

COLUMBIA SOUTHERN
UNIVERSITY

COLUMBIA SOUTHERN UNIVERSITY

2017

UNIVERSITY CATALOG

Mayes Hall



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Policy Disclaimer

At CSU, we are committed to ensuring that our students are kept informed of the latest principles, theories, and applications pertaining to their studies. However, CSU reserves the right to make changes, as deemed appropriate and without prior notification, in our course offerings, curricula, academic policies, and other rules and regulations affecting students.

Catalog Disclaimer

This publication is not a contract between the student and CSU or any party or parties and should not be regarded as such. Reasonable effort was made at the time this document was created to ensure that all policies and provisions of this publication were correct. CSU reserves the right to make changes and addendums to current policy as necessary and will post these changes on the CSU website at <http://myCSU.ColumbiaSouthern.edu>. Any student affected by policy changes will be contacted by the appropriate CSU faculty or staff member to discuss the student's options under the new policy.

COLUMBIA SOUTHERN UNIVERSITY

University Catalog | Edition 2 | Published May 2017

21982 University Lane (Shipping) | P.O. Box 3110 (Mailing) | Orange Beach, AL 36561

Main Phone 800.977.8449 | 251.981.3771 | Main Fax 251.981.3815

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Dear Student,

Thank you for your interest in the online programs available at Columbia Southern University. One of the nation's first completely online universities, CSU offers a unique educational experience designed to fit around your schedule. Choose from associate, bachelor, master, and certificate programs that support your educational and career goals.

We are dedicated to helping our students achieve their goals. Students choose CSU for the following reasons.

Convenience— All of CSU's degree programs are offered completely online, giving you the flexibility to fit your education around career and family commitments.

Exceptional Service— Beginning with your initial contact, you'll find that our personalized service is second to none. Building long-term relationships and providing student-centered services is an important part of our core values. Faculty and staff are readily available to assist you. From the application process, to classwork, and all the way through to graduation, we are with you every step of the way.

Flexible Learning— Take your classroom with you wherever you go. At CSU, there are no scheduled online sessions or on-site exams. Residency is not a requirement and coursework can be completed at times that are most convenient for you. Choose between two online learning models, Term or LifePace Learning.

Textbooks Provided— For your convenience, textbooks are provided at no cost through the CSU Book Grant.

Complimentary Success Center Services— The CSU Writing and Math Center provides services to students that will aid in your success throughout your academic career. Services are provided at no cost and are available from 8 a.m. to 5 p.m. Monday through Thursday and 8 a.m. to 3 p.m. on Friday CST.

Value— Our tuition is competitively priced to make achieving a quality education affordable and realistic. Federal Student Aid (FSA), TA and VA benefits are also available for eligible participants.

We welcome any questions you may have and look forward to assisting you with the admission process. Applications and enrollments are accepted throughout the calendar year. You may access the CSU application for admission by visiting www.columbiasouthern.edu.

Sincerely,



Robert Mayes, President

Table of Contents

I. General Information.....7

About CSU.....	7
Accreditation.....	8
State Authorization and Licensure.....	8
NC-SARA.....	8
Higher Education Related Membership.....	8
The Crime Awareness and Campus Security Act of 1990.....	8
Student Records.....	8
Student Handbook.....	8
Gainful Employment Disclosure.....	9
Registering A Complaint with CSU.....	9
Registering A Complaint with External Agencies.....	9
Title IX.....	9
Family Educational Rights & Privacy Act (FERPA).....	10
Hours of Operation and Contact Information.....	11

II. Student Resources..... 12

myCSU Student Portal.....	12
Academic Advising and Student Support Center.....	12
Bookstore Operations.....	12
Career Services.....	12
Continuing Education.....	12
CSU Online Library.....	12
Helpdesk Technical Support.....	12
Military Support Group.....	13
Office of Disability Services.....	13
Office of Financial Aid.....	13
Office of the Registrar.....	13
Office of Student Resolution and Conduct.....	13
Student Accounts.....	13
Student and Alumni Engagement.....	13
Math and Writing Centers.....	13

III. Admissions..... 14

Admission Requirements Policy.....	14
Other General Requirements.....	14
Technical Requirements.....	15
Admission Status.....	15
Admission Process.....	16
Understanding Degree Requirements.....	16
Online Learning Options.....	17
Transcript Request Service.....	17
Transfer Credit Policy.....	17
Returning Students.....	18
Returning Graduates.....	18

IV. Tuition & Fees 19

Tuition Rates.....	19
Student Fees.....	19
Automatic Credit Card Payment Plan.....	19

Corporate Billing.....	19
Military Educational Benefits.....	20
Pay As You Learn.....	20
Types of Federal Student Aid Available.....	20
Tuition Refund Policy.....	20
Enrollment Status Requirements.....	21
Textbook and Course Material Policy.....	21

V. Financial Assistance 23

Types of Federal Student Aid Available.....	23
Leave of Absence Policy.....	23
Tuition Assistance/DANTES.....	23
VA Benefits.....	24
GoArmyEd.....	24
Air University Associate-to-Baccalaureate Cooperative (AU-ABC).....	24
Scholarships.....	24

V. Academic Information..... 25

Academic Year.....	25
Degree Programs and Certificates.....	25
Courses.....	26
Academic Integrity.....	27
Institutional Academic Progress Policy.....	27
Inactive Status.....	28
Graduation Requirements Policy.....	28
Petition for Graduation.....	28
Diploma.....	29
Commencement Ceremony.....	29
Requesting a Transcript.....	29
Academic Program Improvement Policy.....	29

VII. College of Arts & Sciences..... 30

General Education.....	30
General Education Competencies.....	30
General Education Curriculum.....	30
Associate of Arts in General Studies.....	31
Bachelor of Science in Psychology.....	31

VIII. College of Business..... 33

Associate of Science in Business.....	33
Associate of Science in Health Information Science.....	33
Bachelor of Science in Business Administration.....	34
Bachelor of Science in Health Care Administration.....	36
Bachelor of Science in Human Resource Management.....	37
Bachelor of Science in Organizational Leadership.....	38
Master of Business Administration.....	38
Master of Science in Organizational Leadership.....	40
Master of Public Administration (MPA).....	40
Master of Public Health (MPH).....	41
College of Business Certificates.....	41

GENERAL INFORMATION

Doctor of Business Administration.....	44
Doctoral Dissertation.....	44
DBA Enrollment.....	44
Dissertation Resources.....	44
Academic and Student Policies	44
DBA Academic Course Load Policy	44
DBA Admission Requirements Policy.....	45
DBA Candidacy Status Policy.....	45
DBA Continuous Enrollment Policy.....	45
DBA Graduation Requirements Policy.....	45
DBA Institutional Academic Progress Policy	45
DBA Leave of Absence Policy.....	45
DBA Time Limits.....	46

IX. College of Safety & Emergency Services... 47

Associate of Science in Criminal Justice	47
Associate of Science in Fire Science.....	47
Associate of Science in Occupational Safety and Health.....	48
Bachelor of Science in Criminal Justice Administration.....	48
Bachelor of Science in Emergency Medical Services Administration.....	50
Bachelor of Science in Environmental Management	50
Bachelor of Science in Fire Administration	51
Bachelor of Science in Homeland Security.....	52
Bachelor of Science in Information Systems Security	52
Bachelor of Science in Information Technology.....	53

Bachelor of Science in Occupational Safety and Health.....	54
Master of Science in Criminal Justice Administration	55
Master of Science in Emergency Services Management	55
Master of Science in Occupational Safety and Health.....	56
College of Safety and Emergency Services Certificates	56

X. Course Descriptions..... 58

Continuing Education	85
----------------------------	----

XI. Continuing Education 85

XII. Alliances 86

Learning Partnerships.....	86
University Academic Partnerships.....	86

XIII. Board of Trustees 87

XIV. Administration..... 88

Administration & Academic Officers.....	88
---	----

XV. Faculty 90

I. General Information

About CSU

Mission Statement

Columbia Southern University provides diverse learning experiences and affordable, flexible distance education programs at the certificate, undergraduate, and graduate levels to a global student body, delivered by qualified, student-centered faculty committed to teaching and student learning. The University is dedicated to providing exceptional academic and student support services.

Core Values

As we change lives for the better, we live by these values:

Organizational Health

We foster a family culture that provides a stable and enjoyable work environment of care and respect with open and clear communication.

Humility

We model a leadership style that is modest, humble, operationally oriented, and hands-on. No job is beneath us, and we work as a close team to accomplish our mission.

Exceptional Service

We focus on providing exceptional service through student-centered support services that are personal, responsive, and geared toward assisting students in achieving their educational goals.

Flexibility

We embrace change, work hard, and relentlessly strive to continuously improve.

Excellence

We are a first-class organization that places a high value on quality, accreditation, and doing what is right.

Relationships

We focus on building long-term relationships with industries, governmental agencies, students, alumni, and members of the community.

Vision

The Vision of Columbia Southern University is to change and improve lives through higher education by enabling students to maximize their professional and personal potential.

History

Columbia Southern University (CSU) has always maintained a student-first philosophy by providing educational opportunities through distance learning to non-traditional students. This vision originated from the founder of CSU, Robert Mayes, Sr. He established a family-oriented culture of caring and respect among staff and faculty that is maintained to this day.

His experience in developing and presenting training programs in environmental compliance and occupational safety for small businesses led to the establishment of two certificate programs in the field, and later, the founding of CSU in 1993.

To fill the void of formal online degree programs for safety and environmental managers, two bachelor's degree programs were developed in the areas of occupational safety and health and environmental management.

In 1996, online programs beyond the safety and environmental career fields were developed and included business administration, computer science, criminal justice administration and health administration. Achieving accreditation had been a goal for CSU since its inception and that goal became a reality on January 15, 2001, when the Distance Education and Training Council granted national accreditation to CSU.

In 2002, several approvals and affiliation agreements with state schools were achieved along with receiving Defense Activity for Non-Traditional Education Support (DANTES) and Veterans Affairs approval.

In 2003, CSU expanded its international offerings by being one of the first U.S. universities to offer a hybrid (online and classroom) degree program in Vietnam. The opportunity to earn an MBA degree was offered in Hanoi and Ho Chi Minh City.

Between 2002 and 2004, CSU expanded its degree offerings to include associate degrees and six new bachelor degrees and launched the learning partnership program. The learning partnership program provides opportunities for businesses, municipalities, organizations and corporations to partner with CSU and receive benefits such as tuition discounts,

GENERAL INFORMATION

application fee waivers, and later scholarship opportunities, for employees/members and their spouses and children.

As growth continued, CSU moved into a new facility in 2005 on Canal Road in Orange Beach, Alabama. However, this news was soon overshadowed by great sadness to CSU as Robert Mayes, Sr., passed away after a lengthy illness on September 26, 2005. He was succeeded as president by his son Robert Mayes, Jr.

In 2006, CSU continued to grow as CSU's student body reached 6,700 active students. Soon, additional staff members were added, and CSU's one-year old facility began to rapidly approach capacity. In addition, CSU was reaccredited by the Distance Education and Training Council with very high praise from the accreditation team. CSU was also honored by being selected among the first group of colleges and universities to be accepted into the Air Force Academic Institution Portal and into the U.S. Army's Centralized Tuition Assistance Management (CTAM) program, GoArmyEd.

In 2008, CSU received approval by the U.S. Department of Education to offer Federal Student Aid. In the same year, CSU broke ground on a new 67,000-square-foot building which opened in 2009.

On January 8, 2010, Waldorf College, a private undergraduate liberal arts college in Iowa, was purchased and became CSU's sister college. CSU's active student count at the end of 2010 was 25,291. In 2011, CSU's program in Vietnam became the first distance learning program to be accredited by the Vietnam Ministry of Education and Training.

In 2012, the corporate structure of the organization was changed so that a parent company, Columbia Southern Education Group, would own Columbia Southern University and Waldorf College.

Today, CSU continues to focus on building long-term relationships while providing an exceptional student experience, affordable tuition, and a flexible learning format to more than 29,000 students. CSU boasts a faculty and staff of 1,000 who diligently focus on continually improving CSU's academic programs, services, and operations while maintaining an exceptional standard of customer service.

Accreditation

Columbia Southern University is an accredited member of the [Distance Education Accrediting Commission \(DEAC\)](#). DEAC is recognized by the U.S. Department of Education (ED) as a nationally recognized accrediting agency, and is a recognized member of the [Council for Higher Education Accreditation \(CHEA\)](#). CHEA is a nonprofit organization serving as a national advocate for self-regulation of academic quality through accreditation.

Distance Education Accrediting Commission (DEAC)

1101 17th Street NW, Suite 808

Washington, D.C. 20036

Phone: (202) 234-5100

Fax: (202) 332-1386

www.deac.org

info@deac.org

State Authorization and Licensure

CSU is licensed by the State of Alabama, Community College System - Private School Licensing Division pursuant to the Alabama Private School License Law, Code of Alabama, Title 16-46-1 through 10. For additional information on state authorization, please visit www.columbiasouthern.edu/About-CSU/Accreditation-Licensure/State-Authorization.

NC-SARA

Columbia Southern University is approved by the Alabama Commission on Higher Education to participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA). NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education.

Higher Education Related Membership

CSU is an institutional member of the [American Council on Education \(ACE\)](#), a major higher education coordinating body that influences public policy through advocacy, research, and program initiatives. ACE membership is open to accredited degree-granting colleges and universities, and higher education associations within the United States.

The Crime Awareness and Campus Security Act of 1990

The Jeanne Clery Disclosure Compliance Statement

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses.

Columbia Southern University's Annual Campus Security Report includes statistics for the previous three years concerning reported crimes that occurred on-campus, in certain off-campus buildings, property owned or controlled by CSU, and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. A link to a copy of the report is included below.

The Annual Security Report can be viewed online at <http://www.columbiasouthern.edu/tuition-financing/federal-student-aid/consumer-information/annual-security-report>

Student Records

Student records, including financial and academic records, are kept indefinitely.

Student Handbook

The Student Handbook is the official document on policies, procedures, and resources of CSU.

The handbook serves as the student's personal guide book, assisting them in answering questions related to policies and procedures that are both academic and administrative in nature, to

support services available for student success, academic guidance, and to the responsibilities, expectations, and rights of students.

The handbook can be found at www.columbiasouthern.edu/downloads/pdf/handbook/csustudenthandbook.

Gainful Employment Disclosure

CSU self-discloses information pursuant to Gainful Employment Regulations as required by the U.S. Department of Education. CSU is forthright in publishing gainful employment information so students have the information necessary to make informed, rational educational decisions. For information concerning median loan debt, cost of attendance, occupational information, or retention and graduation rates, please visit www.columbiasouthern.edu/Consumer-Information.

Registering A Complaint with CSU

CSU is committed to providing high quality educational and related services for students. From time to time students may have questions concerning administrative policies or operations. CSU encourages students to notify the institution when there is cause for concern in academic and non-academic matters. For information on registering a complaint with CSU, visit www.columbiasouthern.edu/admissions/support-services/student-resolution.

Registering A Complaint with External Agencies

Students who wish to file a complaint with an agency, may review full contact and website information located on the [CSU Website, www.columbiasouthern.edu/about-csu/accreditation-licensure/registering-a-complaint](http://www.columbiasouthern.edu/about-csu/accreditation-licensure/registering-a-complaint). Additionally, students should not contact these agencies unless they have proceeded through the institution's process for filing a complaint and no resolution has been achieved.

Registering a Complaint with the Accrediting Agency

Students may file a complaint with the Distance Education Accrediting Commission (DEAC) by using the [Online Complaint Form](#) or submitting a written complaint to the following address:

Distance Education Accrediting Commission (DEAC)

1101 17th Street NW, Suite 808

Washington, D.C. 20036

Phone: (202) 234-5100

Fax: (202) 332-1386

www.deac.org

info@deac.org

<http://www.deac.org/Student-Center/Complaint-Process.aspx>

Complaint Contact Information for State Agencies

In compliance with the U.S. Department of Education, under the provisions of section 668.43 (b), CSU provides its enrolled or prospective students with contact information for filing complaints with the relevant state official or

agency that would handle a student's complaint, regardless of whether the state regulates the institution.

The state agencies correspond with the physical location of students while enrolled in CSU degree programs. The state agency would generally correspond with the student's state of residence.

For a complete list of States and US Territories, please visit the CSU website at www.columbiasouthern.edu/about-csu/accreditation-licensure/external-complaint-process.

Registering a Complaint with Georgia

Georgia Residents may register a complaint with the state of Georgia by following the contact information below.

Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084
(770) 414-3300

Complaints can be submitted through the following website: www.gnpec.org

Registering a Complaint with the U.S. Department of Veterans Affairs

Students may file a complaint by following the VA Complaint Policy, which states, "Any complaint against the school should be routed through the VA GI Bill Feedback System by going to the following link: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily."

Title IX

Equal Opportunity and Nondiscrimination Policy

Columbia Southern University (CSU) affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. All policies below are subject to CSU's resolution process as detailed below. When the responding party is a member of the CSU community, the resolution process is applicable regardless of the status of the reporting party who may be a member or non-member of the campus community, including students, student organizations, faculty, administrators, staff, guests, visitors, vendors, etc.

Mona McPherson serves as the Title IX Coordinator and oversees implementation of CSU's policy on equal opportunity, harassment, and nondiscrimination. The Title IX Coordinator acts with independence and authority free of conflicts of interest. To raise any concern involving a conflict of interest by the Title IX Coordinator, contact the University Chief Operating Officer (COO) at chiefoperatingofficer@csegroup.com. To raise concerns regarding a potential conflict of interest with any other administrator involved in the resolution process, please contact the Title IX Coordinator at (251) 981-3771 ext. 1333 or mona.mcpherson@csegroup.com.

Reports of discrimination, harassment, and/or retaliation should be made using one of the following options.

- If the discrimination or harassment occurs on campus, campus security should be contacted immediately at 251-981-3771 Ext. 1114.

GENERAL INFORMATION

- If the discrimination or harassment occurs at a CSU sanctioned event, the event coordinator or law enforcement should be contacted immediately.
- If the discrimination or harassment occurs in the classroom (including virtual classroom), the Title IX Coordinator should be contacted immediately.
- In situations where sexual violence has occurred, it is strongly recommended that the victim seek immediate medical attention.

To review the full Equal Opportunity, Harassment, and Nondiscrimination Policy, please visit <http://www.columbiasouthern.edu/downloads/pdf/licensure/titleix.aspx>

Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their educational records. Columbia Southern University acknowledges this law as university policy.

For complete FERPA information, visit the CSU website <http://www.columbiasouthern.edu/Consumer-Information/FERPA>.

Hours of Operation and Contact Information

Address

Columbia Southern University
21982 University Lane (Shipping)
P.O. Box 3110 (Mailing)
Orange Beach, AL 36561

Main Telephone Numbers

800.977.8449
251.981.3771

Main Fax Number

251.981.3815

Business Hours (CST)

Main Office Hours

Monday—Thursday: 8AM to 5PM
Friday: 8AM to 3PM

Academic Advising and Student Support Center, and Admissions Hours

Monday—Thursday: 8AM to 6PM
Friday: 8AM to 5PM

Bookstore, Office of Financial Aid, Office of the Registrar, Student Accounts Hours

Monday—Friday: 8AM to 5PM

Technical Support Hours

Monday—Friday: 8AM to 8PM
Saturday: 10AM to 7PM
Sunday: Closed

Hours will be extended, to include Sunday, on the three days leading up to Term end dates. Those hours are as follows:

Sunday: 10AM to 7PM
Monday: 8AM to 11PM
Tuesday: 8AM to 11PM

Contact Information

Academic Advising and Student Support Center

students@columbiasouthern.edu

Phone: 877.323.4471
Fax: 251.224.0550

Admissions

admissions@columbiasouthern.edu

Phone: 877.347.6050
Fax: 251.224.0540

Bookstore

<http://bookstore.columbiasouthern.edu>
bookstore@columbiasouthern.edu

Phone: 877.323.4474

Career Services

careerservices@columbiasouthern.edu

Phone: 877.297.6192
Main Office Hours

Continuing Education

ContinuingEd@columbiasouthern.edu

Phone: 800.313.1992
Main Office Hours

CSU Online Library

library@columbiasouthern.edu

Phone: 877.268.8046
Main Office Hours
Live Chat Services

www.columbiasouthern.edu/library

24 Hours Per Day/7 Days Per Week

Learning Partnerships

learningpartners@columbiasouthern.edu

Phone: 800.344.5021
Main Office Hours

Military Support Group

militarysupportgroup@columbiasouthern.edu

Phone: 888.643.8541

Office of Disability Services

disabilityservices@columbiasouthern.edu

Phone: 888.785.3005
Main Office Hours

Office of Financial Aid

financialaid@columbiasouthern.edu

Phone: 877.316.8396
Fax: 251.224.0590

Office of the Registrar

registrar@columbiasouthern.edu

Phone: 877.316.0219
Fax: 251.224.0575

Student Accounts

studentaccounts@columbiasouthern.edu

Phone: 877.323.4472
Fax: 251.224.0570

Student Affairs

VPSA@columbiasouthern.edu

Phone: 888.758.8614
Main Office Hours

Student and Alumni Engagement

CSU-SAE@columbiasouthern.edu

Main Office Hours

Success Center

teamsucceed@columbiasouthern.edu

Phone: 877.875.0533
Main Office Hours

Technical Support

techsupport@columbiasouthern.edu

877.399.1063

Current Hours of Operation and

Contact Information may also be

viewed on the University website: <http://columbiasouthern.edu/about-csu/contact>

Resources

CSU Website

<http://www.columbiasouthern.edu>

Blackboard Website

<http://online.columbiasouthern.edu>

Student Portal

<http://mycsu.columbiasouthern.edu>

2017 Observed Holidays

University offices are closed annually in observance of the following holidays:

New Year's Day — January 2
Martin Luther King Jr. Day — January 16
Fat Tuesday (Mardi Gras) — February 28
Good Friday — April 14
Memorial Day — May 29
Independence Day — July 4
Labor Day — September 4
Veterans Day — November 10
Thanksgiving — November 22-24
Christmas — December 25-27

Academic Calendar

To view the current academic calendar, please visit:

<http://www.columbiasouthern.edu/Online-Degree/Academic-Calendar>

II. Student Resources

Below is a brief summary of resources available to CSU students. Students should consult the CSU Student Handbook, website, and support departments for detailed information on these and other resources.

myCSU Student Portal

The [myCSU Student Portal](#) is the gateway to the University. The portal provides students with access to their information and resources at any time. Some of the main features include, but are not limited to:

- Log into Blackboard to access and submit coursework
- View course grades
- Submit course enrollments
- View degree-specific information such as a Comprehensive Degree Report
- Verify course start and end dates
- Access [Learning Resources](#) provided through the Success Center, the Office of Disability Services, and the CSU Online Library
- Access [Technical Support](#) resources such as tutorials and Frequently Asked Questions

Academic Advising and Student Support Center

The Academic Advising & Student Support Center at CSU engages, inspires, encourages, and supports students through personal, purposeful advising strategies and exceptional, responsive student-centered services, always focused on student success.

The role of the Academic Advisor is to serve as the central point of contact from the beginning to the end of a student's degree program. Academic Advisors listen to and encourage students to identify personal strengths and opportunities so that they can reach their full potential as a successful college student. The Academic Advisor helps to guide the student as he or she makes the best choices about his or her education and future.

The role of the Student Support Specialist is to serve as point of contact for general student inquiries. Specialists are able to provide assistance with a wide range of questions related to CSU policies, courses, graduation, and much more. Student Support Specialists are available to assist students via telephone, email, and chat. Working with the Academic Advising and Student Support Center will help keep students on track to timely degree completion.

Bookstore Operations

The Bookstore Operations include shipping textbooks to students, processing incoming and outgoing mail for the university, as well as managing the online bookstore and physical store located in the CSU administrative building in Orange Beach, AL.

Career Services

Career Services assists students and alumni in job search strategies, interview preparation, professional correspondence review, networking techniques, personal online branding guidance, and direct access to employers across the globe via CareerQuest.

Continuing Education

The Continuing Education Department offers trainings, workshops, conferences, and professional development opportunities beyond a student's degree program. Courses are offered online and face-to-face across the nation. For more information and a current list of available courses, please visit www.ColumbiaSouthern.edu/CE.

CSU Online Library

Located strictly online, the collection contains a variety of electronic formats including books, journals, newspapers and more. Access to online resources is available 24/7. The CSU Library is staffed with a group of professional librarians available to assist students with each step of their research journey from topic creation, keyword selection, resource selection, refinement, understanding, and organizing. To better assist students in an online environment there are multiple avenues for library instruction: phone, email, live digital sessions, and chat. CSU librarians provide research assistance during business hours. Ask-a-Librarian chat service is provided 24/7. If students are available to visit the CSU campus, a librarian is available to conduct a face-to-face session.

Helpdesk Technical Support

Technical Support is available in the event difficulties occur or general assistance is needed.

Military Support Group

Our Military Support Group can answer any questions students may have before enrolling in courses at CSU. Every day, the support group interacts with military members, who are pursuing academic and professional goals. The Military Support Group regularly fields questions regarding Veterans Affairs, military discounts, course structure, and degree programs. It is important to our team that service members receive the proper support and respect as they move forward in completing their degrees. For more information regarding the Military Support Team, please visit <http://www.columbiasouthern.edu/military/overview/military-support-services>.

Office of Disability Services

It is the policy of CSU to provide reasonable accommodation(s) for persons defined as disabled under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and all other local and state requirements dealing with students who have recognized disabilities. For detailed information on Accommodations for Disabilities, visit the website at <http://www.columbiasouthern.edu/downloads/pdf/success/ods-handbook.aspx>.

Office of Financial Aid

The Office of Financial Aid is responsible for awarding Federal Financial Aid to qualifying students.

Office of the Registrar

The Office of the Registrar is comprised of three divisions: registrar support, evaluators, and degree auditors. They handle processes such as application requests, evaluation of traditional and non-traditional transfer credit, assessing academic requirements and conferring degrees.

Office of Student Resolution and Conduct

The Office of Student Resolution and Conduct is available to students who may need assistance in resolving issues related to their educational experiences at CSU in a timely and effective manner. It is their goal to listen and discuss questions, concerns, and complaints that may impact a student's experience and work collaboratively across university departments to provide resolution.

The Office of Student Resolution and Conduct strives to provide guidance in solving issues informally through directed facilitation. For students who remain dissatisfied, mediation can be provided as well as advisement regarding formal and administrative options of complaint resolution.

For more information on what services are available through the Office of Student Resolution and Conduct, please contact studentresolution@columbiasouthern.edu.

Student Accounts

The Student Accounts Department is responsible for handling CSU student accounts and enrollment request processing.

Student and Alumni Engagement

This office engages alumni and students in mutually beneficial relationships within a shared community that results in lifelong connections to each other and their Alma Mater, while achieving career-related goals.

Math and Writing Centers

The Math and Writing Centers provide math and writing support, promote academic success, and provide educational resources for students. The services offered include citation assistance, learning styles and study skills development, readiness self-assessment, and individualized math and writing sessions utilizing interactive technology.

III. Admissions

Admission Requirements Policy

Columbia Southern University (CSU) establishes admission criteria to ensure that students who enroll are capable of successfully completing and benefiting from the educational offerings. CSU admits students to its programs regardless of race, color, national origin, disability, sex, or age. The University administers its educational policies, scholarship programs, and other programs while providing reasonable accommodations for applicants and students with disabilities to the extent required by applicable laws. Applicants under the age of 18 are required to provide parental consent when entering into signed agreements with the university.

Please refer to the CSU website for additional details regarding [Title IX](#).

Undergraduate Programs

Applicants for admission must possess a high school diploma or its equivalent at the time of admission. To be considered for **unconditional** admission to an undergraduate program, applicants must submit the following:

- A complete [application](#), which includes, but not limited to, a valid phone number, email, physical address, and Social Security Number (SSN), if applicable.
- Meet all [Admission Documentation Guidelines](#).

Conditional admission allows applicants who have self-certified graduation from an approved high school program or the equivalent on the CSU application for admission to enroll in a program for 12 semester hours pending the receipt of required admission documents. To learn about other conditional admission statuses please refer to the LifePace Learning Conditional Provisional Admission and Conditional Probation Admission policies further below.

Homeschooled students must demonstrate successful completion of homeschooling at the secondary level as defined by state law in which the high school credential is earned. A detailed guide for meeting the CSU admission requirements is available in the [CSU Homeschooled Admission Guidelines](#).

International students must self-certify as to successful completion of the equivalent of grade 12 in a U.S. secondary school and provide evidence of successful completion of a program considered to be equivalent to an accredited high school diploma or GED certificate. In addition, applicants whose native language is not English must demonstrate English language proficiency. A detailed guide for meeting the CSU admission requirements is available in the [CSU International Admission Guidelines](#).

Master's Programs

Applicants for admission must:

- A complete application, which includes, but not limited to, a valid phone number, email, physical address, and Social Security Number (SSN), if applicable
- Possess an accredited baccalaureate degree from a post-secondary institution recognized by the U.S. Department of Education or equivalent
- Meet all [Admission Documentation Guidelines](#)

Conditional admission allows applicants who have a conferred bachelor's degree from a recognized post-secondary institution or the equivalent to enroll in a graduate program for 6 semester hours pending the receipt of required official transcripts. To learn about other conditional admission statuses please refer to the LifePace Learning Conditional Provisional Admission and Conditional Probation Admission policies further below.

Doctor of Business Administration

Applicants for admission must:

- A complete application, which includes, but not limited to, a valid phone number, email, physical address, and Social Security Number (SSN), if applicable
- Possess an accredited baccalaureate degree and a master's of business administration, or a business related master's degree from a post-secondary institution recognized by the U.S. Department of Education or equivalent
- Have two years of business related professional experience post baccalaureate
- Meet all [Admission Documentation Guidelines](#)

Conditional admission allows applicants who have a conferred bachelor's and master's degree from a recognized post-secondary institution or the equivalent to enroll in a doctoral program for 7 semester hours pending the receipt of required official transcripts. To learn about other conditional admission statuses please refer to the LifePace Learning Conditional Provisional Admission and Conditional Probation Admission policies further below

Other General Requirements

Student Identify Verification

CSU must establish the identity of the student who registers in distance education programs to assure it is the same student who participates in and completes courses and receives academic credit. Applicants are required during the admissions

process to submit a color image of a valid government-issued photo ID, such as a state driver's license, state identification card, or U.S. passport. CSU reserves the right to require additional sources of identity verification, such as the following:

- SSN card
- Color valid, unexpired U.S. Passport
- Utility bill less than 90 days old
- W-2 tax form
- Voter registration card
- Current lease or rental agreement
- Vehicle registration
- Current Homeowner's insurance policy with name and address

International applicants are required to submit a color image of a valid international government –issued driver's license, national/state/province identity card (including European ID card), or a valid international travel passport. Additional identity verification sources may be required, such as but not limited to the following:

- Permanent Resident card
- Immigration and Naturalization Service Employment Authorization Card (I-766) (for those working in the U.S.)
- Border Crossing card

LifePace Learning Conditional Provisional Admission

These programs are designed for adult students with commitments, obligations, and schedules that require additional flexibility beyond that offered in standard cohort online programs with weekly deadlines. Because of the additional flexibility, these programs are not eligible for FSA, and students must be disciplined and committed to a rigorous study schedule to ensure successful course completion with the ten weeks allotted. All students enrolling in these programs for the first time at CSU are admitted conditionally and in a provisional academic status for 12 semester hours in undergraduate programs and 6 semester hours in graduate programs to demonstrate successful academic progress. Upon continuation in the program beyond this period, the student may be admitted unconditionally into the declared academic degree program if all other admission and document requirements are met. Students enrolled in the doctoral program are not eligible for this online enrollment option.

Denial/Conditional Probation Admission Decision and Appeal

CSU reserves the right to deny admission to applicants who do not meet admission requirements. Applicants may be admitted conditionally, in a probationary status and the enrollment may be limited in order to demonstrate their ability to successfully complete college level course work. Factors considered in admission decisions may include, but are not limited to, high school GPA, past academic performance at other post-secondary institutions, excessive course withdrawals, and other indicators of success.

Applicants who wish to appeal the admission decision have the right to do so by providing additional information to support the earned high school diploma or equivalency or supporting documentation which demonstrates extenuating circumstances during the period of substandard performance to registrar@columbiasouthern.edu. [Admission Decision Appeal Form](#)

Technical Requirements

Curricula at CSU is delivered completely online using the Blackboard learning management system. CSU students must have access to the Internet and an appropriate individual (non-shared) e-mail account in order to complete a program of study at CSU. If personal Internet service is unavailable, you are encouraged to contact local libraries, schools or a public business to locate access to the Internet. The course syllabus, study guide, and examinations are all provided within the online course.

Computer Requirements

- **Operating System:** Windows XP or later; Mac OSX10.6 or later (for a list of OS/browser compatibility, visit help.blackboard.com)
- **Internet Connection:** Minimum Download Speeds of 128Kbs, Minimum Upload Speed of 128Kbps
- **Software:** Students must have software capable of creating, editing, and saving Microsoft Office document files (.doc, .docx), Microsoft Excel spreadsheet files (.xls, .xlsx), and Microsoft PowerPoint presentation files (.ppt, .pptx). Students may access a 60-day trial version and/or purchase the required Microsoft software at <http://technet.microsoft.com/en-us/evalcenter/jj192782.aspx>. NOTE: The Microsoft trial version can only be downloaded one time.
- **Plug-ins:** Java, Acrobat Reader, Quick Time, Flash Player
- **Internet Browser:** A list of certified and compatible browsers can be found at the following site: help.blackboard.com

Admission Status

Students may enroll at CSU under one of the following circumstances:

- **Temporary:** Application submitted but has not been approved and evaluated for transfer credit. Not eligible for students utilizing Financial Aid or Veterans Benefits.
- **Conditional:** 6 semester-hours have not yet been successfully completed. All official documents have not yet been received. Student is required to meet qualitative/quantitative measures during first 12 semester hours approved by Academic Advisor.

Note that any one or more of the above places the student at "Conditional" Admissions Status until all requirements are met.

- **Unconditional:** Application approved, transfer credit evaluated, and all required official transcripts on file and academic requirements of Conditional status have been fulfilled.

Temporary Status Enrollment

Students who wish to begin enrolling in courses immediately after submitting their application may do so under “Temporary” Admissions Status unless they are planning to utilize Federal Student Aid or Veterans Benefits.

While “Temporary,” students may complete up to 12 undergraduate semester hours or 7 graduate semester hours, all transcripts are subject to review, and previously completed courses must meet quantitative and qualitative factors. If the evaluation has been completed using copies of transcripts, “Conditional” status is granted. Once all official transcripts are received, quantitative and qualitative factors have been met and six semester hours approved by the academic advisor have been successfully completed, the status is changed to “Unconditional.”

When enrolling in courses while on “Temporary” status, the student is responsible to select courses that he or she will not transfer to CSU and that will fulfill the requirements of his or her selected program of study. Information on CSU program course requirements can be found on the CSU Website. For assistance on course selection, students may contact the CSU Admissions Department at 800-977-8449 or admissions@columbiasouthern.edu.

Before enrolling under “Temporary” status, the student should make certain he or she meets the CSU Admissions Requirements of a High School transcript or GED for Undergraduate Programs and an accredited Bachelor Degree for Graduate Programs. CSU only accepts transfer 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.

A CSU transcript cannot be issued while a student is on “Temporary” status. A CSU transcript may be issued for students on “Conditional” status but will not list transfer credit. A CSU transcript listing all institutional credit may be issued for students on “Unconditional” status.

Admission Process

Students who wish to use Federal Financial Aid should follow the admissions process as listed on the Office of Financial Aid section of the CSU website.

Step 1: Complete the application for admission by visiting <http://www.columbiasouthern.edu/Apply-Now>.

Please submit your academic transcripts along with your application. Military transcripts and professional licenses and certificates should also be included if applicable. You may fax corresponding documentation to (251) 224-0575. Please indicate on your application if you are eligible for tuition assistance through Military TA, DANTES, or VA. You can also take advantage of our Transcript Request Service located on the CSU website at <http://www.columbiasouthern.edu/Admissions/Transfer-Credit/Transfer-Credit-to-CSU>.

Step 2: CSU conducts a comprehensive evaluation of your application and provides you with a detailed evaluation report.

This report outlines courses you need to complete, transfer credit accepted, and complete instructions on enrolling in your selected program of study. You can request priority evaluation service for a \$25 fee to guarantee that your completed application packet be evaluated within 48 hours. Otherwise, applications may take between seven to ten days to evaluate based on the volume of applications received by CSU at that time. Please note that documents submitted for evaluation following the initial evaluation and prior to enrolling are subject to an additional evaluation fee of \$25.

Step 3: Contact the admissions department or visit our website to enroll.

Our open enrollment allows you to begin your program at any time. The CSU Admissions Department walks you through the process of enrolling and registering for your first course. Even if we are still missing copies of the transcripts we need to complete your evaluation, you can enroll immediately under Temporary Admissions Status. As a temporary student, you may complete up to 12 undergraduate semester hours or 7 graduate semester hours. Once all official transcripts are received and evaluated, an Application Evaluation Report is issued and your status is changed. For more information, please refer to the Admissions Status Information page by visiting <http://www.columbiasouthern.edu/Admissions/Admissions-Process/Admissions-Status>.

Step 4: Schedule an initial advising session with your academic advisor.

The CSU Admissions Department contacts you to finalize your enrollment and schedule your first advising session with your academic advisor, who serves as your main point of contact throughout your degree program. If you are unable to speak with the Admissions Department, your advisor will reach out to you directly, or you can call 877-323-4471 to set an appointment. This initial advising session is an opportunity for your academic advisor to learn about you and your individual situation and goals, and to develop your educational pathway that will enable you to attain these goals. During this session, you and your advisor will work together to develop a course of action for degree completion. Your advisor also provides you with important tips for success throughout your journey at CSU. This is an important step, so be looking for the call – your advisor is ready to help!

Understanding Degree Requirements

Degree Program Requirements

Upon evaluation, the prospective student sees the Comprehensive Degree Report (CDR) in the myCSU Prospect Portal. This document lists the requirements as outlined in the CSU Catalog for the current enrollment year. The Comprehensive Degree Report is reflective of degree requirements at the time of evaluation and transfer credit, and remaining degree requirements. Upon becoming a student, the CDR also shows completed CSU courses, and courses in progress. It is a live document and is available at all times in the myCSU portal.

Curricula listed in the current catalog and on the University website reflect current program requirements. Students already evaluated and/or enrolled in a degree program should

refer to their Comprehensive Degree Report to determine specific degree requirements as established at the time of evaluation. The catalog and website may continue to be referenced for the purposes of finding available courses, course descriptions, and other pertinent academic and specific policy information. (The Student Handbook should also be referenced for additional policy information.)

Change in Degree Program Requirements

In the event that degree program requirements change, students are given the opportunity to either complete their degree as outlined in their Comprehensive Degree Report or request a reevaluation for the newly revised program requirements. If a student has not attended CSU for a period of one year, the student will be required to satisfy the current degree program requirements as outlined in the effective catalog.

When a student elects to change their degree program, the student will be required to satisfy the current degree program requirements as outlined in the effective catalog.

Students are encouraged to contact their academic advisors with questions regarding degree requirements or their Comprehensive Degree Report.

Online Learning Options

An application for admission is required for all students; in addition, all applicable admission requirements apply.

LifePace Learning

The flexibility of the LifePace Learning option is what makes CSU unique. Students can progress through a course in as early as four weeks or extend the course as long as 18 weeks*. With LifePace Learning, students will have the flexibility to cover course material as rapidly as concepts are mastered or take that extra time needed to fully absorb and understand the assignments. LifePace Learning is simply education at the pace of your life.

Additional time beyond the normal course length of 10 weeks will require submission of a form and payment of the appropriate fee. For more information and a listing of fees, refer to the Incomplete Course Policy in the Student Handbook.

*LifePace Learning is available for all degree programs, excluding the Doctor of Business Administration (DBA) program. The DBA program is only available through the Term learning option.

Term

The CSU Term Learning (Term) option is an asynchronous online learning delivery option allowing students to choose the best time to study. The Term provides a more structured framework that facilitates on-time course completion while allowing students the flexibility throughout the week for assignment completion. There are no required login times and the start date coincides with CSU's Academic Calendar. A term begins almost every month of the year allowing students to begin or continue a program of study at a convenient time, and gives students the typical, structured schedule found with most college classes.

Weekly substantive interaction among students and the course professor is provided through submission of discussion board postings and assignment feedback.

The Term option is available to all students and for all degree programs. Students utilizing Federal Student Aid are required to enroll in the Term online learning option.

Veterans Advantage

The Veterans Advantage option (formerly known as Flexible Enrollment for Veterans) features courses that combine flexibility with set start and end dates that follow the Academic Calendar. A term begins almost every month of the year.

Students will be required to complete all assignments and required course work, but will benefit from no weekly deadlines. A suggested course schedule is provided as a guide for completion. Attendance verification is required by week four of all enrolled courses to maintain enrollment in the course.

Additional time beyond the normal course length will require submission of a form and payment of the appropriate fee. For more information and a listing of fees, refer to the Incomplete Course Policy in the Student Handbook.

Students are only eligible to enroll in this option through utilization of VA educational benefits. Students not meeting this qualification may enroll in Term or LifePace Learning.

*The DBA program is not available to students using Veterans Advantage. DBA is only available through the Term learning option.

Transcript Request Service

CSU obtains domestic transcripts from previously attended institutions and high schools, and secure GED scores on the student's behalf. Please note that some institutions may require the student to obtain transcripts directly. If this is the case, CSU notifies the student via email.

CSU cannot order copies or official copies of: CLEP scores, international transcripts, professional training and CEU's, and some military transcripts. In addition, CSU is unable to order transcripts from institutions at which there is a hold.

Download the Request for Official Transcript Form to start processing your transcript request(s) today by visiting <http://www.columbiasouthern.edu/downloads/pdf/form/request-transcript-sent-to-csu.aspx>

Transfer Credit Policy

Columbia Southern University (CSU) evaluates transfer credit where applicable any time a student submits official post-secondary transcripts, or military and employer courses that have been reviewed by the American Council on Education (ACE), credit by examination score sheets, professional training certificates, and other non-academic credit. Courses accepted for transfer credit must be relevant to the program of study and equivalent in both content and degree level.

Maximum Allowable Transfer Limits

Undergraduate Degrees

CSU may award a maximum of 75 percent of the credits required for a degree program for prior academic credits, training, and relevant professional licenses and certifications, which is 90 semester hours for a bachelor's degree and 45 semester hours for an associate's degree. Credit awarded for experiential or equivalent credit cannot exceed 25 percent of the credits required for the degree.

Master's Degree

CSU may award a maximum of 50 percent of the credits required for a master's degree program through transfer credit, which is 18 semester hours. Credit for experiential or equivalent credit cannot exceed 25 percent of the credits required for the degree.

Doctoral Degrees (DBA)

CSU may award a maximum of 15 percent of the credits required for the DBA program through transfer credit, which is 9 semester hours. No credit for experiential or equivalent credit may be considered.

Note: Certificate programs are not eligible to receive transfer credit. Transfer credit may be limited in order to satisfy the 36 upper-division semester hour requirements in the bachelor's degree program.

Sources of Transfer Credit

Academic Credit

CSU accepts transfer academic credit from institutions accredited by agencies recognized by the U.S. Secretary of Education and/or the Council for Higher Education Accreditation (CHEA). For prior undergraduate academic credit to be eligible for transfer grades earned must be a "C" or higher. However, a maximum of three courses in which a "D" was earned may be considered during the admission process. "D's" are not accepted as transfer credit for English Composition I, II or their equivalents. For prior academic credit to be eligible for transfer at the master's degree level, grades earned must be a "B" or higher. However, a maximum of one course in which a "C" was earned may be considered for acceptance.

Transcripts that are not in English must be evaluated by an appropriate third party and translated into English or evaluated by a trained transcript evaluator fluent in the language on the transcript. Evaluators possess expertise in the educational practices of the country or origin and must include an English translation of the review. All translated materials must be official.

Professional Licenses, Certificates, and Training Programs

CSU uses guidelines established by the American Council on Education (ACE) to determine if certain training programs, certificates, professional licenses, and/or military training warrant awarding academic credit. The following ACE publications are used:

- [The National Guide to College Credit for Workforce Training](#)
- [Military Guide: Guide to the Evaluation of Educational Experiences in the Armed Services](#)

Credit by Examination

CSU accepts credit by examination from the following provided minimum passing scores are met:

- [The College Level Examination Program \(CLEP\)](#)
- [DSST](#)
- [Excelsior's UExcel](#)

Transfer Credit Decision Appeal

Transfer credit decisions are not denied based solely on the source of accreditation of the credit-granting institution. Student may appeal transfer credit decisions by submitting the Transfer Credit Decision Appeal form to the Office of the Registrar, which escalates the appeal to the appropriate Academic Program Director for consideration. Appeals may be submitted to Registrar@columbiasouthern.edu.

Almost all institutions of higher learning, including CSU, restrict the acceptance of credits from other colleges and universities. This is also true of many agencies, companies and organizations. It is, therefore, recommended that you seek prior approval of your CSU credits if you want to transfer them at a later date, or if you anticipate using your CSU credits for credentialing, reimbursement or similar reasons.

Returning Students

Students in an inactive status, or those formally withdrawn from the institution, are required to submit a Re-Enrollment Application.

Upon submission of the Re-Enrollment Application, submittal of official transcripts not previously received by the University is required. Students may opt to use the Transcript Request Service for assistance in obtaining official documents. Students re-admitted to the University are subject to the current University Catalog, including academic policies and program requirements. Once all documentation is received by the University, an applicant evaluation report is issued to the student. Students who are in receipt of an applicant evaluation report may register for courses. Students should seek academic advisement prior to enrolling.

Returning Graduates

Students returning for a subsequent degree program should submit the Application for Admission. A graduation audit must be passed for the previous program. Additional official transcripts/documents not previously submitted may be requested through the CSU Transcript Request Service. CSU cannot order copies of CLEP scores or international transcripts. Returning students are required to have an evaluation of credit complete prior to beginning their next degree program with CSU.

IV. Tuition & Fees

Tuition Rates

CSU tuition rates are priced competitively to allow your dream of achieving a quality education to be within reach. Tuition and other student fees are payable in U.S. funds by check, credit card, money order, or other approved financing programs. A complete listing of payment options can be found on the CSU website.

Education Level	Cost Per Credit Hour
Undergraduate	\$220.00
Graduate†	\$290.00
Doctoral	\$350.00

Rates are per credit hour. Most courses are three (3) credit hours. Tuition and fees are payable in U.S. funds. Tuition Rates are subject to change.

For the most current tuition information, please visit www.ColumbiaSouthern.edu/Financial.

†The tuition rate for graduate courses per credit hour is \$250 for all active-duty military members using military tuition assistance (not applicable for CSU learning partners). The lower rate is offered to keep the tuition rate at the DoD cap of \$250.

CSU Learning Partners receive a tuition discount that is applied to the full tuition rate. Tuition rates are subject to change.

Student Fees

Fees are charged when services are rendered.

Fee	Amount
Application - Domestic	\$0
Application - International	\$0
CSU Online Library (One-Time Fee)	\$35
<i>Waived for Military using military TA (Tuition Assistance)</i>	
CSU Online Library (DBA Students)	\$50
Petition to Graduate	\$100
DBA Dissertation, Theoretical-Based*	\$1200
DBA Dissertation, Project-Based*	\$1200

Additional Fees

Bachelor to Associate Degree Request	\$100
Change of Concentration	\$25
Change of Program	\$35
CSU Official Transcript	\$15
Degree to Certificate Request	\$50
In-Program Re-Evaluation	\$25
Priority Evaluation	\$25
Registration Fee (One-Time Fee)**	20%
Replacement Diploma/Certificate	\$25
Return Check	\$25
Subsequent Evaluations	\$35
Term Late Enrollment	\$50

*Dissertation Fees are to be paid in increments of \$300 upon enrollment into Dissertation Research courses.

**All students who drop/withdraw from a course after the drop date (7 calendar days) will be charged a one-time Registration fee (maximum of \$200 per degree program).

Commencement Ceremony	\$135
<i>- Includes four (4) guests</i>	
Graduation Reception	\$0
<i>- Graduate plus one (1) guest</i>	
Additional Guests	\$10/person

Proctoring Fees

Remote Proctor Now	\$19
<i>Fee to utilize this service will be paid to Software Secure. Additional fees may apply for students utilizing the standard proctoring option.</i>	

Incomplete Course Fees

<i>LifePace Learning</i>	
15 day	\$25
30 day	\$50
60 day	\$100
<i>Term and Veterans Advantage</i>	
30 day	\$50
60 day	\$100

Fees and shipping & handling charges are non-refundable and subject to change.

Automatic Credit Card Payment Plan

Automatic Credit Card Payment Plan information applies to all online learning options: LifePace Learning, Term, and Veterans Advantage.

CSU offers an automatic credit card payment plan for students paying out-of-pocket. This plan allows students to spread tuition payments out over time by having them automatically charged to a credit card on a pre-set schedule. The student's credit card is charged for half of the tuition due for the term upon registration and half at the start of the fifth week of the term.

To be eligible for this plan, the student must:

- Have declared an undergraduate or graduate degree as their academic goal
- Use a credit card as payment
- Have an acceptable credit history with CSU (New students automatically qualify if the first tuition payment is approved).

Corporate Billing

Tuition is billed to the corporation responsible for funding an employee's tuition. Approved company or government vouchers or purchase orders must accompany Enrollment Agreements.

Military Educational Benefits

CSU is approved to offer Veterans Affairs (VA) Benefits through DANTES. In most cases, these benefits cover the entire cost of a program. Students approved for these educational benefits are to pursue tuition payment through required official documents. Students using VA benefits must enroll in the Term or Veterans Advantage options.

The following links are for informational purposes as students pursue these benefits:

- [Military Tuition Assistance](#)
- [Veterans Affairs Benefits](#)
- [DANTES Tuition Assistance](#)
- [VA Flex Payment Plan](#)
- VA students may place a \$99 down payment for the first or second enrollment. Tuition must be paid in full prior to the third enrollment. This VA Flex Payment Plan is not available for Federal Student Aid, Tuition Assistance, Chapter 31, Chapter 33, or if receiving any other form of financial assistance.

Pay As You Learn

Whether students would like to pay weekly, bi-weekly, monthly or a full payment, CSU offers this special payment plan that gives students the power of choice. Using scheduled, automatic credit card payments, tuition is spread out over weekly, bi-weekly or monthly payments to help students fit education into their budget.

Types of Federal Student Aid Available

(To be eligible for Federal Student Aid, students must be unconditionally admitted to the University.)

Federal Student Aid (FSA) offers federal grant and loan programs administered by the U.S. Department of Education. CSU participates in the following grant and loan programs:

Federal Grant Program

- Pell Grants

Federal Direct Loan Program

- Direct Subsidized Loans
- Direct Unsubsidized Loans
- Direct PLUS Loans

For detailed information regarding Federal Student Aid including eligibility, procedures for applying, awarding FSA and loan counseling, students should access the Office of Financial Aid website at www.columbiasouthern.edu/Financial/Office-of-Financial-Aid.

Tuition Refund Policy

LifePace Learning, Term, and Veterans Advantage

Students who wish to drop/withdraw (See [Official Course Drop/Withdrawal Policy](#)) from a course or withdraw from their program are encouraged to complete the [Official Course](#)

[Drop/Withdrawal Form](#) located in the myCSU Student Portal; however, students may withdraw in any manner by contacting the Office of the Registrar. Any refunds due will be issued within 30 calendar days. All students who drop/withdraw from a course after the drop date (7 calendar days) will be charged a one-time 20 percent Registration Fee (maximum of \$200 per degree program). The remaining tuition will be refunded based on the course start date and the tuition percentage amounts listed below. Note: Refunds may be reduced by the cost of the textbook (See [Textbook and Course Material Policy](#)).

In the state of Mississippi, CSU follows the refund guidelines set forth by their state higher education office. The Mississippi state refund policy applies when students who are residents of this state withdraws, drops, or are administratively dropped from a course or the institution.

Table 1 displays the percentage of tuition returned to the student minus the application and/or registration fee AFTER the listed timeframes.

Table 1 – Percent Return

*Percent return is effective after the timeframe.

Timeframe*	Percentage returned to student
1st week	80%
2nd week	60%
3rd week	40%
4th week	20%
5th week	0%

Sample Refund Calculation: The following tables pertain to the sample refund calculation. Table 2 denotes the institutional charges. Table 3 is a sample refund calculation.

Table 2 – Institutional Charges

CSU Institutional Charge	Amount
Tuition (3-credit undergraduate course)	\$660
One-time Registration Fee – 20%	\$132

Table 3 – Sample Refund Calculation

*Student requests to drop course AFTER the first week, i.e. in Week 2, (and after the 7-day cancellation period from the time of enrollment):

CSU Institutional Charge	Eligible Refund
Tuition (3-credit undergraduate course)	\$660
One-time Registration Fee	(\$132)
Net Remaining Tuition	\$528
Refund Percentage	80%
Eligible Refund	\$528 * 80% = \$422.40

Note: Refunds may be reduced by the cost of the textbook (See [Textbook and Course Material Policy](#)).

Mississippi State Refund Policy

The Mississippi State Refund Policy applies to students who are residents of Mississippi and are enrolled in certificate programs.

Tuition Due Student:

Proportion of Total Course, Program, or Term Completed as of

Date of Withdrawal or Termination	Tuition Refund
Up to 10%	90% Refund
More than 10% up to and including 25%	50% Refund
More than 25% up to and including 50%	25% Refund
More than 50%	No Refund

Enrollment Status Requirements

Term Programs

Students must be enrolled at least half-time in order to be eligible to receive federal student aid (FSA). If a student's enrollment status changes during the first week of classes, or a student does not begin attendance in all courses, the amount of federal student aid awarded is recalculated. Please refer to the chart below for enrollment status classifications.

	Undergraduate (AS and BS)	Graduate (MS and MBA)
Full-Time	6 credits +	3 credits +
Half-Time	3 credits	N/A
	Doctoral	
Full-Time	3 credits +*	
Half-Time	1 credit	

* DBA students may be approved to take six (6) credits of major requirements simultaneously; however, they may take no more than three (3) credits of dissertation research courses simultaneously.

Textbook and Course Material Policy

Columbia Southern University (CSU) provides course material for all courses. The course material may vary from course to course and could be in the form of printed textbooks, electronic textbooks (eTextbooks), or Integrated Learning Resources (ILR). CSU determines the most effective material to ensure a positive learning experience for students.

Printed Textbooks

Book Grant

The Book Grant provides printed textbooks to students at no cost contingent upon the student successfully completing the course. Successful course completion is defined as earning a passing grade in the course.

If a student drops, withdraws from, is institutionally withdrawn from, or fails a course, the student is responsible for the cost of the textbook unless one of the following occurs:

- The student returns the textbook postmarked within 30 days to have the charge reversed.

- The student plans to retake the same course in the next consecutive term or enrollment period and submits an enrollment within 30 days. Students enrolled in the Term or Veterans Advantage learning option should return the textbook if the course is not available in the next consecutive term.

Students who do not successfully complete a course should enclose the [Textbook Return Form](#) with the returned textbook. Students who return textbooks without the proper paperwork to identify themselves may not receive credit for the return. Students who do not return textbooks and/or do not pay the textbook charge may be prohibited to enroll in future courses.

Textbook charges are based on the retail textbook price listed on the CSU website or 70% of the listed retail price if the student was issued a used textbook.

Note: Textbooks may be in new or used condition.

Loan-a-Book

The Loan-a-Book program provides printed textbooks for select courses at no cost contingent upon the student successfully completing the course. Printed textbooks provided in the Loan-a-Book program are required to be returned to CSU within 30 days after course completion.

If a student drops, withdraws from, is institutionally withdrawn from, or fails a course, the student is responsible for the cost of the textbook unless one of the following occurs:

- The student returns the textbook postmarked within 30 days to have the charge reversed
- The student plans to retake the same course in the next consecutive term or enrollment period and submits an enrollment within 30 days. Students enrolled in the Term or Veterans Advantage learning option should return the textbook if the course is not available in the next consecutive term

A return label is provided with the textbook and should be utilized when returning the textbook to CSU. Instructions are emailed to students that outline additional requirements. Students who do not return textbooks and/or do not pay the textbook charge may be prohibited to enroll in future courses.

Textbook charges are based on the retail textbook price listed at the CSU website or 70% of the listed retail price if the student was issued a used textbook.

The Loan-a-Book program may be utilized during natural disasters or other situations where the student's textbook is destroyed or no longer accessible. Textbooks provided during these circumstances are required to be returned following the same procedures as the standard Loan-a-Book program. Textbooks not returned are charged to the student's account.

Note: Textbooks may be in new or used condition.

eTextbooks

An eTextbook is an interactive, electronic version of the course textbook that can be accessed and downloaded on the course start date. eTextbooks are provided at no cost. Digitally stored eTextbooks may contain audio, video, and animations that enhance the student learning experience. A clickable table of

TUITION & FEES

contents allows students to quickly navigate to the desired page(s), highlight, and take notes directly within the eTextbook.

Students gain access to the eTextbook in Blackboard, on the course start date. The eTextbook remains active for 180 days from the initial time the text is accessed. The eTextbook can be printed as much as needed, up to ten pages at a time. Students are able to purchase a printed version of the eTextbook, once the course begins, from a third-party vendor link within the eTextbook. The cost of the printed eTextbook is the responsibility of the student.

eTextbooks can be accessed by utilizing iOS, Android, Kindle Fire, Mac, and PC computers and devices.

Video tutorials are available in Blackboard to assist students on how to utilize eTextbooks. The tutorials outline tips for using the eTextbook on and offline, highlighting, note taking, and all other capabilities.

Students should contact their course professors or [CSU Technical Support](#) with any technical issues that may arise.

Integrated Learning Resources (ILR)

In an effort to improve and enhance learning, selected CSU courses do not require a printed or electronic textbook. ILR material contains library resources, labs, lectures, faculty-created content, and video presentations. Subsequently, courses may have extended study guides or interactive material that enhances the learning experience and enables students to learn and grow in their disciplines in a practical way.

Students gain access to the ILR material through Blackboard on the course start date. These resources are stored digitally and can be printed.

V. Financial Assistance

Types of Federal Student Aid Available

To be eligible for Federal Student Aid, students must be unconditionally admitted to the university.

Federal Student Aid (FSA) offers federal grant and loan programs administered by the U.S. Department of Education. CSU participates in the following grant and loan programs:

Federal Grant Programs

- Pell Grant

Federal Direct Loan Program

- Direct Subsidized Loans
- Direct Unsubsidized Loan
- Direct PLUS Loans

For detailed information regarding Federal Student Aid including eligibility, procedures for applying, awarding FSA and loan counseling, students should access the Office of Financial Aid website at <http://www.columbiasouthern.edu/Financial/Office-of-Financial-Aid>.

Leave of Absence Policy

Students enrolled in the Term learning option that are unable to enroll in one or more terms, may apply for a temporary Leave of Absence (LOA) from the University. This policy is designed to allow a student the flexibility to take a temporary break from his or her academic program, and upon return, a student is not be required to apply for readmission to the University. A student will not be granted a LOA in the middle of a term; therefore, for purposes of Title IV, a student granted a temporary LOA is considered withdrawn from the University during this time. A student is expected to complete all courses if currently enrolled in a term and apply for a LOA to begin at the start of the next term in the academic program. If a student is having difficulty or unable to complete all courses in the term they may apply for an incomplete, an incomplete for special circumstance or withdraw, in which case a Return of Title IV calculation may be required.

A student may apply for a LOA by submitting the Leave of Absence Request Form located in myCSU Student Portal. All requests must be submitted a minimum of three (3) weeks prior to the start of the term the student will be unable to attend. A temporary LOA from the University is granted only to a student planning to return to his or her academic program at the end of the LOA. In addition, for both undergraduate and graduate students, the LOA request may not exceed more than two consecutive terms within a 12 month period. A student

may request more than one LOA during their academic program not to exceed two terms within a 12 month period.

Important facts concerning a LOA:

- For purposes of Title IV, a student is considered withdrawn from the University while on a LOA; therefore, federal student loans are not eligible for an in-school deferment;
- A student is not eligible to receive federal student aid while on a LOA;
- A student who fails to return from a LOA is required to reapply for admissions to the University after a period of 12 months of inactivity in his or her academic program.

Military/Special Services Leave of Absence Provision

Undergraduate and graduate students requiring a military or special services deployment may request a provisional LOA for the designated deployment period up to 12 consecutive months. A student may apply for a provisional LOA by submitting the Leave of Absence Request Form located in myCSU Student Portal. In addition, a student must provide supporting documentation regarding the nature and period of deployment from his or her commanding officer or supervisor. If the military or special services deployment occurs during a course, the student may be required to withdraw from the course or request an incomplete for special circumstances.

A student should contact his or her Academic Advisor and the Office of Financial Aid to discuss potential academic and financial implications prior to taking a LOA from his or her academic program.

Note: Students enrolled in the DBA program should refer to the DBA Leave of Absence Policy.

Tuition Assistance/DANTES

Tuition assistance is available to 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). Tuition assistance covers the majority of tuition costs for most active duty service members. Each branch of service has established an annual cap for tuition assistance.

Check with your installation education center for more information concerning how to apply for tuition assistance. Reserve component members are also eligible for tuition assistance under this policy. However, each service component has established specific guidelines, limits, and policies for its

FINANCIAL ASSISTANCE

members that may be different than the typical active duty policy. Before registering for any courses, reserve members

should check with their local education services officer for specific information about the limits of their tuition assistance coverage.

If you are in the military and would like to learn more about DANTES, call (850) 452-1111 or visit <http://www.dantes.doded.mil>.

VA Benefits

Students using VA Benefits should enroll through the Veterans Advantage Option. Tuition is due at the time of registration unless benefits are paid directly to CSU. In order for CSU to process a registration for students utilizing VA/GI Bill benefits, all required forms must be submitted to VA and CSU. This helps ensure that benefits are paid in a timely manner. For information on the forms required to be submitted to VA, visit the Veterans Online Application Website (VONAPP) at <http://vabenefits.vba.va.gov/vonapp/main.asp>.

Most Commonly Required Forms

Form	Use
VA Form 22-1990	Application for Education Benefits
VA Form 22-5490	Application for Survivors and Dependents Educational Assistance
VA Form 22-1995	Application for Change of Program or Place of Training
VA Form 22-5495	Application for Change of Program or Place of Training, Survivors and Dependents Educational Assistance

In addition to the above listed forms, students that have been discharged also need to submit DD Form 214. If you have additional questions regarding VA/GI Bill benefits, please contact the CSU Admissions Department.

GoArmyEd

GoArmyEd is the Army's virtual gateway to request tuition assistance online for classroom, distance learning and eArmyU online college courses. CSU students can continue to receive upfront tuition assistance and enroll in CSU courses through the GoArmyEd portal at www.GoArmyEd.com.

CSU is proud to be a partner with the Army Continuing Education System (ACES) in supporting the educational goals of our soldiers. CSU is also an institutional member of the Service Members Opportunity College (SOC).

Students in the U.S. Army must register for all CSU courses through the GoArmyEd portal and may utilize the "Life Pace Learning" option by selecting a start date on any Wednesday that is at least ten days (30 days if overseas) from the date of enrollment. Students in the US Army who are utilizing Federal Student Aid must also enroll through the GoArmyEd portal and must select only CSU courses listed with start dates that match the Term Course Schedule. These courses are labeled "8-Week Term". In addition, such students must make certain to enroll only in the courses offered in the Term Track (A or

B) selected on their initial enrollments. In addition, students must remain on the same track throughout their programs.

Air University Associate-to-Baccalaureate Cooperative (AU-ABC)

CSU is proud to participate in the Air University Associate-to-Baccalaureate Cooperative (AU-ABC). This initiative allows Airmen to transfer 64 semester hours of the Community College of the Air Force (CCAF) degree into a bachelor's degree program. The accelerated program requires no more than 60 semester hours to complete a bachelor's degree with CSU and will be offered in a completely online format.

Financial Assistance

To participate in the AU-ABC program, registrants must be active duty Air Force, Air Force Reserve or Air National Guard. However, degree requirements can be completed after a member retires or separates from the service. For more information, including available degree programs, please visit the Air Force Virtual Education Center on the Air Force Portal.

Scholarships

At CSU, we recognize the importance of a quality education and are dedicated to helping you find a way to achieve your higher education goals.

Several scholarships are available such as:

- Robert G. Mayes Memorial Scholarship
- Hero Behind the Hero Scholarship
- Learning Partner Scholarship

Students should complete the online application for the scholarship he or she wishes to be considered for. Applying does not guarantee that a scholarship will be awarded. Scholarships have varying deadlines and application requirements. Actual award criteria are established annually based on the availability of scholarship funds. For detailed information concerning CSU Scholarships visit <http://www.columbiasouthern.edu/Tuition-Financing/Scholarships>.

CSU Partner Scholarships

Detailed information concerning CSU Partner Scholarships can be found at: <http://www.columbiasouthern.edu/Community/Partnerships/Scholarships>

We also encourage students to submit a Free Application for Financial Student Aid (FAFSA) to determine additional resources that may be available to help fund their education.

V. Academic Information

Academic Year

The federal student academic year is defined as at least 30 weeks of instructional time. Within the weeks of the academic year, a full-time student is expected to complete at least 24 semester hours. The CSU academic year, for Pell purposes, is 32 weeks, during which a full-time student completes 24 semester hours. CSU uses the following determination to calculate grade level for loan purposes:

First Year	0 to 24 semester hours
Second Year	25 to 48 semester hours
Third Year	49 to 72 semester hours
Fourth Year	73 or more semester hours

Degree Programs and Certificates

College of Arts and Sciences

- Associate of Arts in General Studies
- Bachelor of Science in Psychology

College of Business

- Associate of Science in Business
Note: AS, Business degree is not eligible for Federal Student Aid.
- Associate of Science in Health Information Science
Emphasis in
 - » *Track I, Medical Coding Emphasis*
 - » *Track II, General Curriculum Emphasis*
- Bachelor of Science in Business Administration
Concentrations in
 - » *General*
 - » *Finance*
 - » *Hospitality and Tourism*
 - » *Human Resource Management*
 - » *Information Technology*
 - » *International Management*
 - » *Management*
 - » *Marketing*
 - » *Project Management*
 - » *Sport Management*
- Bachelor of Science in Health Care Administration
Concentration in
 - » *Emergency Medical Services Management*
- Bachelor of Science in Human Resource Management
- Bachelor of Science in Organizational Leadership
- Master of Business Administration
- *Concentrations in*

- » *General*
- » *Finance*
- » *Health Care Management*
- » *Human Resource Management*
- » *Marketing*
- » *Project Management*
- » *Public Administration*

- Master of Science in Organizational Leadership
- Master of Public Administration
Concentrations in
 - » *General*
 - » *Criminal Justice Administration*
 - » *Emergency Services Management*
- Master of Public Health
Concentrations in
 - » *General*
 - » *Community Health Education*
- Doctor of Business Administration
 - » *Dissertation Option 1, Theoretical-Based Study*
 - » *Dissertation Option 2, Project-Based Study*

Certificate Options

Certificates are not eligible for Federal Student Aid.

- Undergraduate
 - » *Finance*
 - » *Hospitality and Tourism*
 - » *Human Resource Management*
 - » *International Management*
 - » *Management*
 - » *Marketing*
 - » *Project Management*
 - » *Sport Management*
- Graduate
 - » *Finance*
 - » *Health Care Management*
 - » *Human Resource Management*
 - » *Marketing*
 - » *Project Management*
 - » *Public Administration*

College of Safety and Emergency Services

- Associate of Science in Criminal Justice
- Associate of Science in Fire Science
- Associate of Science in Occupational Safety and Health
- Bachelor of Science in Criminal Justice Administration

ACADEMIC INFORMATION

Concentration in

» *Arson Investigation*

- Bachelor of Science in Emergency Medical Services Administration
- Bachelor of Science in Environmental Management
- Bachelor of Science in Fire Administration Concentration in
 - » *Fire Investigation*
- Bachelor of Science in Homeland Security
- Bachelor of Science in Information Systems Security Concentrations in
 - » *General*
 - » *Homeland Security*
- Bachelor of Science in Information Technology
- Bachelor of Science in Occupational Safety and Health Concentration in
 - » *Fire Science*
- Master of Science in Criminal Justice Administration
- Master of Science in Emergency Services Management
- Master of Science in Occupational Safety and Health Concentrations in
 - » *General*
 - » *Environmental Management*

Certificate Options

Certificates are not eligible for Federal Student Aid.

- Undergraduate
 - » Environmental Management
 - » Fire Science
 - » Information Technology
 - » Occupational Safety and Health
- Graduate
 - » Environmental Management
 - » Occupational Safety and Health

Completion of a degree program at Columbia Southern University does not guarantee that a graduate will meet all requirements and/or qualifications for employment at the international, national, state, or local level. Employment qualifications may also require that an applicant earn his or her degree from a university with specific programmatic or institutional accreditation. CSU is nationally accredited by the Distance Education Accrediting Commission. We encourage all students to research licensing and job requirements to insure that he or she will be prepared for their desired career path.

Courses

Course Enrollment

The Admissions Department assists the student through the process of enrolling in the first course(s) or term. Each time the student enrolls in a course, he or she is notified by email that the registration has been processed. Another email follows that contains online account information and instructions for accessing online courses. Within each online course, the student finds a detailed course syllabus that provides everything needed to begin course work.

Course Structure

CSU courses are developed by faculty and delivered to students through the Blackboard online learning management system. Students initiate access to their courses by entering an assigned individual user names and passwords. Entrance to the course automatically brings the student to the announcement page that contains important information from the professor. Courses contain a variety of educational components that support the learning outcomes and successful completion of the course material. In addition to the syllabus, typical instruction, and assignments, students are provided with resources and materials pertaining to course and exam expectations.

A navigation panel, which is in a fixed location on the left side of the course, provides direct structured access to all course components, instructional materials, exams, engagement tools, learning resources, and other related resources.

Course Professors

Each course is taught by a qualified faculty member. The student should direct all course and grade related questions to the course professor. From the navigation menu, students can access their professors' names and contact information. The preferred contact method for all CSU faculty is email. All other questions can be directed to the CSU Student Services Department at students@columbiasouthern.edu. Student Services works with students to identify their needs and collaborate with other departments as needed to provide solutions. This process provides a more convenient method of communication to allow flexibility of individuals' schedules.

Course Sequence

Even though students are not required to complete lower division (general education) courses before beginning upper-division (major) course requirements, it is recommended that core courses be completed in the sequence as they appear on the Comprehensive Degree Report that is provided to all students. Students are required to complete all prerequisite courses. For assistance and questions related to sequencing and prerequisites, students should contact their academic advisors.

Examinations and Grades

CSU courses are divided into eight units. Course requirements may include, but are not limited to, discussion board assignments, other assignments (papers, projects), quizzes, essay assessments, and a comprehensive assignment or proctored final exam. All assignments and assessments are open-book. Students receive progress reports for courses, including an email grade notification from the professor for each assignment. Students may view their grades through the online gradebooks and may also view their s and course information by visiting the student portal at mycsu.columbiasouthern.edu. Letter grades are assigned at the end of the course. The following scale is used to determine final course grades, which are recorded on the CSU transcript unless noted:

Grading

A	90-100
B	80-89
C	70-79
D	60-69
F	59-0

Points per credit hour

4.00 Quality Points
3.00 Quality Points
2.00 Quality Points
1.00 Quality Points
0.00 Quality Points

W	Withdrawn	0.00 Quality Points
W/F	Withdraw/Fail	0.00 Quality Points
I	Incomplete	0.00 Quality Points
IP	In Progress	0.00 Quality Points
R	Retake	0.00 Quality Points
*DN	Dropped for Non-Attendance	0.00 Quality Points
DP	Dropped from Course	0.00 Quality Points
*DC	Institutional Drop	0.00 Quality Points

*Not recorded on the CSU transcript.

Final course grades of W, I, IP, R, DN, DP, and DC do not generate quality points and are not normally included in the cumulative grade point average (GPA). However, grades of I and R are calculated to determine Satisfactory Academic Progress (SAP), which may impact federal student aid eligibility. An IP grade is assigned when a student is in the process of completing a course and does not indicate that the student has been granted additional time to complete course assignments.

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

Refer to the [Student Handbook](#) for detailed information regarding our complete Grading Policies.

Academic Integrity

Ethical conduct is foundational to a successful academic career at Columbia Southern University. Students, faculty, and staff must commit themselves to the highest standards of honesty, trust, fairness, respect, and responsibility. Therefore, any deviation of these standards is a breach of the ethics that ensure the quality of CSU's academic programs, and thus, is a violation of CSU's Academic Integrity Policy.

Refer to the [Student Handbook](#) for the complete Academic Integrity Policy.

Institutional Academic Progress Policy

Students are required to have a minimum cumulative GPA of 2.0 in undergraduate programs and a 3.0 in graduate programs. Academic standards of performance have been established to ensure satisfactory progress toward a degree. These performance standards form a basis for the following academic classifications:

- Good Standing
- Academic Probation
- Academic Suspension

Guidelines and procedures for placing students in the above classifications include:

Good Standing (Active)

A minimum cumulative GPA (2.0 for undergraduates and 3.0 for graduates) must be maintained to be in good standing.

Academic Probation

Upon the completion of a minimum of 12 semester hours, a student is placed on academic probation at any time

that his or her cumulative GPA drops below the required minimum.* A student remains on academic probation for 12 semester hours (four courses). While on academic probation, a student must demonstrate sustained satisfactory progress and develop an action plan for academic improvement, approved by their academic advisor, which may include referral to the Success Center. Students may be limited to enrolling in one course at a time until a cumulative GPA of 2.0 undergraduate/3.0 graduate is achieved. In addition, a student may be delayed from enrolling in the next course pending evaluation of academic progress.

Satisfactory progress requires that a student either raise the cumulative GPA to an acceptable level, or make progress toward earning the acceptable GPA during the probationary period, as detailed below.

The student is removed from probation and placed in good standing if the cumulative GPA threshold (2.0 or higher undergraduate/3.0 or higher graduate) is achieved after completing the required 12 semester hours required during the probationary period. If the student does not raise the cumulative GPA to good standing, the student is placed on suspension. Please refer to the Academic Suspension section of this policy for details.

If the GPA for the probationary period is 2.5 or higher for undergraduates or 3.5 or higher for graduates, but the student does not raise the cumulative GPA to the minimum 2.0 or higher for undergraduates or 3.0 or higher for graduates, a secondary probation period may begin.

**Note: A student who shows substandard academic progress in their first 12 semester hours may be academically dismissed without a probationary period. See the Academic Dismissal section of this policy for details.*

Academic Suspension

Should the probationary student fail to demonstrate satisfactory progress, he or she will be academically suspended for a period no less than 10 weeks (LifePace Learning) or one term (Term and Veterans Advantage). A student may request reinstatement after the suspension period has expired. If a second suspension occurs, the student is suspended for a period of at least six months before they are eligible to request re-instatement. If a third suspension occurs, the student must wait a minimum of one calendar year before requesting reinstatement.

Requests for reinstatement are made to the Registrar no later than one month prior to the desired enrollment period. Reinstatement following academic suspension is determined by the Reinstatement Committee and is not automatic.

Students who enroll in other colleges or universities while on academic suspension from CSU are not eligible for reinstatement to CSU until the cumulative grade point average from these other colleges and universities is 2.0 or higher for undergraduate or 3.0 or higher for graduate.

Once reinstated, the student returns to probational status for a period of 12 semester hours. The student is expected to demonstrate academic progress while on probation.

Academic Dismissal

Columbia Southern University reserves the right to dismiss students whose academic progress is substandard. Factors considered will include, but are not limited to, the number of failing grades, past academic performance, the number of withdrawn courses, and the probability of achieving satisfactory academic standing within a reasonable time frame. Students are subject to academic dismissal (without a probationary period) from the program for a full calendar year if their GPA falls below 1.0 or if they withdraw from the majority of courses within the last 12 semester hours.

Appeal or reinstatement from academic dismissal shall be made to the Appeals Board through the Office of the Registrar.

Note: Students enrolled in the DBA program should refer to the DBA Institutional Academic Progress Policy.

Inactive Status

Students who do not submit any coursework within a 12-month period are considered inactive and any tuition being held by the University will be forfeited. Students desiring to return to their studies must be reevaluated and are subject to any changed academic requirements, tuition increases, and policy changes in force at the time of re-enrollment. The student is assessed a \$25 reevaluation fee.

Note: This policy does not apply to students enrolled in the DBA program. DBA students are required to maintain continuous enrollment, as outlined in the DBA Continuous Enrollment Policy.

Graduation Requirements Policy

Students must successfully complete all degree requirements with passing grades, meet the minimum GPA requirements, meet all financial obligations to the institution, have all official transcripts on file and apply for graduation by submitting a Petition for Graduation. Students who use Federal Student Aid to cover any portion of tuition are also required to complete Direct Loan Exit Counseling.

Undergraduate Requirements

Students enrolled in undergraduate programs must complete a minimum of sixty (60) semester hours in the associate's program and 120 semester hours in the bachelor's program. At least 25 percent of the courses that comprise the program must be completed with CSU, which is a minimum of 15 semester hours (5 courses) in an associate's program and a minimum of 30 semester hours (10 courses) in a bachelor's program. Bachelor's seeking students must also complete 36 upper-division semester hours (3000-4000 level). Students must also maintain a 2.0 cumulative GPA to be eligible for graduation. Though a grade of "D" is considered passing, students may be required to repeat a course in which a "D" is earned if the grade results in a substandard cumulative GPA.

Graduate Requirements

Students enrolled in a master's program must complete a minimum of 36 semester hours. At least 50 percent of the courses that comprise the program must be

completed with CSU, which is 18 semester hours (6 courses). Grades below a "C" are not considered passing in the graduate program, consequently, students may be required to repeat a course in which a "C" is earned if this grade results in a substandard cumulative GPA.

Graduation with Honors

Students enrolled in baccalaureate degree programs who achieve high level of academic achievement may qualify for honors if certain criteria is met. Honors are noted both on the students' diplomas and transcripts.

Types of Honors

Cum laude signifies a high level of academic achievement in a baccalaureate degree program and is translated as graduation with praise. This honor requires a 3.5 – 3.79 cumulative GPA.

Magna cum laude signifies a very high level of academic achievement in a baccalaureate degree program and is translated as graduation with great praise. This honor requires a 3.8 – 3.99 cumulative GPA.

Summa cum laude signifies the highest level of academic achievement in a baccalaureate degree program and is translated as graduation with great praise. This honor requires a 4.0 cumulative GPA.

Qualifying for Honors

Graduating with honors is a tribute that recognizes academic achievement and represents a student's academic experience. A cumulative "honors GPA" is calculated by combining all coursework attempted at CSU. Students must have no grade lower than a "C", must have no record of academic integrity violation, and must not have repeated any course taken at CSU due to non-satisfactory grades. Honors designation is only awarded for bachelor degree programs.

Letter of Pending Graduation

Students who need to verify that they have graduated or are scheduled to graduate due to an upcoming promotion board, school admission, or other work-related circumstance may request a Pending Graduation Letter from the Office of the Registrar by submitting the request to Registrar@columbiasouthern.edu or 1.800.977.8449 ext. 6526.

Note: Students enrolled in the DBA program should refer to the DBA Graduation Requirements Policy.

Petition for Graduation

Students within 12 hours of satisfying program requirements are encouraged to file a Petition for Graduation form. By submission, an official audit of the student record is performed. The audit reviews several facets of the student record including, but not limited to, degree credits earned, financial standing, and official transcript record.

A transcript bearing the University seal and signature of the registrar is the official copy of your permanent academic record. A transcript will be provided to you

at the time of graduation. Additional transcripts may be obtained by written request to the university.

Refer to the Student Handbook for a list of degree conferral dates.

Note: Students enrolled in the DBA program should refer to the DBA Graduation Requirements Policy.

Diploma

The diploma is mailed directly to the address provided on the Petition for Graduation Form. This normally takes approximately five to six weeks after submitting the Petition for Graduation and the graduation fee. An official transcript is mailed shortly after the student has received notification that they have passed the graduation audit.

Commencement Ceremony

Each year CSU hosts a commencement ceremony for those graduates who have completed their programs. CSU encourages all graduates to attend the commencement exercise and accompanying activities. There is a fee for the ceremony and an additional fee for regalia (cap, gown, and tassel). Since the ceremony fee varies from year to year, students should visit the CSU website for pricing information. Travel arrangements and accommodations are the responsibility of the student.

Requesting a Transcript

Once a student has completed the first three-credit hour course, and course tuition has been received, the student may request an official CSU transcript. Only transfer credit submitted to the University via official documents is included on the CSU transcript. Unofficial transfer credit is not notated on the CSU transcript. A CSU transcript may be requested by using the Official Transcript Request form. A transcript processing fee applies. Please allow 7-10 business days for processing. The record is mailed as a sealed official transcript to the institution or person indicated on the [Official Transcript Request form](#). An unofficial transcript may be emailed or faxed if indicated on the request form. Please note, the transcript processing fee only applies to the official transcript.

Academic Program

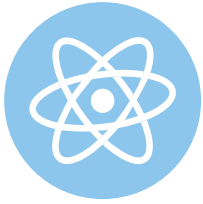
Improvement Policy

Columbia Southern University (CSU) is committed to provide students program options that will prepare them to enter the workforce in a discipline of interest. The University regularly reviews academic programs (courses, concentrations, certificates or full degree programs) and considers those which will meet the needs of CSU students and the workforce. As a result of this comprehensive review, decisions sometime result in an improvement or discontinuation of the academic program.

Once a new program or improvements to an existing program have been approved, the New Program Launch Committee (NPLC) shall convene to discuss the communication plan. The NPLC is responsible for the notification to enrolled and prospective students of any plan to modify its programs. Changes to CSU programs will be relayed using approved University communication mediums.

Teach-Out Plan

The purpose of a teach-out plan is to provide eligible students who are enrolled in CSU programs scheduled for discontinuation the opportunity to complete the program before it is no longer available for enrollment registration. When a program is discontinued, a teach-out plan is administered to ensure eligible students receive the information and support services needed to complete the program within the established parameters of the teach-out plan. Eligible students are those who are actively enrolled or registered in the program scheduled for discontinuation. The Office of the Registrar will notify students via email who are actively enrolled or registered in the program and include a reasonable registration schedule that will allow students to complete the program requirements before the program is no longer available for enrollment registration. This notification will include active students who may need to repeat program requirements. Students who are readmitted will be required to choose a different program upon readmission. Students who do not respond to the teach-out notification may be required to change programs once the program is discontinued.



VII. College of Arts & Sciences

General Education

The General Education Curriculum ensures that all students acquire the intellectual skills and knowledge that not only enable them to succeed in their academic endeavors, but also prepare them for the challenges and opportunities in a knowledge, information-based global society.

General Education Competencies

Communication

Uses oral and written communication skills effectively, resulting in the use of standard English to present original thought; utilizes verbal and non-verbal responses; organizes and presents material to specific audiences; and persuades in one-to-one and one-to-many idea exchanges.

Students competent in communication skills demonstrate the ability to respond in a clear and concise manner; use a variety of communication methods to inform and persuade different audiences; and exhibit proficient and effective use of the English language.

Critical Thinking

Applies higher order analytic and creative cognitive processes to arrive at reasoned and supportable conclusions; synthesizes and applies knowledge within and across courses and disciplines; and develops creative solutions.

Students competent in critical thinking demonstrate the ability to process ideas and thoughts; develop evidence-based arguments; and explore problems through specific and aligned procedures in order to reach sound conclusions expressed in a concise and organized format.

Information Literacy and Technology

Locates, identifies, collects, organizes, analyzes, and interprets data to make sound decisions; and utilizes information and technology to solve a variety of problems for academic, professional, and personal purposes.

Students competent in information literacy and technology demonstrate the ability to collect and analyze data; interpret results to create solutions for problems; evaluate the reliability of information, and make sound decisions through the use of technology.

Mathematics and Science

Applies mathematical techniques to problem solving; identifies differences among scientific ideas related to the history or nature of science, such as ethics, values, and public policies; and identifies relationships between science and technology.

Students competent in mathematical and scientific processes demonstrate the application of quantitative reasoning skills in the context of various disciplines; the ability to interpret and apply mathematical and scientific theory and equations to appropriate problems; and the ability to utilize graphs, charts, and data to make evidence-based decisions.

Social and Cultural Awareness

Discerns social and cultural responsibility as represented by ethical engagement within academic, local, regional, state, and international communities.

Students competent in social and cultural awareness exhibit ethical awareness in various disciplines; demonstrate appreciation for diverse cultures and competing perspectives; and evaluate differences and commonalities among social and cultural practices.

General Education Curriculum

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

Be sure to visit <http://www.columbiasouthern.edu/Degree/GS-Courses> for the most current list of available courses.

Course	Title	Semester Hours
Humanities and Fine Arts		
AL 2000	American Literature I	3
AL 2010	American Literature II	3
ART 1301	Art Appreciation I	3
ART 1302	Art Appreciation II	3
PHL 1010	Critical Thinking	3
PHL 2350	Philosophies of World Religions	3
SP 1010	Fundamentals of Speech Communication	3
Social and Behavioral Sciences		
BBA 2401	Principles of Macroeconomics	3
BBA 2501	Principles of Microeconomics	3
PS 1010	American Government	3
PS 2000	Introduction to Political Science	3

PS 2010	American State and Local Politics	3
PSY 1010	General Psychology	3
SOC 1010	Introduction to Sociology	3
SOC 2010	Cultural Geography	3

Natural Sciences

BIO 1030	General Biology I	3
BIO 1040	General Biology II	3
BIO 1100	Non-Majors Biology	3
BIO 1302	Ecology and the Environment	3
CHM 1030	General Chemistry I	3
CHM 1040	General Chemistry II	3
ES 1010	Earth Science	3
PHS 1110	Principles of Classical Physical Science	3
PHS 1120	Principles of Modern Physical Science	3

Mathematics

MAT 1301	Liberal Arts Math	3
MAT 1302	Algebra I	3
MAT 1303	Algebra II	3
MAT 1304	Finite Math	3
MAT 2302	Pre-Calculus	3
MAT 2303	Calculus	3

History

HY 1010	Western Civilization I	3
HY 1020	Western Civilization II	3
HY 1110	American History I	3
HY 1120	American History II	3
HY 2000	American Military History I	3
HY 2020	American Military History II	3

English Composition

EH 1010	English Composition I	3
EH 1020	English Composition II	3

Associate of Arts in General Studies

Total Program Requirements.....	60
General Education Requirements.....	36
Electives.....	24

The Associate of Arts in General Studies degree program provides students with a foundation in the arts and sciences. Students explore various subjects and acquire general knowledge with application to the professions or baccalaureate study.

Upon completion of the program, students should be able to do the following:

1. Apply the methods of specific quantitative and qualitative disciplines to the analysis of problems, information, and interpretation.
2. Analyze the individual's role in different communities, including local, national, and global communities.

3. Communicate in genre appropriate to purpose and audience.
4. Evaluate evidence to construct creative and well-reasoned arguments or problem-solving strategies.

Note: This program is not eligible for Federal Student Aid.

General Education Requirements 36

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements in each area below.

Humanities and Fine Arts	9
Social and Behavioral Sciences	6
Natural Sciences	6
Mathematics.....	3
History.....	6
English Composition	6

Electives 24

Students may select electives from courses not used to meet other requirements.

Bachelor of Science in Psychology

Total Program Requirements.....	120
General Education Requirements.....	36
Major Requirements	33
Electives.....	51

The Bachelor of Science in Psychology degree program provides theoretical coverage in the science of psychology while introducing critical skills necessary to function proficiently in applied service provision settings. The degree program provides a general survey of psychology and builds upon an integrated foundation of general and applied science, research methods, technical writing, and human relations and development.

Upon completion of the program, students should be able to do the following:

1. Integrate individual perspective with psychological concepts and theories in written work.
2. Apply psychological concepts, theories, and appropriate tests and measures to real-world cases and situations.
3. Critique scholarly articles from peer-reviewed Psychology journals with regard to strengths and weaknesses of research design, content, and generalizability.
4. Analyze aspects of ethics and multicultural diversity as they relate to practice in the psychological profession.

General Education Requirements 36

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements in each area below.

Humanities and Fine Arts	6
Social and Behavioral Sciences	9
Natural Sciences	6
Mathematics	3
<i>MAT 1302, Algebra I or higher is required.</i>	
History.....	6
English Composition	6

Major Requirements 33

Major Requirements—Group A 18

Course	Title	Semester Hours
EH 3341	Technical Writing	3
PSY 1010	General Psychology	3
PSY 2010	Abnormal Psychology	3
PSY 3019	History and Systems of Psychology	3
PSY 3350	Theories of Personality	3
PSY 4501	Research Methods in Psychology	3

Major Requirements—Group B Social, Cognitive, Developmental, and Experimental Psychology..... 6

Select 2 courses from the following.		
PSY 3140	Social Psychology	3
PSY 3150	Developmental Psychology	3
PSY 4021	Physiological Psychology	3
PSY 4460	Cognitive Psychology	3

Major Requirements—Group C Applied Psychology..... 9

Select 3 courses from the following.		
PSY 3380	Psychology of Learning	3
PSY 3505	Psychology of Adjustment	3
PSY 4560	Psychological Assessment	3
PSY 4620	Health Psychology	3
PSY 4680	Industrial Organizational Psychology	3

Electives 51

Students may select electives from courses not used to meet other requirements. Students must take into consideration the 36-semester hour upper-division requirement when selecting courses.

Students Seeking Entrance into a Future Master's Program

Many students enroll in an undergraduate degree in psychology with the intent of pursuing a career as a licensed counselor or social worker. Licensure is required for these careers with an advanced degree usually necessary to become licensure-eligible. In these cases, the undergraduate degree in psychology serves as a preparatory step toward earning an advanced degree in a psychology-related field of study. CSU does not offer an advanced degree in psychology. Therefore, students considering this educational path must continue their studies at another institution upon completion of the undergraduate degree at CSU.

In order to ensure that the CSU degree program will qualify for entrance into the desired graduate program, CSU recommends consultation with any institutions in which a student may desire to transfer as well as a review of its state requirements. To determine the best option, each student is encouraged to speak with his or her Academic Advisor.

Students interested in continuing into a master's program in psychology are encouraged to take the following recommended electives:

MAT 2301	Elementary Statistics	3
MAT 2302	Pre-Calculus	3



VIII. College of Business

Associate of Science in Business

Total Program Requirements	60
General Education Requirements.....	21
Major Requirements	18
Electives.....	21

The Associate of Science in Business degree program provides students the general education, business, and workplace skills necessary for success. This program prepares graduates for entry-level business management positions and promotes expansion of the skills and knowledge of individuals currently employed. Students learn and apply foundational managerial concepts and theories in a practical fashion, which prepare graduates for advanced business studies.

Upon completion of the program, students should be able to do the following:

1. Demonstrate interpersonal skills through effective written communications such as business reports and virtual connections.
2. Evaluate different leadership styles.
3. Analyze ethical issues in business practices.
4. Prepare financial cost analysis of business processes.

General Education Requirements 21

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements in each area below.

Humanities and Fine Arts	6
Social and Behavioral Sciences / History	3
Natural Sciences	6
Mathematics	3
English Composition	3

Major Requirements 18

Select 6 courses from the following.

Course	Title	Semester Hours
BBA 2010	Introduction to Business	3
BBA 2150	Business Mathematics	3
BBA 2201	Principles of Accounting I	3
BBA 2401	Principles of Macroeconomics	3
BBA 3201	Principles of Marketing	3
BBA 3210	Business Law	3
BBA 3221	Sales Management	3
BBA 3301	Financial Management	3
BBA 3551	Information Systems Management	3
BBA 3602	Principles of Management	3
BBA 3651	Leadership	3

BHR 3352	Human Resource Management	3
BHR 4680	Training and Development	3
MAR 3271	Advertising	3

Electives 21

Students may select electives from courses not used to meet other requirements.

Associate of Science in Health Information Science

Total Program Requirements	60
General Education Requirements.....	21
Major Requirements	18
Track I or Track II.	21

The Associate of Science in Health Information Science degree program is an entry-level program designed to provide students foundational knowledge in the field of health information science. The program offers a medical coding track that prepares students to become proficient medical billers and coders by providing the latest information related to medical coding, medical chart auditing, and insurance reimbursement. The program also offers a general curriculum track that prepares students to become skilled healthcare paraprofessionals who work with sensitive healthcare information in an increasingly complex digital environment.

Upon completion of the program, students should be able to do the following:

Track I – Medical Coding Emphasis

Designed to prepare students to become proficient medical billers and coders by providing the latest information related to medical coding, medical chart auditing, and insurance reimbursement.

1. Correlate knowledge of medical terminology, anatomy, physiology, pathophysiology and basic pharmacology to perform medical coding and insurance reimbursement tasks.
2. Accurately code diagnoses and medical procedures using ICD-10-CM, ICD-10-PCS, and PCT standards and guidelines.
3. Demonstrate computer literacy skills in managing health information, paper, and electronic medical claims.
4. Apply medicolegal principles when working with protected health information and legal and ethical standards as they relate to the medical profession.

Track II – General Curriculum Emphasis

Designed for students to meet their specific educational goals and enhance their career opportunities.

1. Demonstrate ethical and legal standards in working with protected health information.
2. Explain health information management technology.
3. Practice using health information management technology to compose and maintain medical records.
4. Conduct an information technology needs assessment of a healthcare organizational unit.

General Education Requirements 21

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements in each area below.

Humanities and Fine Arts	6
Social and Behavioral Sciences / History	3
Natural Sciences	6
Mathematics	3
English Composition	3

Major Requirements 18

Course	Title	Semester Hours
HCA 1301	Basic Medical Terminology	3
HTH 1301	Medical Law & Ethics	3
HTH 1304	Health Information Technology and Systems	3
HTH 2304	Introduction to Health Information	3
HTH 2305	Health Information Documentation Management	3
HTH 2306	Medical Linguistics & Anatomy	3

Tracks 21

Students must select one of the following tracks.

Track I - Medical Coding Emphasis

Course	Title	Semester Hours
HTH 1305	Pharmacology	3
HTH 1306	Introduction to Health Care Statistics	3
HTH 2303	Pathophysiology	3
HTH 2307	ICD-10-CM	3
HTH 2308	Introduction to ICD-10-PCS	3
HTH 2309	Reimbursement Methodologies	3
HTH 2310	Introduction to Current Procedural Terminology	3

Track II - General Curriculum

To satisfy the general curriculum track requirements, students may select any courses not used to meet other program requirements.

The University makes no representation, promise, or guarantee that completion of this program assures passage of any certification examination, acceptance by any state board, or that this program is designed to prepare graduates for employment in any state. Prospective and current students, as well as graduates, are responsible for researching and understanding all

examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

Bachelor of Science in Business Administration

Total Program Requirements	120
General Education Requirements.....	36
Major Requirements.....	36
Electives.....	36
Concentration	12

The Bachelor of Science in Business Administration (BSBA) degree equips graduates with a knowledge of business theories, policies, and procedures that prepares them to assume a responsible position within the world of business. In addition to fundamental business and management procedures, graduates also acquire skills in decision-making, problem solving, and leadership.

The BSBA degree program offers several concentrations that enable students to tailor degree programs to meet their needs.

Upon completion of the program, students should be able to do the following:

1. Apply managerial decision making through utilizing best practices in business.
2. Interpret business concepts, principles, and financial strategies.
3. Examine the effects of globalization on their work environment.
4. Analyze financial statements.

General Education Requirements 36

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements in each area below.

Humanities and Fine Arts	6
Social and Behavioral Sciences	9
Natural Sciences	6
Mathematics.....	3
History.....	6
English Composition	6

Major Requirements 36

Major Requirements—Group A 30

Course	Title	Semester Hours
BBA 2010	Introduction to Business	3
BBA 2201	Principles of Accounting I	3
BBA 3201	Principles of Marketing	3
BBA 3210	Business Law	3
BBA 3301	Financial Management	3
BBA 3551	Information Systems Management	3
BBA 3651	Leadership	3
BBA 4751	Business Ethics	3
BBA 4951	Business Policy and Strategy	3
BHR 3352	Human Resource Management	3

Major Requirements—Group B 6

The following courses are recommended as options to satisfy the Group B Major Requirements for this degree program.

Course	Title	Semester Hours
BBA 3221	Sales Management	3
BBA 3602	Principles of Management	3
BBA 3826	Managerial Decision Making	3
BBA 4226	Risk Management	3
BBA 4426	International Management	3
BBA 4851	Production Management	3

Electives 36

Students may select electives from courses not used to meet other requirements.

Students must take into consideration the 36 semester hour upper-division requirement when selecting courses. Each student is encouraged to speak with his or her Academic Advisor for more information.

Concentration 12

Concentrations enable students to specialize in a related area in addition to a major area of study. The concentration completed by the student is listed on the graduation diploma. For example, if a student completes a marketing concentration, the diploma would indicate that he or she earned a Bachelor of Science in Business Administration with a concentration in Marketing.

Concentrations for this degree are as follows: General; Finance; Hospitality and Tourism; Human Resource Management; Information Technology; International Management; Management; Marketing; Project Management; and Sport Management.

General Concentration 12

Designed for students to meet their specific educational goals and enhance their career opportunities.

To satisfy the General concentration requirements, students may select any four undergraduate courses not used to meet other program requirements.

Finance Concentration 12

Prepares students to make managerial decisions to assist organizations in obtaining, administering, and managing funds.

Select 4 courses from the following.

Course	Title	Semester Hours
BBA 2301	Principles of Accounting II	3
BBA 2501	Principles of Microeconomics	3
BBA 4201	Financial Institutions	3
BBA 4301	International Finance	3
BBA 4351	International Economics	3
BBA 4446	International Legal Operations	3
BBA 4653	International Trade	3

Hospitality and Tourism Concentration 12

Prepares students for professions within the wide array of hospitality and tourism, including lodging, food service, tourism, and recreation related industries.

This concentration is designed for both individuals seeking entry into the hospitality and tourism profession and

those currently in the hospitality and tourism industry who are seeking to enhance their skills and ability to advance into supervisory or management positions.

Select 4 courses from the following.

Course	Title	Semester Hours
BHM 3010	Introduction to Hospitality	3
BHM 3020	Introduction to Tourism	3
BHM 3890	Accounting for Hospitality and Tourism	3
BHM 4100	Facilities Management and Design in Hospitality and Tourism	3
BHM 4300	Legal Aspects of Hospitality & Tourism	3
BHM 4400	Resort Management & Operations	3
BHM 4680	Marketing for Hospitality and Tourism	3

Human Resource Management Concentration 12

Equips students with the skills, knowledge and competencies required to perform sound human resource management practices effectively. This knowledge of human resource management systems is needed to maximize the efforts of organizational effectiveness, and improve productivity while reducing risk to the organization

Select 4 courses from the following.

Course	Title	Semester Hours
BBA 2551	Intercultural Management	3
BHR 3301	Compensation and Benefits	3
BHR 3551	Human Relations and Development	3
BHR 3565	Employment Law	3
BHR 4350	Collective Bargaining	3
BHR 4501	International Human Resource Management	3
BHR 4601	Staffing Organizations	3

Information Technology Concentration 12

Focuses on the acquisition of theory and technical competencies associated with the information technology profession and provides fundamental knowledge and application in information technology.

Select 4 courses from the following.

Course	Title	Semester Hours
ITC 3001	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

International Management Concentration 12

Equips students to meet the business challenges of global competition and foreign markets by focusing on those global imperatives that affect how successful businesses operate. Emphasizes the development of leadership, decision-making skills, and key aspects of international management.

Select 4 courses from the following.

Course	Title	Semester Hours
BBA 2551	Intercultural Management	3
BBA 4301	International Finance	3

COLLEGE OF BUSINESS

BBA 4351	International Economics	3
BBA 4426	International Management	3
BBA 4446	International Legal Operations	3
BBA 4653	International Trade	3
BHR 4501	International Human Resource Management	3

Management Concentration 12

Provides students with the knowledge and skills necessary to function effectively in management positions. Emphasizes the development of leadership, decision-making skills, and key aspects of management. Students are exposed to a broad foundation of business communications in the field of management studies.

Select 4 courses from the following.

Course	Title	Semester Hours
BBA 2026	Organizational Communications	3
BBA 3451	Organizational Theory and Behavior	3
BBA 3826	Managerial Decision Making	3
BBA 4126	Project Planning	3
BBA 4426	International Management	3
BBA 4851	Production Management	3
BHR 4601	Staffing Organizations	3

Marketing Concentration 12

Provides the avenue for students to develop the knowledge, analytical skills, and creativity needed to project consumer needs, translate those needs into products and services, and sell their products for a profit in the ever-changing, contemporary, global economy.

Select 4 courses from the following.

Course	Title	Semester Hours
BHR 3565	Employment Law	3
MAR 2251	Internet Marketing Principles	3
MAR 3211	Consumer Behavior	3
MAR 3231	Marketing Research	3
MAR 3271	Advertising	3
MAR 4610	Strategic Marketing	3
MAR 4625	Direct Marketing	3

Project Management Concentration 12

Designed for professionals who seek to enhance their ability to motivate people, integrate complex projects, and achieve cost-effective results. The concentration also refines a student's commitment to personal values and moral excellence as well as professional competence.

Select 4 courses from the following.

Course	Title	Semester Hours
BBA 2026	Organizational Communication	3
BBA 2926	Introduction to Project Management	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 and Contract Management	3

Sport Management Concentration 12

Provides students with the skills and knowledge necessary to succeed in sport management. Career opportunities include sport

facilities managers, sport information directors, sport front office administrators, and sport communication relations directors.

Select 4 courses from the following.

Course	Title	Semester Hours
BSM 2701	Sociology of Sport	3
BSM 2801	Sport Marketing	3
BSM 3901	Sport Fundraising	3
BSM 4001	Sport Facilities	3
BSM 4101	Sport Administration	3
BSM 4201	Sport Financing	3
BSM 4301	Sport Legal Liability and Risk Management	3

Bachelor of Science in Health Care Administration

Total Program Requirements	120
General Education Requirements	36
Major Requirements	36
Electives.....	36-48
Concentration	12

The Bachelor of Science in Health Care Administration degree program prepares students for entry-level leadership roles in health care. Emphasis is placed on building strong communication skills and organizational competence in managing and developing professional standards, procedures, and policies for various institutional healthcare activities. The degree program offers a broad administrative, educational foundation for individuals who are just entering the field as well as those who are currently working in the field.

This program of study offers an Emergency Medical Services (EMS) Management concentration.

Upon completion of the program, students should be able to do the following:

1. Analyze the ethics of professional standards in healthcare organizations.
2. Evaluate the management of a healthcare organization's strategic goals.
3. Assess the impact of leadership styles within the healthcare system.
4. Apply business principles to the healthcare environment.

General Education Requirements 36

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements in each area below.

Humanities and Fine Arts	6
Social and Behavioral Sciences	9
Natural Sciences	6
Mathematics.....	3
History.....	6
English Composition	6

Major Requirements 36

Course	Title	Semester Hours
Major Requirements—Group A 30		
BBA 2201	Principles of Accounting I	3
BBA 3201	Principles of Marketing	3
BBA 3551	Information Systems Management	3
BHA 3002	Health Care Management	3
BHA 3501	Community Health	3
BHA 3801	Critical Issues in Health Care	3
BHA 4053	Financial Management in Health Care Organizations	3
BHA 4201	Health Care Law	3
BHR 3352	Human Resource Management	3
HCA 4320	Development and Strategic Planning in Health Care	3

Major Requirements—Group B..... 6

The following courses are recommended as options to satisfy the Group B Major Requirements for this degree program.

BBA 3651	Leadership	3
BHA 3202	Standards for Health Care Staff	3
BHA 3401	Health Unit Coordination	3
BHA 4001	Budgeting in Health Care	3
BHA 4101	Quantitative Methods for Health Care	3

Electives 36-48

Students may select electives from courses not used to meet other requirements. If a concentration is completed, only 36 semester hours of electives are required.

Students must take into consideration the 36 semester hour upper-division requirement when selecting courses. Each student is encouraged to speak with his or her Academic Advisor for more information.

Concentration 12

Emergency Medical Services (EMS) Management Concentration 12

Prepares students for the growing field of emergency medical services through academics, research, and leadership. Designed for EMT's, firefighters, first responders, or any other emergency personnel that wishes to expand their knowledge and skills related to the field of emergency medical services.

Students who complete this concentration will be able to pursue leadership roles in professions aligned to health care. The curricula and coursework are clearly defined and challenging, focusing on principles of management, emergency response operations, and the planning and preparedness of emergency situations. Courses in this program encompass emergency management and preparedness, public health, public safety, injury prevention, legal, political and regulatory issues, and public health emergencies.

Course	Title	Semester Hours
EMS 3301	EMS Management	3
EMS 3302	EMS Planning and Development	3
EMS 4303	Legal, Political, and Regulatory Environment in Emergency Medical Service Systems	3
EMS 4306	EMS Roles During Emergencies and Disasters	3

Bachelor of Science in Human Resource Management

Total Program Requirements	120
General Education Requirements	36
Major Requirements	36
Electives.....	48

The Bachelor of Science in Human Resource Management degree program prepares graduates to become influential business leaders, equipped with the ability to identify, analyze, and solve complex human resource and management issues.

This program of study includes instruction on the development and implementation of organizational policies and guidelines that create a transformational work environment.

CSU undergraduate degrees in HRM align with SHRM's HR Curriculum Guidebook and Templates.

Upon completion of the program, students should be able to do the following:

1. Demonstrate best practices in human resources disciplines and functions.
2. Evaluate leadership and organizational performance.
3. Evaluate workplace behavior according to human resources industry standards.
4. Demonstrate the ability to apply governmental and organizational policies in the human resources role.

General Education Requirements 36

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements in each area below.

Humanities and Fine Arts	6
Social and Behavioral Sciences	9
Natural Sciences	6
Mathematics.....	3
History.....	6
English Composition	6

Major Requirements 36

Major Requirements—Group A 30

Course	Title	Semester Hours
BBA 2026	Organizational Communication	3
BBA 2551	Intercultural Management	3
BBA 3551	Information Systems Management	3
BBA 3602	Principles of Management	3
BBA 3651	Leadership	3
BHR 3301	Compensation and Benefits	3
BHR 3352	Human Resource Management	3
BHR 3565	Employment Law	3
BHR 4350	Collective Bargaining	3
BHR 4680	Training and Development	3

Major Requirements—Group B..... 6

The following courses are recommended as options to satisfy the Group B Major Requirements for this degree program.

BBA 4951	Business Policy and Strategy	3
BHR 3551	Human Relations and Development	3
BHR 4501	International Human Resource Management	3
BHR 4601	Staffing Organizations	3

Electives 48

Students may select electives from courses not used to meet other requirements.

Students must take into consideration the 36 semester hour upper-division requirement when selecting courses. Each student is encouraged to speak with his or her Academic Advisor for more information.

Bachelor of Science in Organizational Leadership

<i>Total Program Requirements</i>	120
General Education Requirements	36
Major Requirements	36
Electives	48

The Bachelor of Science in Organizational Leadership degree program provides students the methods and skills necessary to maximize human capital in organizations, to develop individual and interpersonal skills for achieving successful organizational goals, to enhance positive organizational change, and to foster lifelong learning and continuous growth.

The program of study includes organizational behavior, business ethics, team building, creative thinking, organizational psychology, negotiation/conflict resolution, and business policy and strategy. Students completing this program will acquire the fundamental leadership concepts applicable in both profit and not-for-profit organizations.

Upon completion of the program, students should be able to do the following:

1. Explain the significance of workforce training and programs relating to job assessment and evaluation.
2. Analyze organizational relationships to improve performance.
3. Evaluate the application of organizational culture to the different theories of employee motivation within the workforce.
4. Analyze the role of leadership in effective practices for leading people and business processes.

General Education Requirements 36

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements in each area below.

Humanities and Fine Arts	6
Social and Behavioral Sciences	9
Natural Sciences	6
Mathematics.....	3
History.....	6
English Composition	6

Major Requirements 36

Major Requirements—Group A 30

Course	Title	Semester Hours
BBA 3210	Business Law	3
BBA 3451	Organizational Theory and Behavior	3
BBA 4751	Business Ethics	3
BBA 4951	Business Policy and Strategy	3
BSL 4000	Managing Diversity in Organizations	3
BSL 4040	Communication Skills for Leaders	3
BSL 4060	Team Building and Leadership	3
BSL 4160	Negotiation/Conflict Resolution	3
PSY 3140	Social Psychology	3
PSY 4680	Industrial Organizational Psychology	3

Major Requirements—Group B 6

The following courses are recommended as options to satisfy the Group B Major Requirements for this degree program.

BBA 3201	Principles of Marketing	3
BBA 3301	Financial Management	3
BBA 3551	Information Systems Management	3
BBA 3651	Leadership	3
BBA 4426	International Management	3
BBA 4851	Production Management	3
BHR 4680	Training and Development	3
BSL 4080	Creative Thinking and Problem Solving	3

Electives 48

Students may select electives from courses not used to meet other requirements.

Students must take into consideration the 36 semester hour upper-division requirement when selecting courses. Each student is encouraged to speak with his or her Academic Advisor for more information.

Master of Business Administration

<i>Total Program Requirements</i>	36
Major Requirements	24
Concentration	12

The Master of Business Administration (MBA) degree program focuses on relevant business concepts, application of business research skills, and job-related behaviors critical for success in today's competitive environment.

The MBA program provides the training and expertise needed to gain an edge in an ever-evolving business climate. Courses

in the MBA program integrate strategies and theories aligned with organizational operations and business structures.

The MBA degree program offers several concentrations that enable students to tailor degree programs to meet their needs.

Upon completion of the program, students should be able to do the following:

1. Explain how key international factors affect business.
2. Apply the various theories and methods associated with employee motivation and morale.
3. Analyze processes that influence the control and management of organizations.
4. Evaluate the concepts of professional integrity.

Major Requirements 24

Course	Title	Semester Hours
MBA 5101	Strategic Management & Business Policy	3
MBA 5401	Management Information Systems	3
MBA 5501	Advanced Marketing	3
MBA 5652	Research Methods	3
MBA 6001	Organizational Research and Theory	3
MBA 6301	Business Ethics	3
MBA 6601	International Business	3
MHR 6451	Human Resource Management Methods	3

Concentration 12

Concentrations enable students to specialize in a related area in addition to a major area of study. The concentration completed by the student is listed on the graduation diploma. For example, if a student completes a marketing concentration, the diploma would indicate that he or she earned a Master of Business Administration with a concentration in Marketing.

Concentrations for this degree are as follows:

General; Finance; Health Care Management; Human Resource Management; Marketing; Project Management; and Public Administration.

General Concentration 12

Designed for students to meet their specific educational goals and enhance their career opportunities.

To satisfy the general concentration requirements, students may select any four graduate level courses not used to meet other program requirements.

Finance Concentration 12

Designed to help students gain the skills needed to assist organizations in obtaining, administering, and managing funds by focusing on practical content, research skills, and job-related behaviors critical for success in today's competitive business world.

Course	Title	Semester Hours
MBA 6081	Corporate Finance	3
MBA 6641	International Economics	3
MBA 6651	International Finance	3
PUA 5305	Public Financing and Budgeting	3

Health Care Management Concentration 12

Designed to prepare students for increased levels of responsibility in the field of health care. Emphasis is placed on strengthening leadership and managerial skills in the day-to-day operations necessary to direct healthcare organizations and professionals in the ever-changing industry.

Course	Title	Semester Hours
MHA 5001	Health Care Financial Management	3
MHA 5101	Legal Foundations of Health Care	3
MHA 5201	Health Resources and Policy Analysis	3
MHA 6501	Advanced Health Care Management	3

Human Resource Management Concentration 12

Equips students with the skills, knowledge, and competencies required to perform sound human resource (HR) management practices effectively as well as understand how HR interacts with organizational strategy. This knowledge of HR management systems is needed to maximize the efforts of organizational effectiveness and improve productivity, while reducing risk to the organization.

Course	Title	Semester Hours
MHR 6401	Employment Law	3
MHR 6551	Training and Development	3
MHR 6751	Labor Relations and Collective Bargaining	3
MHR 6901	Compensation Management	3

Marketing Concentration 12

Prepares students for management-level positions in the field of marketing. This concentration enables managers and business leaders to focus on the managerial skills and business knowledge that are necessary to understand the changing global economy, anticipate consumer needs, translate those needs into products and services, and create campaigns to sell their products for a profit.

Course	Title	Semester Hours
MBA 5841	Strategic Marketing	3
MBA 5851	Marketing Research	3
MBA 5861	New Product Marketing	3
MBA 5871	Business-to-Business Marketing	3

Project Management Concentration 12

Created for professionals who seek to enhance their ability to motivate people, complete complex projects, and achieve cost-effective results.

Course	Title	Semester Hours
MBA 6931	Project Management Strategy and Tactics	3
MBA 6941	Managing Project Teams	3
MBA 6951	Managing Complex Projects	3
MBA 6961	Project Management	3

Public Administration Concentration 12

Designed to prepare students with the leadership, policy, research, marketing, finance, and budgeting knowledge they need to succeed in today's competitive business environment.

Course	Title	Semester Hours
PUA 5301	Administration of Public Institutions	3
PUA 5305	Public Finance and Budgeting	3
PUA 5306	Public Policy	3
PUA 6304	Local Government	3

Master of Science in Organizational Leadership

Total Program Requirements 36
 Major Requirements 30
 Electives..... 6

The Master of Science in Organizational Leadership degree program focuses on current and emerging leadership theories, best practices, skills, knowledge of global events and diverse cultures, and tools used to enable organizational innovation, creativity, and change in complex work environments.

The program of study includes an exploration of critical issues and emerging theories, employee motivation and morale, organizational change, communication strategies, training and development, strategic decision-making, business ethics, project teams, and business policy and operations.

Upon completion of the program, students should be able to do the following:

1. Analyze the impact of critical issues and emerging theories in leadership on the role of leadership in organizational performance.
2. Examine methods that foster employee motivation and morale in an environment affected by organizational change.
3. Analyze processes utilized to control and manage organizations.
4. Evaluate legal aspects and communication strategies associated with leading a diverse workplace.

Major Requirements 30

Course	Title	Semester Hours
MBA 5101	Strategic Management and Business Policy	3
MBA 5841	Strategic Marketing	3
MBA 6301	Business Ethics	3
MBA 6631	Intercultural Management	3
MBA 6941	Managing Project Teams	3
MHR 6551	Training and Development	3
MSL 5080	Methods of Analysis for Business Operations	3
MSL 5200	Crisis Communication Management	3
MSL 6000	Psychological Foundations of Leadership	3
MSL 6040	Current Issues in Leadership	3

Electives 6

The following courses are recommended as options to satisfy the elective requirement for this degree program.

MBA 5501	Advanced Marketing	3
MHR 6401	Employment Law	3
MHR 6451	Human Resource Management Methods	3
MSL 5100	Applied Research Project	3

Master of Public Administration (MPA)

Total Program Requirements 36
 Major Requirements..... 24
 Concentration 12

The Master of Public Administration (MPA) degree program is designed to provide students with the knowledge and skills needed to resolve societal problems. The MPA program prepares graduates for careers in public, non-profit, and private organizations in which they can develop, implement, and manage public programs and public policies.

The MPA degree program offers three concentrations that enable students to tailor degree programs to meet their needs.

Upon completion of the program, students should be able to do the following:

1. Analyze problem-solving strategies for implementation in public/non-profit agencies.
2. Apply ethical principles related to multiculturalism and gender equity to resolve ethical dilemmas in the workplace.
3. Evaluate public sector budgets.
4. Manage the public policy process to improve organizations.

Major Requirements 24

Course	Title	Semester Hours
PUA 5301	Administration of Public Institutions	3
PUA 5302	Public Administration Ethics	3
PUA 5303	Organizational Theory	3
PUA 5304	Quantitative Research Methods	3
PUA 5305	Public Finance and Budgeting	3
PUA 5306	Public Policy	3
PUA 5307	Strategic Planning	3
PUA 5308	MPA Seminar	3

Concentration 12

Concentrations enable students to specialize in a related area in addition to a major area of study. The concentration completed by the student is listed on the graduation diploma. For example, if a student completes an emergency services management concentration, the diploma would indicate that he or she earned a Master of Public Administration with a concentration in Emergency Services Management.

Concentrations for this degree are as follows: General; Emergency Services Management, and Criminal Justice Administration.

General Concentration 12

Designed for students to meet their specific educational goals and enhance their career opportunities.

To satisfy the general concentration requirements, students may select any four graduate level courses not used to meet other program requirements; excluding the following courses:

Course	Title	Semester Hours
PUA 5301	Administration of Public Institutions	3
PUA 5305	Public Finance and Budgeting	3
PUA 5306	Public Policy	3
PUA 6304	Local Government Planning	3

Emergency Services Management Concentration..... 12

Created for public managers interested in working as emergency disaster planners or emergency public managers. Students gain skills for effective and ethical, management-level decision making. Prepares managers to respond to problems inherent in public organizations in order to address and minimize risk to both responders and the public.

Course	Title	Semester Hours
EMG 6305	Emergency Management, Leadership and Decision Making	3
MSE 5101	Legal Aspects of Emergency Management	3
MSE 5301	Interagency Disaster Management	3
MSE 6301	Risk Management	3

Criminal Justice Administration Concentration 12

Created for public managers interested in working in law enforcement and seeking to improve analytical and problem-solving skills through advanced theory-to-practice training in the field. Prepares public managers for career advancements in agencies such as Homeland Security, Federal Bureau of Investigation, Marshals, and state and local law enforcement agencies.

Course	Title	Semester Hours
MCJ 5135	Theory of Crime and Criminology	3
MCJ 5390	Critical Analysis of Criminal Justice Administration	3
MCJ 6230	Constitutional Law for Criminal Justice	3
MCJ 6530	Critical Analysis of Criminal Justice Public Policy	3

Master of Public Health (MPH)

Total Program Requirements	36
Major Requirements	24
Concentration	12

The Master of Public Health (MPH) degree program provides a comprehensive foundation of the core competencies of public health, enabling students to apply the principles in both research and practical contexts. The acquired skills equip students for positions in public, private, and international settings.

The MPH program offers a General concentration and a Community Health Education concentration.

Upon completion of the program, students should be able to do the following:

1. Analyze the etiology of major health problems in populations that affect the development and implementation public health programs.
2. Analyze factors that influence lifestyle choices and impact public health.

3. Interpret the statistical significance of epidemiological reports in public health studies.
4. Evaluate the impact of external affairs on health policy.

Major Requirements 24

Course	Title	Semester Hours
PUH 5301	Public Health Concepts	3
PUH 5302	Applied Biostatistics	3
PUH 5303	Concepts of Epidemiology	3
PUH 5304	Principles of Health Behavior	3
PUH 5305	Concepts of Environmental Health	3
PUH 6301	Public Health Research	3
PUH 6302	Law and Ethics in Public Health	3
PUH 6303	Public Health Administration	3

Concentration 12

Concentrations enable students to specialize in a related area in addition to a major area of study. The concentration completed by the student is listed on the graduation diploma. For example, if a student completes a community health education concentration, the diploma would indicate that he or she earned a Master of Public Health with a concentration in Community Health Education.

General Concentration..... 12

Designed for students to meet their specific educational goals and enhance their career opportunities.

To satisfy the general concentration requirements, students may select any four graduate courses not used to meet other program requirements. The following courses may be selected for the general concentration.

Course	Title	Semester Hours
PUH 5306	Public Health in Genetics	3
PUH 5307	Grant Writing in Public Health	3
PUH 6304	Public Health Policy and Management	3
PUH 6305	Problem Solving in Public Health	3

Community Health Education Concentration..... 12

Designed to equip students to practice effectively as community health educators in a wide range of public health settings.

Course	Title	Semester Hours
CHE 6301	Foundations and Methods in Community Health	3
CHE 6303	Strategies of Health Promotion	3
CHE 6304	Health Program Planning, Implementation and Assessment	3
CHE 6305	Issues and Trends in Community Health	3

College of Business Certificates

CSU certificate programs deliver specialized training to those interested in developing specific skills and knowledge for personal and/or professional development in several in-demand concentrations. Certificates are usually credit based, taught by full- or part-time faculty, depending on the skill, experience, licensing, or certificate required.

COLLEGE OF BUSINESS

Certificates normally align with existing curricula and are offered at the Undergraduate and Graduate level.

Note: Certificates are not eligible for Federal Student Aid.

Undergraduate Certificate Options

Students select and complete four undergraduate courses (12 semester hours) to earn an undergraduate certificate.

Undergraduate Certificate in Finance

Designed to give students a basic understanding of financial theory and applications. Upon completion of certificate requirements, students will be able to apply financial theories to practical situations.

Select 4 courses from the following.

BBA 2301	Principles of Accounting II
BBA 2501	Principles of Microeconomics
BBA 4201	Financial Institutions
BBA 4301	International Finance
BBA 4351	International Economics
BBA 4446	International Legal Operations
BBA 4653	International Trade

Undergraduate Certificate in Hospitality and Tourism

Designed to give students a foundational knowledge of the tourism industry. Upon completion of certificate requirements, students will be able to examine best practices to support trends within the hospitality and tourism industry.

Select 4 courses from the following.

BHM 3010	Introduction to Hospitality
BHM 3020	Introduction to Tourism
BHM 3890	Accounting for Hospitality and Tourism
BHM 4100	Facilities Management and Design in Hospitality and Tourism
BHM 4300	Legal Aspects of Hospitality and Tourism
BHM 4400	Resort Management and Operation
BHM 4680	Marketing for Hospitality and Tourism

Undergraduate Certificate in Human Resource Management

Designed to give students the information necessary to understand the human resources industry. Upon completion of certificate requirements, students will be able to utilize human resource concepts to develop solutions within an organization.

Select 4 courses from the following.

BCJ 4385	Workplace Security
BHR 3301	Compensation and Benefits
BHR 3551	Human Relations and Development
BHR 3565	Employment Law
BHR 4350	Collective Bargaining
BHR 4501	International Human Resource Management
BHR 4601	Staffing Organizations

Undergraduate Certificate in International Management

Provides students with an understanding of global management issues. Upon completion of certificate requirements, students will be able to analyze management-related issues in response to global management problems.

Select 4 courses from the following.

BBA 2551	Inter-Cultural Management
BBA 4301	International Finance
BBA 4351	International Economics
BBA 4426	International Management
BBA 4446	International Legal Operations
BBA 4653	International Trade
BHR 4501	International Human Resource Management

Undergraduate Certificate in Management

Gives students a broad foundation of business communications and project production in the field of management studies. Upon completion of certificate requirements, students will apply foundational management principles to decision-making and product production.

Select 4 courses from the following.

BBA 2026	Organizational Communication
BBA 3451	Organizational Theory and Behavior
BBA 3826	Managerial Decision Making
BBA 4126	Project Planning
BBA 4426	International Management
BBA 4851	Production Management
BHR 4601	Staffing Organizations

Undergraduate Certificate in Marketing

Develops the knowledge, analytical/research abilities, and strategic marketing skill set to excel in the marketing industry. Upon completion of certificate requirements, students will be able to develop marketing campaigns, measure results, and evaluate based upon organizational needs.

Select 4 courses from the following.

ITC 4310	Web Design and Development
MAR 2251	Internet Marketing Principles
MAR 3211	Consumer Behavior
MAR 3231	Marketing Research
MAR 3271	Advertising
MAR 4625	Direct Marketing

Undergraduate Certificate in Project Management

Gives students the tools needed to integrate complex projects and achieve cost-effective results. Upon completion of certificate requirements, students will be able to evaluate the key objectives of project management and use project management tools to make decisions and plan projects.

Select 4 courses from the following.

BBA 2026	Organizational Communication
BBA 2926	Introduction to Project Management
BBA 3626	Project Management Overview
BBA 3826	Managerial Decision Making

BBA 4126	Project Planning
BBA 4226	Risk Management
BBA 4326	Procurement and Contract Management

Undergraduate Certificate in Sport Management

Develops skills and knowledge necessary to succeed in sport management. Upon completion of certificate requirements, students will be able to evaluate sport management theory and best practices within a sport organization.

Select 4 courses from the following.

BSM 2701	Sociology of Sport
BSM 2801	Sport Marketing
BSM 3901	Sport Fundraising
BSM 4001	Sport Facilities
BSM 4101	Sport Administration
BSM 4201	Sport Financing
BSM 4301	Sport Legal Liability and Risk Management

Graduate Certificate Options

Students complete four graduate courses (12 semester hours) to earn a graduate level certificate.

Graduate Certificate in Finance

Designed to give students a basic understanding of finance functions. Upon completion of certificate requirements, students will be able to apply financial concepts to decision making in domestic and international organizations.

MBA 6081	Corporate Finance
MBA 6641	International Economics
MBA 6651	International Finance
PUA 5305	Public Finance and Budgeting

Graduate Certificate in Health Care Management

Explores healthcare delivery in the United States. Upon completion of certificate requirements, students will be able to analyze legal issues in healthcare delivery and evaluate managerial, organizational, and leadership concepts that impact healthcare managers.

MHA 5001	Health Care Financial Management
MHA 5101	Legal Foundations of Health Care
MHA 5201	Health Resources and Policy Analysis
MHA 6501	Advanced Health Care Management

Graduate Certificate in Human Resource Management

Prepares students for management-level positions in the field of human resources. Upon completion of certificate requirements, students will be able to analyze trends in human resource training and development.

MHR 6401	Employment Law
MHR 6551	Training and Development
MHR 6751	Labor Relations and Collective Bargaining
MHR 6901	Compensation Management

Graduate Certificate in Marketing

Develops the research and strategic skills needed to excel in the marketing industry. Upon completion of certificate requirements, students will be able to utilize basic research designs to develop marketing strategies.

MBA 5841	Strategic Marketing
MBA 5851	Marketing Research
MBA 5861	New Product Marketing
MBA 5871	Business-to-Business Marketing

Graduate Certificate in Project Management

Gives students the tools needed to develop strategies and manage complex projects. Upon completion of certificate requirements, students will be able to analyze the fundamentals of developing an effective project management team, manage change, and lead people to achieve goals and complete projects using project management tools.

MBA 6931	Project Management Strategy and Tactics
MBA 6941	Managing Project Teams
MBA 6951	Managing Complex Projects
MBA 6961	Project Management

Graduate Certificate in Public Administration

Designed to prepare students with the leadership, policy, research, marketing, finance, and budgeting knowledge needed to succeed in today's competitive business environment. Upon completion of certificate requirements, students will be able to apply public theory policies to help solve public issues.

PUA 5301	Administration of Public Institutions
PUA 5305	Public Finance and Budgeting
PUA 5306	Public Policy
PUA 6304	Local Government

Doctor of Business Administration

The Doctor of Business Administration (DBA) advances decision-making and leadership skills, provides an in-depth application of theory and research, and facilitates methods to solve industry problems. Program components offer opportunities for students to explore investigative skills and perform data analysis. Graduates are prepared to contribute new knowledge to a specific segment of industry.

Upon completion of the program, students should be able to do the following:

1. Apply theoretical frameworks to contemporary issues in leadership and business.
2. Analyze research results to support business decision-making processes.
3. Design ethical and original research that contributes to the professional body of knowledge.
4. Construct recommendations to resolve business problems.

Doctoral Dissertation

Doctoral students are required to complete a dissertation and defend their research before their committee and University representatives, which may take place at a distance through audio/visual means. No degree shall be awarded without majority of committee approval. Information regarding this capstone doctoral requirement is published in the Dissertation Handbook.

Graduates will successfully complete a minimum of 61 semester hours and dissertation research courses as outlined below.

DBA Major Requirements

Course	Title	Semester Hours
DBA 7000	Doctoral Student Orientation	1
DBA 7035	Business, Government and Society	3
DBA 7180	Managerial Economics and Business Theory	3
DBA 7240	Doctoral Writing and Inquiry into Research	3
DBA 7310	Statistics for Business Decisions and Research	3
DBA 7420	Organizational Behavior and Comparative Management	3
DBA 7553	Human Resource Management	3
DBA 7632	Business Ethics and Corporate Responsibility	3
DBA 8149	Business Research Methods	3
DBA 8230	Marketing Research and Competitive Strategy	3
DBA 8341	Corporate Finance	3
DBA 8475	Operations and Supply Chain Management	3
DBA 8552	Management Accounting and Control Systems	3

DBA 8671	Technology and Innovation Management	3
DBA 8710	International Business and Global Strategy	3
DBA 8758	Negotiations and Business Strategy	3
DBA 9101	Comprehensive Examination	2

Option 1: Theoretical-Based Study

DBA 9307*	Dissertation Research	3
DBA 9308	Dissertation Research	3
DBA 9309	Dissertation Research	3
DBA 9310**	Dissertation Research	3
DBA 9410	Dissertation Defense	1

Option 2: Research Project-Based Study

DBA 9307*	Dissertation Research	3
DBA 9308	Dissertation Research	3
DBA 9309	Dissertation Research	3
DBA 9310**	Dissertation Research	3
DBA 9510	Project Defense	1

**During DBA 9307, Dissertation Research, the student and Committee Chair will collaborate to determine if the student will select a theoretical-based study or a research project-based study.*

***Additional Dissertation Research courses may be required to complete all milestones in the program. Dissertation Research courses will continue in sequential order, as needed, beginning with DBA 9311 and so forth until the study is approved for defense.*

DBA Enrollment

The DBA program is offered to students through the [Term Learning Option](#) and follows the Term [Academic Calendar](#).

Dissertation Resources

Dissertation students are encouraged to utilize the Dissertation Center within Blackboard. The Dissertation Center contains resources that include, but are not limited to, the Dissertation Handbook, program resources, program templates, and APA resources.

Academic and Student Policies

All DBA policies outlined within this section pertain only to students enrolled in the Doctor of Business Administration program and are intended as a supplement to defined academic policies.

Note: Unless indicated otherwise, DBA students are subject to all aforementioned policies in addition to policies specifically outlined below.

DBA Academic Course Load Policy

CSU expects DBA students to maintain continuous enrollment and progress through the program at a pace which promotes success. Students at this academic level, should be familiar with

academic rigor and expectations and should understand the impact of other personal and/or professional responsibilities.

Normal course load in the DBA program is three semester hours (one course) per enrollment period. This course load is recommended to promote the best opportunity for success in this program.

However, DBA students have the option to enroll in six semester hours (two courses) per enrollment period, without prior approval, given that they maintain an academic status of Good Standing (3.0 GPA).

Note: If a student's academic status moves to Academic Probation (GPA falls below 3.0), the student is immediately ineligible to enroll in six semester hours per enrollment period. However, if the student is able to improve his or her academic status from Academic Probation to Good Standing, the student is once again eligible to enroll in six semester hours per enrollment period.

DBA Admission Requirements Policy

Students wishing to apply for admission into the DBA program should refer to the [Admission Requirements Policy](#), located on the CSU website, for specific admission requirements.

DBA Candidacy Status Policy

Students earn DBA Candidacy Status following the successful completion of DBA 9101, Comprehensive Exam. Enrollment in DBA 9101, Comprehensive Exam is dependent upon successful completion of all DBA major requirements, which the Office of the Registrar verifies.

DBA Continuous Enrollment Policy

Students enrolled in the DBA program must maintain continuous enrollment to promote successful degree completion.

In Term and Veterans Advantage learning options, continuous enrollment is defined as enrolling in the subsequent term. For students enrolled in the Life Pace Learning option prior to April 1, 2016, continuous enrollment is defined as enrolling within two weeks of the current course end date. New students who enroll in the DBA program after April 1, 2016 may enroll only in the Term learning option.

Failure to maintain continuous enrollment will result in dismissal from the program. Dismissal because of lack of continuous enrollment does not exclude students from readmission.

Students who wish to take additional time beyond the requirements outlined above should refer to the DBA Leave of Absence (LOA) Policy.

DBA Graduation Requirements Policy

Students must successfully complete all degree requirements with passing grades, meet the minimum GPA requirements, successfully defend the dissertation, meet all financial obligations to the institution, and have all official transcripts on file. Students enrolled in the DBA program are eligible to apply for graduation

by submitting a Petition for Graduation once the dissertation defense is scheduled with the DBA Academic Program Director.

DBA students must complete a minimum of 61 semester hours with a minimum of 12 hours of dissertation/research courses. At least 85 percent of the courses that comprise the program must be completed with CSU, which is a minimum of 52 semester hours in the DBA program.

Honors designation is not awarded for DBA programs. Though a grade of "C" is considered passing, students may be required to repeat a course in which a "C" is earned if this grade results in a substandard cumulative GPA. Grades below a "C" are not considered passing.

DBA Institutional Academic Progress Policy

University policy requires students to maintain a minimum cumulative GPA of 3.0 in the DBA program. These performance standards form a basis for the following academic classifications:

- Good Standing
- Academic Probation
- Academic Dismissal

Guidelines and procedures for placing students in the above classifications include:

Good Standing (Active)

A student in good standing must maintain a minimum cumulative GPA of 3.0.

Academic Probation

The University may place a student on academic probation due to a violation of academic integrity or if the grade point average (GPA) falls below 3.0. The Office of the Registrar specifies the conditions of academic probation to students in writing. Once placed on academic probation, a student is given six semester credit hours to raise the GPA to 3.0 or higher.

Academic Dismissal

A student not achieving a GPA of 3.0 or higher, during the probationary period, is subject to academic dismissal from the program. The Academic Program Director of the DBA Program will determine the enrollment status of a student on academic probation. A student can appeal an academic dismissal decision or apply for reinstatement from academic dismissal to the Appeals Board through the Office of the Registrar.

DBA Leave of Absence Policy

The University's Leave of Absence (LOA) policy allows students the flexibility to take a temporary break from the program. Students enrolled in the DBA Program, who are unable to maintain continuous enrollment, may apply for a temporary LOA. The policy does not require students to apply for re-admission to the University upon return from an LOA. For purposes of Title IV, however, students are considered withdrawn from the University while on a LOA; therefore,

COLLEGE OF BUSINESS

federal student loans are not eligible for an in-school deferment. The University expects all students to complete all courses and does not grant students LOAs in the middle of a term. Students currently enrolled in a term should complete all courses and apply for an LOA to begin at the start of the next term. Should circumstances prevent regular, on-time, course completion within the enrollment period, students have the option to request an Incomplete or withdraw from the course.

Note: If the student wishes to withdraw, the University may require a Return of Title IV calculation.

A student may apply for an LOA by communicating the intent to the academic advisor. University policy requires students to complete the Leave of Absence Request Form and obtain approval by the appropriate administrative staff. Administrative staff notify students of the decision within 10 business days of the request.

DBA students are eligible for one LOA per 12-month period. After this LOA, the DBA student is subject to the DBA Continuous Enrollment policy.

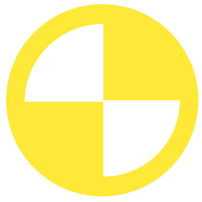
Military/Special Services Leave of Absence Provision

DBA students requiring a military or special services deployment may request a provisional LOA for the designated deployment period for up to 12 consecutive months. A student may apply for a provisional LOA by submitting the Leave of Absence Request Form located in myCSU Student Portal. In addition, a student must provide supporting documentation about the nature and period of deployment from his or her commanding officer or supervisor. If the military or special services deployment occurs during a course, policy requires a student to withdraw from the course or request an Incomplete for Special Circumstances.

Note: Students enrolled in Dissertation/Research courses are not eligible for the Incomplete for Special Circumstances (ISC) and should work with their dissertation chairs regarding special circumstances that arise during this period of his or her degree.

DBA Time Limits

Students enrolled in the DBA program are expected to complete the program in no fewer than three (3) years and no more than 10 years from the date of initial enrollment. In some cases, due to extenuating circumstances, an appeal may be made to the DBA Academic Program Director. Supporting documentation describing the extenuating circumstance may be required for consideration.



IX. College of Safety & Emergency Services

Associate of Science in Criminal Justice

Total Program Requirements.....60
General Education Requirements.....21
Major Requirements18
Electives.....21

The Associate of Science in Criminal Justice degree program prepares entry-level professionals from diverse backgrounds in the theoretical foundations, knowledge, skills, and practices of criminal justice operations. This program of study enables students to develop rational decisions and informed responses to the daily challenges one faces in law enforcement, corrections, and court operations. Additionally, this study provides students with a working comprehension of constitutional and criminal law in contrast to judicial process.

Students completing this program are prepared for entry-level positions in local, state, and federal criminal justice programs, including law enforcement, corrections, probation and parole, court operations, and related fields in security. This program promotes a commitment to continued scholarship and service among graduates as future members of the criminal justice profession in a manner that remains conducive to enhancing professionalism in a diverse community.

Upon completion of the program, students should be able to do the following:

1. Evaluate the three main components of a Criminal Justice system.
2. Evaluate the roles and challenges of juvenile justice agencies.
3. Examine the psychology of crime including the development of the criminal lifestyle.
4. Explain the interdependence between applicable judicial processes.

General Education Requirements 21

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements in each area below.

Humanities and Fine Arts 6
Social and Behavioral Sciences / History 3
Natural Sciences 6
Mathematics 3
English Composition 3

Major Requirements 18

Course	Title	Semester Hours
BCJ 2000	Introduction to Criminal Justice	3
BCJ 2001	Theory & Practices of Law Enforcement	3
BCJ 2002	Theory & Practices of Corrections	3
BCJ 2501	Criminology	3
BCJ 3601	Criminal Law	3
BCJ 3301	Judicial Process	3

Electives 21

Students may select electives from courses not used to meet other requirements.

Completion of Columbia Southern University's Associate of Science in Criminal Justice degree program does not guarantee that a graduate will meet all requirements and/or qualifications to become a peace officer, law enforcement professional, or corrections officer at the international, national, state, or local level. Students are encouraged to research licensing and job requirements to insure that he or she will be prepared for their desired career path.

Massachusetts Civil Service Disclosure: Students and prospective students who reside in a city or county that uses Massachusetts Civil Service for promotion should contact the Civil Service to determine eligibility to sit for promotional exams. Civil Service is a merit system under which state and municipal employees of police and fire departments may be hired and promoted.

Associate of Science in Fire Science

Total Program Requirements60
General Education Requirements.....21
Major Requirements18
Electives.....21

The Associate of Science in Fire Science degree program builds a foundation of the essential skills needed to work in the fire industry. By incorporating a comprehensive curriculum of fire prevention and fire protection, the program of study takes a multi-professional approach to policy integration and academic preparation in specialized fire service equipment and apparatus applications. This degree meets the educational needs of both those who desire to become firefighters and those currently employed in the field who are looking to advance their knowledge base.

COLLEGE OF SAFETY AND EMERGENCY SERVICES

This program of study is recognized by the Fire and Emergency Services Higher Education (FESHE) through the U. S. Fire Administration's National Fire Academy (NFA).

Upon completion of the program, students should be able to do the following:

1. Examine the impact of the history of Fire Service as it relates to current industry trends.
2. Analyze effective fire prevention methods utilized in fire science organizations and the community.
3. Apply effective fire protection practices and strategies to various scenarios.
4. Evaluate the principles of fire chemistry, fire behavior, and safety practices in the fire service industry.

General Education Requirements 21

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements in each area below.

Humanities and Fine Arts	6
Social and Behavioral Sciences / History	3
Natural Sciences	6
Mathematics.....	3
English Composition	3

Major Requirements 18

Course	Title	Semester Hours
FIR 2301	Principles of Fire and Emergency Services	3
FIR 2302	Principles of Fire and Emergency Services Safety and Survival	3
FIR 3303	Introduction to Fire Prevention	3
FIR 3301	Fire Behavior & Combustion	3
FIR 3302	Building Construction for Fire Protection	3
FIR 3305	Fire Protection Structure and Systems	3

Electives 21

Students may select electives from courses not used to meet other requirements.

Massachusetts Civil Service Disclosure: Students and prospective students who reside in a city or county that uses Massachusetts Civil Service for promotion should contact the Civil Service to determine eligibility to sit for promotional exams. Civil Service is a merit system under which state and municipal employees of police and fire departments may be hired and promoted.

Associate of Science in Occupational Safety and Health

Total Program Requirements	60
General Education Requirements.....	21
Major Courses	18
Electives.....	21

The Associate of Science in Occupational Safety and Health degree program provides students with a flexible, relevant, and current curriculum that includes opportunities for students to demonstrate a depth and breadth of knowledge in safety and health theory and technology necessary to function at the safety and health technician level in industry.

CSU's occupational safety and health degree programs meet the educational requirements mandated by the Board of Certified Safety Professionals for the Associate Safety Professional designation (ASP) and the Certified Safety Professional designation (CSP).

Upon completion of the program, students should be able to do the following:

1. Apply safety and health related theory and technology to real world situations.
2. Explain basic workplace hazard analysis and control technologies and processes.
3. Identify laws, regulations, and standards that apply to the field of occupational safety and health.
4. Examine the role of the safety and health technician within the organization and industry.

General Education Requirements 21

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements in each area below.

Humanities and Fine Arts	6
Social and Behavioral Sciences / History	3
Natural Sciences	6
Mathematics.....	3
English Composition	3

Major Requirements 18

Course	Title	Semester Hours
BOS 3001	Fundamentals of OSH	3
BOS 3125	Hazardous Materials Management	3
BOS 3401	Construction Safety	3
BOS 3525	Legal Aspects of Safety and Health	3
BOS 3640	Interactions of Hazardous Materials	3
FIR 3303	Introduction to Fire Prevention	3

Electives 21

Students may select electives from courses not used to meet other requirements.

Bachelor of Science in Criminal Justice Administration

Total Program Requirements	120
General Education Requirements	36
Major Requirements	36
Electives.....	36-48
Concentration	12

The Bachelor of Science Degree in Criminal Justice Administration degree program prepares both entry-level and seasoned professionals from diverse backgrounds in the theoretical foundations, knowledge, skills, and practices of criminal justice administration inclusive of law enforcement, courts, and corrections. This program of study enables students to develop rational decisions and informed responses to the daily challenges one faces in law enforcement, courts, and corrections operations. Additionally, the program prepares students for entrance into concentrated areas of criminal justice in master degree programs or related disciplines. This program promotes a commitment to continued scholarship and service among graduates as future and continuing members of law enforcement, courts, and corrections initiatives in a manner that remains conducive to enhancing professionalism in a diverse community.

This degree program offers an Arson Investigation concentration.

Upon completion of the program, students should be able to do the following:

1. Evaluate the impact of theories in a diverse society.
2. Assess the interrelationship among courts, corrections, and law enforcement.
3. Analyze the influences of laws on the criminal justice system.
4. Assess the impact of the U.S. Constitution and Bill of Rights on laws.

General Education Requirements 36

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements in each area below.

Humanities and Fine Arts	6
Social and Behavioral Sciences	9
Natural Sciences	6
Mathematics	3
History.....	6
English Composition	6

Major Requirements 36

Major Requirements—Group A 30

Course	Title	Semester Hours
BCJ 2000	Introduction to Criminal Justice	3
BCJ 2001	Theory and Practices of Law Enforcement	3
BCJ 2002	Theory and Practices of Corrections	3
BCJ 2501	Criminology	3
BCJ 3301	Judicial Process	3
BCJ 3601	Criminal Law	3
BCJ 3701	Criminal Investigation	3
BCJ 3801	Criminal Evidence and Legal Issues	3
BCJ 3950	Constitutional Law for Criminal Justice	3
BCJ 4101	Police and Community Relations	3
BCJ 4301	Management and Supervision in Criminal Justice	3
BCJ 4701	Criminal Justice Organization and Administration	3

Electives 36-48

Students may select electives from courses not used to meet other requirements. If a concentration is completed, only 36 semester hours of electives are required.

Students must take into consideration the 36 semester hour upper -division requirement when selecting courses. Each student is encouraged to speak with his or her Academic Advisor for more information.

Arson Investigation Concentration 12

Prepares entry-level and seasoned professionals from diverse backgrounds in the theoretical foundations, knowledge, skills, and practices of criminal justice administration inclusive of law enforcement, courts, and corrections. Facilitates the development of rational decisions and informed responses to the daily challenges one faces in law enforcement, courts, and corrections operations. Promotes a commitment to continued scholarship and service among graduates as future and continuing members of law enforcement, courts, and corrections initiatives. Additionally, the concentration prepares students for entrance into concentrated areas of post-bachelor criminal justice programs or related disciplines.

Course	Title	Semester Hours
FIR 3301	Fire Behavior and Combustion	3
FIR 4305	Fire Investigation and Analysis	3
FIR 4314	Crime Scene, Forensics, and Evidence Collection	3
FIR 4315	Fire Investigation Technician	3

Completion of Columbia Southern University's Bachelor of Science in Criminal Justice degree program does not guarantee that a graduate will meet all requirements and/or qualifications to become a peace officer, law enforcement professional, or corrections officer at the international, national, state, or local level. Students are encouraged to research licensing and job requirements to insure that he or she will be prepared for their desired career path.

Massachusetts Civil Service Disclosure: Students and prospective students who reside in a city or county that uses Massachusetts Civil Service for promotion should contact the Civil Service to determine eligibility to sit for promotional exams. Civil Service is a merit system under which state and municipal employees of police and fire departments may be hired and promoted.

Bachelor of Science in Emergency Medical Services Administration

Total Program Requirements.....	120
General Education Requirements	36
Major Requirements	36
Electives.....	48

The Bachelor of Science in Emergency Medical Services (EMS) Administration degree program presents the academic foundations for leadership and administration of EMS organizations. With a curriculum of leadership in EMS systems, EMS planning and development, and risk management practices in EMS, the program of study takes a multi-professional approach to administration of EMS organizations. The program also incorporates legal, political, and regulatory frameworks in EMS settings as well as a study of employee safety and healthy work environments.

Upon completion of the program, students should be able to do the following:

1. Analyze systems development and operations principles in Emergency Medical Services.
2. Evaluate personnel management and staffing models in Emergency Medical Services systems.
3. Implement operating budgets for emergency and non-emergency transport Emergency Medical Services systems.
4. Summarize legal and regulatory guidelines in Emergency Medical Services systems.

General Education Requirements 36

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements in each area below.

Humanities and Fine Arts	6
Social and Behavioral Sciences	9
Natural Sciences	6
Mathematics	3
History.....	6
English Composition	6

Major Requirements 36

Course	Title	Semester Hours
EMS 3302	EMS Planning and Development	3
EMS 3303	EMS Operations and Personnel Management	3
EMS 3304	Foundations in EMS Education	3
EMS 3305	Risk Management Practices in EMS	3
EMS 3306	Emergency Medical Communications	3
EMS 4301	Finance of EMS Systems	3
EMS 4302	Leadership in EMS Systems	3

EMS 4303	Legal, Political and Regulatory Environment of EMS	3
EMS 4304	Community Risk Reduction in EMS	3
EMS 4305	EMS Public Information and Community Relations	3
EMS 4306	EMS Roles During Emergencies and Disasters	3
EMS 4320	EMS System Design	3

Electives 48

Students may select electives from courses not used to meet other requirements.

Students must take into consideration the 36 semester hour upper-division requirement when selecting courses. Each student is encouraged to speak with his or her Academic Advisor for more information.

Bachelor of Science in Environmental Management

Total Program Requirements	120
General Education Requirements	36
Major Requirements	36
Electives.....	48

The Bachelor of Science in Environmental Management degree program provides students with a flexible, relevant and current curriculum that includes opportunities for students to demonstrate a depth and breadth of knowledge in environmental theory and technology necessary to function at the environmental professional level in industry.

Upon completion of the program, students should be able to do the following:

1. Apply theory and technology in dealing with and addressing environmental issues.
2. Investigate mitigation or remediation strategies for environmental hazards.
3. Evaluate environmentally based, best management practices.
4. Develop team-based approaches for dealing with environmental issues.

General Education Requirements 36

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements in each area below.

Humanities and Fine Arts	6
Social and Behavioral Sciences	9
Natural Sciences	6
Mathematics.....	3
<i>MAT 1302, Algebra I or higher is required.</i>	
History.....	6
English Composition	6

Major Requirements 36

Major Requirements—Group A 30

Course	Title	Semester Hours
BEM 3101	Assessing Environmental Science	3
BEM 3001	Environmental Law	3
BEM 3201	Environmental Assessment	3
BEM 3501	Air Quality	3
BEM 3601	Waste Management	3
BEM 3701	Hazardous Waste Management	3
BEM 4001	Pollution Prevention	3
BOS 3551	Environmental Issues	3
BOS 3640	Interactions of Hazardous Materials	3
BOS 4201	Toxicology	3

Major Requirements—Group B 6

The following courses are recommended as options to satisfy the Group B Major Requirements for this degree program.

BBA 3651	Leadership	3
BEM 4301	Environmental Strategies	3
BEM 4351	Environmental Technology	3
BOS 3651	Total Environmental, Health & Safety Management	3
BOS 3751	Training and Development	3
BOS 4025	OSHA Standards	3
BOS 4301	Industrial Hygiene	3
BOS 4520	Risk Management	3
FIR 4313	Terrorism Incident Management & Emergency Procedures	3

Electives 48

Students may select electives from courses not used to meet other requirements.

Students must take into consideration the 36 semester hour upper-division requirement when selecting courses. Each student is encouraged to speak with his or her Academic Advisor for more information.

Bachelor of Science in Fire Administration

Total Program Requirements	120
General Education Requirements	36
Major Requirements	36
Electives.....	36-48
Concentration	12

The Bachelor of Science in Fire Administration degree program presents the academic foundations for leadership and administration of fire service organizations. The curriculum follows the FESHE-modeled, multi-disciplinary approach, incorporating fire administration, community risk reduction and tactical fireground considerations. The program also encompasses legal frameworks to applied fire service settings as well as a study of employee safety and healthy work environments.

This degree program offers a Fire Investigation concentration

This program of study is recognized by the Fire and Emergency Services Higher Education (FESHE) through the U. S. Fire Administration’s National Fire Academy (NFA).

Upon completion of the program, students should be able to do the following:

1. Evaluate industry standard administrative techniques as they relate to organizational management in fire service settings.
2. Synthesize community risk reduction methods related to the fire service.
3. Analyze cultural human behavior that can affect fire science organizations.
4. Analyze various principles of fire chemistry and fire dynamics and their impacts on emergency situations.

General Education Requirements 36

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements in each area below.

Humanities and Fine Arts	6
Social and Behavioral Sciences	9
Natural Sciences	6
Mathematics.....	3
History.....	6
English Composition	6

Major Requirements 36

Course	Title	Semester Hours
FIR 2301	Principles of Fire and Emergency Services	3
FIR 2302	Principles of Fire and Emergency Services Safety and Survival	3
FIR 3301	Fire Behavior and Combustion	3
FIR 3302	Building Construction for Fire Protection	3
FIR 3303	Introduction to Fire Prevention	3
FIR 3305	Fire Protection Structures and Systems	3
FIR 3306	Fire Prevention Organization & Management	3
FIR 3307	Community Risk Reduction for the Fire and Emergency Services	3
FIR 4301	Political and Legal Foundations of Fire Protection	3
FIR 4302	Fire Service Personnel Management	3
FIR 4303	Fire and Emergency Services Administration	3
FIR 4308	Applications in Fire Research	3

Electives 36-48

Students may select electives from courses not used to meet other requirements. If a concentration is completed, only 36 semester hours of electives are required.

Students must take into consideration the 36 semester hour upper-division requirement when selecting courses. Each student is encouraged to speak with his or her Academic Advisor for more information.

Fire Investigation Concentration..... 12

Provides the academic foundation for technical and scientific

COLLEGE OF SAFETY AND EMERGENCY SERVICES

skills required of highly-qualified investigators. Students acquire knowledge and experience from expert field practitioners on a variety of topics and skills in forensics, evidence collection, analysis, and criminal law. Students who complete this concentration will be equipped to meet the requirements and demands of the fire investigation field.

Course	Title	Semester Hours
BCJ 3601	Criminal Law	3
FIR 4305	Fire Investigation and Analysis	3
FIR 4314	Crime Scene, Forensics, and Evidence Collection	3
FIR 4315	Fire Investigation Technician	3

Massachusetts Civil Service Disclosure: Students and prospective students who reside in a city or county that uses Massachusetts Civil Service for promotion should contact the Civil Service to determine eligibility to sit for promotional exams. Civil Service is a merit system under which state and municipal employees of police and fire departments may be hired and promoted.

Bachelor of Science in Homeland Security

Total Program Requirements.....	120
General Education Requirements	36
Major Requirements	36
Electives.....	48

The Bachelor of Science in Homeland Security degree program presents an academic foundation that prepares graduates to lead efforts to achieve a safe, secure, and resilient homeland through the a program of study that includes counter terrorism, border management, immigration, cyber networks, critical infrastructure, and disaster resilience.

Students who earn this degree may pursue careers in homeland security, law enforcement, emergency management, information security, business continuity, crisis management, and other public or private security roles.

Upon completion of the program, students should be able to do the following:

1. Analyze the historical impact of terrorism.
2. Assess Weapons of Mass Destruction (WMD) counterterrorism strategies.
3. Develop homeland security methodologies.
4. Prescribe tactical response options that align with available resources to determine jurisdictional procedures.

General Education Requirements 36

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements in each area below.

Humanities and Fine Arts	6
Social and Behavioral Sciences	9
Natural Sciences	6
Mathematics.....	3
History.....	6
English Composition	6

Major Requirements 36

Course	Title	Semester Hours
BCJ 2000	Introduction to Criminal Justice	3
CYB 4301	Cyber Security and Crime	3
CYB 4303	Critical Infrastructure Protection in Cybersecurity	3
HLS 2301	Introduction to Terrorism	3
HLS 3301	Weapons of Mass Destruction	3
HLS 3302	American Homeland Security	3
HLS 3303	Terrorism Response Operations	3
HLS 3304	Ethical and Legal Issues in HLS	3
HLS 3305	Disaster Planning and Management	3
HLS 3306	Homeland Security Technology	3
HLS 4301	Preparedness and Response Partners	3
HLS 4320	Homeland Security Capstone	3

Electives 48

Students may select electives from courses not used to meet other requirements.

Students must take into consideration the 36 semester hour upper-division requirement when selecting courses. Each student is encouraged to speak with his or her Academic Advisor for more information.

Bachelor of Science in Information Systems Security

Total Program Requirements	120
General Education Requirements	36
Major Requirements	36
Electives.....	36
Concentration	12

The Bachelor of Science in Information Systems Security degree program is designed for individuals to gain experience in systems analysis, programming, web development, networking, databases, and IT infrastructures. This online degree plan prepares individuals to develop applications, implement databases, maintain networks, and create websites with security as the focal point.

The security core focuses on application security, intrusion detection, systems, IS auditing, and IS disaster recovery. The program also offers a concentration in homeland security.

Upon completion of the program, students should be able to do the following:

1. Classify potential threats, risks, and weaknesses in the Information Technology infrastructure.

2. Interpret business and management theory and practices that help mitigate information systems security problems.
3. Recognize the application of security practices.
4. Analyze current legal requirements for information systems security.

General Education Requirements 36

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements in each area below.

Humanities and Fine Arts	6
Social and Behavioral Sciences	9
Natural Sciences	6
Mathematics	3
History.....	6
English Composition	6

Major Requirements 36

Course	Title	Semester Hours
CYB 4301	Cyber Security and Crime	3
CYB 4302	Cyber Warfare and Application	3
CYB 4303	Critical Infrastructure Protection in Cybersecurity	3
FRN 4301	Principles of Digital Forensics	3
ITC 4313	IT Ethics and Professionalism	3
ITC 4390	Internet and Network Security	3
SEC 3301	Security Application Development	3
SEC 3302	Advanced IS Security	3
SEC 4301	IS Disaster Recovery	3
SEC 4302	Planning and Audits	3
SEC 4303	IS Security Policy Analysis	3
SEC 4320	IS Security Capstone	3

Electives 36

Students may select electives from courses not used to meet other requirements. If a concentration is completed, only 36 semester hours of electives are required.

Students must take into consideration the 36 semester hour upper-division requirement when selecting courses. Each student is encouraged to speak with his or her Academic Advisor for more information.

Concentration 12

Concentrations enable students to specialize in a related area in addition to a major area of study. The concentration completed by the student is listed on the graduation diploma. For example, if a student completes a homeland security concentration, the diploma would indicate that he or she earned a Bachelor of Science in Information Systems Security with a concentration in Homeland Security.

Concentrations for this degree are as follows: General and Homeland Security.

General Concentration 12

Designed for students to meet their specific educational goals and enhance their career opportunities.

To satisfy the general concentration requirements, students may select any four undergraduate courses not used to meet other program requirements.

Homeland Security Concentration 12

Focuses on the application of technical competencies associated with the homeland security role within the information systems security field. Students acquire knowledge and experience from expert field practitioners by focusing on topics related to terrorism, tactical response operations, weapons of mass destruction, and American homeland security

Course	Title	Semester Hours
HLS 2301	Introduction to Terrorism	3
HLS 3301	Weapons of Mass Destruction	3
HLS 3302	American Homeland Security	3
HLS 3303	Terrorism Response Operations	3

Bachelor of Science in Information Technology

Total Program Requirements	120
General Education Requirements	36
Major Requirements	36
Electives.....	48

The Bachelor of Science in Information Technology degree program is designed for individuals who wish to integrate the discipline of information technology within a business applications context. The program of study analyzes the development, maintenance, and management of computer-based information technology systems in organizations.

This online degree program includes extensive training in the application of recordable information and knowledge along with the services and technologies to facilitate their management and use. Courses cover the key concepts of information technology, information systems management, and interpersonal and organizational communications. Graduates of this program will be able to create, maintain, and provide information technology and business-related solutions in banking, government, academia, legal and judicial systems, the military, or any entry-level management position.

Upon completion of the program, students should be able to do the following:

1. Explain characteristics of computer systems and software applications.
2. Explain the implementation process of design and development of Information Technology.
3. Apply decision-making skills concerning Information Technology issues using theory and practice.
4. Solve information technology software application problems.

General Education Requirements 36

Please refer to the General Education Curriculum section in this

catalog for a list of courses that satisfy the General Education requirements in each area below.

Humanities and Fine Arts 6
 Social and Behavioral Sciences 9
 Natural Sciences 6
 Mathematics 3
 History 6
 English Composition 6

Major Requirements 36

Course	Title	Semester Hours
BBA 3331	E-Commerce	3
BBA 3551	Information Systems Management	3
ITC 3001	Personal Computer Fundamentals	3
ITC 3450	Introduction to Data Communication	3
ITC 3840	Maintaining Microcomputer Systems I	3
ITC 4010	System Analysis and Design	3
ITC 4150	Database Design and Implementation	3
ITC 4210	Programming Concepts and Problem Solving	3
ITC 4310	Web Design and Development	3
ITC 4390	Internet and Network Security	3
ITC 4760	Information Technology Evaluation and Implementation I	3
ITC 4780	Information Technology Evaluation and Implementation II	3

Electives48

Students may select electives from courses not used to meet other requirements.

Students must take into consideration the 36 semester hour upper-division requirement when selecting courses. Each student is encouraged to speak with his or her Academic Advisor for more information.

Bachelor of Science in Occupational Safety and Health

Total Program Requirements..... 120
 General Education Requirements36
 Major Requirements36
 Electives..... 36-48
 Concentration 12

The Bachelor of Science in Occupational Safety and Health degree program provides students with a flexible, relevant and current curriculum that includes opportunities for students to demonstrate a depth and breadth of knowledge in safety and health theory and technology necessary to function at the safety and health professional level in industry.

This program of study offers a concentration in Fire Science.

CSU's occupational safety and health degree programs meet the educational requirements mandated by the Board of

Certified Safety Professionals for the Associate Safety Professional designation (ASP) and the Certified Safety Professional designation (CSP).

Upon completion of the program, students should be able to do the following:

1. Apply safety and health related theory and technology.
2. Analyze workplaces to identify occupational hazards.
3. Formulate solutions to control occupational hazards.
4. Develop team-based approaches to minimize occupational hazards.

General Education Requirements 36

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements in each area below.

Humanities and Fine Arts 6
 Social and Behavioral Sciences 6
 Natural Sciences 9
BIO 1100, Non-Majors Biology is required.
CHM 1030, General Chemistry is required.
PHS 1110, Principles of Classical Physical Science is required.
 Mathematics 3
MAT 1302, Algebra I or higher is required.
 History 6
 English Composition 6

Major Requirements 36

Major Requirements—Group A 30

Course	Title	Semester Hours
BOS 3001	Fundamentals of OSH	3
BOS 3401	Construction Safety	3
BOS 3525	Legal Aspects of Safety and Health	3
BOS 3640	Interactions of Hazardous Materials	3
BOS 3651	Total Environmental, Health, and Safety Management	3
BOS 3701	Industrial Ergonomics	3
BOS 4025	OSHA Standards	3
BOS 4201	Toxicology	3
BOS 4301	Industrial Hygiene	3
FIR 4311	Fire Prevention and Code Enforcement	3
OSH 4308	Advanced Concepts in ESH	3
BEM 4351	Environmental Technology	3

Electives 36-48

Students may select electives from courses not used to meet other requirements. If a concentration is completed, only 36 semester hours of electives are required.

Students must take into consideration the 36 semester hour upper-division requirement when selecting courses. Each student is encouraged to speak with his or her Academic Advisor for more information.

Fire Science Concentration 12

Provides occupational safety and health students with specialized curricula focused on fire-related theory and technology applicable for individuals who work or plan to work in fields or

industries requiring specialized knowledge in fire-related hazards and prevention methods

Select 4 courses from the following.

Course	Title	Semester Hours
FIR 2301	Principles of Fire and Emergency Services	3
FIR 3311	Legal Aspects of Fire Protection	3
FIR 4312	Management of Fire Incident Command Systems	3
FIR 4305	Fire Investigation & Analysis	3
FIR 4313	Terrorism Incident Management & Emergency Procedures	3

Master of Science in Criminal Justice Administration

Total Program Requirements	36
Major Requirements	36

The Master of Science in Criminal Justice Administration degree program provides a post-baccalaureate education to criminal justice professionals. The program of study develops the student's ability to analyze, comprehend, and resolve the complex problems confronting the criminal justice system.

Upon completion of the program, students should be able to do the following:

1. Explain how criminal justice theories and technologies impact the commission and solution of crime.
2. Evaluate criminal justice strategies, policies, and procedures to determine best practices.
3. Analyze research methodologies, training, and development techniques that result in effective management of criminal justice programs.
4. Examine causes, methods, and criminal justice agency counteractions to terrorism.

Major Requirements 36

Course	Title	Semester Hours
PUA 5305	Public Finance and Budgeting	3
MCJ 5078	Computer Applications for Criminal Justice Administration	3
MCJ 5135	Theory of Crime and Criminology	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 6374	Special Topics in Criminology and Criminal Justice	3
MCJ 6453	Global Terrorism	3
MCJ 6530	Critical Analysis of Criminal Justice Public Policy	3

Massachusetts Civil Service Disclosure: Students and prospective students who reside in a city or county that uses Massachusetts Civil Service for promotion should contact the Civil Service to determine eligibility to sit for promotional exams. Civil Service is a merit system under which state and municipal employees of police and fire departments may be hired and promoted.

Master of Science in Emergency Services Management

Total Program Requirements	36
Major Requirements	36

The Master of Science in Emergency Services Management degree program emphasizes the development of managerial and communication skills which students will need when operating within the field. The curriculum presents a comprehensive foundation of the disaster cycle, as well as establishes a broad basis for the background, components, stakeholders, and systems involved in the management of disasters and other man-made or natural emergencies.

Upon completion of the program, students should be able to do the following:

1. Analyze the theoretical and practical concepts surrounding the disaster cycle within the emergency services field.
2. Apply best practices to real-world situations involving management in emergency services management.
3. Analyze the inter-organizational roles required within emergency management legal constructs.
4. Demonstrate effective emergency management communications using a variety of media.

Major Requirements 36

Course	Title	Semester Hours
MCJ 6374	Special Topics in Criminology and Criminal Justice	3
MCJ 6453	Global Terrorism	3
MHS 5201	Weapons of Mass Destruction	3
MOS 5425	Advanced Toxicology	3
MOS 5640	Advanced Interactions of Hazardous Materials	3
MOS 6801	Emergency Management	3
MSE 5101	Legal Aspects of Emergency Services Management	3
MSE 5201	Advanced Fire Administration	3
MSE 5301	Interagency Disaster Management	3
MSE 6201	Homeland Security	3
MSE 6301	Risk Management	3
MSE 6701	Case Studies in Natural 'Catastrophes' and Man-Made Disasters	3

Master of Science in Occupational Safety and Health

Total Program Requirements	36
Major Requirements	24
Concentration	12

The Master of Science in Occupational Safety and Health degree program provides students with a flexible, relevant and current curriculum that includes opportunities for students to demonstrate a depth and breadth of knowledge in safety and health theory and technology necessary to lead and oversee the occupational safety and health efforts of a medium to large organization.

This program offers a concentration in Environmental Management.

The Board of Certified Safety Professionals (BCSP) recognizes CSU degrees for the application process under both the Associate Safety Professional designation and the Certified Safety Professional designation.

Upon completion of the program, students should be able to do the following:

1. Recommend sound management solutions for occupational safety and health related issues.
2. Formulate expert input for addressing safety and health related matters.
3. Develop effective strategies for workplace analysis and hazard prevention and control processes.
4. Develop team-based implementation approaches for occupational safety and health related endeavors.

Major Requirements 24

Course	Title	Semester Hours
MBA 5652	Research Methods	3
MHR 6551	Training and Development	3
MOS 5101	Safety and Accident Prevention	3
MOS 5201	Safety Engineering	3
MOS 5301	Fire Protection Technology	3
MOS 5425	Advanced Toxicology	3
MOS 6301	Advanced Industrial Hygiene	3
MOS 6701	Advanced Ergonomics	3

Concentrations 12

Concentrations enable students to specialize in a related area in addition to a major area of study. The concentration completed by the student is listed on the graduation diploma. For example, if a student completes an environmental management concentration, the diploma would indicate that he or she earned a Master of Science in Occupational Safety and Health with a concentration in Environmental Management.

Concentrations for this degree are as follows: General and Environmental Management.

General Concentration 12

Designed for students to meet their specific educational goals and enhance their career opportunities.

Course	Title	Semester Hours
MBA 6301	Business Ethics	3
MOS 5525	Integrated Safety Management Systems	3
MOS 6625	System Safety Engineering	3
MOS 6801	Emergency Management	3

Environmental Management Concentration 12

Provides students with a relevant and current curriculum that includes opportunities for students to demonstrate a depth and breadth of knowledge in environmental safety and health theory and technology necessary to lead and oversee the occupational safety and health and environmental compliance efforts of a medium to large organization.

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

College of Safety and Emergency Services Certificates

CSU certificate programs deliver specialized training to those interested in developing specific skills and knowledge for personal and/or professional development in several in-demand concentrations. Certificates are usually based, taught by full- or part-time faculty, depending on the skill, experience, licensing, or certificate required. Certificates normally align with existing curricula and are offered at the Undergraduate and Graduate level.

Note: Certificate programs are not eligible for Federal Student Aid.

Undergraduate Certificate Options

Students select and complete four undergraduate courses (12 semester hours) to earn an undergraduate certificate.

Undergraduate Certificate in Fire Science

Analyzes the administrative and operational aspects of the fire service. Upon completion of certificate requirements, students will be able to evaluate industry-standard, administrative techniques in fire service settings. Additionally, Students will be able to analyze effective fire prevention methods utilized in fire science organizations and the community.

Select 4 courses from the following.

FIR 2301	Principles of Fire and Emergency Services
FIR 3311	Legal Aspects of Fire Protection
FIR 4311	Fire Prevention & Code Enforcement
FIR 4312	Management of Fire Incident Command Systems
FIR 4305	Fire Investigation and Analysis
FIR 4313	Terrorism Incident Management and Emergency Procedures

Undergraduate Certificate in Environmental Management

Provides students with a choice of environmental management courses to align with their educational needs. Upon completion of certificated requirements, students will be able to apply key environmental concepts from the selected courses to their professional roles in industry.

Select 4 courses from the following.

BEM 3001	Environmental Law
BEM 3101	Assessing Environmental Science
BEM 3201	Environmental Assessment
BEM 3501	Air Quality
BEM 3601	Waste Management
BEM 3701	Hazardous Waste Management
BEM 4001	Pollution Prevention
BEM 4301	Environmental Strategies
BEM 4351	Environmental Technology

Undergraduate Certificate in Information Technology

Provides fundamental knowledge and practical application in information technology. Upon completion of certificate requirements, students will be able to demonstrate the ability to use basic functions of software applications.

Select 4 courses from the following.

ITC 3001	Personal Computer Fundamentals
ITC 3450	Introduction to Data Communications
ITC 4010	System Analysis and Design
ITC 4150	Database Design and Implementation
ITC 4210	Programming Concepts and Problem Solving I
ITC 4230	Programming Concepts and Problem Solving II
ITC 4310	Web Design and Development

Undergraduate Certificate in Occupational Safety and Health

Provides students with a choice of occupational safety and health courses to align with their educational needs. Upon completion of certificate requirements, students will be able to apply key occupational safety and health concepts from the selected courses to their professional roles in industry.

Select 4 courses from the following.

BOS 3001	Fundamentals of Occupational Safety and Health
BOS 3125	Hazardous Materials Management
BOS 3301	Fleet Safety
BOS 3401	Construction Safety
BOS 3525	Legal Aspects of Safety and Health
BOS 3640	Interactions of Hazardous Materials
BOS 3651	Total Environmental, Health & Safety Management
BOS 3701	Industrial Ergonomics
BOS 4010	Safety Supervisor
BOS 4025	OSHA Standards
BOS 4201	Toxicology
BOS 4301	Industrial Hygiene
BOS 4601	Accident Investigation

Graduate Certificate Options

Students select and complete four graduate courses (12 semester hours) to earn a graduate level certificate.

Graduate Certificate in Environmental Management

Provides students with advanced coursework in environmental management. Upon completion of certificate requirements, students will be able to apply advanced environmental concepts related to waste management, pollution prevention, and air quality to their professional roles in industry.

MEE 5801	Industrial and Hazardous Waste Management
MEE 6201	Advanced Pollution Prevention
MEE 5901	Advanced Solid Waste Management
MEE 6501	Advanced Air Quality Control

Graduate Certificate in Occupational Safety and Health

Provides flexible, specialized training to supplement planning, analysis, and decision-making skills for occupational safety and health managers. Upon completion of certificate requirements, students will be able to apply advanced occupational safety and health concepts in the workplace related to accident prevention and control.

Select 4 courses from the following.

MOS 5101	Safety and Accident Prevention
MOS 5201	Safety Engineering
MOS 5301	Fire Protection Technology
MOS 5425	Advanced Toxicology
MOS 5525	Integrated Safety Management Systems
MOS 6301	Advanced Industrial Hygiene
MOS 6625	System Safety Engineering
MOS 6701	Advanced Ergonomics
MOS 6801	Emergency Management

X. Course Descriptions

Unless otherwise noted, all courses are 3 semester hours. Please note, course availability and information is updated throughout the year and is published directly to the CSU website. For current course and prerequisite information, please visit <http://columbiasouthern.edu/online-degree/full-course-listing> or contact your academic advisor with questions.

AL 2000 American Literature I

Surveys American literature from its beginnings to 1865. Emphasis is placed on the literary, cultural, historical and philosophical forces that shaped these works and that are reflected in them.

Prerequisite—EH 1020 or equivalent

AL 2010 American Literature II

Explores the emergence of modern American literature from the latter half of the 19th century through the social challenges experienced in the 20th century and into the postmodern era that ushered in the 21st century.

Prerequisite—EH 1020 or equivalent

ART 1301 Art Appreciation I

Presents a diverse array of art works to help students distinguish artistic form, content, and importance in society. Original art works are analyzed through their historic style, elements of design process, and impact on cultural heritage.

ART 1302 Art Appreciation II

Provides a firm foundation and exploration of art through past and present art concepts, conventions, and functions in the expression of cultural, political, and personal views of the world around us.

BBA 2010 Introduction to Business

Presents the fundamentals of business principles and practices. Business strategies emphasized are decision making and planning, teamwork, technology, and communication. Topics include analysis of the business environment, starting a new business, managing business and employees, marketing, accounting, and finance.

BBA 2026 Organizational Communication

A study of the communication process as it pertains to modern organizations from the perspectives of various organizational members. Topics include elements of the communication process, responsibilities of communicators at various levels, methods of verbal and nonverbal communication in organizations, factors that affect intercultural communication, role of organizational culture, and strategies to manage conflict.

BBA 2150 Business Mathematics

Presents mathematics utilized in modern business. Students demonstrate basic mathematical operations, equations and percentages, then progress to business-related math where they

examine mathematics as it is applied to such varied areas as business and retail operations and financial management. Students also demonstrate procedures to calculate and distribute profit and loss, calculate retail markup and markdown, compute simple and compound interest, compute the maturity value of a bank loan, and calculate the value of annuity funds.

BBA 2201 Principles of Accounting I

Provides an introduction to business accounting. Topics include accounting concepts and principles, financial statements, internal control design, and accounting for partnerships. Students demonstrate knowledge and comprehension of the foundational theories and methodological tools utilized in accounting. Theoretical constructs are applied to solve real-world accounting applications.

BBA 2301 Principles of Accounting II

Examines topics of corporate accounting and financial statements, long-term liabilities, cash flow and financial statement analysis, managerial accounting, budgeting, and using financial data to make business decisions. Students acquire and demonstrate knowledge and comprehension of the advanced foundational theories and methodological tools utilized in accounting. The usefulness of theoretical constructs are applied to solve real-world accounting applications.

Prerequisite—BBA 2201 or equivalent

BBA 2401 Principles of Macroeconomics

Presents macroeconomics as a relevant and interesting subject to study by encouraging a greater appreciation for how a modern economy functions. Economic topics include public policy decision making and managerial decision making.

BBA 2501 Principles of Microeconomics

Introduces economic theory and practice, specifically the economic system of supply and demand. Includes the effect this system has on business and individuals, especially in the making of decisions. Analyzes the foundations of economic reasoning and central key terms, laws, and concepts of economic analysis and understanding.

BBA 2551 Intercultural Management

Presents an overview of the impact of culture on international business. Review of intercultural skills needed to develop successful management strategies across cultures. Emphasis is placed on assessing the environment, ethics and social responsibility, communication skills, and formulating business strategies.

BBA 2926 Introduction to Project Management

Explores the history and development of project management and the project management process framework. This course provides an overview of the five project management process groups, including initiating, planning, executing, controlling and monitoring, and closing.

BBA 3201 Principles of Marketing

Provides an introduction to the functions of marketing, building on the influence of social, economic, ethical, legal, and technological forces on marketing activities, and marketing around the globe in a socially responsible way. Features real-world examples that show concepts in action and how marketers address today's marketing challenges.

BBA 3210 Business Law

Provides an introduction to three major disciplines: law, ethics, and business legal organizations. Students gain knowledge of contracts, the Uniform Commercial Code, administrative regulations, dispute resolutions modalities, and international business law. Ethical business behaviors are stressed throughout the course as well. Students are provided suggested guidelines for being both successful and ethical. Business legal organizations is also explored, providing students a broad overview of shareholder protections, tax implications, and management styles.

BBA 3221 Sales Management

Presents a contemporary, practical approach to managing sales. Emphasis is placed on the sales manager as a strategic partner to the business, including an evaluation of leadership, technology, motivation techniques, and ethical concerns that assist in the creation of effective, personal selling processes.

BBA 3301 Financial Management

Bridges financial management with corporate finance. Students apply financial data for use in decision making by applying financial theory to problems faced by commercial enterprises. Introduces students to basic financial theory, financial forecasting, time value of money techniques, and risk analysis. Other areas covered involve analyzing financial statements with ratios, valuing securities, capital budgeting, and calculating weighted average cost of capital.

BBA 3331 Introduction to E-Commerce

Provides an overview of how firms compete in today's environment with a focus on strategic choices and the infrastructures affecting e-commerce including technology, capital, media, and public policy. The strategy formulation process is covered by focusing on its six interrelated decision areas: market opportunity analysis, business models, customer interface, market communications, implementation, and metrics. In addition, the course investigates the four infrastructures affecting the strategy process: technology, media, capital, and public policy.

BBA 3361 Professionalism in the Workplace

Presents an overview of the challenges associated with workplace expectations regarding business etiquette, appropriate use of technology, and proper attire. It is designed to assist students in gaining knowledge of how to appropriately communicate with others and how to effectively deal with conflict, teamwork, and accountability in a fair and ethical manner. The basic

skills necessary for obtaining a job and achieving success in today's challenging economy and increasingly competitive work environment are enhanced through this course.

BBA 3391 Information Technology Cost Analysis

An in-depth study of the economic issues facing technology-driven companies. Analyzes properties of the Internet that impact traditional and online businesses; competitive and macro environments affecting Internet firms; and the role of the general manager in creating and maintaining a competitive advantage are presented.

BBA 3451 Organizational Theory and Behavior

Presents basic knowledge of organizational theory, human motivation, emotional intelligence, and workplace behaviors in order to analyze and determine the best methods for improving organizational behavior and related skill sets. This course focuses on the development of organizational theory and behavior and includes the study of a wide range of personality, workplace behavior, and related theories. Knowledge gained is intended for professional and personal application.

BBA 3551 Information Systems Management

A comprehensive overview of the management of information systems and the combination of hardware, software, and people vital to the successful business operation. The strategic role of information systems is examined, as well as the characteristics of computer systems, software applications, programming languages, and relational databases.

BBA 3602 Principles of Management

Presents the dynamics involved in managing organizations within the construct of today's global environment. The course provides students with an opportunity to study and discuss the functions and elements of management. Topics include the principles of management as they pertain to leadership, strategic decision making, motivation, goal-framing effects, organizational design and change, perceptions, high-performance teams, and group behavior.

BBA 3620 Managerial Accounting

An introduction to concepts and methods to assist management in the evaluation of the business enterprise and to aid in its planning, organizing, and controlling functions.

Prerequisite— BBA 2510 or equivalent

BBA 3626 Project Management Overview

An introduction to modern project management practices and techniques. Examines current terminology, definitions, and conventions along with the different objectives, roles, and responsibilities of individual project team members.

BBA 3651 Leadership

Presents the importance of leadership in conjunction with various leadership traits, styles, and qualities. Enhances the importance of having a vision, the motivation to lead, social motives in the workplace, levels of morality and values, and the significance of empowerment for effective leadership. Topics include situational leadership, organizational climate, moral dilemmas, personal integrity, servant leadership, participative management, human relations, high-performance teams, diversity, cultural and interpersonal differences, workplace stress, performance management, and organizational change.

BBA 3826 Managerial Decision Making

Investigates the theory of decision making, including the process of rational decision making and the various problems associated with making rational decisions. Ethics and fairness in decision making are highlighted as well as the various ways to improve decision making, both as an individual and as a member of a group.

BBA 4126 Project Planning

Provides the tools to understand, design, and apply systematic project management organization and administration. In addition to learning how to satisfy customer needs, this course will assist students in applying budgeting concepts, managing production time, investing resources, and creating performance specifications designed within defined requirements.

BBA 4201 Financial Institutions

Presents the importance of financial markets and institutions in a global society. Illustrates how financial institutions work for both businesses and the consumer. Broad coverage of different financial institutions within the context of a global society is presented. Includes the role of financial markets in society, financial transactions in a global society, and the commercial banking system.

BBA 4226 Risk Management

A study of problem solving from managerial, consumer, and societal perspectives. Emphasizes the business managerial aspects of risk management and insurance, as well as the numerous consumer applications of the concept of risk management and insurance transaction.

BBA 4301 International Finance

Investigates financial management from a globalized world perspective through trends and integration of new approaches in international finance. The scope and content establishes the theoretical foundations of international financial decision making and the extensive applications of theory to financial practice. The main objective is to develop critical-thinking skills regarding the theory and practice of international financial management.

BBA 4326 Procurement and Contract Management

Investigates contracts as a means for individuals and businesses to sell and otherwise transfer property, services, and other rights. Students examine the actions companies utilize to build successful partnerships, to manage expectations, and to build trust between organizations. Topics also covered are the contract management process, roles and responsibilities of team members, contracts and legal issues, e-procurement, and contracting methods.

BBA 4351 International Economics

An analysis of contemporary topics in international economics involving international trade, international finance, open market macroeconomics, international trade blocks, labor migration, and capital flows, including those resulting from operations of multinational firms

Prerequisite- BBA 2401

BBA 4426 International Management

A study of the challenges that confront managers of organizations and individuals in global settings. Special focus is placed on benefits of diversity derived from interactions between different cultures. The course also covers an overview of markets,

governments, and organizations as well as a general overview of the concepts of internationalization in contemporary business.

BBA 4446 International Legal Operations

An examination of the role of international and comparative law, including the laws governing multinational enterprises; foreign investment; money and banking; and sales of goods, services, labor, intellectual property, transportation, financing, taxation, and dispute settlement. Reviews the most important international organizations, from the Bank of International Settlements to the World Trade Organization.

BBA 4653 International Trade

Provides a solid background of the key factors that influence international trade and the manner in which economic policy affects both trade flow and the nature of economic activity. Relationships between trade and growth, effects of labor and capital movements between countries, and the key factors that influence relative costs between countries are also examined.

BBA 4751 Business Ethics

An introduction to business ethics that sets forth and applies various philosophical ethical doctrines, including relativism, virtue ethics, and utilitarianism to contemporary business practices. Corporate social responsibility, corporate culture, and their impact are analyzed. Philosophical ethical concepts are reviewed with reference to the applicable legal landscape in which businesses operate, including employment, workplace monitoring, accounting and financial reporting, and product liability.

BBA 4851 Production Management

Examines the production of goods and services in an efficient and effective business operation. The course also addresses the management of resources, the distribution of goods and services to customers, and the analysis of queue systems.

BBA 4951 Business Policy and Strategy

Examines strategic management activities and benefits, including a practical, integrative model of the strategic-management process and the important relationship between business ethics and strategic management.

BCJ 2000 Introduction to Criminal Justice

Examines the past, present, and future of the American criminal justice system with emphasis on the changing philosophies in the American system.

BCJ 2001 Theory and Practices of Law Enforcement

Presents students with the historical development of law enforcement, organization, administration, and systems of local, state, and federal policing with an emphasis on theories as they relate to practices.

BCJ 2002 Theory and Practice of Corrections

Provides a historical overview of theory and practices of convicted offenders with an emphasis on U.S. corrections, including institutional procedures, relevant technological innovations in security, and future innovation impact.

BCJ 2201 Juvenile Delinquency

Provides a historical overview of the juvenile justice system that includes a comparison between the juvenile and adult courts, options for juvenile diversion, criminological theories and their explanation of juvenile delinquency, juvenile justice

in international communities, and intervention strategies to deter and prevent juvenile delinquency in America.

Prerequisite—BCJ 2000 or equivalent

BCJ 2501 Criminology

An exploration of crime and crime causation theories, including traditional and modern approaches and emerging technological innovations as well as social policy.

BCJ 3150 Probation and Parole

Examines American probation and parole operations in the state and federal systems. Students study jurisdiction issues, history, the relationship between theory and practice, and contemporary issues confronting probation and parole in America.

BCJ 3301 Judicial Process

Provides students with an overview of the criminal justice system and its processes. It examines the courtroom work group, the trial process, and challenges to the process. It also provides an overview of the juvenile court system.

BCJ 3450 Introduction to Court Security

Examines court security in and around our nation's court facilities. Explores how present court security methods involve more than physical structures and high tech security equipment designed to protect the court. Evaluates the motivations and tactics used by perpetrators of courthouse violence and the best means by which these actions might be prevented.

BCJ 3451 Protecting Court Personnel

Describes strategies and methods for proper protection of judicial personnel as they perform their public charge.

BCJ 3452 Physical Security

Introduces the student to the history and evolution of physical security with an emphasis on crime prevention through environmental design (CPTED). This course also examines the physical security planning process and those who should be involved in site selection and development of public spaces. In addition, this course investigates the role of security planning for information systems and critical infrastructure.

BCJ 3453 Court Security Supervision

Provides an overview of the concepts and key components of the role of criminal justice supervisors and middle managers. Students study interpersonal skills, techniques for working well with others, communication, problem-solving, time management, the hiring process, motivation, and morale.

BCJ 3601 Criminal Law

Provides a study of the nature and foundations of U.S. criminal law. Students focus on evolution of statutory crimes in the United States, analysis of contemporary federal and statutory offenses, criminal conduct, criminal responsibility, criminal defenses, criminal liability, and elements of the crime.

Prerequisite—BCJ 3301 or equivalent

BCJ 3701 Criminal Investigation

Presents a study of the development of the investigative procedures and techniques from early practices to modern-day forensic science capabilities with an emphasis on leadership, investigation, and case preparations.

BCJ 3801 Criminal Evidence and Legal Issues

Presents an examination of the laws governing proof of facts evidence presentation in trials and common law. Students study practical application of the rules of criminal procedure in respect to evidence, burden of proof, presumptions, judicial notice, and the basic functions of courts as the third facet of the criminal justice system.

Prerequisite- BCJ 2000, BCJ 3701 or equivalent

BCJ 3950 Constitutional Law for Criminal Justice

Presents an overview of the principles and practical analysis of significant case law applicable to the U.S. Constitution, emphasizing search and seizure, arrest, civil rights, related amendments, due process, and the judicial system.

BCJ 4001 Procedures in the Justice System

Focuses on U.S. Supreme Court interpretations of the U.S. Constitution with respect to rights of the accused. Students discuss Supreme Court decisions and identify the impact on the criminal justice system as well as study a historical overview of the procedures involved in moving a suspect through the criminal justice system.

BCJ 4101 Police and Community Relations

An examination of the history of community policing, problem-oriented policing, community responsibilities, media relations, and evolving strategies. Students analyze criminal justice organizations including human resources management, research studies, environmental factors, centralized authority, and other issues.

Prerequisite—BCJ 2000, BCJ 2001, BCJ 2501 or equivalent

BCJ 4201 Race and Ethnic Relations

Provides insight for the direction and improvement of criminal justice programs by creating a mutually beneficial atmosphere between all races and ethnicities and the criminal justice system. Students address solutions to historical issues such as racial profiling, ethnic prejudices, and other areas of concern.

Prerequisite—BCJ 2000 or equivalent

BCJ 4301 Management and Supervision in Criminal Justice

An overview of supervisor and middle management roles in criminal justice agencies with an emphasis on the importance of inter-personal skills and co-worker relations as well as the positive and negative aspects of various leadership styles.

Prerequisite—BCJ 2000, BCJ 2001, BCJ 2002 or equivalent

BCJ 4385 Workplace Security

Examines the organization and management of the security function in industry and business, including personnel protection, facility control, major asset protection, risk management and mitigation, and other issues.

BCJ 4601 Criminal Justice Current Topics

Studies the major aspects of the criminal justice system and provides an assessment of current issues such as globalization and advances in technology. Students analyze contemporary issues such as drug abuse, gang cultures, sex crimes, cybercrimes, community policing, juvenile crimes, prison and jail privatization, and community corrections challenges.

Prerequisite—BCJ 2000 or equivalent

COURSE DESCRIPTIONS

BCJ 4701 Criminal Justice Organization and Administration

Defines and analyzes criminal justice system organizations, including human resources planning and management, research studies, environmental factors, centralized authority, and other issues.

BEM 3001 Environmental Law

A study of environmental law related to pollutants and governmental regulations that examines the American legal system, Environmental Protection Agency, and other agencies that regulate environmental policy.

BEM 3101 Assessing Environmental Science

An examination of major environmental issues using balanced scientific and social perspectives. Features interdisciplinary approach with case studies to illustrate existing and potential management, economic, technical, and policy solutions in regional, cultural, and historic contexts.

BEM 3201 Environmental Assessment

A survey of environmental assessment in America that reviews the historical context, the regulatory framework, and the environmental site assessment process.

BEM 3501 Air Quality

Considers the science and management practices associated with modern air quality control systems. Emphasis is placed on the regulatory and technological management practices employed in achieving air quality goals and health protection concerns.

BEM 3601 Waste Management

Practical examination of the technical and regulatory complexities of municipal, hazardous, and industrial waste management. Includes special emphasis on basic environmental science and related technical fields.

BEM 3701 Hazardous Waste Management

An Introduction to hazardous waste management issues, programs, regulations, hazards, identification, characterization, storage, disposal, and treatment options in the corporate, industrial, and municipal settings.

BEM 4001 Pollution Prevention

Reviews the foundation in pollution prevention concepts and methods. Specific topics covered are improved manufacturing operations, life-cycle assessment, design considerations, economics, sustainability issues, fugitive emissions, and material and resource conservation.

BEM 4301 Environmental Strategies

Analysis of fundamental concepts and strategies related to resource management, environmental stewardship, and sustainable development. Includes the introduction of economic and social decision-making, and development that does not sacrifice the environment.

BEM 4351 Environmental Technology

A practical examination of the basic principles of environmental technology with emphasis is given to the application of these basic principles in alleviating environmental problems related to water supply, waste management, and pollution control.

BHA 3002 Health Care Management

Introduces the field of modern healthcare management through a systematic analysis of the important areas of concern to the healthcare manager. Topics covered include the planning process and how planning is used in healthcare administration; the organizing process and job design; supporting and implementing decisions; building the quality of clinical service; and providing human resources and plant services.

BHA 3202 Standards for Health Care Staff

Equips students with the knowledge of the traits and professional standards that are required to be a successful member of the healthcare industry. Topics discussed include work ethic, professional traits, teamwork, cultural competence, communication, morals, and career development.

BHA 3401 Health Unit Coordination

Prepares students for future healthcare management roles across a variety of disciplines. Emphasizes the practical aspects of key theoretical concepts through case studies, examples, and exercises based on real-world healthcare scenarios.

BHA 3501 Community Health

Practical guidance in the areas of community health, health education, and health promotion. This course also covers information about the design, development, and evaluation of programs in the community. Consideration is given to racial, ethnic, socio-economic, political, and residential patterns of health and the impact that each has on community health.

BHA 3801 Critical Issues in Health Care

An overview of the nature of the healthcare system, factors influencing the distribution of health care, mainstream and alternative health manpower, the social distribution and meaning of illness in the United States. Topics including bioethical issues, and contemporary issues such as bioterrorism, human genome project, rising prescription drug costs, and urbanization, social stress, and mental illness are covered.

BHA 4001 Budgeting in Health Care

Provides an overview of financial management principals commonly encountered in healthcare organizations. This course introduces the basic concepts of managerial financial functions, processes, financial reports, and factors affecting the financial aspects of providing healthcare services in today's dynamic and competitive environment.

BHA 4053 Financial Management in Health Care Organizations

Introduces key aspects of financial management for today's healthcare organizations, addressing diverse factors that impact the provision of medical services in our dynamic and competitive environment. Students will gain knowledge and skills in the various types of healthcare budgeting and financial reporting, applying these skills through practical case scenarios and problem-solving activities.

BHA 4101 Quantitative Methods of Health Care

Explores the need for and use of quantitative methods in the healthcare environment. Quantitative analysis provides a proven mathematical format for healthcare leaders to make the practical decisions necessary to provide care for the burgeoning number of patients while balancing financing options and restraints.

BHA 4201 Health Care Law

Provides background and legal principles for problems concerning our healthcare delivery system. Focus is placed on professional regulation and the managed care and hospital certification programs that impact professional practice. The course is designed to prepare clinical and administrative healthcare personnel for the challenges of understanding today's important issues, from handling patient records and avoiding malpractice, to addressing topics of abortion, AIDS, and the right to die.

BHM 3010 Introduction into Hospitality

An introduction to the hospitality industry and various industry segments such as restaurants, hotels, attractions, and other businesses and organizations that serve individuals as they meet, visit, or celebrate. Includes study of basic management skills and concepts, leadership, marketing, planning, and fundamentals of operation in the hospitality and tourism context.

BHM 3020 Introduction into Tourism

An exploration of hospitality and tourism from a business context. Focus is on the forces and trends shaping the tourism industry, including the role of travel agents, important transportation modes, use of technology and communication systems, accommodation types, destinations and attractions management, food and beverage operations, and the diversity of this international industry.

BHM 3890 Accounting for Hospitality and Tourism

An examination of external environmental financial concepts that are vital to decision making within an organization in the hospitality and tourism industry. Analysis and discussion of cost behavior, operating leverage, profitability, planning and budgeting, capital investments, financial statements, and cash flows.

BHM 4100 Facilities Management and Design in Hospitality and Tourism

An examination of hospitality property management and design. Includes all of the primary facility systems such as water and wastewater, electrical, HVAC, lighting, laundry, solid waste management, telecommunications, food service, energy management, and safety and security.

BHM 4300 Legal Aspects of Hospitality and Tourism

An overview of federal, state, and local laws that are applicable to the hospitality industry. The primary focus of this course is the effect of federal laws and regulations on hiring, firing, employment conditions, and the day-to-day business operations in a hospitality environment.

BHM 4400 Resort Management and Operations

A presentation of the resort industry and the unique issues and problems of resort management and operations. Provides an overview of technology used in the resort industry as well as career paths and market trends. Examines the challenging requirements for hiring and managing of seasonal, talent-specific, and remote employee.

BHM 4680 Marketing for Hospitality and Tourism

A study of marketing as one of the most exciting and complex functions of a hospitality and tourism manager. Combines knowledge of the market's behavior, a tailored product-service mix, and appropriate sales techniques to demonstrate that the marketing function represents one of the operation's best chances for success.

BHR 3301 Compensation and Benefits

Presents the dynamics involved in compensating employees for services rendered in a modern organization. This course focuses on the critical tools and techniques of job analysis, job descriptions, job evaluation, pay surveys, pay administration, and required benefits.

BHR 3352 Human Resource Management

Provides a management-oriented exploration of human resource management, structure, functional applications, and labor management relations. Focus is placed on managers and leaders within organizations and their responsibility to optimize performance and make decisions based on ethical criteria.

BHR 3551 Human Relations and Development

Examines interpersonal relations within organizations and provides methods for improvement of interpersonal skills. Methods to enhance teamwork are explored along with experimental activities and case studies.

BHR 3565 Employment Law

Provides a working knowledge of federal legislation and regulations affecting employers. Introduces a simple approach to employment law with a foundation of legal principles explained in the layperson's language. A consistent theme of the course is employer awareness of protected classes.

BHR 4350 Collective Bargaining

An examination of the historical and legal basis for labor relations and collective bargaining in the United States. Changes in the application of labor laws due to court decisions, National Labor Relations Board (NLRB) rulings, and changes in the environment of union and management relations are covered throughout the course. The course also covers the latest decisions and rulings, as well as analysis of what these changes mean in the workplace.

BHR 4501 International Human Resources Management

Examines three broad areas of international human resource management by examining human behavior within organizations from an international perspective; comparing and analyzing HRM systems in various countries and regions of the world; and focusing on key aspects of HRM systems in multinational firms.

BHR 4601 Staffing Organizations

Prepares all current and future managers with the necessary tools needed to identify, attract, select, and retain talent. Provides a study of external influences, support activities, staffing specific activities, and the staffing system management process. Real-world examples are utilized with special emphasize on staffing models, the labor market and unions, employment law, job analysis and planning, recruitment tools, and strategic staffing decision making.

BHR 4680 Training and Development

Provides an organizational development model in human resource management to prepare professionals to train and develop people throughout the career continuum in the international arena. Presents an overview of mentoring and coaching, the role of team leaders and managers in performance appraisals, and orientation programs.

BIO 1030 General Biology I

Introduces all major areas of general biology. The relevance and contribution of this discipline to business, health care, policy creation, and other sciences is highlighted in this course.

BIO 1040 General Biology II

Highlights the relevance and contribution of this discipline to business, health care, policy creation, and other sciences.

Prerequisite—BIO 1030 or equivalent

BIO 1100 Non-Majors Biology

Explores the principles of biology, including the scientific method, cell theory, cellular process, theories of heredity, evolutionary theory, ecology, human physiology, and a survey of the diversity of organisms.

BIO 1302 Ecology and the Environment

Introduces basic ecological concepts and their relevance to human impacts on natural systems. Students explore ecosystem structure and function, population ecology, and current environmental issues related to sustainability and the use of natural resources.

BOS 3001 Fundamentals of Occupational Safety and Health

An overview of key issues and practices related to the occupational safety and health (OSH) profession. Examines the legal aspects of OSH in the United States, the origin and application of OSH related consensus standards, hazard identification and control, and tools necessary for successful management of OSH related efforts.

BOS 3125 Hazardous Materials Management

A review of principles and best practices related to management of hazardous materials and wastes in the workplace. Covers OSHA, EPA, and DOT requirements regarding labeling, handling, and transportation of hazardous materials as well as hazard communication and training in the workplace. Hazardous material spill response is also discussed.

BOS 3301 Fleet Safety

A comprehensive study of motor fleet safety and instructional programs. Focus areas include accident prevention, security, job safety analysis, school bus safety, shipping and storage of hazardous materials, driver selection and training, vehicle inspection, and considerations for a small fleet.

BOS 3401 Construction Safety

Explores regulations and safety practices related to the construction industry. Particular consideration is given to the prevention of fatalities and serious injury common to this industry sector.

BOS 3525 Legal Aspects of Safety and Health

A comprehensive study of the Occupational Safety and Health (OSH) Act and the authority of the Occupational Safety and Health Administration (OSHA). This course includes a review of employer's legal responsibilities and proactive measures to ensure compliance with the OSH legal and regulatory framework in America.

BOS 3551 Environmental Issues

An examination of environmental topics from opposing philosophical and practical sides. Topics include the global environment, current and future energy issues, sustainability development, and the viability of green initiatives.

BOS 3640 Interactions of Hazardous Materials

A systematic analysis of how hazardous materials escalate an incident or emergency event. Examination of the basic fundamental concepts

common to hazardous chemicals with an emphasis on how some key elements, compounds, and mixtures are inherently dangerous.

Prerequisite—CHM 1030 or equivalent

BOS 3651 Total Environmental, Health and Safety Management

A comprehensive study of the essential components needed in developing an effective safety management system. Examines the cultural aspects of integrating total safety management into all levels of an operation.

Prerequisite—BOS 3001 or equivalent

BOS 3701 Industrial Ergonomics

A review of the principles and practices of ergonomics as it applies to the industrial environment. Demonstrates how to collect data on users and operators and how to convert the data to good workplace design.

Prerequisite—BOS 1100, PHS 1110 or equivalent

BOS 3751 Training and Development

An exploration of various training requirements specified by safety and health standard-setting organizations. This course also includes consideration of training theory and training management techniques to include an evaluation of best practices.

BOS 4010 Safety Supervisor

An overview of the tools needed to understand and deal with the unique role and project management responsibilities of safety supervisors and safety project managers. Various sample forms as presented by the National Safety Council are included along with case study scenarios for student review and commentary.

BOS 4025 OSHA Standards

An exploration of Federal OSHA standards found in 29 CFR 1902, 1903, 1904, and 1910 regulations. Emphasizes the application of OSHA standards and the basic principles involved in Federal regulatory compliance.

BOS 4201 Toxicology

An exploration of the basic principles associated with the toxic effects of chemicals on the living organism while examining the regulatory aspects and applications of toxicology in the workplace. Among the topics covered are the potential adverse effects of drugs, pesticides, food additives, and industrial chemicals.

Prerequisite—BIO 1100 and CHM 1030 or equivalent

BOS 4301 Industrial Hygiene

An introduction to the basic concepts of industrial hygiene from a technical level. Focuses on the areas typically encompassed by industrial hygiene and highlights the importance of the industrial hygienist in protecting employee safety and health.

Prerequisite—MAT 1302, BIO 1100 and CHM 1030 or equivalent

BOS 4520 Risk Management

An examination of risk management principles in the context of safety and health management. Strategies and tactics for reducing workplace hazards are presented through a review of best practices and principles balanced by an organization's use of opportunistic and speculative risks.

BOS 4601 Accident Investigation

A study of integrating accident or near-miss investigations as an effective, practical, and even a profitable management tool. This course incorporates systematic, procedural, determinative, and corrective applications for investigative accident management.

BOS 4725 Process Safety Management

Discusses the major components that contribute to an effective process safety management program. Topics include methods to measuring performance, facilitating metrics, integrating regulatory requirements, and establishing and maintaining a safety culture.

BSL 4000 Managing Diversity in Organizations

A presentation of the personal and organizational implications of increasing workforce diversity. Explores the complex dynamics of ethnic, racial, and gender diversity in organizations as seen from the vantage point of social science and organizational studies. Examines the managerial implications of increasing cultural diversity in organizations, and the orientations to diversity adopted by organizations, the correlates of these approaches, and the possibilities for organization change.

BSL 4040 Communication Skills for Leaders

A study of approaches and skills needed for communication and leadership in the workplace. Explores communication methods for working with teams, cultures, social media, genders, and generations. Reviews communication and presentations skills with an emphasis on speaking and writing professionally.

BSL 4060 Team Building and Leadership

A study of high performance skills, innovation, management, and effective development of cross-cultural teams in relation to leadership. Analysis of leadership styles in both social and professional situations, the importance of making wise business decisions within a team-based environment, and overcoming unhealthy agreements. Examination of leaders' communication styles, leadership power, situational leadership, creativity and leadership, resolving conflict, teamwork, motivation, coaching skills, emotional intelligence, and the impact of leaders on organizational decision making.

BSL 4080 Creative Thinking and Problem Solving

An in-depth study of creative thinking and problem solving techniques that are essential for organizational leaders. Causal, deductive, and inductive arguments are described as well as the use of persuasion. Moral, legal, and aesthetic reasoning are also covered.

BSL 4160 Negotiation/Conflict Resolution

Presents the development of communication and management skills essential for successfully resolving conflict situations involving labor and management practices. The structural dysfunction of organizations is also explored.

BSM 2701 Sociology of Sport

Analysis of how sociology can be used to study sport in society. Focuses on sports and sport-related behaviors as they occur in social and cultural contexts and uses concepts, theories, and research as tools that enable students to examine sports as a part of culture.

BSM 2801 Sport Marketing

Examines the theoretical and practical implications of marketing in the sports industry by presenting a framework to help explain and organize the strategic marketing process.

Offers a growing appreciation on the globalization of sports and an understanding of the ethical issues emerging in sports and their impact on sport marketing decisions.

BSM 3901 Sport Fundraising

Reviews the theory and practice of fundraising in sport-related fields and provides specific, helpful ideas for conducting fundraising activities in sports business. Combines fundraising theory and practical advice so learners can organize and develop fundraising plans.

BSM 4001 Sport Facilities

Provides students with an understanding of the complexity involved in the planning and design of recreation and sport facilities. Sport facility management also includes staff management, facility marketing, developing revenue streams, development of ancillary areas, as well as facility scheduling and operating.

BSM 4101 Sport Administration

A study of the principles of efficient management and leadership concepts as applicable to the sport industry. Focuses on principles and techniques of management relating to programs, facilities, special events, and personnel. Topics include key personnel issues in sport management situations; ethics, law, and governance in sport management; the role of the marketing process in sport administration; and economics, accounting, and budgeting.

BSM 4201 Sport Financing

Analysis of the unique qualities that makes sport financing different from other types of financial management. Explains the financial history and record of a publicly traded corporation and analyzes balance sheets, income statements, pro forma budgets, and numerous other financial statements and records.

BSM 4301 Sport Legal Liability and Risk Management

A Study of the legal implications of tort, liability law, and risk management in sports related fields. Provides specific law terminology, issues, cases, and decisions that have been addressed by the American legal system. Presents an overview of the legal system, an introduction to conducting legal research, an explanation of the role of arbitration as an alternative to litigation, and an examination of the role of practical risk management programs in sport fields.

CHE 6301 Foundations and Methods in Community Health

An introduction to community health within the public health environment. Students develop an understanding of historical and theoretical foundations of community health and major societal health concerns, explore community health models and programs used to address these concerns, and examine racial/ethnic, cultural, socioeconomic, and related determinants of community health.

CHE 6303 Strategies of Health Promotion

Covers the principles and practices of public health promotion and education, including historical origins; professional responsibilities; ethics; health behavior and learning theories; models for planning, implementing, and evaluating programs; health literacy; public health advocacy; and the development, selection, and implementation of effective instructional materials, methods, and interventions.

CHE 6304 Health Program Planning, Implementation, and Assessment

Examines and discusses models and processes to plan and evaluate public health interventions. Students develop practical skills in applying health education development and evaluation issues in the areas of needs assessment, program planning, and evaluation by reading and discussing literature in the field.

CHE 6305 Issues and Trends in Community Health

A synthesis of health promotion theory content and practice to provide the foundation for exploration of community health and education topics. Students complete a written project that demonstrates the students' mastery and integration of all their previous learning in public health courses. The project provides opportunities for the student to engage in critical analysis and exploration of multiple issues, including social and environmental factors related to the professional role, function, and trends in public health.

Prerequisite—PUH 5301 or equivalent

CHE 6307 Diversity in Health Education

Examines the cultural forces that influence public health and the health of communities. Emphasis is placed on the study and evaluation of cultural diversity and cultural competence. Health disparities are also explored in this course.

CHM 1030 General Chemistry I

Introduces core chemical concepts to help the student acquire a long-term, meaningful understanding of the basic principles and relevant connections to those principles operating in everyday life.

Prerequisite—MAT 1302 or equivalent

CHM 1040 General Chemistry II

Explores topics such as the mole concept and stoichiometry, gaseous state and chemical bonding, acids and bases, and chemical equilibrium.

Prerequisite—CHM 1030 or equivalent

CM 1010 Professional Communication

Teaches a variety of contemporary communication skills necessary for professional communication, to include fundamental writing, messaging, and reporting skills with a focus on information literacy techniques and technology.

CMJ 3307 Victimology

An examination of trends and patterns of victimization through history. Students explore victim rights, fair treatment, empowerment, and compensation. Focus is given to society's response to victims and their problems as well as victimization by the justice system.

CMJ 3308 Mental Illness and Crime

Emphasizes the dynamics behind the correlation of crime and mental illness. With the growing population of those with mental illness within the system, this course is relevant to law enforcement, corrections, and courts personnel as well as all other aspects of the criminal justice system. Students explore the myths and realities regarding specific disorders encountered within the field.

CS 1010 Computer Essentials

Explores computer literacy topics in a very basic, hands-on environment. Presents the fundamentals of computer hardware and software, the Internet, operating systems, and current application software within Microsoft Office Suite.

CYB 4301 Cyber Security and Crime

Introduces the types of security crime, breaches, fraud, and network penetrations. Students learn procedures for preventing intrusions, fraud, and computer crime. Legal impacts for cyber security crimes are discussed and evaluated.

CYB 4302 Cyber Warfare and Application

Provides knowledge of intrusion detection applications, security tasks, networks activity, and prevention and social engineering techniques. Students are provided with hands on exercises for intrusion detection systems, scanning applications, and social engineering practices.

CYB 4303 Critical Infrastructure Protection in Cybersecurity

Provides an opportunity to assess current programs and their adequacy to protect information systems and technology. This assessment includes industry standards, governmental efforts, and interrelationships of information systems and technology to other types of critical infrastructure. By utilizing current best practices, students determine these programs' effectiveness and propose possible future measures for development. Students also gain hands-on exercises with implementing network policies, access protection, virtualization, and network protocols.

CYB 4304 Cyber Security Law and Policy

Provides a framework for the regulations and policies intended to protect assets from cyber-attacks. Students practice security information gathering and create security plans to reduce potential attacks. Students also develop security procedures and processes for responding to security breaches and assessing risk for information assets.

DBA 7000 Doctoral Student Orientation

Provides an orientation to doctoral-level study in business. The orientation provides an overview of areas related to doctoral studies, including time and organizational management skills, writing skills, and research skills. Successful completion of this course is part of the admission requirements to the doctoral program.

DBA 7035 Business, Government and Society

Examines the complex interface between public and private business sectors and explores the role of business administration in contemporary society through examination of theoretical foundations, ethical dilemmas, and political environments within historical and global comparative contexts. Learners engage in intensive readings of scholarly works within the discipline foundation and collateral contemporary works that span the public, private, and independent sectors. Learners explore advanced analytical and strategic business skills related to government regulation, politics, ethics, and corporate social responsibility. Specific subject areas include conceptual analysis and critique of bureaucracy; the development of management theory and subsequent application to the public and private sectors; organizational design, behavior and change; decision-making models and group dynamics; administrative leadership; and the legal foundation of business administration.

Prerequisite—DBA 7000

DBA 7180 Managerial Economics and Business Theory

Provides a cross-functional framework for analyzing organizational problems, examines economic research, and applies research inferences to decision making. Integrates the topics of strategy and organizational architecture to explore the theory of business and environmental management. Investigates corporate policy, finance, accounting, marketing, information systems, operations, compensation, and human resources, and focuses on the interrelationships and coordination needs to do business. Explores the theoretical roots of competing policy options and assesses implications of business decisions and various regulations as they affect the productivity and overall performance of the private sector.

Prerequisite—DBA 7000

DBA 7240 Doctoral Writing and Inquiry into Research

Examines the basic principles and techniques of doctoral scholarship and offers an overview of the development of theory and research logic, explores the relationship between theoretical and empirical constructs, and provides a wide variety of specific research methodologies, including the scholarly publication process. Learners study the principles of the scientific method and research design techniques common to qualitative, quantitative, and mixed methods research, including sampling methods and data collection techniques. Material includes an examination of various research methods including electronic searches and retrieval methods. Students critically review research papers and articles and are introduced to the writing techniques necessary to produce expository and analytical papers to the standards of publishable work.

Prerequisite—DBA 7000

DBA 7310 Statistics for Business Decisions and Research

Emphasizes practicality and flexibility in utilizing statistical methods to augment business decision making. A practical approach is adopted that prepares students to identify the correct method, calculate the statistics, and properly interpret the results to solve a business question.

Prerequisite—DBA 7000

DBA 7420 Organizational Behavior and Comparative Management

A comparative study of organizational theory and behavior with attention to both historical and contemporary contexts. Combines a critical review and analysis of current theory and research on complex organizational structures, processes, and performance applications. Topics include classical management theory, human relations perspectives, institutional theory, comparative organizational designs, change processes, and organizational-environmental interaction.

Prerequisite—DBA 7000

DBA 7553 Human Resource Management

Provides an introduction to theoretical, applied, and professional issues associated with the management of human resources within organizations. The course seeks to familiarize students with facets of the human resource management function and to explore a range of theoretical and applied perspectives on how human resource management impacts performance at both the organizational and individual levels.

Prerequisite—DBA 7000

DBA 7632 Business Ethics and Corporate Responsibility

Explores the growing academic literature in business ethics and provides students an opportunity to investigate ethical issues using their field of specialty as context. Different theories and frameworks for investigating issues are discussed and applied to a range of issues, both domestic and international. An evaluation of the institutions that structure the interaction of corporations and individuals in the conduct of business is explored. Issues include corruption in host countries, management of values in modern corporations, ethical status of the corporation, financial transactions, and gender discrimination in the context of cultural differences. Exposes business practices, economic assumptions, and brings contemporary challenges to the level of professional standards, corporate decision-making structures, and the interface between ethical theory and business practice.

Prerequisite—DBA 7000

DBA 8149 Business Research Methods

Provides an overview of research design that consists of understanding the preliminary considerations that go into selecting a qualitative, quantitative, or mixed methods research design, which includes philosophical worldviews, use of literature and theory, ethical issues, and writing strategies. The processes related to each approach, which includes writing an introduction, specifying a purpose statement, and developing research questions and/or hypotheses as well as the general procedures for quantitative, qualitative, and mixed methods studies are presented.

Prerequisite—DBA 7000

DBA 8230 Marketing Research and Competitive Strategy

Presents a comprehensive analysis of the principles and practices of marketing research with balanced coverage of qualitative and quantitative materials. Emphasizes emerging trends in marketing research, ethical and global implications, and the continuing integration of new technologies. Integrates ethics in marketing research and features case analyses and company profiles. Incorporates case studies, SPSS, and other statistical packages to provide students with experience navigating statistical software tools and interpreting marketing research data and output.

Prerequisite—DBA 7000

DBA 8341 Corporate Finance

Examines corporate finance and provides a comprehensive exploration of the theoretical and empirical literature on corporate financial policies and strategies. Corporate financial policies and strategies are studied, including managerial decisions regarding the issuance and retirement of debt, equity securities, and overall capital structure of organizations. Topics covered include governance and ownership structures; contracting between a firm and its management, creditors, and other stakeholders; dividends and stock repurchases; mergers, acquisitions, takeovers, buyouts, equity carve-outs, spin-offs; financial distress and its resolution; risk management; and the design of securities.

Prerequisite—DBA 7000

DBA 8475 Operations and Supply Chain Management

Explores the fundamental issues and recent developments in operations management, including manufacturing and service

COURSE DESCRIPTIONS

management, supply chain management, and project and systems management. Learners investigate the role of operations and supply chain management and the interactions of these business activities with other functional areas within the firm. In addition, students examine contemporary issues related to total quality management, just-in-time systems, supply and value chains, reengineering, and other business improvement processes. Case methods and review and analysis of pertinent scholarly and practitioner research are used to enhance the learning experience and assist students to develop a framework for understanding, analyzing, and addressing operations and supply chain management issues.

Prerequisite—DBA 7000

DBA 8552 Management Accounting and Control Systems

Addresses the complex and multi-dimensional subject of management control systems. Extending from management accounting, this course creates a framework for considering management control issues. Presents the needed technical subject content and summaries of relevant research literature. Case studies that reflect the complexity of managerial challenges when using management control systems are utilized. The use and effects of financial controls, including a discussion of effective and counterproductive controls, are covered as well.

Prerequisite—DBA 7000

DBA 8671 Technology and Innovation Management

Provides an integrated, strategic view of management of technology. Focusing on theory and practice, the course addresses the contemporary challenges of globalization, time compression, and technology integration that general managers face today. Explores several strategic approaches for dealing with these challenges, both from a managerial and from an economic perspective. Concepts presented are valuable for chief technology officers, directors of technology, chief information officers, and management personnel in R&D, product development, and operations.

Prerequisite—DBA 7000

DBA 8710 International Business and Global Strategy

Examines the theory and practice of developing and implementing strategies for gaining competitive advantage in the global business environment. Students review the theoretical body of knowledge in the fields of strategic management and international business. Learners consider a variety of empirical approaches used to research the international competitive strategy process to include exploration of the accelerating globalization of industries, regionalization of competition, and the institutional contexts that both facilitate and impede the formation and implementation of global strategies. In addition, students consider such emerging topics as organizational change, competitive dynamics, development of firm resources and capabilities, sustainable competitive advantage, regional approaches to competitive strategy, and the formation of new organizational forms such as strategic alliances and inter-firm networks.

Prerequisite—DBA 7000

DBA 8758 Negotiations and Business Strategy

Provides a theoretical approach to negotiations and business strategy by examining persuasion, communication, power, game, and trust theories. Examines the increasingly complex nature

of business negotiations. Market forces have shifted business strategies from a personal relationship model to a process-oriented and analytical one, resulting in a new approach to negotiating. Focuses on understanding and applying a strategic negotiating process essential to success in the business environment. Learners differentiate between individual and organization-wide negotiation strategies and achieve consensus regarding how negotiations are to be conducted and what results are expected.

Prerequisite—DBA 7000

DBA 9101 Comprehensive Examination

Establishes that a doctoral candidate has acquired the essential knowledge and skills covered in each of the courses, not including dissertation courses, leading to the Doctor of Business Administration degree. Proficiency is demonstrated through an essay response to questions that cover the essential content of each course in the doctoral program.

Prerequisite—DBA 7000, 7035, 7180, 7240, 7310, 7420, 7553, 7632, 8149, 8230, 8341, 8475, 8552, 8671, 8710, 8758

DBA 9307 - DBA 9320 Dissertation Research Courses

Presents the milestones necessary to complete the dissertation or research project. The milestones begin with the 10 strategic points and culminate with the defense of the dissertation or research project.

Note: Doctoral students will complete DBA 9307 through DBA 9310. Additional Dissertation Research project courses may be required to complete all milestones in the program. Doctoral Research courses will continue in sequential order, as needed, beginning with DBA 9311 and so forth until the study is approved for defense.

DBA 9410 Dissertation Defense

Presents the procedures necessary to defend orally the dissertation. Successful completion of the dissertation defense signifies completion of the doctoral program.

DBA 9510 Project Defense (1 semester hour)

Presents the procedures necessary to defend orally the project. Successful completion of the project defense signifies completion of the doctoral program.

EH 1010 English Composition I

Introduces the basic concepts and requirements of college-level writing. This course provides students with the opportunity to implement effective communication skills via the written word.

EH 1020 English Composition II

Provides an advanced introduction to the basic concepts and requirements of college-level writing. The course includes additional skills, methods, and techniques to improve and polish the student's completed written documents.

Prerequisite—EH 1010 or equivalent

EH 3341 Technical Writing

Studied of the process of technical writing and written communication. Students review various formats and writing purposes as well as produce technical and business-related documents.

Prerequisite—EH 1020 or equivalent

EMG 3302 Disaster Response and Recovery Management

Provides students with an in-depth understanding of the last two phases in the disaster cycle-response and recovery. Planned efficiency and effectiveness in true disaster situations is emphasized. Topics covered include a comprehensive overview of the emergency management principles, unified and collaborative management of disasters, restoration of community functions after a disaster, and systematic planning for communitywide recovery.

EMG 3303 Special Operations

Provides an overview of special operations in emergency management (EM). The emergency management field is ever-changing and requires integration of operations that traditionally have not been considered core EM functions. These functions include integration with the intelligence community, joint information centers, pre-planned special events, critical infrastructure protection, and inter- and intra-state mutual aid. This course explores these and other critical special operations that EM communities undertake.

EMG 3304 Emergency Management in Terrorism

Addresses emergency management of terrorism in terms of preparedness, incident response, and safe approaches to mitigation. Some of the key topics presented in the course include terrorism throughout world history, risks and hazards at the terrorism scene, preservation of evidence at the terrorism scene, risk assessment procedures and processes, key management roles and responsibilities, and recognition of explosive substances and devices.

EMG 6305 Emergency Management Leadership and Decision Making

A review of the history, evolution and theoretical concepts, and technologies used in emergency planning and management. Students differentiate disasters and hazards and apply knowledge of the four-stage response to disaster preparedness, emergency planning, mitigation response, and recovery. Students demonstrate comprehension of theory and practice in the public sector by writing up a final emergency management policy.

EMS 3301 EMS Management

Introduces the core functions of the emergency medical services (EMS) administrator and concepts associated with the administration of an EMS service. Areas of study include a broad overview of key elements including strategic planning, customer service, marketing, quality management, and data collection. Essential knowledge relevant to all aspects of the EMS profession is introduced, and assignments are provided to allow for application of these concepts.

EMS 3302 EMS Planning and Development

Presents an overview of emergency medical services (EMS) system design and development. A history of EMS in the areas of public and private services are examined, along with a comparison of service delivery, strategic planning, and model system development and implementation, as well as their impact on emergency healthcare delivery.

EMS 3303 EMS Operations and Personnel Management

Explores relationships of culture in recruitment, management, and retention of emergency medical services (EMS) personnel. Also examines the influence of effective personnel management on staffing and operational success for the EMS agency. Key areas of investigation include researching applicable human resources or

personnel laws and regulations as well as ensuring that processes are in place for educating supervisory staff and employees, including how to monitor for compliance. Primary administrative functions include conducting employee performance reviews, development of personnel schedules, and investigating complaints.

EMS 3304 Foundations in EMS Education

Provides a foundational understanding of emergency medical services (EMS) education for the EMS manager. General concepts such as learning styles and barriers to learning are discussed. Other course components include developing instructional goals and outcomes, curriculum and lesson plans, as well as various forms of learning aids, including how technology enhances the learning process. Finally, this course also reviews education evaluation tool development, concepts of program administration, and legal aspects of instruction.

EMS 3305 Risk Management Practices in EMS

Examines issues related to reduction or prevention of risk associated with the administration of an emergency medical services (EMS). Areas of concern are related to human resource management, workplace safety, personnel safety, vehicle operations, and clinical proficiency. Current practices support a culture of safety with an emphasis on provider health and wellness, as well as system accountability as evidenced by strategic implementation of programs aimed at improving awareness of risk related issues, including promoting ownership for achieving organizational goals related to risk management.

EMS 3306 Emergency Medical Communications

An analysis of fundamental concepts and methodologies related to emergency medical services (EMS) communication. Topics discussed are communication responsibilities, components of public safety communication, communication centers in EMS organizations, mobile communication, and the role of the communications center in system status management.

EMS 4301 Finance of EMS Systems

Introduces various financial issues and models related to provision of emergency medical services (EMS). Not all services are the same in regards to ownership, management, and profit status. Local, state, and national regulations regarding reimbursement for EMS services may vary, and administrators must understand how these factors influence the financial strength of the organization. This course evaluates current reimbursement strategies for Medicare, Medicaid, and private insurances. Exploration of the potential impact of healthcare reform on current strategy is conducted to determine how EMS reimbursement could be affected by changes in policy that are directed at other providers

EMS 4302 Leadership in EMS Systems

Provides students with knowledge, tools, and skills that will be needed to assume a leadership role in emergency medical services (EMS). Career advancement from field staff or lower-level supervisor requires transitioning from simple supervisory techniques to developing leadership qualities that will enable the individual to manage from a leadership position. Techniques that encourage motivation and teamwork are essential for organizational growth. Students learn how to apply basic leadership principles in organizational settings, assess leadership styles, and develop strategies to become leaders in EMS.

EMS 4303 Legal, Political and Regulatory Environment of EMS

Identifies the key points of the legal, political, and regulatory environment associated with the administration and workings of a modern emergency medical service (EMS). The importance of the collective body of laws and regulations are examined as it relates to EMS. This course focuses on the mechanics of the legal system, specific laws directly related to the provision and management of EMS, due process and disciplinary procedures for EMS personnel issues, the importance of quality documentation, and the study of specific acts of federal legislation such as EMTALA, HIPPA, and COBRA.

EMS 4304 Community Risk Reduction in EMS

Focuses on strategies capable of being incorporated into the emergency medical service (EMS) system as part of community relations efforts and education of the community through events and home-based instruction. Managers should work diligently to engage staff in prevention and wellness initiatives as opposed to limiting activities to emergency response. In addition, the EMS system should be part of the community and work as a partner to improve the community's overall health and safety. Explores methods used to reduce community-based risk of mortality related to preventable injuries, to reduce inappropriate use of emergency resources, and to promote community health strategies.

EMS 4305 EMS Public Information and Community Relations

Introduces issues related to addressing events with the media. As media attempt to obtain varying types of information, the emergency medical services (EMS) manager must ensure that the department has a media relations policy, identify who in the organization may disclose or discuss information to the media, and ensure ethical, legal, and organizational standards are maintained when doing so. Addresses routine interactions and major incidents that may attract media attention. Highlights ethical as well as legal issues that may arise as a result of communicating with the media.

EMS 4306 EMS Roles During Emergencies and Disasters

Highlights proper planning and response of emergency medical services (EMS) to public emergencies and crisis situations. Reviews some of the primary types of emergencies the EMS leader should be aware of in order to meet legal, political, or regulatory guidelines relevant to the role of the organization in the community. Focus is placed on participation in community-wide planning, the development of effective systems and operational plans, and a multi-professional approach to emergency and disaster response.

EMS 4308 Mobile Integrated Health Care

Explores adaptations to the existing model of care that will be more suitable for emergency medical services (EMS) organizations under healthcare reform. Provides an overview of how mobile integrated health systems can contribute improved patient outcomes, patient satisfaction, and integrate more seamlessly in the healthcare continuum. Additional topics include conducting community needs assessments, engaging stakeholders, and performance measurements for programs.

EMS 4320 EMS System Design

Incorporates key elements of system design for emergency medical services (EMS) to facilitate preparation of a program proposal. Students discuss how various components of program development contribute to an eventual success of their proposals.

Students incorporate academic and professional research into a final proposal that synthesizes program outcomes and may be used for future contributions or implementation in EMS.

ES 1010 Earth Science

Explores the scientific principles that influence our planet, its rocks, mountains, atmosphere, and oceans.

FIR 2301 Principles of Fire and Emergency Services

Provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives.

FIR 2302 Principles of Fire and Emergency Services Safety and Survival

Introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavioral change throughout the emergency services.

FIR 3301 Fire Behavior and Combustion

Provides an understanding of the basic principles of fire chemistry, the process of fire combustion, fire behavior and examination of the effects of fire behavior on the safety of individual firefighters and categorizes the components of fire and explains the physical and chemical properties of fire.

FIR 3302 Building Construction for Fire Protection

An overview of building construction, building types, designs of structures, and building construction in relation to firefighting.

FIR 3303 Introduction to Fire Prevention

Provides fundamental knowledge relating to the field of fire prevention. Topics include the history and philosophy of fire prevention, organization and operations of a fire prevention bureau, use and application of codes and standards, plans review, fire inspections, fire and life safety education, and fire investigation.

FIR 3304 Fire Protection Hydraulics and Water Supply

Supports a foundation of theoretical knowledge in order to understand the use of water in fire protection. Students learn how to apply hydraulic principles to analyze and solve water supply problems.

FIR 3305 Fire Protection Structure and Systems

Provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection, and portable fire extinguishers.

FIR 3306 Fire Prevention Organization and Management

Examines the factors that shape fire risk and the tools for fire prevention, including risk reduction education, codes and standards, inspection and plans review, fire investigation, research, master planning, various types of influences, and strategies.

FIR 3307 Community Risk Reduction for Fire and Emergency Services

Provides an overview of the comprehensive approach to fire prevention within the community. Covers strategic planning and community programs as they relate to fire safety prevention and terrorist incidents. Explores the plan review process, code development, code enforcement, fire investigation, and evaluating prevention programs.

FIR 3311 Legal Aspects of Fire Protection

Addresses the federal, state, and local laws that regulate emergency services and includes a review of national standards, regulations, and consensus standards.

FIR 3312 Fire Ground Tactics I

Examines strategies and tactics from the incident commander's viewpoint. Students are challenged with decision making through a variety of occupancies as they utilize basic firefighting procedures and considerations from today's fire service. In addition, scenarios and other assessments utilize simulation software to connect scenarios and decision making to the students' communities and departments.

FIR 4301 Political and Legal Foundations of Fire Protection

Examines the legal aspects of fire service and the political and social impacts of legal issues. Includes a review of the American legal system and in-depth coverage of legal and political issues involving employment and personnel matters.

FIR 4302 Fire Service Personnel Management

Examines relationships and issues in personnel administration and human resource development within the context of fire-related organizations, including personnel management, organizational development, productivity, recruitment and selection, performance management systems, discipline, and collective bargaining.

FIR 4303 Fire and Emergency Services Administration

A progressive primer for students who want more knowledge about fire and emergency services administration. The course demonstrates the importance of the following skills necessary to manage and lead a fire and emergency services department through the challenges and changes of the 21st century: Persuasion and influence; accountable budgeting; anticipation of challenges; the need for change; and using specific management tools for analyzing and solving problems.

FIR 4304 Fire Dynamics

Examines the underlying principles involved in structural fire protection systems, building furnishings, and fire protection systems, including water-based fire suppression systems, fire alarm and detection systems, special hazard suppression systems, and smoke management systems.

FIR 4305 Fire Analysis and Investigation

Examines the dynamics of ignition, flame spread, and room fire growth and explores all phases of fire and explosion investigation, financial management, and other fire department functions related to incendiary fire analysis and investigation.

FIR 4306 Human Behavior in Fire

Explores human behavior as it relates to fire and mass casualties, while also addressing a historical review of human behavior in fire, building design, fire department operations, and evacuation procedures involving specific groups, such

as large populations and persons with disabilities. Students also examines current and past research on human behavior, life safety education, and building design to determine interaction of these areas in emergency situations.

FIR 4307 Analytical Approaches to Public Fire Protection

An examination of tools and techniques of rational decision making in fire and emergency services agencies, including data collection, statistics, probability, decision analysis, utility modeling, resource allocation, and cost-benefit analysis.

FIR 4308 Applications in Fire Research

Provides a framework for conducting and evaluating independent research in the fire service by examining the basic principles and methodology for analyzing current fire-related research.

FIR 4309 Industrial Fire Protection

Promotes the applied knowledge of fire prevention and fire protection within business and industrial environments. Included is an awareness of hazards such as smoking, housekeeping, electrical hazards, flammable materials, combustible liquids, flammable gases, welding, and cutting.

FIR 4311 Fire Prevention and Code Enforcement

Focuses on fire prevention through inspection, code enforcement, the use of model building and fire prevention codes, including detailed information on the legal, economic, and political aspects of the fire inspection process.

FIR 4312 Management of Fire Incident Command Systems

A comprehensive look at the skills necessary to successfully manage an emergency incident. Using nationally accepted standards, students analyze and apply the strategic considerations necessary to be successful on the fire ground. In addition, students gain valuable knowledge of the NIMS (National Incident Management System) as well as how to employ the Incident Command System (ICS) on the fire ground.

FIR 4313 Terrorism Incident Management and Emergency Procedures

Examines the philosophies and tactics of terrorist groups, and discusses emerging terrorism trends. Also covers the study of terrorism methodology, terrorist incident response, and managing the consequences of terrorist events.

FIR 4314 Crime Scene, Forensics, and Evidence Collection

Explores the analytical and systematic approach relating to fire scene investigations involving crime scenes, accidental causes, and the collection of evidence. The role of evolving technologies used for fire scene investigations is studied with emphasis on the use of forensic science in reconstructing an incident. The modern fire investigator must be able to justify the validity and reliability of his or her findings against peer review. This course prepares students for contemporary methods of fire investigations.

FIR 4315 Fire Investigation Technician

Develops and enhances the fire investigator technician's ability to conduct reliable fire investigations. Focuses on the relationship between the NFPA 921 and NFPA 1033, the identification of fire patterns, methods of evidence collection, documenting the fire scene, and utilizing the scientific method of fire investigation.

FRN 4301 Principles of Digital Forensics

Investigates digital forensics procedures and legal aspects. Students learn how to perform digital information gathering and understand legal sanctions for electronic crimes.

FRN 4302 Digital Forensics Applications

Focuses on using applications and analysis to examine digital data from networks, computers, media, databases, websites, and mobile devices. Students provide recommendations based on analysis findings.

HCA 1301 Basic Medical Terminology

Provides students with fundamental skills in understanding how to use prefixes, suffixes, and root words to develop medical terms. Students become familiar with the spelling and definition of common medical terms related to major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities.

HCA 3304 Principles of Epidemiology

Examines the genetic and environmental determinants and distribution patterns of disease among human populations. Methods for developing and testing approaches for disease prevention and control are also discussed.

HCA 3308 Health Information Principles and Practice

Provides an overview of health information management (HIM), HIM principles, policies and procedures including health data content, collection, quality, registries, access, and retention. Examines the use of technology in warehousing and mining, communicating, and safeguarding healthcare data as well as EHR and PHR. The benefits and challenges of healthcare information systems as well as the future of health information management systems are discussed.

HCA 3310 Health Care Marketing

Provides a background in the principles and concepts of marketing and instructs students on the importance of marketing in the healthcare sector. Topics discussed include healthcare marketing trends, consumer decision making, ethical and legal considerations in healthcare marketing, and strategies for marketing in health care. Discusses how marketing in the healthcare sector contrasts with marketing in other sectors.

HCA 4303 Comparative Health Systems

Examines the structure of the major healthcare systems in the United States in a comparative analysis with other countries, focusing on financing, reimbursement, delivery systems and adoption of new technologies. Students study the relative roles of private sector and public sector insurance and providers; the effect of system design on cost, quality, efficiency, access to primary and specialty care; and equity of medical services.

Prerequisite—BHA 3002 or equivalent

HCA 4304 Project Management for Health Professionals

Reviews the principles of project management, reengineering, and work redesign. Students focus on developing strategies necessary to initiate, plan, implement, and disseminate the results of a health-science project.

HCA 4307 Health Care Quality Management

Examines the history and scope of healthcare quality movement efforts in the United States. Methods of assessing quality and techniques for process improvement are addressed as well as opportunities for preventing adverse events. Quality improvement tools such as Lean Six Sigma, constraints theory, and other key approaches are reviewed with an emphasis on developing, executing, and reporting the outcomes of quality improvement initiatives in health care.

HCA 4308 Research Methods for Health Professionals

Focuses on basic concepts of statistics such as measures of central tendency and variability; concepts of test validity, reliability, and objectivity; and on basic techniques used in inferential statistics. Also examine the basic components required for designing, conducting, and interpreting health-related research. Topics discussed include research design, methodologies, observational studies, experimental and quasi-experimental design, inherent biases, ethical considerations, the use of primary and secondary data, and statistical techniques.

HCA 4320 Development and Strategic Planning in Health Care

An integrated capstone course which promotes understanding of the dynamics of strategic planning for medical organizations of all kinds. Students cultivate skills in environmental assessment, diagnose organizational problems, identify opportunities for improvement, formulate and select strategic alternatives, and create strategic management action plans for effective implementation. Leadership for effective planning in healthcare organizations is emphasized.

HLS 2301 Introduction to Terrorism

An examination of the various types of terrorism and known terrorist groups deemed to be a probable threat against the citizens of the United States and an exploration of various techniques and resources designed to counter terrorist threats in the United States.

HLS 3301 Weapons of Mass Destruction

An overview of a broad range of topics concerning the use of weapons of mass destruction (WMD), including nuclear, chemical, and biological weapons, development, and terrorist use. The course context is structured to discuss the threat of WMD due to terrorism and rogue states' development of WMD. The goal of the course is to inform the background history and technical concerns as well as how to deal with these concerns in the future.

HLS 3302 American Homeland Security

Evaluates the development of American Homeland Security from various perspectives to include historic, current, legal basis, organizational development, and best practices.

HLS 3303 Terrorism Response Operations

Examines various tactical response options with emphasis on pre-incident preparedness, mitigation actions, and use of protocols within the National Incident Management System framework.

HLS 3304 Ethical and Legal Issues in Homeland Security

Highlights major ethical and legal issues of homeland security and develops methods for addressing them. Includes content on rights of privacy, the Patriot Act, and Title 18 of the United States Code.

HLS 3305 Disaster Planning and Management

Examines the actions needed and the personnel involved in disaster planning, preparedness, response, and recovery with specific reference to terrorism incidents.

HLS 3306 Homeland Security Technology

Contrasts various homeland security technology options with emphasis on prevention, protection, mitigation, interdiction/intervention, inspection, detection, and response technologies as they relate to domestic homeland security and first responders operations. Examines terrorists' use of technology and how the evolution of technology has changed terrorist attacks.

HLS 4301 Preparedness and Response Partners

Examines the diversity of homeland security partners, their capabilities, strengths, and improvement areas in terms of collaborative preparedness and response.

HLS 4302 Cyber Security Management

Protecting cyber infrastructure is the foundation to homeland security and emergency management. The course provides an overview of cybersecurity and how best to respond to cyberterrorism and cybercrime. Students learn how to implement cybersecurity awareness into all levels of disaster management. Students are also exposed to cybersecurity awareness, cyber infrastructure impact awareness, communication, deterrence, response, and recovery factors related to cyber infrastructure. Students analyze the economic, social, and technical impacts of cyberterrorism and cybercrime. Students explore cyber laws, regulations, and ethics and create a cybersecurity strategy by evaluating threats and using risk assessments for critical infrastructure.

HLS 4303 Critical Infrastructure Protection

Analyzes threats to critical infrastructure from an "all-hazards" perspective and examines the full range of natural, technological, and man-made disasters and their impact on our nation's critical infrastructure. Students develop risk and threat assessments, safety plans, and strategies for critical infrastructure protection. Finally, students identify the processes for implementing training, education, exercises, and evaluations to ensure infrastructure security.

HLS 4320 Homeland Security Capstone

Provides an opportunity for students to demonstrate integrative knowledge and comprehension of the concepts they have learned by completing each of the previous HLS required core courses. Students develop a final project based on a real-world problem in homeland security by applying the knowledge and tools learned throughout the course and the homeland security program.

HTH 1301 Medical Law and Ethics

Introduces the key principles governing release of information and confidentiality of patient information. An overview of healthcare delivery systems and the roles of healthcare professionals is also presented. Other topics include confidentiality; release of information; legislative process; the court system; legal vocabulary; record retention guidelines; patient rights/advocacy; advance directives; and ethics.

HTH 1304 Health Information Technology and Systems

Introduces students to the basic concepts of health information management in the healthcare setting. Historical and current

record-keeping practices will be explored as well as a basic overview of healthcare delivery systems. The definition of, standards for, and development of both paper and electronic health records as to content, format, evaluation, and completion are discussed. Numbering and filing systems, registries, indexes, forms, and screen design and data exchange are addressed. Other topics include data sets, storage and retrieval and the use and structure of healthcare data, record assembly and analysis, chart location, master patient index, physician documentation and release of information, the role of accrediting and regulatory agencies, facility and staff organization, legal and ethical issues, and the transition to an electronic patient record.

HTH 1305 Pharmacology

Provides the general principles and concepts of pharmacology. Explores the indications, dosages/strengths, dosage calculations/measurements, and precautions/contraindications that may be associated with specific drugs or drug classes as well as mechanisms of drug administration and therapeutic management of patients with specific disease states, medical processes, health conditions, or considered as special patient populations.

HTH 1306 Introduction to Health Care Statistics

Introduces students to basic statistical principles and calculations as applied in the healthcare environment. Focuses on procedures for collecting and reporting vital statistics and basic quality control population statistics. In addition, students learn the fundamentals of displaying statistical information using a variety of graphs and charts.

HTH 2303 Pathophysiology

Provides education on the general mechanisms of disease processes and health problems including inflammation, degeneration, immunity, congenital, hereditary, neoplasia, as well as diseases caused by deficiencies or excesses. The most commonly occurring diseases of body systems are surveyed.

Prerequisite—HTH 2306 and HCA 1301 or equivalent

HTH 2304 Introduction to Health Information Management

An introduction of health information management principles, policies, and procedures including health data content, coding and reimbursement, integrity, registries, access, and retention as well as the integration of technology in health care. Historical and current recordkeeping practices are explored as well as a basic overview of healthcare delivery systems. Ambulatory care, long-term care, mental health, and acute care health records are introduced. Forms design, filing methods, and types of numbering systems are covered. Other topics include the role of accrediting and regulatory agencies, facility and staff organization, health record content, record management, and the transition to an electronic patient record and future trends in health information.

HTH 2305 Health Information Documentation Management

Provides a foundation regarding documentation requirements for complete and accurate health records as required by licensing, accrediting, and regulatory agencies; skills in data collection tools, data quality assessment and integrity; healthcare data sets and standards; medical terminology; principles and guidelines for using International Classification of Disease (ICD-9-CM or ICD-10-CM); primary and secondary healthcare data sources.

HTH 2306 Medical Linguistics and Anatomy

Introduces basic concepts of human anatomy and physiology. The topics covered include, medical language, organization of the body, review of the cells, tissues, and membranes of the body. The body systems covered include skeletal, muscular, integumentary, cardiovascular, lymphatic, and immune, respiratory nervous, sensory, endocrine, gastrointestinal, urinary, and reproductive.

HTH 2307 ICD-10-CM

An overview of ICD-10-CM. Emphasis is placed on the principles, theories, concepts and applications required to code diseases and procedures using the International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM) Classification System. Chapter specific guidelines are considered and students are given an opportunity to practice coding in a variety of medical scenarios.

HTH 2308 Introduction to ICD-10-PCS

Prepares students to utilize the ICD-10-PCS format to build procedure codes. Students are introduced to the code components and guidelines and are trained in applying coding procedures.

HTH 2309 Reimbursement Methodologies

Introduces the student to different health insurances, managed care plans, and reimbursement methods. Students become familiar with the health insurance industry, physician's office billing practices, legal and regulatory issues, and assigning proper billing codes to complete claim forms. Eligibility requirements, claims processing and adjudication, collection, and computerized patient accounting procedures are also emphasized.

HTH 2310 Introduction to Current Procedural Terminology

Focuses on the conventions and guidelines of the Current Procedural Terminology (CPT) coding system. An overview of coding and guidelines, coding conventions, evaluation and management services, medicine used in CPT I, II, and III and for the Health Care Procedural Coding System (HCPCS). Students will practice applying all CPT and HCPCS codes that relate to the outpatient setting.

HY 1010 Western Civilization I

Traces the history of western civilization, examining developments in western thought and culture from the earliest recorded civilizations to the 18th century.

HY 1020 Western Civilization II

Traces the history of western civilization, examining developments in western thought and culture from the 18th century through the 21st century.

HY 1110 American History I

Explores the social, political, and economic history of the United States from pre-Columbian discovery through the conclusion of post-Civil War Reconstruction.

HY 1120 American History II

Explores the social, political, and economic history of the United States from the advent of the Gilded Age to the early 21st century.

HY 2000 American Military History I

Examines the American military's evolution from its infancy as colonial militia groups to 1918 as the United States was on the brink of reaching world power status.

HY 2020 American Military History II

Explores United States military history from 1918 to the war on terror.

ITC 3001 Personal Computer Fundamentals

Fundamentals of personal computers are examined with an emphasis on current application software. Provides an overview of personal computers, operating systems, and Internet technologies. Includes extensive and valuable hands-on experience using several applications in the Microsoft Office Suite. Does not require a PC with Windows.

ITC 3306 Operating Systems

An introduction to both theoretical and technical aspects of several current operating systems. Areas covered within this course are operating system installation, configuration, use, and maintenance. Network, device, and file system topics are included.

ITC 3307 Maintaining Microcomputer Systems II

Develops the skills required to install and configure PC operating systems as well as configuring common features (e.g. network connectivity, email) for Android and Apple iOS mobile operating systems.

Prerequisite — ITC 4210 or equivalent

ITC 3308 Cloud Computing

An exploration of cloud computing fundamentals that pertains to both technology and business considerations. Topics covered are cloud services, cloud architectures, cloud backup and storage, sharing of digital media, cloud-based applications, mobile systems, virtualization, and cloud security and management. This course prepares students to sit for the CompTIA Cloud Essentials Certification.

Prerequisite— ITC 3001 or equivalent

ITC 3450 Introduction to Data Communications

An examination of data communications fundamentals, including the transmission and reception of data signals, networking and network architecture, and communications protocols. Provides a baseline level of knowledge for success in industry and preparation for networking certifications, including the Network+, Microsoft Certified Systems Administrator (MCSA), Microsoft Certified Systems Engineer (MCSE), Certified Novell Administrator (CNA), and Cisco Certified Network Associate (CCNA) designations.

Prerequisite— ITC 3001 or equivalent

ITC 3840 Maintaining Microcomputer Systems I

Examines microcomputer hardware and peripheral installation, maintenance, and troubleshooting, including networking and security considerations. Material covered prepares students for additional study in networking and information security or support technician positions. This course requires a PC with Windows as it assists with preparing students to sit for the A+ exam.

ITC 4010 System Analysis and Design

Exploration of structured systems analysis and design terminology and techniques. Presents a foundation in systems design and documentation necessary for effective communication and career advancement for all technology professionals.

Prerequisite— ITC 3001 or equivalent

ITC 4150 Database Design and Implementation

A comprehensive coverage of database systems design, development, and implementation. Examines the tools and techniques necessary in creating data models and subsequent database designs. Provides hands-on experience using diagramming tools.

Prerequisite — ITC 3001 or equivalent

ITC 4175 Database Implementation and Management

A continued study of databases with a focus on implementation and management. Provides hands-on experience using current database applications and Structured Query Language (SQL). Includes coverage of database administration and management issues and techniques.

Prerequisite — ITC 4150 or equivalent

ITC 4210 Programming Concepts and Problem Solving I

An introduction to solving computer programming problems using Visual Basic. Includes principles that translate easily to many other modern programming languages. Focuses on user interfaces, program structure, language syntax, and implementation details. Requires Visual Basic.

Prerequisite—ITC 4010 or equivalent

ITC 4230 Programming Concepts and Problem Solving II

An advanced study of programming-related problem solving using Visual Basic. Covers object-oriented concepts such as classes, reusability, and encapsulation. Requires Microsoft Visual Basic.

Prerequisite—ITC 4210 or equivalent

ITC 4310 Web Design and Development

Presents web design principles and techniques coupled with practical experience in the design and creation of websites. Includes coverage of the latest tools, trends, and issues relating to computers and technology.

ITC 4312 Data Analytics

Introduces students to the use of business intelligence (BI) and big analytics to support decision making. This course includes theoretical and practical topics surrounding data and data mining, data warehousing, and analytics. New and emerging technologies are presented, and students will gain meaningful information in the use of data analysis tools.

ITC 4313 IT Ethics and Professionalism

Educates existing and future business managers and IT professionals on the tremendous impact ethical issues have on the use of information technology (IT) in the modern business world. This course includes studies of professional codes of ethical conduct, philosophy of ethics, risk analysis, liability, responsibility, security, privacy, intellectual property, the Internet, and various laws that affect an information technology infrastructure.

ITC 4390 Internet and Network Security

A practical examination of information security fundamentals. Includes security planning, technologies, and personnel issues. Covers material helpful in the preparation for the Security+ certification exam.

Prerequisite— ITC 3450 or equivalent

ITC 4453 IT Infrastructure Management

A comprehensive study of current technology management trends and tools. Includes coverage of varying types, sizes, and levels with an emphasis on larger organizations and systems.

ITC 4760 Information Technology Evaluation and Implementation I

A capstone project course resulting in the completion and delivery of the first phases of a faculty approved information technology (IT) project management plan. This course includes readings in project management, development of a project management plan, and the practical application of project management software.

Prerequisite— ITC 4010, ITC 4150, ITC 4210 or equivalent

ITC 4780 Information Technology Evaluation and Implementation II

A capstone project course resulting in the completion and delivery of the final phases of a faculty-approved Information Technology Project Management Plan, continued from the prerequisite course ITC 4760. This course includes additional readings in project management, advanced topics of project and process management, and additional practice with project management software and tools.

Prerequisite—ITC 4760 or equivalent

LSS 1300 Learning Strategies for Success

Introduces the skill set needed to succeed in online courses. It provides opportunities for learners to write effective college papers, use the CSU online library, and develop strategies that enhance career planning.

MAR 2251 Internet Marketing Principles

Presents the conceptual and practical knowledge needed to comprehend the implications of the Internet for business. Guides learners through the concepts, trends, and characteristics of doing business online to provide the ability to develop and implement effective strategies for digital business.

MAR 3211 Consumer Behavior

Investigates consumer behavior as the study of people and the products that shape their identities. Presents personal and professional relevance to consumer behavior, including psychological, social, economic, and political foundations in consumer activities. Learners analyze buying behavior by exploring the products, services, and consumption activities from a multicultural perspective, which contributes to the broader social world.

MAR 3231 Marketing Research

Introduces the marketing research process. Exploration of the many ways that marketing researchers gather information and utilize technology and the Internet in marketing research. Global marketing research is explored in detail and includes ethical, social, political, and legal implications to research activities.

MAR 3271 Advertising

Focuses on the importance of how businesses integrate marketing communications into their business models and how advertising is produced and transmitted using traditional and new media channels. Learners explore the global effects of marketing and advertising on business, industry, and national economies as well as the strategic function of advertising within the broader context of business and marketing.

MAR 4610 Strategic Marketing

An overview of various strategies for building and sustaining a competitive advantage in the global market. Strategic marketing is examined utilizing a decisions approach in marketing with applications addressed through case studies and analysis. Topics include organization's mission and goals, identifying and framing organizational opportunities, formulating product market strategies, budgeting, and controlling the marketing effort.

MAR 4625 Direct Marketing

An overview of direct marketing with an emphasis on database marketing, customer relationship marketing, and response-driven marketing. Explores a wide range of direct marketing initiatives to sell products and services globally. Provides more strategic integration of ideas, technology, and media into market planning.

MAT 0390 Intermediate Algebra

Explores the basic fundamentals of college-level mathematics.

(Note: This course is for institutional credit only and will not be used in meeting degree requirements. This course will not substitute for any general studies requirement.)

MAT 1301 Liberal Arts Math

Introduces non-technical applications of mathematics in the modern world. Cultivates an appreciation of the significance of mathematics in daily life and develop students' mathematical reasoning. Subjects include quantitative information in real-world situations, geometry, statistics, and probability.

MAT 1302 Algebra I

Presents a variety of fundamental algebraic topics including, linear and quadratic equations, equations of lines, polynomials, rational expressions, systems of equations, and radical expressions. Students entering this course should be proficient in pre-algebra concepts.

MAT 1303 Algebra II

Presents substantive skills in quantitative and abstract reasoning in the use of mathematics as a computational and analytical tool in a continuation of Algebra I.

Prerequisite—MAT 1302 or equivalent

MAT 1304 Finite Math

Surveys mathematical analysis techniques used in work and everyday-life situations. Topics include an introduction of linear functions, matrices, logic, mathematics of finance, probability, and counting techniques along with their applications.

MAT 2301 Elementary Statistics

Introduces the basic principles and issues relevant to the understanding of data sources and research. Students gain an overview of the basic concepts of statistics by exploring the world of descriptive statistics, probability, and inferential statistics.

Prerequisite—MAT 1302 or equivalent

MAT 2302 Pre-Calculus

Explores in-depth, pre-calculus mathematics. Topics include functions and their graphs, a study of polynomials and rational functions, exponential and logarithmic functions, conics, and an introduction to calculus.

Prerequisite—MAT 1302 or equivalent

MAT 2303 Calculus

Examines the basics of calculus. Topics include the differential calculus computations and applications to graphing and finding maxima-minima, the integral calculus substitution and applications to area and probability, and the Fundamental Theorem of Calculus.

Prerequisite—MAT 2302 or equivalent

MBA 5101 Strategic Management and Business Policy

An overview of advanced topics in marketing planning, strategy, analysis, and control. Emphasis on consumer needs and analysis, market position, competition, and public policy environment related to marketing activities.

MBA 5401 Management Information Systems

Considers the theory and practice of management information systems, including information requirements analysis, design methodology, and system implementation considerations. Topics include new technology convergence, management of disrupted technology, technology impacts, and business continuity planning.

MBA 5501 Advanced Marketing

An overview of advanced topics in marketing planning, strategy, analysis, and control. Emphasis on consumer needs and analysis, market position, competition, and public policy environment related to marketing activities.

MBA 5652 Research Methods

Guides students in advancing their knowledge of different research principles used to embrace organizational opportunities and combat weaknesses and threats. Students compile a SWOT analysis and develop an understanding of research tools used in business and industry.

MBA 5841 Strategic Marketing

An overview of marketing management with an emphasis placed on enabling the marketing manager to create strategies that "fit" the product/service to the organization's distinctive competencies and its target market. Develops decision-making skills in marketing and provides an overview of the strategic marketing management process. Reviews the different methods used to address and exemplify the many issues and problems that are involved in creating and implementing the marketing strategy.

MBA 5851 Marketing Research

Introduces students to the marketing research process and the importance of market research within an organization. The course includes an exploration of the methodologies that market researchers use to compile and analyze information through the use of statistical tools. Ethical aspects of market research are also be examined.

MBA 5861 New Product Marketing

An exploration of several new product subject areas including marketing, branding, creative design, and management issues related to new product marketing. Designed for students interested in brand management and positioning in the context of both small entrepreneurial firms and large corporations. Explores the challenges faced by marketers, business managers, and consultants in bringing a new technology to the market.

MBA 5871 Business to Business Marketing

Provides a presentation of strategic marketing and business policies with an application of the business-to-business platform. Focus is placed on the organizational buyer and the need for a relationship based buying structure. Concepts include the foundations of e-commerce, retailing and advertising, market research, various marketing strategies and implementation of such strategies, and the management of business marketing channels.

MBA 6001 Organizational Research and Theory

An examination of organizational theory and managerial concepts of human behavior in organizations. Topics include theoretical and practical application of motivation, leadership, power, and reward systems. Provides a balanced view of the structural and human sides of organization design.

MBA 6053 Economics for Managers

An application of economic theory to managerial decision making. Topics include demand analysis and estimation, analysis of cost and production, profit maximization under different market structures, optimal pricing, and decision making under uncertainty.

MBA 6081 Corporate Finance

A study of the fundamentals of corporate finance management emphasizing the development of tools of analysis necessary to assess a company's financial health and value, allocate financial resources, determine cost of capital, assess investment and business opportunities, risk-return relationships, and working capital management.

MBA 6151 Operations Research

An introductory examination of operations research with emphasis on applications of network, inventory, scheduling, queuing decision models for business and management, and basic problems in operations management.

MBA 6301 Business Ethics

Explores the role of individual, business, and government activities related to ethically responsible commerce and socially beneficial business activity.

MBA 6601 International Business

Examines current patterns of international business and social, economic, political, and cultural systems impacting the conduct of business. Topics include international business transactions, financial institutions facilitating international transactions, and interface between nation states and the firms conducting foreign business activities.

MBA 6631 Intercultural Management

A comparative study of the multicultural, intercultural, and diversity dynamics of conducting domestic and international business. Focus is on the unique intercultural and multicultural problems, characteristics, opportunities, and demands faced by firms in both local and domestic businesses and the individuals engaged in its corresponding intercultural and multicultural communications, negotiations, integration, and unique transactions across value systems of various nations.

MBA 6641 International Economics

A study of trade and international economics. Considers comparative advantage, production factors, and how growth is influenced by trade

and various alternative trade theories. Analysis of trade restrictions and the effect of trade on environment and political policies.

MBA 6651 International Finance

A study of economics in the international context of foreign exchange and currency markets and their impact on international economics. The interrelationship of exchange rates and economics factors are also discussed.

Prerequisite— MBA 6081 or equivalent

MBA 6871 Public Finance and Legislative Procedures

Examines public funding structures and explores the politics and legislative and executive powers impacting public finance. Explores national, state, and local government roles in allocations and competition for resources.

MBA 6931 Project Management Strategy and Tactics

An introduction to the methodologies and technologies that assist project managers in the coordination of projects from inception through completion. Instructs learners to satisfy customer needs, apply budgeting concepts, manage production time, invest resources, and create performance specifications designed with defined requirements. Provides tools to understand, design, and apply systematic project management organization and administration.

MBA 6941 Managing Project Teams

An analysis of the diverse sectors of project management leadership, team activity, and range of organizations and topics related to project teams. Project teams are comprised of multiple job sectors and divisions. The roles of project team members are explored from project creation to completion, while managing team conflict, motivation, individual and group behavior, and strategic completion of work assignments.

MBA 6951 Managing Complex Projects

A comprehensive study of the project management process and the complexities of project management from a systems perspective. Includes the systematic approach to planning activities, controlling and closing project integration management, project scope management, project time management, project cost management, project quality management, project communication management, project risk management, and project human resources management. Prepares students to plan, control, and perform projects within the modern workplace by presenting requisite processes and techniques.

MBA 6961 Project Management

A comprehensive study of the skills of problem solving and decision making which are critical to effective project management. Includes program value, project definition, environmental considerations, time sensitivity, risk sensitivity, metrics gathering, cost reduction, impact analysis, risk response controls, and basic elements of contracts. Focuses on practicing effective decision making, including learning how to identify and quantify problems and potential solutions.

MCJ 5078 Computer Applications for Criminal Justice Administration

A comprehensive course that introduces students to the concepts of information system fundamentals, systems analysis and design methods, database design and modeling, structured query language, crime analysis and geographic information systems, and computer law.

MCJ 5135 Theory of Crime and Criminology

Examines historical explanations of crime and criminal behavior and addresses the social impact of crime, crime prevention, and research into current issues.

MCJ 5390 Critical Analysis of Criminal Justice Administration

An overview of organizational theory and principles of administration that provides studies of structure, function, and processes of criminal justice system administrations (law enforcement, courts, and corrections) as well as theoretical assessment and trends.

MCJ 5460 Juvenile Justice Administration and Delinquency

Explores the nature and extent of delinquency and subsequent policy applications from theoretical and administrative approaches as well as current research into juvenile deviant and delinquent behavior.

MCJ 5532 Research Methods in Criminal Justice Administration

An examination of research and methodology specifically designed for criminal justice applications as tools to develop and implement basic research.

MCJ 6150 Training and Development in Criminal Justice

Presents the organizational development model in human resources management, covering concepts, processes, and practices of employee success and demonstrating methodologies applicable to the goals and objectives of criminal justice organizations.

MCJ 6230 Constitutional Law for Criminal Justice

Explores constitutional law and its impact on contemporary America, including constitutional rights and potential civil liability in the workplace.

MCJ 6257 Criminal Courts and Professional Ethics

Examines the various roles of criminal justice professionals and proper procedures of evidence collection and processing within the legal system. Students explore ethical dilemmas and major ethical challenges throughout the criminal justice system.

MCJ 6374 Special Topics in Criminology and Criminal Justice

Introduces contemporary issues in criminology and criminal justice, developed around the writings of leading criminal justice researchers and specialists while exploring the current issues surrounding cybercrime and cyberterrorism. Students study criminal justice agencies, institutions, processes, strategies, threats, and personnel working with cybercrimes as well as the impact of globalization as it relates to cybercrime and terrorism.

MCJ 6453 Global Terrorism

Presents a look at the evolution of new laws that create a cooperative environment coordinating training and action measures between local, state, and federal agencies in an effort to singularly respond to and prevent terrorist threats and incidents.

MCJ 6530 Critical Analysis of Criminal Justice Public Policy

Examines all aspects of the criminal justice system from an organizational perspective, evaluates criminal justice agencies

and organizations in the larger environmental context. Includes analysis of external organizations, public interest, and state and national policy and explores the changing and expanding role of the criminal justice system.

MEE 5801 Industrial and Hazardous Waste Management

A study of solid and hazardous wastes and how such wastes are managed in modern society. Topics covered are the generation, treatment, and disposal of wastes generated by the non-commercial and industrial segments of society.

MEE 5901 Advanced Solid Waste Management

A study of the growing and increasingly intricate problems of controlling and processing the refuse created by urban society. Includes discussion of issues concerning regulations and legislation with major emphasis on solid waste engineering principles.

MEE 6201 Advanced Pollution Prevention

An in-depth study of advanced pollution prevention practices with the preparation of a pollution prevention management plan. Emphasizes methodologies that achieve environmental compliance through less expensive pollution control methods.

COURSE DESCRIPTIONS

MEE 6501 Advanced Air Quality Control

An in-depth study of advanced air quality control science and management practices. Addresses health effects, environmental impacts, monitoring, modeling, and treatment.

MHA 5001 Health Care Financial Management

Utilizes standard financial tools to manage healthcare organization capital resources. Topics include capital funding, project management, costing and budgetary methods, capital formation, and infrastructure investment strategies.

MHA 5101 Legal Foundations of Health Care

Provides an analysis of the legal aspects of healthcare delivery and the impact on healthcare institutions. Students examine tort law, professional liability, cost controls, liability insurance, antitrust, and healthcare access.

MHA 5201 Health Resources and Policy Analysis

An analysis of public policies impacting healthcare programs, services, organizations, and program accessibility to citizens. Explores health policy generation, legislation, and implementation.

MHA 6501 Advanced Health Care Management

An exploration of administrative practice in health care with emphasis on long-term and acute care services. Topics include healthcare structures and systems, managerial processes, operations, planning, marketing, human resources, finance, productivity and control, and the emerging trends in health services.

MHR 6401 Employment Law

Examines laws and regulations impacting rights and responsibilities within the employee and employer relationship. Topics include common law principles, discrimination, wage and hour law, National Labor Relations Act and other labor and employment laws. Focus is on federal laws governing employment.

MHR 6451 Human Resource Management Methods

Examines personnel administration for line supervisors and managers and integrates a systems approach to government regulation of employment, employment laws, conflict resolution, and performance-based personnel management.

MHR 6551 Training and Development

A study of current trends in human resource training and development with application to diverse organization environments and labor practices.

MHR 6751 Labor Relations and Collective Bargaining

An exploration of labor relations, contract negotiation, administration, bargaining units, and decision-making processes. Examines the social, political, and economic impacts of collective bargaining and challenges to the administration of a collectively-established relationship.

MHR 6901 Compensation Management

Presents fundamental concepts, issues, and techniques associated with designing, managing, and evaluating compensation and benefits programs for increased organizational performance and competitive staffing.

MHS 5201 Weapons of Mass Destruction

Presents a balanced approach and detailed description of the security environment while illuminating the multidimensional nature of weapons of mass destruction and terrorism. Explores technical aspects of threats, terrorist capabilities, and risk assessments that form the basis for making strategic decisions.

MOS 5101 Safety and Accident Prevention

An analysis of the theories and principles of occupational safety and health (OSH) and their practical applications in the workplace. Focus is placed on the evaluation and control of workplace safety hazards.

MOS 5201 Safety Engineering

A study of providing practical input about design ergonomics, desired safety features, and human factors. Examines how the occupational safety and health (OSH) professional works with the designer to ensure the appropriate product, facility, or equipment needed for a project.

Prerequisite— MOS 5101 or equivalent

MOS 5301 Fire Protection Technology

An Introduction to the design, specification, approving, testing, maintaining, and installing of fire protection systems. Examines a wide variety of simple and complex special hazard fire alarm systems through the use of real-world applications.

MOS 5425 Advanced Toxicology

An advanced presentation of toxicology in the occupational environment. Analysis of target organs, adverse health effects, and the systems/organs that are the targets of toxicants. Includes assessments of safety and risk of carcinogenic and non-carcinogenic chemicals.

Prerequisite— BIO 1100, CHM 1030 or equivalent

MOS 5525 Integrated Safety Management Systems

A comprehensive, comparative review of environmental safety and health systems-based management standards established by

organizations such as the American National Standards Institute (ANSI) and the International Standards Organization (ISO) with an emphasis on shared management systems foundations that have been demonstrated to lead to organizational success.

MOS 5640 Advanced Interactions of Hazardous Materials

An advanced examination of how emergency incidents are developed or impacted by hazardous materials using the fundamental concepts of organic and inorganic chemistry understandable to all emergency services personnel. Shows how key elements and compounds undergo important changes during a hazardous materials incident.

MOS 6301 Advanced Industrial Hygiene

An examination of advanced practical theory as it applies to the classical industrial hygiene field. Review an array of investigative, scientific, engineering, organizational, and social skills that are necessary to effectively control occupational and environmental health hazards.

MOS 6625 System Safety Engineering

An advanced study of system safety with an emphasis on risk control of engineering and technological systems. Addresses basic and essential information about the identification, evaluation, analysis, and control of hazards in components, systems, subsystems, processes, and facilities.

Prerequisite—MOS 5201 or equivalent

MOS 6701 Advanced Ergonomics

A comprehensive study of ergonomics and ergonomic principles with particular attention given to ergonomic development in the workplace. Design and evaluation of ergonomic systems and ergonomic program design and development are given special attention.

MOS 6801 Emergency Management

Focuses on the evolution of emergency management and the role of the federal government over the last 110 years. Students investigate Hurricane Katrina to identify the breakdown of response efforts that resulted in the reconstruction of federal policies and procedures. Finally, students study major disasters since Hurricane Katrina to assess present and future government response capabilities to a major disaster.

MSE 5101 Legal Aspects of Emergency Services Management

Explores the basic principles and terms of law in relation to fire protection and various legal actions against people or organizations charged with emergency services management duties. Contains court cases, statutes, and regulations that have an impact on emergency service organizations.

MSE 5201 Advanced Fire Administration

Analyzes the fire service operations within emergency management. Students examine the role that the fire service has within the EM field and how senior emergency management officials manage the operational component of a rescue department during an emergency.

MSE 5301 Interagency Disaster Management

Focuses on interagency cooperation for complex crises and

COURSE DESCRIPTIONS

domestic emergencies. Reviews the coordinating mechanisms and planning tools within the disaster response community for enhanced interagency response operations. Particular attention paid on lessons from post 9/11 and Hurricane Katrina.

MSE 6201 Homeland Security

A comprehensive examination of homeland security, terrorism, domestic security, emergency preparedness, and border and transportation security. Provides a definitive overview of our nation's critical homeland security issues focusing on analysis, insight, and practical recommendations.

MSE 6301 Risk Management

A comprehensive foundation on the background, components, and systems involved in the management of disasters and other man-made or natural emergencies. Examples focus on the U.S. domestic system of emergency management.

MSE 6701 Case Studies in Natural Catastrophes and Man-Made Disasters

A critical look at emergency services management interactions in major historical natural catastrophes, man-made disasters, or terrorist incidents through the lessons learned from case study evaluation.

MSL 5080 Methods of Analysis for Business Operations

A practical examination of quantitative analysis techniques in strategic business decision making and the management of production and service operations. Introduces tools such as forecasting, decision analysis simulation, linear programming, and project management. These quantitative techniques assist managerial decision making in finance, marketing, quality assurance, service, and human resources.

MSL 5100 Applied Research Project

Emphasizes the application of knowledge and analytical skills to solve appropriate business problems or opportunities. Integrated comprehensive analyses, strategy formulations, and strategic implementation plans are examined.

MSL 5200 Crisis Communication Management

Stresses that managers must be in a position to communicate effectively during crisis situations. Knowledge and specific skills are presented in this course to assist managers with effective communication during stressful or emergency situations.

MSL 6000 Psychological Foundations of Leadership

Presents the basic concepts, theories, and research regarding psychological issues related to organizational behavior and leadership. Includes the nature of leadership, leadership behavior, and specific psychological traits of ordinary individuals in leadership roles.

MSL 6040 Current Issues in Leadership

Examines critical issues in leadership, using a case analysis method. Explores the role of leadership in current business organizations. Serves as the capstone course for the Master of Science in Organizational Leadership curriculum and includes a significant writing component.

OSH 3303 Applied Safety Science

An overview of key science-related topics that are fundamental to the fields of environmental management and occupational

safety and health. Examines the fundamental concepts of classical physics and chemistry with an emphasis on the application of force and movement and key inorganic and organic chemistry concepts commonly encountered by the environmental and safety professional.

OSH 3306 Workers' Compensation

Examination of the fundamentals of workers' compensation including the history and legal aspects of state workers' compensation systems, workers' rights, claims management, reporting and recording requirements, and various types of coverage available to employers.

OSH 4308 Advanced Concepts in Environmental Safety Management

A comprehensive overview of the occupational safety and health field of study to include the application of quantitative problem-solving related to workplace safety and health. Prepares students for the Associate Safety Professional (ASP) and Certified Safety Professional (CSP) exams.

Prerequisite—MAT 1302, BIO 1100, CHM 1030, PHS 1110 or equivalent

OSH 4309 Lean Safety Management and Sustainability

An investigation of safety management from the viewpoint of continual improvement using lean management techniques. Introduces techniques commonly utilized in quality management, such as Kaizen events, 5S, and Six Sigma techniques to safety and health management systems.

PHL 1010 Critical Thinking

Explores different methods of enhancing the quality of learning and life by systematically improving an individual's way of thinking.

PHL 2350 Philosophies of World Religions

Explores the histories, ideas, beliefs, and characteristic practices of the world's major religions.

PHS 1110 Principles of Classical Physical Science

Provides fundamental concepts of classical physics with minimized computation in a conceptual and practical manner intended for non-science major students. Main topics covered are Newtonian mechanics, properties of matter and energy, and basic ideas of thermodynamics.

PHS 1120 Principles of Modern Physical Science

Explores fundamental concepts of modern physics with minimized computation. Main topics covered are properties of light and sound, electromagnetism, and theories of relativity by Einstein.

PS 1010 American Government

Examines government and politics in America by focusing on the origins, entities, processes, and functions of our political system and the influential role of interest groups and the media.

PS 2000 Introduction to Political Science

Introduces the key concepts, theories, philosophies, and ideologies of political science and explores the subfields of international relations and foreign policy while examining the various players and their roles. Students discover how the many components of political science are vital in understanding modern society and war.

PS 2010 American State and Local Politics

Introduces components and processes inherent to state and local government in the United States. Acquaints students with the structures and functions of state and local governments as well as the methods and motivations behind political decisions.

PSY 1010 General Psychology

Surveys the principles, theories, and methods of psychology as a basis for the understanding of human behavior and mental processes.

PSY 2010 Abnormal Psychology Explores the definition of abnormal behavior and causes, classifications, and assessments for psychological disorders.

Prerequisite—PSY 1010 or equivalent

PSY 3019 History and Systems of Psychology

Explores the historical, philosophical, and scientific roots of modern psychology, including the people, cultural aspects, and events that shaped the evolution of psychology.

Prerequisite—PSY 1010 or equivalent

PSY 3140 Social Psychology

Examines how an individual's mental life and behavior are shaped by interactions with other people. Specific topics include aggression, attitudes, social influence, stereotypes, and group processes.

Prerequisite—PSY 1010 or equivalent

PSY 3150 Developmental Psychology

Surveys human development across the life-span with emphasis on psychosocial, physical, emotional, and cognitive changes.

Prerequisite—PSY 1010 or equivalent

PSY 3307 Forensic Psychology

Introduces criminal behavior from a psychological perspective. Students explore the role of the forensic psychologist, review various psychological theories of criminal behavior, analyze different crimes from a psychological perspective, and examine current research in the field. Students also learn about how psychologists intersect with law enforcement and the U.S. criminal justice system as well as how psychological treatment efforts can aid in the rehabilitation of the offender.

Prerequisite—PSY 1010 or equivalent

PSY 3350 Theories of Personality

Analyzes the major theories and systems of personality and introduces research methods in personality.

Prerequisite—PSY 1010 or equivalent

PSY 3380 Psychology of Learning

Introduction to the branch of psychology that addresses how people and animals learn, and how their behaviors are changed as a result of this learning.

Prerequisite—PSY 1010 or equivalent

PSY 3505 Psychology of Adjustment

Examines human adjustments to life events and the changing requirements of the environment. Some of the topics covered in this class include self-understanding, stress

coping techniques, and different stages of life. Classic and contemporary theories and research are discussed.

Prerequisite—PSY 1010 or equivalent

PSY 4021 Physiological Psychology

Presents the physiological correlates of behavior. Explores current problems, theories, and techniques in physiological psychology with an emphasis on central nervous system mechanisms.

Prerequisite—BIO 1030, PSY 1010 or equivalent

PSY 4460 Cognitive Psychology

Examines how the mind and brain operate from a psychological and physiological perspective, including cognitive development across the life span, the human memory, and the cognitive processes.

Prerequisite—PSY 1010 or equivalent

PSY 4501 Research Methods in Psychology

Introduces research methods in psychology. The primary emphasis is on behavioral research, but the approach can be applied in other fields as the broad basis of scientific thinking.

Prerequisite—PSY 1010, MAT 1302 or equivalent

PSY 4560 Psychological Assessment

Examines the fundamental principles in the development and use of psychological tests. The course will explore a variety of psychological tests, including objective and subjective personality tests, intelligence and achievement tests, neuropsychological tests, and other tests used in special settings.

Prerequisite—PSY 1010 or equivalent

PSY 4620 Health Psychology

Surveys health psychology and behavioral medicine. Examines the science that connects behavior to health in a biopsychosocial model, including the psychological processes and relationships between health and human behavior. Current research into the prevention, treatment, and causes of health-related disorders is also examined.

Prerequisite—PSY 1010 or equivalent

PSY 4680 Industrial Organizational Psychology

Provides an analytical understanding of industrial/ organizational (I/O) psychology, one of the major applied areas of psychology. Examines the diverse field that addresses the human side of organizations.

Prerequisite—PSY 1010 or equivalent

PUA 5301 Administration of Public Institutions

Focuses on the evolution of the ontological (view of reality) and epistemological (view of knowledge derivation) theoretical foundations that undergird the multidisciplinary applied field of public administration research and practice. Students engage in critical thinking and decision making in the application of public administration theoretical knowledge to the processes of solving real-world problems facing the field of public administration demonstrated in written evaluation briefings using both analysis and synthesis.

PUA 5302 Public Administration Ethics

A focus on meta-ethics, normative ethics, and applied ethics theory in the context of the multidisciplinary applied field

COURSE DESCRIPTIONS

of public administration and policy research and practice. Students demonstrate knowledge of ethical theories such as utilitarianism, deontology, and social constructivism, and through analysis, engage in critical thinking and problem solving for comprehension of real problems facing public managers.

PUA 5303 Organizational Theory

Presents the foundational theories of both organizational theory and organizational behavior in the public administration context. Students evaluate the usefulness and applicability of various organizational, theoretical, and behavioral-based theoretical constructs to specific public sector organization/ agency case study scenarios. Students apply theory to practice in solving case study problems, using appropriate and applicable theories from the body of literature addressing organizational theory and behavior in the context of public service.

PUA 5304 Quantitative Research Methods

Examines applied research, quantitative research, and qualitative research designs and methodologies that are applicable to the public workplace. Outlines each step in the research process for the public sector professional.

PUA 5305 Public Finance and Budgeting

Presents the foundational theories and methodological tools used in public finance and budgeting. Students apply their knowledge to make use of finance and budgeting methodological tools, such as cost-benefit and cost-effectiveness analysis in the application of finance and budgetary theory to practice, create, and oversee public sector fiscal processes. Students evaluate a budget and identify important budget items that public managers must consider in preparation and presentation of a budget. The usefulness of finance and budgeting theoretical constructs and methodological tools are applied to solve real-world public finance and budgetary case studies.

Prerequisite—PUA 5301 or equivalent

PUA 5306 Public Policy

Provides a critical overview of the public policy process and effects on public, nonprofit, and private organizations. Students identify the steps in the public policy and analysis process, including problem identification, policy formation, and implementation, as well as evaluate techniques within various public sectors and nonprofit organization environments. Students implement successful strategies using case analysis and demonstrate understanding of the policy steps as students apply them to a public policy moving through their state, city, or county legislature or policy regulation within the public agency.

PUA 5307 Strategic Planning

Provides an in-depth examination of strategic planning in the public and nonprofit sectors. Highlights how the lack of strategic planning has negatively impacted the efficiency and effectiveness of public and nonprofit agencies historically. In addition, the course presents real-world applicable strategies and techniques that can empower public and nonprofit agencies to craft strategic plans that will help ensure their health and success during an era of cutback management, reduced budgets and revenues, and increased citizen and stakeholder demand.

Prerequisite - PUA 5301, PUA 5302, PUA 5303, PUA 5304 or equivalent

PUA 5308 MPA Seminar

Meets the critical thinking, written, and presentation outcomes of the MPA program. Students demonstrate integrative knowledge and comprehension of the theoretical constructs and methodological tools that they have learned in each of the previous MPA core courses. Students apply theory to practice and evaluate the usefulness of technology and e-government, e-learning, and e-training in a public sector context. Students develop a final project based on current and near future technological innovation and evaluate the usefulness of the technological innovation to enhancing the service provision of a governmental or nonprofit organization or agency.

Prerequisite - PUA 5301, PUA 5302, PUA 5303, PUA 5304, PUA 5305, PUA 5306, PUA 5307 or equivalent

PUA 6304 Local Government

Examines the evolution of mission-based, philanthropic organizations and the practices of local government that work with nonprofit organizations to accomplish the public service mission. Students gain the practical knowledge to lead a nonprofit organization and effectively manage the legal, contractual, political, socio-cultural and financial factors that affect nonprofit processes. Students interested in local nonprofit careers will find applicable strategies for communication and implementation of the nonprofit mission and goals internally among staff and externally to policy makers, grantors, and stakeholder groups in the local community.

PUH 5301 Public Health Concepts

Introduces students to the major public health disciplines, including community health, environmental health, health administration, biostatistics, epidemiology, population health, and disease prevention and control. Includes information on how these functions interact to provide society with the health safeguards in effort to achieve population health.

PUH 5302 Applied Biostatistics

Presents the application quantitative methods utilized by public health professionals in order to solve health-based problems. Students study the use of probability, descriptive statistics, inferential statistics, and nonparametric tests as they pertain to health research. Students also study the fundamental concepts of biostatistics as it applies to peer-reviewed, public health publications.

PUH 5303 Concepts of Epidemiology

Introduces students to epidemiology, the scientific discipline studying the etiology for developmental defects, diseases, disorders, and injuries occurring in human populations. Focuses on assessment of the nature and scope of public health problems, considering morbidity and mortality impacts in communities. It emphasizes the evaluation of clinical and public health interventions that are designed to address these problems. In short, epidemiology focuses on the cause and treatment of human health problems. Epidemiology is a foundational course in the Master of Public Health program at CSU.

PUH 5304 Principles of Health Behavior

Examines the psycho-social, behavioral, and educational principles that determine health behavior. Theoretical models synthesizing these principles are also examined. The course also presents ethical principles of professional and personal concern to health educators.

PUH 5305 Concepts of Environmental Health

An introduction to the major topic areas of environmental health. Examines sources, routes, media, and public health outcomes associated with biological, chemical, and physical agents in the environment and how these agents affect human disease, water and air quality, food safety, and land resources in the community. This course also explores the genetic, physiological, and psychosocial factors that influence environmentally compromised public health outcomes. Students use theories and methods presented in the course to assess current solutions and consider new solutions to environmental threats and public health hazards.

PUH 5306 Public Health in Genetics

Focuses on public health genetics and public health implications of advances in genetic science for preventing disease and for protecting and improving the health of the population. Centers on identifying how genetic and environmental factors work together in determining disease susceptibility in individuals and populations.

Prerequisite- PUH 5301 or equivalent

PUH 5307 Grant Writing in Public Health

Addresses skills and techniques necessary for writing successful public health grant proposals and provides a general overview of the grant-seeking process. Students learn the different types of grant proposals and examine types of projects that generally receive funding, sources that can be used to identify prospective funders, and the essential components of a well-written grant. In addition, students build grant writing and reviewing skills by designing a grant proposal and using a real-life scenario that needs a statement, a project that will address that need, clear goals and objectives for that project, a realistic grant budget, and an evaluation tool that could be used to measure outcomes for the project.

PUH 6301 Public Health Research

An introduction to research design methodology. The class prepares students for formulating questions that can be translated into research designs. Students follow the steps of the research process from the specification of the original idea to the reporting of the results of the study. A variety research approaches are covered including program evaluation, meta-analytic designs, non-experimental observational research, survey research, and experimental designs. Students study classic research literature and design their own research projects.

PUH 6302 Law and Ethics in Public Health

Reviews the conceptual foundations of health law, ethics and human rights, and issues relating to these fields. Topics covered include how government public health policy can conflict with the rights of individuals and businesses.

PUH 6303 Public Health Administration

An overview of preventative methods and public accountability regarding public health. An exploration of the organizational structure of public health at the local, state, and national levels; involvement of local, state and federal government in public health; management of public health resources, including human resources; identification of relationship of public health alliances such as public health officials with managed care; and the future of public health in the United States. In addition, students engage in an investigation of current public health issues and efforts to ameliorate public health concerns with an emphasis on preventive approaches.

PUH 6304 Public Health Policy and Management

Provides an overview on management processes/roles of public health professionals, health service organizations, policy issues and resource utilization/control, human resources management, and public health trends.

PUH 6305 Problem Solving in Public Health

Illustrates the problem solving process in public health. Students define problems in public health, measure the magnitude of problems, understand the key determinant of problems in public health, develop conceptual frameworks, and develop intervention and prevention strategies. Students also discuss barriers to intervention and preventions strategies and evaluation, and develop a communication strategy.

SEC 3301 Security Application Development

Introduces best practices for securing applications, networks, and databases. Students learn how organizations protect assets from unauthorized access. Students start the initial phase of building applications while documenting security procedures.

SEC 3302 Advanced IS Security

Provides an understanding of intrusion detection practices for organization security. Students become aware of procedures for maintaining information assurance. Students analyze data traffic to determine anomalies or dangers.

SEC 4301 IS Disaster Recovery

Presents disaster recovery and business continuity practices for IS environments. Students develop business continuity documentation and assessments to plan for potential operational recoveries.

SEC 4302 Planning and Audits

Prepares for information systems planning and audits with security as the focus. Students learn how to perform planning to secure information systems deployments and conduct audits on existing information systems to discover potential weakness and opportunities.

SEC 4303 IS Security Policy

Provides an introduction and overview to information security policies. Students are introduced to organizational and sociological challenges in policy implementation in general and, then, provided a focused dialogue on information security specific policies within the context of different organizations. The class discusses the entire lifecycle of policy creation and enactment and presents the students with issue specific policies in different environments of security.

SEC 4320 IS Security Capstone

Focuses on a final project encompassing all information systems, information systems security, and concentration courses. Students apply knowledge learned from database management, programming, web development, and systems analysis. The project requires students develop an application by planning development, analyzing security risk, determining budgets for security activities, and evaluating overall health of the application. Projects are identified based on concentration tracks.

Prerequisite- FRN 4301, FRN 4302, SEC 3301, SEC 3302, SEC 4301, SEC 4302, SEC 4303 or equivalent

COURSE DESCRIPTIONS

SOC 1010 Introduction to Sociology

An in-depth study of the basic concepts of sociology. Specific attention is given to culture characteristics, societal changes, inequalities in social classes, and how they relate to different groups in society.

SOC 2010 Cultural Geography

An investigation of societal events and trends using geographical concepts to cultivate a better understanding of the interdependence of places and cultures in a globalizing world. Key topics include globalization, cultural diversity, urbanization, population dynamics, economic disparity and development, geopolitics, sustainability, and the environment.

SP 1010 Fundamentals of Speech Communication

Presents and practices the basic principles of oral communication delivery in small groups, to medium and large audiences, and through a variety of online meeting platforms with an emphasis on research, preparation, delivery and audience awareness.



XI. Continuing Education

Continuing Education

The Continuing Education Department at Columbia Southern University is committed to a program of public service, outreach and continuing education in order to enhance the intellectual capital of those who desire lifelong learning and development.

Continuing Education Services

CSU offers the following services.

- Continuing Education Classes
- Conference Management Services
- CEU Provider Service

Continuing Education Classes

A diverse offering of workshops, seminars and courses are available through Continuing Education.

Courses are offered in a variety of formats, including on-site, online and via webinars. Continuing Education Units (CEUs) are awarded for eligible classes. A full list of events can be found at www.ColumbiaSouthern.edu/ContinuingEd.

Conference Management Services

A variety of conference management services are available to parties seeking assistance with coordinating a conference and/or event. Services include:

- Planning, research and logistics
- Registration hosting and coordination
- Marketing and communication
- Venue selection and coordination
- Vendor registration and coordination
- On-site logistics and coordination
- Speaker selection and coordination
- Evaluation and awarding of CEUs

CEU Provider Service

Organizations who would like to offer CEUs for their programs can apply to have CSU evaluate their program and award CEUs. A member of the Department of Continuing Education will guide you through the application and approval process.

There is a fee of \$25 per participant who is awarded CEUs. This fee is the responsibility of the requesting organization or student and is paid to CSU prior delivery of the the CEU certification and/or transcript to participants. Learning Partners qualify for a discounted rate of \$20 per participant who is awarded CEUs.

For more information, please contact the Department of Continuing Education at ContinuingEd@ColumbiaSouthern.edu or visit us online at www.ColumbiaSouthern.edu/ContinuingEd.

XII. Alliances

Learning Partnerships

Columbia Southern University currently has more than 3,000 Learning Partnerships with corporations, municipalities, police and fire organizations across the US and Canada. CSU Learning Partner benefits include a 10% tuition discount which extends to spouses and dependents of employees. Additional advantages may include promotion of the Learning Partner Organization, exclusive scholarship opportunities and personalized services from our outreach representatives.

Abbreviated Listing of CSU Learning Partners

Air Force Sergeants Association
 American Jail Association
 Birmingham Police Department
 Center for Public Safety Excellence
 City of Anaheim, CA
 City of Atlanta, GA
 City of Key West, FL
 City of Knoxville, TN
 Federal Protective Service / DHS
 International Association of Arson Investigators
 International Union of Police Associations
 Metropolitan Nashville Police Department
 Mohawk Industries, Inc.
 National Association of Emergency Medical Technicians
 National Sheriffs' Association
 New York Fire Department
 New York Police Department
 Orange County Fire Authority, CA
 Savannah Fire and Emergency Services, GA
 Tampa Fire Rescue
 Tennessee Firemen's Association
 Voluntary Protection Program's Participants Association
 Winnebago

Visit our website at <http://www.columbiasouthern.edu/community/partnerships/current-partners> for a complete list of CSU Learning Partners.

University Academic Partnerships

At CSU, we are committed to providing our students with resources that will enhance their educational experiences.

Our partnerships with the following universities help us fulfill this commitment by offering CSU students a larger selection of degree programs from which to choose. These university partners may offer additional benefits to CSU students, alumni, faculty, and staff, including acceptance of transfer credit, tuition discounts, admission application fee waivers, and access to advising and other services.

Waldorf University

CSU students can transfer credit earned in a CSU undergraduate program into a bachelor's degree in business administration, organizational leadership, psychology, criminal justice administration or fire science administration at Waldorf University.

Waldorf University and CSU are sister institutions, both owned by Columbia Southern Education Group, Inc (CSEG). Each school operates independently with separate governance and accreditation.

Capella University

CSU undergraduate and graduate students are eligible to transfer into Capella undergraduate and graduate degree programs. Transfer opportunities for CSU students into Capella include undergraduate, graduate and doctoral programs. Transfer courses must be equivalent to courses offered at Capella. Benefits include a 10 percent tuition discount, no admission application fee, and access to advising and other services.

Alabama Fire College

Alabama Fire College graduates are given advanced entrance into CSU's BS, Fire Science program. CSU accepts courses completed at the Alabama Fire College for equivalent CSU major courses or electives.

Southern Arkansas University Tech

Southern Arkansas University students earning an associate degree have a transfer pathway into CSU degree programs including business administration, criminal justice, environmental management, fire administration and information technology.

Honolulu Community College

Students earning an associate degree in occupational and environmental safety management are eligible for transfer into CSU's BS, Occupational Safety and Health.

Northcentral University

CSU MBA and MS graduates are eligible for admission into Northcentral University doctorate programs. CSU graduates will also receive a 10 percent discount on tuition.

Sullivan University

CSU undergraduate and graduate students are eligible to transfer into Sullivan University programs at the undergraduate and graduate (master's) level. Prospective Sullivan University students will need to meet all required admission requirements and transfer credit policies.

XIII. Board of Trustees

Columbia Southern University is governed by a nine to fifteen member Board of Trustees, which establishes the mission of the University and determines the general policies and affairs of the University. The Articles of Incorporation and the By-laws of Columbia Southern University clearly define the powers, duties, and responsibilities of the Board of Trustees.

The Board is responsible for appointing the President, establishing broad institutional goals and plans for the University, approving the earned degrees, approval of all governmental and private financial aid programs, the review and approval of the annual operational and capital expenditures budget of the University, including all major contractual relationships and other major obligations executed in the name of the University, and such other responsibilities as law, governmental directives, or custom require the Board to act upon. The Board of Trustees fulfills its responsibilities through three standing committees - The Executive Committee, the Academic and Student Affairs Committee and the Finance Committee - and through established procedures to ensure that it is adequately informed about the programs and general condition of the University.

The Board meets a minimum of four times per year. Two meetings are held via teleconference.

Questions concerning the Board of Trustees should be directed to the Office of the President, Columbia Southern University.

Chief Forney Howard, City of Orange Beach,
Retired Fire Chief
Pinson, AL

Dr. Michael Hillyard, Independent Consultant
Jacksonville, FL

Dr. Gery C. Hohanadel, Vice President of Academic
Affairs, Cleveland University
Lenexa, KS

Vice Admiral Gerald L. Hoewing, US Navy (Retired)
Education and Defense Consultant
The Villages, FL

Ed Meehan, Arcady Bay Partners, Founder
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Dr. Jesse Smith, Jones County Junior College, President
Ellisville, MS

Chantell Cooley, Columbia Southern University,
Executive Vice President
Elberta, AL

Minnie Mayes, Columbia Southern University,
Co-Founder
Elberta, AL

Robert Mayes, Columbia Southern University, President
Elberta, AL

XIV. Administration

Administration & Academic Officers

Columbia Southern University employs qualified administrative and academic officers who effectively lead the institution through expertise, experience, and competence. These foundational leaders of the CSU community are actively engaged in accomplishing the mission of the University through a combination of credentials and expertise associated with their positions.

For additional information on Administration and Academic Officers, please visit www.columbiasouthern.edu/About-CSU/Administration.

Executive Staff

Robert Mayes, Jr., M.B.A.
President

Chantell Cooley, B.S.
Senior Vice President

Tommy Cooley, B.S.
Vice President

Jeffrey M. Barksdale, Ph.D.
Provost and Chief Academic Officer

Ken Styron, M.B.A.
Chief of Staff

Pat Troup, B.S., C.P.A.
Vice President, Business Affairs

Eric McHaney
Vice President, Marketing & Outreach

Sue S. Butts, S.P.H.R.
Vice President, Human Resources

Tara Collins
Manager, Office of the President

Rick Cooper
Vice President, Business Development and Military Initiatives

Scott Oswald
Vice President, Information Technology

Associate Vice Presidents, Vice/Assistant Provosts, and Deans

Khalilah Burton, M.S.
Assistant Provost, Institutional Effectiveness and Accreditation

Lillie Cannon, Ph.D.
Associate Vice President, Business Development and Military Outreach

Chelsea Hoffman, M.B.A.
Associate Vice President, Admissions

John Hope, Ph.D.
Assistant Provost, Curriculum Planning and Assessment

Elwin Jones, Ph.D.
Assistant Provost, College of Business

Misti Kill, Ph.D.
Assistant Provost, College of Safety and Emergency Services

Joe Manjone, Ed.D.
Assistant Provost, Special Programs

Scott Rounds, D.M., E.F.O., C.F.O.
Vice Provost, Student Affairs

Jennifer Steinfeld, M.L.S., M.Ed.
Dean of Library

John Weidert, Ed.D.
Assistant Provost, College of Arts and Sciences

Caroline Walters
Associate Vice President, Outreach and Alumni Engagement

Academic Program Directors

Freda Braddock, Ed.D.
Academic Program Director, Behavioral Sciences & Orientation

Daniel Corcoran, Ph.D.
Academic Program Director, Occupational Safety and Health; Environmental Management

Joyvina Evans, Ph.D.
Academic Program Director, Health Care

Jason Ford-Green, Ph.D.
Academic Program Director, Mathematics and Natural Sciences

Heather Holt, M.B.A., CHPP
Interim Academic Program Director, Criminal Justice; Homeland Security

Misti Kill, Ph.D.
Academic Program Director, Emergency Management; Technology

Tanisha Morgan, Ph.D.
Academic Program Director, Public Business

Keith Padgett, M.S., EFO, CFO
Academic Program Director, Fire; Emergency Medical Services Administration

Prebble Ramswell, Ph.D.*Academic Program Director, Social Sciences***James Ready, D.B.A.***Academic Program Director, Professional Business***Sonya Rogers, Ed.D.***Academic Program Director, Business Leadership***Gabriel Warren, D.B.A.***Academic Program Director, Undergraduate Business***John R. Willey, Ph.D.***Academic Program Director, Communicative Arts*

Directors**Alexis Banks, M.B.A.***Director, State Authorization and Licensure***David Barnes***Director, Bookstore Operations***Vicki Barnes, P.H.R.***Director, Community Outreach***Sandy Bellinger***Director, Policies and Administrative Management***Joni Blalock, M.A.***Director, Corporate Outreach***Danielle Burge***Director, Human Resources***Michael Cannon***Director, Military Initiatives***Tammy Comalander, B.B.A.***Director, Financial Aid***Nickie Cooper, A.B.J.***Director, Continuing Education***Ron Dennis, B.S., E.F.O.***Director, Training & Professional Development***Pam Dickinson, M.A.***Director, Technical Support***Rachel Farris, M.A.***Registrar***Dayna Fuller***Director, Instructional Design & Technology***Austin Hanes, B.S.B.A.***Director, Student Resolution and Conduct***Brenda Holland***Director, Student Accounts***Kim Langham, Ph.D.***Director, Faculty Development, Services, and Support***Amanda Manjone, M.Ed.***Director, Student Alumni and Engagement***Bethany Marshall, M.B.A.***Director, Academic Advising and Student Support Center***Charles Mims***Director, Network Operations***Cherea Schellhase, M.S.***Director, Institutional Research and Assessment***Blain Snyder***Director, Maintenance***Wendy Troup, M.Ed.***Director, Success Center and Disability Services***Beau Vignes, B.F.A.***Director, Marketing***Edward Witherington***Director, Business Intelligence*

Librarians**Becky Brunson, M.L.I.S.***Reference and Outreach Librarian***Marsha Hinnen, M.L.I.S.***Information Literacy and Reference Librarian***Todd Kelley, M.L.I.S.***Reference and Embedded Librarian*

Controller**Craig Taylor**

Governmental Affairs Liaison**Joe Wilkins, Ph.D.,***Governmental Affairs Liaison*

XV. Faculty

Columbia Southern University's (CSU's) qualified and experienced faculty members deliver diverse and dynamic online instruction to students throughout each course.

Faculty members are dedicated to their professions and incorporate real-world experiences to teach course concepts and theories.

Students are assigned an instructor for each course and will benefit from individual assessment feedback and class discussions. CSU faculty create an environment for learning and a positive student experience.

In addition, faculty members are a trusted source for academic achievement and integrity during a student's program. Faculty are available to answer questions and provide a timely response within 48 hours of student communication.

The CSU website is updated regularly. For a current list of faculty please visit the following college pages:

<http://www.columbiasouthern.edu/online-degree/arts-sciences/faculty>

<http://www.columbiasouthern.edu/online-degree/business/faculty>

<http://www.columbiasouthern.edu/online-degree/safety-emer-services/faculty>

College of Arts and Sciences

Full Time Faculty

Jennifer Appelt, M.A.

English

University of Kentucky

Adult and Continuing Education

Morehead State University

Christopher Blackburn, Ph.D.

History

Auburn University

Kenneth Bridges, Ph.D.

United States History

University of North Texas

Megan Bunnell, M.S.

Mathematics

University of West Florida

Thomas Cochran, M.A.

Ecology

University of North Texas

Brian Collier, Ph.D.

History

Arizona State University

Renee Courey, Ph.D.

History

University of California - Berkeley

Catherine Croston, M.A.

English - Creative Writing

University of South Alabama

Barbara Daniel, Ph.D.

Communication - Theory and Research

Florida State University

Nathalie Dodson, M.S.

Mathematical Sciences

University of West Florida

Heather Ferragut, M.A., M.N.M.

Sociology

Sam Houston State University

Non Profit Management

Regis University

Robert Finger, M.A.T., M.L.A.

Secondary Education: Social Sciences Liberal Arts

Spring Hill College

Lucia Foglia, Ph.D.

Philosophy

University of Siena

Jason Ford-Green, Ph.D.

Chemistry

Jackson State University

Benita Fox, M.A., M.Ed.

History

University of West Florida

Jerri Gerlach, M.A., M.Ed.

History/Government

Texas Woman's University

Curriculum and Instruction

Tennessee State University

Anthony Gole, M.A.

History

University of Washington

Jennifer Gordon, Ed.S.
Media and Technology
University of West Georgia

Nichole Gotschall, Ed.D.
Higher Education Leadership
Walden University

Jan Hinnen, M.D.
Medicine
University of Alabama at
Birmingham

Todd Hughes, Ph.D.
Philosophy
University of Wisconsin-Madison

Sanita Jetton, M.F.A.
Art/Painting
Fontbonne University

Kent Kelso, Ph.D.
Education Administration
Indiana State University

Namhyung Lee, Ph.D.
Physics
Tufts University

Elizabeth Legault, M.Ed.
Elementary Education
Salem State University

Rachael McCarty, M.A.
Sociology
New Mexico State University

James Meyers, Psy.D.
Clinical Psychology
Florida Institute of Technology

Sheana Mullen, M.S.
Education/Math Education
Troy University

Katherine Nelson-Born, Ph.D.
English
Georgia State University

Matthew Percy, Ph.D.
United States History
University of North Texas

Prebble Ramswell, Ph.D.
International Development
University of Southern Mississippi

Renee Reynolds, M.A.
English/Creative Writing
The University of West Florida

Mitzie Sowell, Ph.D.
Biology Education
Auburn University

Lavinia Sparkman, Ph.D.
Counselor Education
Mississippi State University

Kevin Sweers, M.S.
Human Services
Capella University

Sarah Syrjanen, Ph.D.
Literature
Florida State University

Joe Wilkins, Ph.D.
History
University of South Carolina -
Columbia

John Willey, Ph.D.
English
Florida State University

Charles Williams, Ph.D.
Ecology
Virginia Polytechnic Institute and
State University

Part Time Faculty

Lane Andrew, Ph.D.
Educational Mathematics
University of Northern Colorado

Steven Aranyosi, M.S., M.S.
Human Anatomy and Physiology
New York Chiropractic College
Teaching and Earth Science
Wright State U.

David Auchter, Ph.D.
English
University of Houston

Mark Balto, Ph.D.
Philosophy
The New School

Amal Bassa, M.S.
Chemistry
George Washington University

Rachel Beecham, Ph.D.
Biological Science
University of Mississippi

Kevin Browne, M.A.
Philosophy
University of Louisville

Deborah Busby, M.E., M.A.
Educational Leadership
English
Northern Arizona University

Erica Cooper, Ph.D.
Communication and Culture
Indiana University - Purdue
University Indianapolis

Stephanie Davis, Ph.D.
Adult Education
Auburn University

Sherry DelCastillo, M.A.
Counseling and Guidance
Louisiana Tech University

Lindsay Doukopoulos, Ph.D.
English Composition
University of Southern Mississippi

Rebecca Dunlap, M.S.
Biology
University of North Texas

Scott Duryea, Ph.D.
International Studies
Old Dominion University

Louis Ephraim, M.A.
Mathematics
University of Miami

Janice Evans, M.L.A.
Liberal Arts/English
Spring Hill College

Nathaniel Gaefcke, M.F.A.; M.F.A.
Drawing
Fine Arts
New York Academy of Art
Fontbonne University

FACULTY

Frances Gochnour, M.F.A.

Fine Arts

Fontbonne University

Matthew Golden, M.A.

Organizational Psychology

Teacher's College at Columbia University

Amy Hakim, Ph.D.

Psychology

Florida International University

Samia Harb, Ph.D.

International Relations

Florida International University

Anne Harris, M.A.

Sociology

Texas Southern University

Justin Harrison, Ph.D.

Philosophy

Loyola University at Chicago

Wesley Hatcher, M.A.T., J.D.

History

University of West Alabama
Professional Law
Mississippi College

Julie Havemann, M.A.

Political Science

Northwestern University

Naima Hill, M.S.

Biology

West Texas A & M University

Julie Hirschboeck, M.A.

English

Minnesota State University

Noah Horwitz, Ph.D.

Philosophy

Loyola University of Chicago

Rachel Jolley, Ph.D.

Forestry

Auburn University

Bokkyoo Jun, Ph.D.

Physics

Tufts University

Brett Legault, M.Ed.

Mathematics

Lesley University

Carl Libis, D.A., Ph.D.

Mathematics

Idaho State University
The University of Alabama

Pamela Loyd, Ph.D.

Education

Capella University

Bridget Mallette, M.A.

Philosophy

University of Southern Mississippi

Katherine Mazeika, M.S.

Mathematical Sciences

University of West Florida

Marcus McArthur, Ph.D.

History

St. Louis University

Lisa McLeod-Simmons, Ph.D.

Political Science

University of South Carolina

Julie McManis, M.A.

English

University of Texas at Arlington

Jennifer Miller-Scher, Ph.D.

Sociology

Emory University

Megan Moore, M.F.A.

Art

California State University

Elizabeth Moseley, Ph.D.

Psychology

University of Miami

Patricia Muntz, Ph.D.

Sociology

Kent State University

Edoardo Naggiar, Ph.D.

Psychology

Capella University

Mary O'Brien, M.L.A.

Political Science

University of St. Thomas

Chimere Parker, M.A.

English

Marygrove College

Sanjay Paul, M.A.

Sociology

New Mexico State University

Christine Pavesic, Ph.D.

English

Northern Illinois University

Alina Perez, Ph.D.

Clinical Psychology

Fielding Graduate University

Jeffrey Pilz, Ph.D.

History

University of Minnesota, Twin Cities

Donna Purcell, Psy.D.

Clinical Psychology

Florida Institute of Technology

Altaf Qureshi, Ph.D.

Chemistry

Oklahoma State University

John Radez, Ph.D.

Near Eastern Language and Culture

Indiana University

Michelle Randolph, M.A.

Sociology

Western Kentucky University

Clarice Richard, M.A.

Mathematics

Boston College

Kathleen Robinson, Ph.D.

English Composition / Literature

University of South Florida

Marion Rogers, M.A.A.S.

Political Science

Florida Agricultural and Mechanical University

Melvin Sanchez, Ph.D.

Philosophy

University of California- Irvine

Richard Schlaudroff, M.A., M.L.S., M. Phil.
Philosophy
 Fordham University/Columbia University in the City of New York
 Library Science
 Texas Woman's University

Vanessa Schulz, M.A.
Philosophy
 California State University

Ann Schwalboski, M.F.A.
Creative Writing
 Emerson College

Derek Schweigert, M.A.
Philosophy
 Oklahoma State University

Crystal Sears, Ph.D.
Communication
 Wayne State University

Alec Sithole, Ph.D.
Applied Physics
 Portland State University

Amy Sloan, Ed.D.
Higher and Postsecondary Education
 Argosy University

Matthew Smart, M.A.T.
Language Arts
 University of West Alabama

Hattie Spencer, Ph.D.
Environmental Science
 Jackson State University

Sharon Thomas, Ph.D.
Philosophy
 University of Hawaii at Manoa

Paige Tracy, M.A.
Communication Studies
 Baylor University

Vatsala Vadapalli, Ph.D.
Environmental Science
 University of North Texas

Beverly Vchulek, M.S., M.A.
Counseling & Human Development
 Troy University
Clinical Psychology
 Fielding Graduate University

James Watkins, Ph.D.
English
 The University of Texas at Austin

Donovan Weight, Ph.D.
Historical Studies
 Southern Illinois University

Siri Wickramaratne, Ph.D.
Agricultural Sciences
 Gifu University (Japan)

Brian Wilkins, M.F.A.
Writing
 University of New Hampshire

Marsha Wilkins, M.Ed.
School Counseling/Education Administration
 University of West Alabama

Raymond Wood, Ph.D.
Higher Education Administration
 University of Southern Mississippi

Elizabeth Yaros, M.F.A.
Fine Arts
 School of the Art Institute of Chicago

College of Business

Full Time Faculty

Alisher Akhmedjonov, Ph.D.
Policy Analysis
 Pardee Rand Graduate School

David Alegre, D.M.
Organizational Leadership
 University of Phoenix

Robert Allen, M.B.A., L.L.M.
Business Administration
 Florida State University
Taxation
 The University of Alabama

John Anderson, D.M.
Organizational Leadership
 University of Phoenix

Danielle Babb, Ph.D.
Organization and Management
 Capella University

Kimberly Baker, J.D.
Law
 George Mason University

Alan (James) Bell, M.S.
Accounting
 University of South Alabama

Jodine Burchell, Ph.D.
Management
 Walden University

David Castle, Ph.D.
Business Administration
 Northcentral University

Fernando Chavez, M.A.
Management
 Webster University

Jon Crispin, D.B.A.
Marketing
 Nova Southeastern University

Joyvina Evans, Ph.D.
Public Health/Community Health
 Walden University

Abimbola Farinde, Pharm.D., Ph.D.
Pharmacy
 Texas Southern University
Clinical Psychology
 Walden University

Ted Framan, M.B.A.
Business Administration
 University of Texas at Austin

Robert Freeland, M.B.A.
Business Administration
 Auburn University

Erica Gamble, D.M.
Organizational Leadership
 University of Phoenix

Angela Golden, M.B.A.
Business Administration
 Columbia Southern University

FACULTY

Robert Goldwasser, D.B.A.

Business Administration

Grenoble Graduate School of Business

Jonathan Green, Ph.D.

Organization and Management

Capella University

John Hargadon, M.B.A.

Business Administration

The University of West Florida

Brittney Harris, Ed.S.

Educational Leadership

Liberty University

Joseph Harris, D.B.A.

Business Administration

University of Phoenix

Craig Hovey, Ph.D.

Economics

Union Institute and University

Al Infande, Ed.D.

Adult Education/Human

Resources Development

Nova Southeastern University

Darlene Jaffke, D.B.A.

Business Administration

Argosy University

James Jordan, M.M.H.

Hotel and Restaurant Management

University of Houston

Colleen Kenniston, M.A.

Organizational Management

University of Phoenix

Dara Legacy, M.S.

Health Care Administration

Grand Canyon University

Henry Lehne, M.S.

Industrial Administration

Carnegie Institute of Technology

Carol Locker, Ph.D.

Organization and Management

Capella University

Michelle Manganaro, D.M.

Organizational Leadership

University of Phoenix

Gregory McClendon, M.B.A.

Health Care Management

University of North Alabama

Pamela McLaughlin, M.A.

Human Resources Management

Webster University

Deanna Melton-Riddle, D.H.A.

Health Administration

Central Michigan University

David Moody, Ph.D.

Business Administration/Human

Resources Management

Northcentral University

Tanesha Morgan, Ph.D.

Public Policy

Southern University and A&M College

Michelle Nekuda, M.A.

Management

Bellevue University

Ann Nelson, Ph.D.

Business Administration /

Organizational Leadership

Northcentral University

Stephen Onu, D.B.A.

Business Administration

University of Phoenix

Mark Pantaleo, Ph.D.

Public Policy and Administration

Walden University

Robert Robertson, Ph.D.

Management

University of Stirling

Monica Sainz, D.S.M.

Sports Management

United States Sports Academy

Todd Senft, Ph.D.

Organization & Management

Capella University

Edward Sherbert, D.B.A.

Human Resource Management

Nova Southeastern University

Ron Signore, M.Ed., M.S.

Secondary Education

Marymount University

Human Resource Management

Troy University

Pamela Tarmy, Ph.D.

Organization and Management

Capella University

Shelly Taylor, Ph.D.

Public Policy and Administration

Jackson State University

Peter Trzop, Ed.D.

Organizational Leadership

Argosy University

Jan Tucker, Ph.D.

Business Administration

Northcentral University

Ike Udechukwu, D.B.A.

Business Administration

Nova Southeastern University

Keith Wade, D.B.A.

Business Administration

Northcentral University

Christopher Wike, Ph.D.

Applied Technology &

Performance Improvement

University of North Texas

Part Time Faculty

Wendy Achilles, Ph.D.

Accounting

Virginia Commonwealth University

George Ackerman, Ph.D.

Public Safety

Capella University

Kimberly Adelman, Ph.D.

Organization and Management

Capella University

Matthew Ademola, D.B.A.

Business Administration /

International Management

Argosy University

Mark Aglio, M.B.A.

Employee Relations

American University

Ramona Armijo, Ph.D.

Education

Walden University

Lashun Aron, Ed. D.

*Education Leadership –
Higher Education*

Argosy University

Victoria Ashiru, D.M.

*International Operations
Management*

University of Maryland University
College

Michael Aubry, D.B.A.

Marketing

Alliant International University

Mahmood Awan, Ph.D.

Business Administration/E-Commerce

Northcentral University

Yvonne Balbin, J.D.

Law

Samford University

William Bass, M.B.A.

Business Administration

American Intercontinental University

Richard Bell, Ed.D.

Sports Management

United States Sports Academy

Blake Bennett, Ph.D.

Agricultural and Applied Economics

Texas Tech University

Tim Born, M.S.

Technology Management

Mercer University

Christopher Brandmeir, D.B.A.

Business Administration

University of Phoenix

Charles Brewton, Ph.D.

Public Administration

Tennessee State University

J. David Brock, Ph.D.

Organization and Management

Capella University

Robert Brown, M.B.A.

Business Administration

Colorado Technical University

Judie Bucholz, Ph.D.

Human & Organizational Systems

Fielding Graduate University

David Bull, Ph.D.

Human Services

Capella University

John Burchfield, M.A., M.B.A.

Adult Education

Trident University International

Business Administration

University of Phoenix

Donald Burton, J.D.

Law

Faulkner University

Gregory Campbell, Ph.D.

Management/Leadership and

Organizational Change

Walden University

Janice Carter-Steward, Ph.D.

Organization and Management

Capella University

Diane Casey, M.S.

Accounting

University of South Alabama

Katherine Causey, D.B.A.

Business Administration

Argosy University

Janet Chappell, M.S.

Human Resource Management

Troy University

Agaptus Chikwe, D.B.A.

Management

Argosy University

Paul Christy, M.A.

Organizational Management

Ashford University

Andrea Clarke, D.B.A.

*Healthcare Management
and Leadership*

California Intercontinental University

Katherine Corbin, M.S.

Organizational Leadership

Columbia Southern University

Bari Courts, Ph.D.

*Organization and
Management/E-Business*

Capella University

Lenice Crum, Ph.D.

Organization and Management

Capella University

Russell Davis, D.B.A.

Business Administration

Columbia Southern University

Gennadiy Daych, M.B.A.

Health Care Management

University of Phoenix

Mary Dereshiwsky, Ph.D.

Management

University of Massachusetts

Waree Dorsey-Waits, Ph.D.

Public Policy

Southern University and A & M
College

Yvonne Doswell, D.H.Sc.

Health Science

Nova Southeastern University

Yolanda Draine, D.H.A.

Health Administration

Central Michigan University

Christopher Earle, M.S., M.S.

Health Sciences, Emergency

& Disaster Management

Health Sciences, Health

Care Management

Trident University International

Jovita Esechie, Ph.D.

Urban Planning and

Environmental Policy

Texas Southern University

Michael Eskey, D.P.A.

Public Administration

Valdosta State University

FACULTY

Michael Essary, D.B.A.
Financial Management
 Northcentral University

Katrina Everhart, M.Ed.
Elementary Education
 University of Missouri

Mohamed Ezz, D.M.
Management
 University of Maryland University
 College

James Fones, L.L.M.
International Law
 Northwestern California University
 School of Law

Paul Frankenhauser, Ph.D.
Organization and Management
 Capella University

Mark Friske, Ph.D.
Organization and Management
 Capella University

Erica Gamble, D.M.
Organizational Leadership
 University of Phoenix

Audra Gardner, Ph.D.
Organization and Management
 Capella University

Robert Garrison, M.A.
Human Resource Development
 Clemson University

Debra Glass, D.B.A.
Business Administration
 Argosy University

Jacob Gordon, M.M.
Finance, Management/Policy
 Northwest University

Kay Green, D.B.A.
Marketing
 Argosy University

David Gualco, Ed.D.
Educational Administration
 University of the Pacific

Deryl Gulliford, M.S.
Community Health
 University of Cincinnati

Mari Hadley, Ph.D.
Education/ Higher Education
 Walden University

James Halloran, M.B.A.
Business Management
 Rollins College

John Halstead, Ph.D.
Finance
 University of Connecticut

Brenda Harper, Ed.D.
Organizational Leadership
 Nova Southeastern University

Michael Hitson, D.M.
Organizational Leadership
 University of Phoenix

Kristen Irely, J.D.
Law
 Widener University

Annette Jackson, M.B.A.
E-Business
 University of Phoenix

Carol Jensen, Ph.D.
Higher Education Leadership
 University of Nebraska

Donald Jernigan, M.B.A.
Management
 The University of West Florida

Tonina Johnson, D.B.A.
Business Administration
 Argosy University

Mountasser Kadrie, Ph.D.
Human Services
 Capella University

Mark Kelso, Ph.D.
Education Technology Management
 Northcentral University

Matthew Keogh, Ph.D.
Organization and Management
 Capella University

John Kirk, Ed.D., Ph.D.
*Higher Education/
 Regent University
 Psychology*
 California Coast University

Donald Knight, Ph.D.
Business Administration
 California Coast University

Jodi Krausman, M.S., M.S.
*Information Systems
 Professional Accountancy*
 Walsh College of Accountancy and
 Business Administration

Dennis Kripp, Ph.D.
Organization Development
 Benedictine University

Alex Lazo, Ph.D.
Organization and Management
 Capella University

Terry Lees, Ph.D.
Education: Organizational Leadership
 Northcentral University

Dana Leland, Ph.D.
Business Administration
 Northcentral University

William Lynn, M.S.
Systems Management
 Florida Institute of Technology

Melissa Madden, M.B.A., M.S.
*Business Administration
 Organizational Leadership*
 Columbia Southern University

Jayaram Madireddy, D.M.
Organizational Leadership
 University of Phoenix

Chizoba Madueke, Ph.D.
Management
 Walden University

James Marion, Ph.D.
Organization and Management
 Capella University

Gillian Martin, D.B.A.
Business Administration
 Argosy University

Barbara Masberg, Ph.D.
Education/Training and Development
Oregon State University

Addie Mattes, Ed.D.
Human Resources Development
Vanderbilt University

Kenneth McLeod, Ph.D.
Education
University of Southern Mississippi

Clarence Mitchell, Ph.D.
Education- Organizational Leadership
Northcentral University

Bakali Mukasa, Ph.D.
Health Services
Walden University

Anthony Muscia, D.B.A.
Management
Nova Southeastern University

Cynthia Newell, Ph.D.
Health Services/Health Administration
Walden University

Kenneth Nwoke, Ph.D.
Organization and Management
Capella University

Obinna Olowu, D.B.A.
Business Administration
Argosy University

Rosa Osuoha, Ph.D.
Organization and Management
Capella University

Kunsoon Park, Ph.D.
Hospitality and Tourism Management
Virginia Polytechnic Institute and State University

Mary Pearson, M.A.
Public Policy and Management
Ohio State University

Caira Prince, D.H.Ed.
Health Education
A.T. Still University of Health Sciences

David Qiu, D.B.A.
Marketing
Argosy University

William Rencher, J.D.
Law
University of Florida

Timothy Rice, D.S.M.
Sports Management
United States Sports Academy

Daphne Roby, M.B.A.
Business Administration
University of Phoenix

Sheila Roe-Boston, M.B.A., MHRM
*Business Administration, HRM
Human Resource Management*
 DeVry University

Marcia Rose, M.S.
Accounting
Nova Southeastern University

Betty Ross, D.B.A.
Finance
Nova Southeastern University

John Saindon, D.H.Sc.
Health Science
Nova Southeastern University

Mustafa Sayim, D.B.A.
International Business/Finance
Alliant International University

Duane Scott, D.B.A.
Business Administration
Argosy University

Earnell Seay, D.B.A.
Business Administration
Argosy University

Shahid Sheikh, Ed.D.
Organization Change
Pepperdine University

Renee Sinclair, D.B.A.
Accounting
University of Phoenix

Elsie Smalls, Ph.D.
Public Policy and Administration
Walden University

Fellicia Smith, Ph.D.
Leadership & Organizational Change
Walden University

Janice Spangenburg, Ph.D.
Organizational Leadership
Regent University

Mark Stallo, Ph.D.
Public Affairs
University of Texas at Dallas

Martha Stanislas, D.M.
Organizational Leadership
University of Phoenix

Samantha Starke, D.H.Sc.
Health Science
A. T. Still University of Health Sciences

Sheila Strider, D.B.A.
Leadership
Walden University

Abdulhamid Sukar, Ph.D.
Economics
Texas Tech University

Dayna Thompson, Ed.D.
Organizational Leadership
Argosy University

Alberta Thrash, Ph.D.
Organization and Management
Capella University

Debra Touhey, D.B.A.
Financial Management
Northcentral University

Shana Trotman, Ph.D.
*Applied Management and
Decision Sciences*
Walden University

Geoffrey VanderPal, D.B.A.
Finance
Nova Southeastern University

Cathy Vann, Ed.D.
Organizational Leadership
Nova Southeastern University

Monica Vargas, M.B.A., M.S.
*Health Care Management
Public Health*
Walden University

Mary Weber, Ph.D.
Business Administration
 University of Grenoble

Valencia Westray, Ph.D.
Organization and Management
 Capella University

Christine Whitaker, Ed.D.
Educational Administration
 University of the Pacific

Donald Wicker, Ph.D.
Organization and Management/Leadership
 Capella University

Beverly Williams, M.S., M.S.
Acquisition and Contract Management
 Florida Institute of Technology
Human Resources Administration
 Central Michigan University

Freenae Williams, M.B.A.
Health Care Management
 University of Phoenix

Tanoa Williams, D.H.Ed.
Health Education
 A.T. Still University of Health Science

Shandra Wilson, M.B.A., M.S.
Health Services Administration
 Strayer University
Counselor Education
 Mississippi State University

James Yoo, Ph.D.
Agricultural, Environmental, and Regional Economics
 Pennsylvania State University

Seifu Zerihun, Ph.D.
Economics
 Southern Illinois University

College of Safety and Emergency Services

Full Time Faculty

Barry Badners, M.S.
Occupational Safety and Health
 Columbia Southern University

Paul Baumgardner Ph.D.
Applied Management and Decision Science
 Walden University

David Becker, M.A.
Health Services Management
 Webster University

Gregory Boothe, Ph.D.
Public Health Epidemiology
 Walden University

Denis Bourcier, Ph.D.
Toxicology
 Utah State University

Jeffrey Buckau, D.O., M.S.
Osteopathic Medicine
 Midwestern University
Occupational Safety & Health
 Columbia Southern University

Jodine Burchell, Ph.D.
Management/Information Systems Management
 Walden University

Erlan Burk, Ph.D.
Business Administration/ Applied Computer Science
 Northcentral University

Kim Clay, M.P.A.
Public Administration
 University of South Alabama

Robert Cook, M.S., M.A.
Occupational Safety and Health
 Columbia Southern University
Public Administration
 Framingham State College

Daniel Corcoran, Ph.D.
Business Administration
 Trident University International

Mark Culver, Ph.D.
Public Safety
 Capella University

Stephen Demeter, M.S.
Fire Science
 Grand Canyon University

Ashley French, M.S.
Administration of Justice
 University of Louisville

Heather Frost, Ph.D.
Civil Engineering and Geological Sciences
 University of Notre Dame

Jamie Gauthier, M.S., M.B.A.
Criminal Justice Leadership
 Northeastern University
Public Administration
 Columbia Southern University

Barry Goodson, M.S.
Administration of Justice & Security
 University of Phoenix

Paul Hasenmeier, M.P.A.
Public Administration
 Capella University

Allyson Heisey, Ph.D.
Information Technology
 Capella University

Heather Holt, M.B.A, M.S.
Business Administration
 University of Phoenix
Emergency Services Management
 Columbia Southern University

Charles Kelly, Ph.D.
Administration of Justice
 University of Southern Mississippi

Patrick Kelly, M.B.A.
Business Administration
 Loyola College of Maryland

Cliff Krahenbill, M.S., M.S.
Information Technology
 Capella University

Cybersecurity

University of Maryland University
College

Nick Lees, M.S.**Nuclear Engineering**

Georgia Institute of Technology

Ming Luong, D.C.S.**Enterprise Information Systems**

Colorado Technical University

Thomas Maloney, M.B.A.**Public Administration**

University of Phoenix

Debbie Manzano, Ph.D.**Information Technology**

Capella University

Sancho Manzano, Ph.D.**Information Technology**

Capella University

Linda Martin, M.B.A., M.S.**General Management**

Plymouth State University

Health and Safety

Indiana State University

Cecele Mason, Ph.D.**Pharmacology**

Florida A&M University

David Milen, Ph.D.**Public Health**

Walden University

Jafar Momani, Ph.D.**Evaluation Measurement & Research**

Western Michigan University

William Mulherin, J.D.**Law**

Creighton University

Stacy Murphy, M.S.**Environmental Pollution Control**

Pennsylvania State University

James Olds, M.S.**Engineering Technology**

Murray State University

Keith Padgett, M.S.**Leadership, Disaster Preparedness
& Crisis Management**

Grand Canyon University

Dennis Phalen, M.A.**Homeland Security**

American Military University

Lisa Quibodeaux, Ph.D.**Criminal Justice**

Walden University

David Reed, M.S.**Allied Health**

University of Connecticut

John Rhoades, M.S.**Executive Fire Service Leader**

Grand Canyon University

Jeannie Riner, M.H.S., M.H.A.**Health Science****Health Services Administration**

Armstrong Atlantic State University

William Rogerson, Ph.D.**Human Ecology/Community Health**

University of Tennessee

Thomas Rzemysk, Ed. D.**Higher Education Leadership**

Northcentral University

Kenneth Staelgraeve, M.S.**Public Administration**

Central Michigan University

William Turnbull, M.S.**Public Health/Community Health**

Walden University

Kevin Walsh, Ph.D.**Criminal Justice**

Sam Houston State University

Donnie West, M.S., M.S.**Occupational Safety & Health**

Columbia Southern University

Leadership

Grand Canyon University

Part Time Faculty**Don Adams, Ed.D.****Organizational Leadership**

Argosy University

Todd Alt, Ed.D.**Organizational Leadership**

Nova Southeastern University

Abdullahi Asimalowo, Ph.D.**Agriculture and Forestry**

University of Ibadan

Elizabeth Barcena, L.L.M.**Criminal Law**

Buffalo State College

Steven Bardwell, M.S.**Fire Science**

Grand Canyon University

Bernard Becker, D.B.A.**Business Administration**

Columbia Southern University

Michael Beyerstedt, M.A.**Organizational Management**

Spring Arbor University

Melissa Black, M.S.**Occupational Safety and Health**

Columbia Southern University

Ralph Blessing, M.S.**Occupational Safety & Health**

Columbia Southern University

Noel Broman, M.S.**Management Information Systems**

Nova Southeastern University

Lisa Bruno, J.D., M.A.**Law**

Massachusetts School of Law

Criminal Justice

Anna Maria College

Sheryl Bulloch, M.S.**Management Information Systems**

Auburn University

William Bullock, D.H.Sc.**Health Science**

Nova Southeastern University

FACULTY

Robert Burdwell, Ph.D.
Organizational Management
 Capella University

Erik Burks, M.S.
Emergency Services Administration
 California State University

Chad Carey, M.B.A.
Business Administration
 Columbia Southern University

Robert David, M.S.
*Computer Science/
 Software Engineering*
 The University of West Florida

Arthur Deyo, M.A.
Political Science
 Oklahoma State University

Leslie Dunn, J.D., M.B.A.
Law
 Pepperdine University
Business Administration
 University of Phoenix

Kenneth Edwards, Ph.D.
Civil and Construction Engineering
 Iowa State University

Christopher Elg, M.A.S., M.P.A.
Administrative Science
 Fairleigh Dickinson University
Public Administration
 John Jay College of Criminal Justice

Bart Eltz, Ph.D.
Emergency Management
 Capella University

Ronald Fitzgerald, D.P.A.
Public Administration
 Nova Southeastern University

Jimmie Flores, D.M., Ph.D.
*Organizational Leadership/
 Information Systems & Technology*
 University of Phoenix
Human and Organizational Systems
 Fielding Graduate University

Linda Fredin, M.S.
Management Information Systems
 University of Arizona

Tobias Fritz, J.D.
Law
 University of Missouri

Matthew Gaines, M.S.
*Aviation Safety/Industrial
 Safety Management*
 University of Central Missouri

Michael Garasic, M.S.
Criminal Justice
 Saint Leo University

Daniel Gaumont, M.P.A.
Public Administration
 Western Michigan University

Eric Genden, M.C.J.
Criminal Justice
 Boston University

Harlan Giles, M.S.
Occupational Safety & Health
 Southeastern Oklahoma State
 University

Steven Gillespie, Ed.D.
Organizational Leadership
 Grand Canyon

James Golden, M.S.
Emergency Management
 Jacksonville State University

Dolores Gough, M.S.
Environmental Engineering
 University of Southern California

George Gough, M.S.
Environmental Engineering
 University of Southern California

Karen Grabenstein, M.A.
*Education/Adult Education
 and Training*
 University of Phoenix

Bae Han, Ph.D.
Industrial Engineering
 West Virginia University

Justin Heim, M.P.A.
Public Administration
 University of Wisconsin

Haejo Hwang, Ph.D.
Environmental Science
 Ohio State University

Ronald Johnson, M.S.
*Occupational and
 Environmental Health*
 University of Iowa

Alan Joos, M.S.
Executive Fire Service Leadership
 Grand Canyon University

Rebecca Kelley, Ph.D.
Biological Sciences
 University of Cincinnati

Thomas Kelley, Ph.D.
Criminology
 Florida State University

David Kerr, Ph.D.
Organization and Management
 Capella University

Chico Knight, D.B.A.
Quality Systems Management
 The National Graduate School of
 Quality Management

Charles Kocher, Ed.D.
Educational Leadership
 Saint Joseph's University

Paul Kovac, L.L.M.
International and Comparative Law
 Georgetown University

Muthu Kuchanur, Ph.D.
Environmental Engineering
 Texas A&M University

Charles Lane, M.S., M.S.
*Environmental Management
 Public Health*
 Samford University
Public Health
 The University of Alabama at
 Birmingham

Dan Lessley, M.S.
Public Health
 The University of Alabama at
 Birmingham

Jeff Lichtfuss, M.S.
*Criminal Justice/Homeland
 Security Administration*
 Tufts University

Shannon Lindey, Ed.S.
Educational Leadership
 Liberty University

Elizabeth Littell, J.D.
Law
 Samford University

Eduardo Martinez, J.D., M.A., M.S.S.
Law
 Mississippi College
Legal Studies
 Antioch University
Strategic Studies
 U.S. Army War College

George McCord, M.S.
Critical Incident Management
 Saint Leo University

Guy McFarland, M.A.
Emergency and Disaster Management
 American Military University

Brooks McPhail, Ph.D
Toxicology
 University of Georgia

Wilmont Meadows, M.P.A.
Public Administration/Criminal Justice
 Columbus State University

Pedro Medrano, M.S.
Environmental Engineering
 California State University

Michael Mellette, M.S., M.S.
Industrial Technology
 Texas A & M University
Public Health
 Tulane University

Vicki Miller, Ph.D.
Emergency Management
 North Dakota State University

James Miuccio, M.S.
*Occupational & Environmental
 Health Science*
 Wayne State University

Joseph Moore, Ph.D.
Public Policy Administration
 Walden University

Tamara Mouras, Ph.D.
Public Safety
 Capella University

David Munro, Ph.D.
Public Policy Administration
 Walden University

Craig Novick, M.B.A., M.S.
Business Administration
 Northcentral University
Psychology
 California Coast University

Tanyi Obenson, M.S., M.S.
Environmental Management
 University of Maryland - University
 College
Environmental Health
 East Carolina University

Luther Oxendine, M.B.A., M.S.
Human Resource Management
*Occupational Safety and Health/
 Environmental Management*
 Columbia Southern University

Michael Parker, M.S.
*Occupational Safety & Health/
 Environmental Management*
 Columbia Southern University

Gary Pierce, M.S.
Computer Information Systems
 Georgia State University

Gregory Ranard, M.S.
Occupational Safety & Health
 Columbia Southern University

Ronald Reinhardt, M.A.
*Law Enforcement and
 Justice Administration*
 Western Illinois University

Rempo, M.S.
Homeland Security/Safety & Security
 Wilmington College

Patricia Riley, D.B.A.
Business Administration
 Argosy University

Zara Roach, M.A., J.D.
*Professional Studies/Labor
 Management Studies*
 State University of New York at Stony
 Brook
Juris Doctor
 Quinnipiac University

Edmond Rodriguez, M.S.
Executive Fire Service Leadership
 Grand Canyon University

Neal Rose, M.S.
Occupational Safety & Health
 Columbia Southern University

James Roughton, M.S.
Safety Science
 Indiana University of Pennsylvania

David Sanchez, J.D., M.S.
Law
 Loyola Law School
Criminal Justice Administration
 Columbia Southern University

Robert Seccuro, D.B.A.
Business Administration
 Apollon University

Travis Smith, M.S.
*Safety/Security/Emergency
 Management*
 Eastern Kentucky University

Christina Spoons, Ph.D
Public Policy and Administration
 Walden University

David Steffy, Ph.D.
Environmental Engineering
 The University of Western Australia

Daniel Sullivan, Ph.D.
*Environmental & Water
 Resource Engineering*
 Vanderbilt University

Suzanne Swab, M.A.
Emergency and Disaster Management
 American Military University

Edem Tetteh, Ph.D.
Technology
 Purdue University

FACULTY

Antonio Tovar, D.M.
*Organizational Leadership /
Information Systems and Technology*
University of Phoenix

Robert Uda, Ph.D.
Homeland Security
Northcentral University

Jelena Vucetic, D.Sc. Tech.
Technical Sciences
University of Belgrade

Danielle Walters, M.S.
Justice Administration
University of Louisville

Durward Weeks, M.S.
Public Health
Tulane University

Todd Weidman, M.B.A., M.P.A.
Human Resource Management
Columbia Southern University
Fire Science Management
Anna Maria College

Mitchel Weiss, J.D., M.E.
Law
Florida Coastal School of Law
Environmental Engineering
University of Florida

Timothy Whitham, M.S.
Leadership
Grand Canyon University

Leona Williams, M.S.
Criminal Justice
Saint Leo University

Ruthie Williams, Ph.D.
Human Services
Capella University

Sabrina Williams, Ph.D.
Industrial Engineering
Mississippi State University

Barbara Wise, Ed.D.
*Sports Management / Human
Resource Management*
United States Sports University

James Withers, Ph.D.
*Agricultural and Biosystems
Engineering*
Iowa State University

William Yates, Ph.D.
Environmental Sciences
Jackson State University