAL MANAGEMENT

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

MBA/MARKETING

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

MBA/PROJECT MANAGEMENT

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

MBA/PUBLIC ADMINISTRATION

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

MBA/SPORT MANAGEMENT

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

Other MBA Electives

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



MS IN CRIMINAL JUSTICE ADMINISTRATION

The Criminal Justice Administration program at Columbia Southern University provides students with an understanding of criminal justice processes, agencies, personnel, and historical foundations. This program of study explores criminal justice theory, and extends interdisciplinary bodies of knowledge into practical tools for managerial decision-making. The Master of Science Degree in Criminal Justice Administration finds continuity with our current Bachelor of Science in Criminal Justice Administration, but extends and advances students into a policy, management, and leadership driven degree plan within the criminal justice framework. Special emphasis is placed on management and leadership techniques, organizational and professional communications, human resource development issues, problem solving, motivation and morale, and on legislatively enhanced social, educational, occupational, and other professional disciplines offering programmatic solutions to criminal justice problems. The curriculum provides students with the skills necessary to be successful practitioners in a variety of professions within criminal justice systems. Emphasis is focused on the relationship between theory, research, and social policy studies with practical environmental application. The objectives of the Master of Science Degree in Criminal Justice Administration at Columbia Southern University are to insure that students will be able to:

- Provide a comprehensive overview of the problems and issues inherent in the American criminal justice system, particularly from the perspective of the inter/intra relationships of the major and minor elements constituting the system and recommend solutions.
- Identify the source and effect of various studies/research, etc. on the field of criminal justice and be able to evaluate/correlate relevant organizational action.
- Discuss contemporary issues affecting the criminal justice system (e.g., socio-economic, socio-political, socio-legal, etc.) and recognize and describe the pressures exerted on the system and their potential consequences on society (e.g., pressure/vested interest groups, etc.). Draw conclusions and make recommendations for change and efficient management of criminal justice systems.
- Explain and apply classical sociology to the need for crime reform, the need for social change to reduce crime incidence, theories related to crime and low intelligence quotient (IQ), and the significance of environmental factors related to both crime and intelligence. Utilize this information to recommend policy and practice level changes within the field.
- Explain and describe the constitutional rights afforded citizens to move freely about their communities, and the constitutional guarantees provided citizens whose basic freedoms have been abridged through racism, domestic violence, and community safety issues. Apply these concepts in the profession and evaluate applicable programming effectiveness.
- Describe and explain current issues and trends in criminal justice research, evaluation, and policy analysis, and how these relate to issues of capital punishment, gun control, and zero-tolerance programs. Create and implement criminal justice administrative changes and recommendations based on analysis of available information.

MS in Criminal Justice Administration

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

We pursue formal education in the interest of self-improvement and career mobility. Columbia Southern University has provided me with an educational program that resulted in the achievement of not only a graduate degree, but also a formidable career advancement. The university provided, as promised and in a timely fashion, educational materials and unbelievable staff and faculty support.

Donald E. Walker
Chief Magistrate
Commonwealth of Virginia

MASTER OF SCIENCE IN CRIMINAL JUSTICE ADMINISTRATION

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





MS IN OCCUPATIONAL SAFETY AND HEALTH

The Master of Science Degree in Occupational Safety and Health prepares students for a wide array of administration and management related jobs in the profession, and for executive administration roles in for-profit, non-profit, and governmental sectors. The primary goal and objective of the program is to produce graduates who can contribute to the advancement of their professions, and to the expansion of knowledge relating to the current theories, practices, and issues in business, industry, and public sectors focusing on health and safety management. The program promotes advanced critical thinking, conceptual and analytical skills, and an appreciation of cultural, ethical and global issues and their impact on occupational safety and health. In addition, students will develop an ability to reach effective business, industry, environmental, and government related project decisions by recognizing and defining problems, examining alternatives, and effectively communicating successful solutions. Special emphasis is placed on leadership techniques, professional communications and research, problem solving, and solutions to occupational safety and health related problems exemplified through case studies and applications. The Master of Science Degree in Occupational Safety and Health is designed for individuals who wish to gain context specific knowledge, skills, and abilities that transfer seamlessly into the professional environment. This program will benefit students striving to build leadership skills, learn techniques for organizing and formulating decisions, and who strive to acquire the skills, strategies, and information needed for sound decision making as executive level leaders in business, government and industry. The objectives of the Master of Science in Occupational Safety and Health at Columbia Southern University are to insure that students will be able to:

- 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.

MS in Occupational Safety and Health

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

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

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

MS OSH/Environmental Management Concentration

The program equips leaders, executives, and managers - whether they work in the private sector or for an environmental non-profit organization - with the skills and knowledge necessary to create environmentally and economically sustainable organizations.



MASTER OF SCIENCE IN OSH CORE COURSES

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

OCCUPATIONAL SAFETY AND HEALTH CONCENTRATION COURSES

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

ENVIRONMENTAL MANAGEMENT CONCENTRATION COURSES

Course	Title	Hours
MEE 5801	Industrial & Hazardous Waste	3
MEE 5901	Advanced Solid Waste Mgmt	3
MEE 6201	Advanced Pollution Prevention	3
MEE 6501	Advanced Air Quality Control	3
Concentration Course Hours		12
Total Hours		37

With increased global resource consumption tied to both population and standard of living gains, businesses and markets will become increasingly constrained by and dependent upon ecosystem. Thus, it is likely that competitive advantage in the coming years will be rooted in practices such as pollution prevention, design for environment, life-cycle costing, risk assessment and, most importantly, sustainable development.



COLUMBIA SOUTHERN UNIVERSITY UNDERGRADUATE/GRADUATE CERTIFICATE PROGRAMS

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

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

STUDENT ORIENTATION

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

UNDERGRADUATE CERTIFICATE PROGRAMS

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

ADVANCED UNDERGRADUATE CERTIFICATE PROGRAMS

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

GRADUATE CERTIFICATE PROGRAMS

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

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

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

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

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

**Education is Always
the Right Choice**

Never Stop Learning

CERTIFICATE TRANSFER INFORMATION

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

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

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

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

CERTIFICATE PROGRAMS

UNDERGRADUATE CERTIFICATE PROGRAMS

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

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

ADVANCED UNDERGRADUATE CERTIFICATE PROGRAMS

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

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

GRADUATE CERTIFICATE PROGRAMS

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

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

CERTIFICATE COURSE

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



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

EDUCATION NEVER CEASES

The marketplace today is a rough and tumble environment. In this volatile market some will do well, others will not. Smart professionals realize that they simply cannot be satisfied with the status quo. Know full well that now is not a time to rest easy. Know that to do so is to hinder their prospects for advancement, or worst still, place their careers in jeopardy. Fact is you must be committed to ongoing and systematic training if you intend to thrive and prosper in the 21st Century.

INVEST IN YOUR FUTURE

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

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

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

without stepping a foot in a classroom.

These Traditional Universities Did!



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

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

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

ONLINE PROGRAMS INCLUDE:

- M.Ed. in School Counseling
- Class A add-on Certification in School Counseling
- M.Ed in Early Childhood Education
- M.Ed in Elementary Education
- M.Ed in Secondary Education
- M.Ed. in Mathematics 6-12
- M.Ed. in Special Education K-6
- M.Ed. in Special Education 6-12
- MSCE Counseling/Psychology
- MSCE Guidance and Counseling
- M.Ed. in Library Media
- MSCE in Library Media
- MAT– Master of Arts in Teaching Certification and Non-Certification
- Bachelor of Business Administration
- Bachelor of Science in Technology

UNIVERSITY
of NORTH
ALABAMA

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

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

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

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



UNIVERSITY of
WEST FLORIDA

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

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

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

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

To learn more visit www.columbiasouthern.edu

**Allen, Robert**

M.A. in Taxation
Post-graduate studies in
Securities Law, *Harvard University*

Appelt, Glenn

Ph.D. in Pharmacy

Appelt, Jennifer Sinclair

M.A. in English

Beekman, Carl

Ph.D. in Multicultural Education

Borck, Howard

B.A. in Sociology,
University of Notre Dame
Ph.D. in Organizational Sociology,
Michigan State University

Born, Timothy

M.S. in Technology Management

Brewton, Charles

Ph.D. in Public Administration

Busekrus, Dan

M.A. in Human Resource Management

Cacha, Charles

Ph.D. in Safety/Ergonomics

Camposagrado, Gabriel

M.S. in Civil Engineering

Chavez, Scott

Ph.D. in Health Services

Chen, Yonggang

Ph.D. in Fire Science

Clay, Kim

M.S. in Public Administration

Cook, Robert

M.S. in Occupational Safety & Health

Davis, Colleen Kenniston

M.A. in Organizational Management

Dentremont, Franklin

B.A. in Biology and Environmental
Sciences, *Boston University*
DMD, *Tufts University School
of Dental Medicine*

Dippel, Richard

MBA

Eltz, Bart

M.S. in Occupational Safety & Health

Findley, Michael

Ph.D. in Human Ecology

Fox, Benita

M.A. in History

Franklin, Tanae

M.A. in Philosophy

Freeland, Robert

MBA, Auburn University

Gleit, Allen

B.A. in Mathematics,
Harvard University
Ph.D. in Mathematics,
Stanford University

Golden, Angela Labudovski

MBA

Gole, Anthony

M.A. in American Diplomatic History

Gray, Richard

Ph.D. in Industrial Engineering
and Management

Gulliford, Deryl

MHA in Health Administration
and Health Planning

Halloran, Jim

MBA

Harbert, Jim

M.S. in Criminal Justice
Administration

Harris, Richard

B.A. in Chemistry, The Citadel

Icenogle, Mark

M.S.M. in International Management

Islam, Mofidul Shumon

M.S. in Instructional Design

Jones, Arlene

M.S. in Occupational Health
and Safety

Journey, Joel

B.S. in Fire Protection Administration
and Technology

Kenyon, Raymond

M.A. in Counseling Psychology

Kocher, Charles

MA in Student Personnel

Lees, Nick

M.S. in Nuclear Engineering

Lessley, Dan

MSPH in Industrial Hygiene

Maman, Sarah

B.S. in Chemical Engineering,
University of Toronto

MBA, *Wilfrid Laurier University*

M.S. in Fire Protection Engineering,
Worcester Polytechnic Institute

Manjone, Joseph

B.A. in Mathematics,
Penn State University

M.Ed. in Recreation & Sport
Administration, *Penn State University*

Ed. D. in Recreation & Sport
Administration, *University of Georgia*

Marion, James

Ph.D. in Organization & Management

Masberg, Barbara

Ph.D. in Adult Education & Training
and Development

Matteson, Rande

Ph.D. in Corporate Leadership

McKnight, Mark

M.S. in Corporate and Professional
Communication, *Radford University*

Ph.D. in Workforce Education
and Development

Meyers, James

Ph.D. in Psychology

Meyers, Judith

Psy.D. in Psychology

Moody, David

Ph.D., in Business Management

Mullen, Sheana

M.S. in Education

Nelson-Born, Katherine

Ph.D. in English

Novick, Craig

MBA, MBA in Management and
Criminal Justice

Oedekovan, Olin

Ph.D. in Business Administration

Owens, Clay

MBA, Ed. D. in Child and Youth Studies

Park, Won

Ph.D. in Environmental Policy
and Management

Pickerel, Warren

Ph.D. in Industrial Hygiene

Price, Shannon

MS in Computer Science and
Software Engineering

Sainz, Monica

Doctorate of Sport
Management/Marketing

Sanders, Fred

BS in Chemistry,
Brigham Young University

Ph.D. in Science and Environmental
Education, *University of Utah*

Sangha, Gian

Ph. D. in Environmental Science

Schindler, James

MS in Personnel Management

Serapin, Elizabeth

MBA, Webster University

Sgro, Randall

Doctor of Jurisprudence

Shin, Hee-Joon

Doctorate of Sport Management

Shipp, Tina

MBA, Columbia Southern University

Signore, Ronald

MS in Human Resources

Smith, Karen

Ph. D. in Higher Education
Administration and Policy

Spivey, David

MBA

Stalnaker, Charles

Ph.D.

Starkey, Sheryl

MS in Management Information Systems

Till, William

MS in Fire Protection Engineering

Uhlig, Piper

MS in Instructional Design
and Development

Vicory, James

Ed.D. in Physical Education,
Brigham Young University

Wells, Carol

Ph. D. in Curriculum and Instruction

West, Donnie

M.S. in Occupational Safety and Health

Williams, Larry

M. Ed. in Corrections

Ph. D. in Leisure Studies

Williams, NaRaye

BS in Industrial Engineering

MS in Industrial Engineering,
Purdue University

Ph. D. in Industrial Engineering,
Purdue University

Willison, Brian

Juris Doctorate

Wilson, Gregory

DBA

Withen, Patrick

Ph. D. in Sociology

Yang, Liping

MBA

Yarborough, Alex

LLB

Yellen, Richard

Ph. D. in Management
Information Systems

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

Columbia Southern University

25326 Canal Road • P.O. Box 3110
Orange Beach, AL 36561

Phone (800) 977-8449 • Fax (251) 981-3815
admissions@columbiasouthern.edu

2. **APPLICANT INFORMATION**

Date ____/____/____

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

Address _____

City _____ State/Providence _____ Zip _____

Country _____ E-Mail _____

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

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

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

Present Employer _____ Position _____

City _____ State/Providence _____ Zip _____

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

3. **DEGREE PROGRAM FOR WHICH YOU ARE MAKING APPLICATION**

- AAS in Business BS in _____
- AAS in Criminal Justice Administration (The degree program you are interested in pursuing, *i.e.* Marketing)
- M.B.A. MS in Criminal Justice Administration
- MS in Occupational Safety & Health

Concentration Program for which you are making application if applicable:

BS Concentration _____ MBA/MS Concentration _____

4. **PREVIOUS EDUCATION**

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

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

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

COLLEGE EDUCATION

College/University Name	Date Graduated	Degree Earned	Concentration	Credits Earned

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

5. ACADEMIC TRANSCRIPTS REQUESTED

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

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

PROFESSIONAL LICENSES, CERTIFICATIONS, AND TRAINING PROGRAMS

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

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

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

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

Applicant Signature

Date

7. APPLICATION SUBMISSION

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

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

METHOD OF PAYMENT

CARD NO.

EXP. DATE

NAME ON CARD

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

VISA/MC AMEX CHECK ENCLOSED
