COLUMBIA SOUTHERN UNIVERSITY

University Catalog 2014

GRADUATE & UNDERGRADUATE

Nondiscrimination Policy

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

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 in our course offerings, curricula, academic policies, and other rules and regulations affecting students without prior notification.

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 it feels necessary and will post these changes on the CSU website at http://myCSU.ColumbiaSouthern.edu. Students 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 2014 | EDITION I
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Main Phone 800.977.8449 | 251.981.3771 | *Main Fax* 251.981.3815

January 1, 2014

Dear Student,

Thank you for your interest in the online programs available at Columbia Southern University (CSU)! 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, doctoral and certificate programs in business administration, fire administration, human resource management, organizational leadership, criminal justice, occupational safety and health, and more!

We are dedicated to helping our students achieve their goals. That's why we offer the following benefits:

Convenience— All our degree programs are offered completely online, giving you the flexibility to fit your education around career and family commitments. CSU also features Per-course Enrollment Programs, a flexible model, which allows you to begin courses at anytime and study when it best fits your schedule.

Quality 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 in our core values. We are readily available to assist you with information from the application process to graduation requirements.

Flexible Learning— Forget the days of scheduled online sessions and on-site test taking. At CSU, residency is not a requirement and coursework can be completed at times that are most convenient for you.

Military Discounts—The tuition rate for graduate courses is $250 for all active military members to keep the rate at the DoD cap. Immediate family members receive a 10 percent tuition discount.

Textbooks Provided— For your convenience, textbooks are provided at no cost through the CSU Book Grant.
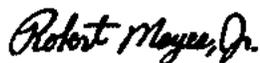
Complimentary Tutoring Services— CSU offers writing and math tutoring services at no cost. Tutoring services are available from 8 a.m. to 5 p.m. Monday through Thursday and 8 a.m. to 2 p.m. Friday CST.

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. All CSU programs are eligible for FSA with the exception of the Associate of Arts in General Studies and certificate level programs.

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.

I would also like to introduce you to our sister institution, Waldorf College. CSU and Waldorf are owned by Columbia Southern Education Group, Inc. (CSEG). Both institutions operate as independent schools with separate governance and accreditation. For more information about Waldorf and its programs, visit **www.waldorf.edu/online**.

Sincerely,

Robert Mayes, Jr.

Robert Mayes, President

Table of Contents

The content and policies included in this catalog are subject to change and will be updated periodically throughout the year as needed.

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

The CSU mission rests on the commitment to and achievement of the following core values:

- Integrity, fairness, tolerance, and professionalism in all operations which support our mission;

- Focus on affordable, quality online instruction including undergraduate programs with a general education core that promotes life-long learning and the success of its graduates;

- Receptivity and respect for a diversity of cultures, ideas, experiences, and people by all areas of the university;

- Accessibility, flexibility, and the use of appropriate technology in the delivery of its online programs, services, and operations;

- Encouragement of scholarly pursuit and creative endeavors of students, faculty, and university staff;

- Provide student-centered support services that are personal, responsive, and geared toward assisting students in achieving their educational goals;

- Collaboration with business, industry, the community, and governmental bodies to create affordable and accessible learning opportunities for employees;

- A focus on long-term relationships and serving constituencies with special needs that include members of the armed services, public service employees, law enforcement, fire, and public safety individuals;

- A professional outlook that values innovation, ongoing self-assessment, creative thinking, and a willingness to lead positive educational change;

- Provide staff and faculty with a stable and enjoyable work environment enriched by a family culture of caring, respect, and open communication;

- Fulfill the role of a good corporate citizen through community participation and support.

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 has always maintained a student-first philosophy by providing educational opportunities through distance learning to non-traditional students. This student-friendly attitude emanated from the founder of Columbia Southern University, Robert Mayes, Sr. who also established a family oriented culture of caring and respect for 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 his establishment of two certificate programs in the field and the establishment of the University in 1993.

To fill the void of formal degree programs for safety and environmental managers, two bachelor degree programs were developed in the areas of Occupational Safety and Health and Environmental Management. In 1996, 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 15th, 2001, when The Distance Education and Training Council granted accreditation to CSU. In 2002, several approvals and affiliation agreements with state schools were achieved along with receiving DANTES and VA approval. In 2003, CSU expanded its international offerings by being one of the first U.S. Universities to offer a degree program in Vietnam. The opportunity to earn an MBA degree was offered in both Hanoi and Ho Chi Minh City in a blended format. Between 2002 and 2004, CSU expanded its degree offers to include associates degrees and six new majors, and was selected as a learning partner by Delta Air Lines.

2005 was both a year of great strides and a year of sadness for CSU. Robert Mayes. Sr., President and Founder of CSU, passed away after a lengthy illness on September 26, 2005. He was succeeded as president by his son, Robert Mayes, Jr. However, despite this enormous setback, CSU made many advancements including: moving to a modern, much larger facility to start the New Year; and, selection of CSU as one of 155 initial university members in the U.S. Army's Centralized Tuition Assistance Management (CTAM) program, GoArmyEd.

In 2006, CSU continued to grow as CSU's student body reached 6,700 active students. With this growth, 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 in the first group of colleges and universities to be accepted into the Air Force Academic Institution Portal.

In 2008, CSU received approval by the U.S. Department of Education to offer Federal Student Aid. Because of continued and future expected growth, CSU in this same year, broke ground and started building a new 67,000 square foot building. 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. CSU began the planning and preparation for re-accreditation and in 2011 was once again re-accredited by the Distance Education and Training Council. This same year, 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 over 30,000 students. Each year, the faculty and staff diligently focus on continually improving CSU's academic programs, services, and operations.

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

Distance Education and Training Council
1601 18th Street, N.W., Suite 2
Washington, D.C. 20009
(202) 234-5100
www.detc.org

State Authorization and Licensure
Columbia Southern University is licensed by the State of Alabama, Department of Post Secondary Education pursuant to the Alabama Private School License Law, Code of Alabama, Title 16-46-1 through 10. For additional information on state licensure, please visit www.columbiasouthern.edu/About-CSU/Accreditation/State-Licensure.

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 is open to accredited degree-granting colleges and universities, and higher education associations within the United States.

Clery/Campus Security Policy
To view the Clery/Campus Security Policy, please visit http://www.columbiasouthern.edu/Financial/Office-of-Financial-Aid/Consumer-Information/-security-policy

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

The handbook can be found at http://www.columbiasouthern.edu/downloads/pdf/handbook/CSU-StudentHandbook.PDF.

Gainful Employment Disclosure
Columbia Southern University (CSU) self-discloses information pursuant to Gainful Employment Law. 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 graduation rates, please visit http://www.columbiasouthern.edu/disclosure.

Title IX
Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."
--Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)

It is the policy of Columbia Southern University to prohibit discrimination on the basis of age, color, disability, gender, national origin, race, religion, sex or veteran's status in regard to the administration of all programs, services and activities.

To ensure compliance with Title IX, the President of the University has designated the Title IX Administrator as the primary contact responsible for developing, adopting and/or assuring the dissemination of the University's nondiscrimination policy and for making the policy available to the University community, to include students, faculty, staff, and to the public.

Columbia Southern University students, faculty, and staff with inquiries concerning the application of Title IX to the University's programs and activities, or for inquiries regarding allegations of discrimination or grievances concerning Title IX are encouraged to contact:

Mona McPherson, BS
Title IX Administrator
21982 University Lane
Orange Beach, AL 36561
251.981.3771
Mona.McPherson@csegroup.com

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 Number
800.977.8449
251.981.3771

Main Fax Number
251.981.3815

Accounting/Business Affairs
accounting@columbiasouthern.edu
Phone: 877.323.4472
Fax: 251.224.0570
Main Office Hours

Admissions
admissions@columbiasouthern.edu
Phone: 877.347.6050
Fax: 251.224.0540

Bookstore
http://bookstore.columbiasouthern.edu bookstore@columbiasouthern.edu
Phone: 877.323.4474
Main Office Hours

Career Services
careerservices@columbiasouthern.edu
Phone: 800.977.8449 ext. 6551
Main Office Hours

Financial Aid
financialaid@columbiasouthern.edu
Phone: 877.316.8396
Fax: 251.224.0590
Main Office Hours

Library
theVirtualLibrarian@ColumbiaSouthern.edu
Phone: 877.268.8046
Online: 24/7
Email: 24/7

Registrar's Office
registrar@columbiasouthern.edu
Phone: 877.316.0219

Student Affairs
VPSA@columbiasouthern.edu
Phone: 800.977.8449 ext. 1274

Student and Alumni Engagement
CSU-SAE@columbiasouthern.edu

Student Services
students@columbiasouthern.edu
Phone: 877.323.4471
Fax: 251.224.0550

Success Center
teamsucceed@columbiasouthern.edu
Phone: 877.875.0533
Main Office Hours

Website
http://www.columbiasouthern.edu

Blackboard Site
http://online.columbiasouthern.edu

Student Portal
http://mycsu.columbiasouthern.edu

Business Hours (CST)
Monday—Thursday
Main Office: 8AM to 5PM
Registrar's Office: 8AM to 5PM Student
Services & Admissions: 8AM to 7PM
Technical Support: 8AM to 12AM

Friday
Main Office: 8AM to 3PM
Registrar's Office: 8AM to 5PM
*Student Services
& Admissions:* 8AM to 7 PM
Technical Support: 8 AM to 12 AM

Observed Holidays 2014
(University offices will be closed on the following dates):
New Year's—January 1
Martin Luther King Jr. Day—January 20
Fat Tuesday (*Mardi Gras*)—February
Good Friday—April 18
Memorial Day—May 26
Independence Day—July 4
Labor Day— September 1
Veterans Day— November 11
Thanksgiving—November 27–29
Christmas—December 24–26

II
Student Resources

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

Student Portal

The Student Portal contains several useful resources and can be accessed by visiting myCSU.columbiasouthern.edu. A partial list of tasks that can be completed on this website are provided below.

- Submit an enrollment agreement
- Access the Online Bookstore
- Login to Blackboard
- Access the Online Library
- View a list of completed and open courses
- Verify course start and end dates
- View course assignments, received dates and grades
- Verify email address on file and send a test email from CSU
- View all automated emails that have been sent

Advising Center

Trained academic advisors are available to assist students with selecting the courses needed to successfully complete their desired program of study.

Academic advisors answer questions about course selection, policies, and procedures, and also encourage students to look to the future to formulate their educational and career goals. Each student is assigned an academic advisor who is available by phone or email to discuss program requirements. Students are encouraged to contact their advisor with any questions about their degree plan.

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.

Student Services

Each student that attends Columbia Southern University is assigned a student support specialist . This department acts as the central point of contact for all student questions and requests,

including assisting students with enrolling in their classes, processing proctor requests and requesting an incomplete course.

Writing / Math Center

The Writing / Math Center provides writing and math support, counsels students in academic success, provides educational resources for students, and provides career services for students and alumni. The Office of Disability Services is also housed in this department.

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/disability-services.

Career Services

Career Services assists students and alumni in job search strategies, interview preparation and constructing professional correspondence such as resumes, cover letters, and thank-you letters. They also review resumes, cover letters and offer tips on social networking.

Ombudsman

The Office of the Ombudsman at Columbia Southern University provides all CSU students with a safe, confidential place to bring questions and concerns about University rules, policies, or procedures. The Ombudsman assists students by considering all sides of an issue in an impartial and objective way, and then advises on how to best resolve the problem.

Military Support Group

With over half of CSU students being military, it is important to us that service members receive the proper support and respect as they move forward in completing their degree with CSU.

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, and the achievement of career related goals.

STUDENT RESOURCES

Business Affairs

The Business Affairs Department is responsible for handling CSU student accounts and enrollment request processing.

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.

Financial Aid

The Financial Aid department is responsible for processing requests and awarding Federal Financial Aid.

Admissions

III

Columbia Southern University (CSU) has an open admission policy. Applications and enrollments are accepted throughout the calendar year.

Admission Requirements

Undergraduate Programs

Unconditional admission requires applicants to self-certify on the CSU application for admission and provide evidence of graduation from an approved high school program, or the equivalent, deemed acceptable to CSU. Acceptable evidence includes a copy of an official high school transcript indicating the date of high school graduation, a GED certificate indicating state required passing scores or score sheet indicating state required passing scores, a DD-214 indicating successful completion of high school or a post-secondary transcript indicating the date of graduation from an approved high school program. To meet Federal Student Aid (FSA) eligibility requirements at CSU, applicants must be admitted unconditionally.

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 twelve (12) semester hours pending the receipt of evidence of high school completion as required for unconditional admission.

- Homeschooled students must demonstrate successful completion of homeschooling at the secondary level as defined by state law. A detailed guide for meeting the CSU admission requirements is available in the CSU Homeschooled Admission Guidelines located at http://www.columbiasouthern.edu/admissions/homeschool.

- International students must self-certify as to successful completion of the equivalent of Grade 12 in a U.S. secondary school and provide an appropriately authenticated official transcript issued by a governmental authority that attests to the successful completion of a program considered to be equivalent to an accredited high school diploma or GED certificate. A detailed guide for meeting the CSU admission requirements is available in the CSU International Admission Guidelines located at http://www.columbiasouthern.edu/admissions/international.

Verification and Exceptional Cases

All documents submitted for review to determine admission status are subject to verification. If an applicant is selected by CSU to verify successful high school completion, the applicant must provide evidence of high school graduation deemed acceptable by CSU. Applicants may use the CSU Transcript Request Service and CSU will request the transcript on behalf of the student. Verification may also be required if the U.S. Department of Education selects a student for verification and requests validation of high school graduation.

In the event that an applicant is not able to obtain an official high school transcript due to natural disaster, the Registrar will review an admission petition to determine admission eligibility. In these cases, the student may be admitted conditionally as a non-degree seeking student and must successfully complete twelve (12) semester hours approved by the academic advisor before officially admitted into a degree program. Please submit supporting documentation to registrar@columbiasouthern.edu.

Master's Programs

Applicants are required to submit an official transcript issued by a post-secondary institution accredited by an accrediting agency recognized by the U.S. Department of Education indicating a conferred bachelor's degree. International students must provide an appropriately authenticated official transcript issued by a governmental authority that attests to the successful completion of a program considered to be equivalent to an accredited bachelor's degree. A detailed guide for meeting the CSU admission requirements is available in the CSU International Admission Guidelines.

Doctoral Program

Applicants are required to:
- Submit an official transcript issued by a post-secondary institution recognized by the U.S. Department of Education indicating a conferred bachelor's and master's degree
- Have a master of business administration degree, or a business-related master's degree with two years of business-related professional experience post-baccalaureate
- Submit a professional business resume
- International students must provide, in addition to a resume, appropriately authenticated official transcripts issued by a governmental authority that attests to the successful completion of a program considered to be

equivalent to an accredited bachelor's degree and master of business degree, or a business-related master's degree with two years of business-related professional experience post-baccalaureate. A detailed guide for meeting the CSU admission requirements is available in the CSU International Admission Guidelines located at http://www.columbiasouthern.edu/admissions/international.

Other General Requirements

Per-Course Enrollment Programs/System Conditional 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 twelve (12) semester hours to demonstrate successful academic progress. Upon continuation in the program beyond 12 semester hours, the student may be admitted unconditionally into the declared academic degree program if all other requirements are met.

Copies/Official Documents

CSU must receive official transcripts from post-secondary institutions previously attended in which transfer credit is considered. Students may send copies of transcripts or documents during the initial admission period and enroll as a student on conditional status (FSA ineligible). The student must provide official transcripts prior to completing twelve (12) undergraduate or seven (7) graduate credit hours. Official transfer credit will not be awarded until official transcripts are received by the Office of the Registrar. Transcripts from universities or programs not accredited by a U.S. Department of Education approved accrediting agency will not satisfy transfer credit criteria.

All documents provided to CSU for admission become the sole property of CSU and will not be returned at any time, nor is CSU permitted to forward them to a third party.

Denial/Conditional Admission Decision and Appeal

CSU reserves the right to deny admission to applicants who do not meet admission requirements. Applicants may be admitted conditionally and in a probationary status 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, past academic performance or excessive course withdrawals. Applicants who wish to appeal the admission decision have the right to do so by providing supporting documentation which demonstrates extenuating circumstances during the period of substandard performance to registrar@columbiasouthern.edu.

Technical Requirements

Curriculum 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, students 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:** 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:

- **Temporary:** Application submitted but has not been approved and evaluated for transfer credit.
- **Conditional:**
    1. Twelve semester-hours have not yet been successfully completed.
    2. All official documents have not yet been received.
    3. 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 will place the student at Conditional status until all requirements are met.

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

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 for review, courses previously completed must meet quantitative and qualitative factors. If the evaluation has been completed using copies of transcripts, "Conditional" status will be granted. Once all official transcripts are received, quantitative and qualitative factors have been met and 12 semester hours approved by the academic advisor have been successfully completed, the status will be changed to "Unconditional."

When enrolling in courses while on "Temporary" status, the student is responsible to select courses that he/she will not transfer to CSU and that will fulfill the requirements of his/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/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 Department 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 may be issued for students on "Unconditional" status listing all institutional credit after completion of three credit hours.

Admission Process

1. Submit the application for admission located online at www.columbiasouthern.edu/apply. 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 251.224.0540. Please indicate on your application if you are eligible for tuition assistance through Military TA, DANTES, or VA.

2. CSU will conduct a comprehensive evaluation of your application and provide you with a detailed evaluation report. This report will outline courses you need to complete, transfer credit accepted, and any additional information or documentation deemed necessary.

3. You can request priority evaluation service for a $25 fee to guarantee that your completed application packet be evaluated within 48 hours after your required documents are received. Otherwise, applications may take between 7 to 10 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 will be subject to an additional evaluation fee of $25.

4. Contact the admissions department or visit our website to enroll. Our open enrollment allows you to begin your program at anytime. The CSU Admissions Department will walk you through the process of enrolling in 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 Admission Status. As a Temporary student, you may complete up to 12 undergraduate semester hours or seven graduate semester hours. Once all transcripts are received and evaluated, an

Application Evaluation Report will be issued and your status will be changed. For more information, please refer to the Admissions Status Policy.

Enrollment Programs/ Systems

The CSU Admissions Department is available to guide you through the process of enrolling and registering for courses. We offer three convenient enrollment systems—the Term Enrollment Program, Per-Course Enrollment Program and Flexible Enrollment Program for Veterans.

Term Enrollment Programs

CSU Term Enrollment Program courses are 8 weeks in length and have set start and end dates coinciding with the Academic Term Calendar. This enrollment option provides a more structured framework that facilitates on-time course completion while allowing the student flexibility throughout the week for assignment completion. Weekly, substantive interaction is required through submission of discussion board postings and other assignment types. Each week begins on Wednesday and ends on Tuesday. Discussion board assignments are due on Saturday and Tuesday. All other weekly assignments are due by Tuesday each week. All assignments are due by midnight Central Standard Time (CST) on the respective day. A term begins almost every month of the year allowing students to begin courses at a time that is convenient to them. The full academic term calendar and term course schedule can be viewed on the CSU website. Students utilizing Title IV Federal Student Aid are required to enroll in Term Enrollment Programs.

Per-Course Enrollment Programs

CSU Per-Course Enrollment Program courses are 10 weeks in length and are designed with student flexibility in mind. Coursework is completed through an independent study model that allows students the flexibility to create study-time around other life commitments. This enrollment option offers added flexibility beyond what typical online programs offer. Per-Course Enrollment Programs have no semester start dates; therefore, students can begin courses at a time convenient to them. Students can progress through course assignments at a comfortable pace by creating a schedule for on-time course completion.

An application for admission is required for all students; in addition, all applicable admission requirements apply. Per-Course Enrollment Programs are not eligible for Title IV Federal Student Aid (FSA) or Veterans Affairs (VA) benefits. All of the online programs offered at CSU are available in the Per-Course Enrollment Programs option.

Flexible Enrollment Programs for Veterans

CSU Flexible Enrollment Program courses for Veterans are 8 weeks in length and have set start and end dates coinciding with the Academic Term Calendar. A term begins almost every month of the year, allowing students to begin courses at a time that is convenient for them. This enrollment option was designed for students using Montgomery GI Bill or Post 911 GI Bill benefits and provides a flexible structure for course completion. Between the scheduled start and end date, students can progress through coursework at their own pace. A suggested course schedule is provided, upon enrollment, as a guide for course completion. Attendance verification is required by week 4 of all enrolled

courses to maintain enrollment in Flexible Enrollment Programs for Veteran courses. All of the online programs offered at CSU are available in the Flexible Enrollment Programs for Veterans option.

Non-Federal Student Aid Programs

Non-Federal Student Aid programs include all Certificate programs and the Associate of Arts in General Studies. Due to accreditation and/or U.S. Department of Education program eligibility regulations, the specified programs are not eligible for Federal Student Aid (Title IV). Students enrolled in these programs may choose to take the programs as a Per-Course Enrollment Program or a Flexible Enrollment Program for Veterans.

Transcript Request Service

CSU will obtain domestic transcripts, including high school transcripts and GED scores, on your behalf! We will contact the prior colleges and/or universities you've attended to secure all the transcripts needed to make sure you receive maximum transfer credit.

You may download the following forms to start processing your transcript request(s):

Request for Official Transcript Forms

> **CSU is unable to order copies or officials of the following transcripts:*
> - Military Transcripts (with the exception of JST)
> - CLEP Scores
> - International Transcripts

Transfer Credit

CSU allows transfer of credit hours for prior academic credits, training, and relevant professional licenses and certifications. Up to 75 percent of undergraduate courses and 50 percent of graduate courses can be transferred into your degree program.

Students are allowed to transfer in 15 percent of coursework into the DBA program.

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 equivalent. 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.

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 Education Credit for Training Programs

For 30 years, this guide has been a trusted source of information on thousands of educational courses offered by business, labor unions, schools, training suppliers, professional and voluntary associations, and government agencies. These course recommendations provide academic credit to students for learning acquired at leading organizations. Each entry in the comprehensive National Guide provides: course title; location of all sites where the course is offered; length in hours, days, or weeks; period during which the credit recommendation applies; purpose for which the credit was designed; learning outcomes; teaching methods, materials, and major subject areas covered; and college credit recommendations offered in four categories (by level of degrees) and expressed in semester hours and subject area(s) in which credit is applicable.

Guide to the Evaluation of Educational Experiences in the Armed Forces

This three-volume set of guidebooks is the standard reference tool used by most U.S. colleges and universities to award academic credit for military learning. The guidebooks contain more than 8,000 courses offered by the U.S. armed services and defense department between January 1990 and the present.

The Guide to the Evaluation of Educational Experiences in the Armed Forces is updated every two years. Every six months, ACE publishes a Handbook to the Guide.

The National Guide to Education Credit for Training Programs, the Guide to the Evaluation of Educational Experiences in the Armed Forces, and the Handbook are available at most public libraries. The Guide (Armed Forces) and the Handbook are usually available at military education services offices.

Credit by Examination

CSU accepts credit by examination from the following:
- The College Level Examination Program (CLEP)
- Defense Activity for Non-Traditional Education (DANTES)
- Excelsior College Examination

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.

IV

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 must be expected to complete at least 24 semester hours. The CSU academic year for Pell purposes is 32 weeks, during which a full-time student will complete 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 and Certificate Programs

College of Arts & Sciences
- Associate of Arts in General Studies*
- Bachelor of Science in Psychology

College of Business
- Associate of Applied Science in Business
- Bachelor of Science in Business Administration (BSBA)
  * *BSBA Finance*
  * *BSBA Hospitality and Tourism*
  * *BSBA Human Resource Management*
  * *BSBA Information Technology*
  * *BSBA International Management*
  * *BSBA Management*
  * *BSBA Marketing*
  * *BSBA Project Management*
  * *BSBA Sport Management*
- Bachelor of Science in Health Care Administration
- Bachelor of Science in Human Resource Management
- Bachelor of Science in Information Technology
- Bachelor of Science in Organizational Leadership
- Master of Business Administration (MBA)
  MBA Finance
  MBA Health Care Management
  MBA Human Resource Management
  MBA Marketing
  MBA Public Administration
  MBA Project Management
  Master of Public Administration
  General MPA Concentration

- MPA Emergency Services Management
  MPA Criminal Justice Administration
- Master of Science in Organizational Leadership
- Doctor of Business Administration *(DBA)*

*Certificate Programs**

Undergraduate
- Industrial Hygiene Management Certificate
- Environmental Management
- Finance
- Fire Science
- Human Resource Management
- Information Technology
- International Management
- Management
- Marketing
- Occupational Safety & Health
- Project Management
- Sport Management

Graduate
- Environmental Management
- Finance
- Human Resource Management
- Marketing
- Occupational Safety & Health
- Project Management
- Public Administration

College of Safety and Emergency Services
- Associate of Applied Science in Occupational Safety and Health
- Associate of Applied Science in Criminal Justice
- Associate of Applied Science in Fire Science
- Bachelor of Science in Criminal Justice Administration
- Bachelor of Science in Environmental Management
- Bachelor of Science in Fire Administration
- 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
  Concentration in Environmental Management

*Certificate Programs**

Undergraduate

- Fire Science Certificate
- Environmental Management Certificate
- Occupational Safety and Health Certificate
- Industrial Hygiene Management Certificate

Graduate
- Environmental Management Certificate
- Occupational Safety and Health Certificate

Partner Programs*
- Chief Brunacini Fire-Rescue Leadership Institute
- NSA Center for Public Safety
- Certificate in Court Security Operations
- Fire Department Safety Officer Association
- Alabama Fire College
- Fire Officer I Certification

* These programs are not eligible for Federal Student Aid.

Courses

Course Enrollment
The Admissions Department assists the student through the process of enrolling in the first course(s) or term. The first course that students should take is LSS 1300 for undergraduate, LSS 5100 for graduate, and for doctoral students, DBA 7000. Each time the student enrolls in a course, they will be notified by email that the registration has been processed. Another email will be sent that contains online account information and instructions for accessing their online course. Within each online course, the student will find a detailed course syllabus that provides everything they need to begin their course work.

Course Structure
CSU courses are developed using a standard course design and standard procedures and instructions. Students initiate access to their course by using the login procedure. Following course access into the CSU learning platform, Blackboard, the student will be presented with access to current course study guide materials and important course information. The student is advised on how to study for the course and to prepare for exams within the material.

After students enter the online course, the first screen they see is the announcement section that contains important information concerning the course. On the left of the screen the student will see a button for each section of the course. After reading the announcement, the student should select the course syllabus section.

The student should review the entire syllabus for each course so that they are aware of all course requirements.

Course Professors
Each course has an assigned professor. Students will find their professor's name and email in the online course by clicking the professor icon. The student should direct all course related questions and grade challenges to the course professor. All other questions should be directed to the CSU Student Services Department at students@columbiasouthern.edu. The preferred contact method for all CSU faculty is email. This provides a written record and more convenient method of communication.

Course Sequence
Even though students are not required to complete lower division (general education) courses before beginning upper division (core) course requirements, it is recommended core courses be completed in sequence. Students are required to complete all relevant prerequisite courses.

Examinations and Grades
CSU courses are generally divided into eight units. Depending on the course, a paper, project, discussion board assignment, or proctored final exam may be required. All assignments are open book. Students will receive progress reports for the course including email grade notifications for each assignment from the instructor. Students may also view their grades through the online grade books. Students can view their academic record and course information by visiting the student portal at https://myCSU.columbiasouthern.edu. Letter grades are assigned only at the end of the course. The following scale is used to determine the final grades:

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

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

Academic Integrity

Ethical conduct is a foundation upon which a successful academic career at Columbia Southern University rests. The 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 are the basis of Columbia Southern University's academic programs, and thus a violation of the university's Academic Integrity Policy.

Refer to the Student Handbook for detailed information regarding our Academic Integrity Policy.

Institutional Academic Progress, Probation, Suspension and Dismissal

This policy applies to all students except for those enrolled in the DBA program.

Students are required to have a minimum cumulative grade point average (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 of 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 will automatically be placed on academic probation at any time that his/her cumulative GPA drops below the required minimum for a Good Standing classification*. A student will remain on academic probation for 12 semester hours (four courses). While on academic probation, a student will have to demonstrate sustained satisfactory progress, and develop an action plan for academic improvement approved by their Academic Advisor which may include referral to the Student Success Center. Students will be limited to enroll in one course at a time until the cumulative GPA is 2.0 undergraduate and 3.0 graduate. A student will not be permitted to enroll in a fifth course after being placed on academic probation until completion of the fourth course and once the academic status is determined.

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

If after completing 12 semester hours required during the probationary period, the student raises the cumulative GPA to 2.0 or higher for undergraduates or 3.0 or higher for graduates, the student will come off probation and be placed in Good Standing.

If the student does not raise the cumulative GPA to Good Standing, the student will be placed on suspension. Please refer to the Academic Suspension 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 will begin.

Note: Students who show substandard academic progress in their first 12 semester hours, may be academically dismissed without a probationary period. See the Academic Dismissal Policy for details.

Academic Suspension

Should the probationary student fail to demonstrate satisfactory progress, he/she will be academically suspended for a period no less than 10 weeks (Per Course) and 8 weeks (Term). A student may request reinstatement after the suspension period has expired. If a second suspension occurs, the student will be 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 must be made to the Registrar no later than one month prior to the desired enrollment period. Reinstatement following academic suspension will be determined by the Reinstatement Committee and is not automatic.

Students who enroll in other colleges or universities while on academic suspension from CSU will not be 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 will return on probation 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.

Inactive Status

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

Graduation Requirements

To graduate from Columbia Southern University, certain requirements must be met for degree conferral. Students must successfully complete all degree requirements with passing grades, satisfy upper division (Junior/Senior) program

requirements in the bachelor's programs, 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.

Undergraduate Requirements

Students enrolled in an undergraduate program must complete at least twenty-five (25) percent of the courses that comprise the program 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. Students must complete 36 semester hours at the Junior/Senior level for all bachelor's programs and 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 at least 50 percent of the courses that comprise the program with CSU, which is 18 semester hours (6 courses). DBA students must complete 85 percent of the courses that comprise the program with CSU, which is 52 semester hours (17 courses plus DBA orientation). Grades below a "C" are not considered passing in the graduate program. 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.

Graduation with Honors

In order for a student enrolled in a Bachelor Degree program to graduate Summa Cum Laude, Magna Cum Laude, or Cum Laude honors, they must earn the following Cumulative Grade Point Average (CGPA):

- Summa Cum Laude - 4.0 CGPA
- Magna Cum Laude - 3.8-3.99 CGPA
- Cum Laude - 3.5-3.79 CGPA

Honors are based upon coursework completed at CSU. Honor graduates must have no grades lower than a "C", and must not have repeated any course taken at CSU due to non-satisfactory grades. Honors are not awarded for graduate degree programs.

Petition for Graduation

After students have completed all the courses for their program, a student must submit a Petition for Graduation to begin the Graduation Audit Process. This form can be completed online and can be accessed within the myCSU Portal. Once the graduation audit is complete, students will be notified of the petition status and any requirements that have not been satisfied. A $75 graduation fee is to be paid at the time the Petition for Graduation is submitted to CSU. This fee covers the student records, audit and diploma processing.

Diploma

The diploma will be 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 will be mailed shortly after the student has received notification that they have passed the graduation audit.

Graduation Ceremony

Each year CSU hosts a commencement ceremony for those graduates who have completed their program. 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 will need to visit the CSU website for pricing information. Travel arrangements and accommodations are the responsibility of the student.

Transcripts

A transcript bearing the university seal and signature of the registrar is the official copy of the student's permanent academic record. A transcript will be provided to graduates upon conferment of their degree. Additional transcripts may be obtained by submitting a Transcript Request Form to Office of the Registrar. The form is located in myCSU Student Portal at http://mycsu.columbiasouthern.edu.

V

Arts & Sciences

General Studies Curriculum

Associate of Arts Degree, General Studies*

Bachelor of Science in Psychology

* *This program is not eligible for Federal Student Aid.*

General Studies Curriculum

The general studies curriculum at CSU is designed to give students a broad spectrum of the classes offered at CSU. It provides a well-rounded education with classes ranging from writing composition to calculus.

General studies courses may be taken simultaneously with program courses. Required general studies courses can be completed through CSU or via the CLEP examination.

To meet the number of required general studies electives for a degree program, any of the general studies undergraduate 2000 or 3000 level courses can be used provided they are not included in the requirements of the degree program.

Be sure to visit www.columbiasouthern.edu/degree for the most current list of available courses.

Course	Title	Semester Hours
Humanities/Fine Arts/Communications		
LSS 1300	Learning Strategies for Success	3
CM 1010	Business Communication	3
PHL 1010	Critical Thinking	3
MUS 1010	Introduction to Music Appreciation	3
AR 1010	Art Appreciation	3
SP 1010	Speech Communication	3
PHL 2350	Philosophies of World Religions	3
AL 2000	American Literature I **	3
AL 2010	American Literature II **	3
EH 3341	Technical Writing **	3
Computer Science		
CS 1010	Computer Essentials	3
Social and Behavioral Sciences		
PSY 1010	General Psychology	3
SOC 1010	Introduction to Sociology	3
PS 1010	American Government	3
SOC 2010	Survey of Global Societies and Cultural Geography	3
PS 2010	American State and Local Politics	3
PS 2000	Introduction to Political Science	3
PSY 2010	Abnormal Psychology	3
BBA 2401	Principles of Macroeconomics	3
BBA 2501	Principles of Microeconomics	3
BBA 3602	Principles of Management	3
BCJ 2501	Criminology	3
BCJ 2201	Juvenile Delinquency	3

*Natural Sciences**		
ES 1010	Earth Science	3
PHS 1110	Principles of Classical Physical Science	3
PHS 1120	Principles of Modern Physical Science	3
AST 2200	Explorations in Astronomy	3
BIO 1100	Non Majors Biology	3
BIO 1030	Biology I	3
BIO 1040	Biology II **	3
CHM 1030	General Chemistry I	3
CHM 1040	General Chemistry II	3
Mathematics		
MA 1100	Basic Mathematical Fundamentals	3
MA 1140	Finite Math	3
MA 1150	Algebra I	3
MA 2023	Elementary Statistics **	3
MA 1170	Algebra II **	3
MA 2051	Pre-Calculus	3
History		
HY 1110	American History I	3
HY 1120	American History II	3
HY 1010	Western Civilization I	3
HY 1020	Western Civilization 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

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* Natural Sciences include biological sciences, chemistry, physical sciences, astronomy, physical geography, and earth science.

**Each of these courses requires a prerequisite. Please review the course descriptions and objectives for each course on our website www.columbiasouthern.edu/degree to determine the prerequisite requirement.

Associate of Arts in General Studies

The Associate of Arts in General Studies will provide the student with a preparation for a professional career and/or for further baccalaureate study. It also provides a solid foundation in arts and sciences based in composition, mathematics, sciences, humanities, social science, and technology. Through its general studies commitment and elective offerings, the department's faculty contribute to the broadening of the knowledge and experience of all graduates of CSU by promoting basic competence in communication skills, by fostering an appreciation and understanding of our cultural heritage and current world affairs, and by developing problem solving techniques. Students will be able to access resources, evaluate them for credibility and relevance, and use the sources to present a wide range of alternatives.

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

Associate of Arts Total Program Requirements................. *60*
General Studies Requirements...................................... 36
Electives.. 24

General Studies Requirements   36

Course   Title   Semester Hours
Humanities/Fine Arts/Communications............................ 9
Select a minimum of 3 courses from these areas.
LSS 1300 may be required. Please consult your advisor.

History 6
Select a minimum of 2 courses from this area.

Social and Behavioral Sciences.. 6
Select a minimum of 2 courses from this area.

English Composition 6
Select a minimum of 2 courses from this area.

Natural Sciences.. 6
Select a minimum of 2 courses from this area.

Mathematics and Computer Science................................. 3
Select a minimum of 1 course from this area.

General Studies Electives   24

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

Bachelor of Science in Psychology

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

Note: This program is a general survey of psychology and will not qualify graduates to become a licensed counselor, social worker or psychologist. Students should consult state requirements and institutions in which they desire to transfer prior to enrolling in this program.

Total Program Requirements 120
General Studies Requirements.................................... 36
General Studies Electives 24
Psychology Major Course Requirements 33
Electives.. 27

General Studies Requirements   36

Course   Title   Semester Hours
Humanities and Fine Arts 9
Select a minimum of 3 courses from these areas.
LSS 1300 may be required. Please consult your advisor.

Social and Behavioral Sciences... 6
Select a minimum of 2 courses from this area to include:
PSY 1010   General Psychology   3

Natural Sciences.. 6
Select a minimum of 2 courses from this area.

Mathematics 3
MA 1140   Finite Math   3
or Higher Level of Theoretical Math

History 6
Select a minimum of 2 courses from this area.

English Composition 6
EH 1010   English Composition I   3
EH 1020   English Composition II **   3

Electives   24

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

Psychology Major Course Requirements   33

Major Requirements—Group A   *18*

Course	Title	Semester Hours
PSY 2010	Abnormal Psychology	3
PSY 3019	History and Systems of Psychology**	3
PSY 3350	Theories of Personality**	3
EH 3341	Technical Writing**	3
BHA 3002	Health Care Management	3
PSY 4501	Research Methods in Psychology**	3

Major Requirements—Group B
Social, Cognitive, Developmental, and
Experimental Psychology.. 6
Select 2 Courses Below

PSY 3150	Developmental Psychology**	3
PSY 3140	Social Psychology**	3
PSY 4021	Physiological Psychology**	3
PSY 4460	Cognitive Psychology**	3

Major Requirements—Group C
Applied Psychology.. 9
Select 3 Courses Below

PSY 3505	Psychology of Adjustment**	3
PSY 3380	Psychology of Learning**	3
PSY 4560	Psychological Assessment**	3
PSY 4620	Health Psychology**	3
PSY 4680	Industrial Organizational Psychology**	3
BBA 3651	Leadership	3

Psychology Electives—Upper Division *27*
Students may select professional electives from courses not used to meet other requirements.

Students may also select a focused area of study across the CSU disciplines.

Students must take into consideration the 36 semester hour upper division requirement when selecting courses.
Please consult your advisor for more information.

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* Natural Sciences include biological sciences, chemistry, physical sciences, astronomy, physical geography, and earth science.

**Each of these courses requires a prerequisite. Please review the course descriptions and objectives for each course on our website www.columbiasouthern.edu/degree to determine the prerequisite requirement.

VI
Business

Associate of Applied Science in Business

Bachelor of Science in Business Administration (BSBA)

Concentration in
Finance
Hospitality & Tourism
Human Resource Management
Information Technology
International Management
Management
Marketing
Project Management
Sport Management

Bachelor of Science in Health Care Administration

Bachelor of Science in Human Resource Management

Bachelor of Science in Information Technology

Bachelor of Science in Organizational Leadership

Master of Business Administration (MBA)

Concentration in
Finance
Health Care Management
Human Resource Management
Marketing
Project Management
Public Administration

Master of Public Administration (MPA)

Concentration in
General MPA
Emergency Services Management
Criminal Justice Administration

Master of Science in Organizational Leadership

Doctor of Business Administration

Certificate Programs*

Finance
Health Care Management
Human Resource Management
Marketing
Hospitality and Tourism
Human Resource Management
Management
Marketing
Project Management
Public Administration
Sport Management

* This program is not eligible for Federal Student Aid.

Associate of Applied Science in Business

The Associate of Applied Science in Business degree program provides students the general studies, business, and technical 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 will develop the ability to learn and apply managerial concepts and theories in a practical fashion. Program completion will prepare individuals seeking advanced degrees and knowledge of business.

Associate of Applied Science in Business Total
Program Requirements *60*
    General Studies Requirements......................................21
    Technical Courses.. 18
    Electives...21

General Studies Requirements   21

Course	Title	Semester Hours
Humanities/Fine Arts/Communications............................ *6*		

Select a minimum of 2 courses from these areas.
LSS 1300 may be required. Please consult your advisor.

History/Social and Behavioral Sciences *3*
Select a minimum of 1 course from these areas.

English Composition *3*
Select a minimum of 1 course from this area.

Natural Sciences/Mathematics and Computer Science......... *9*
Select a minimum of 3 courses from these areas to include a minimum of 3 semester hours in Mathematics.

Business Technical Courses   18

Select 6 Courses/18 Hours

Course	Title	Semester Hours
BBA 3602	Principles of Management	3
BBA 3201	Principles of Marketing	3
BBA 3651	Leadership	3
BBA 2010	Introduction to Business	3
BBA 2150	Business Math	3
BBA 3210	Business Law	3
BBA 3301	Financial Management	3
BBA 2201	Principles of Accounting I	3
BBA 2401	Principles of Macroeconomics	3
BHR 3352	Human Resource Management	3
BBA 3551	Information Systems Management	3
MAR 3271	Advertising	3
BBA 3221	Sales Management	3
BHR 4680	Training and Development	3

Business Electives   21

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

Bachelor of Science in Business Administration

Students who graduate with a Bachelor of Science Degree in Business Administration are equipped with a knowledge of business theories, policies, and procedures. Students are prepared to assume a responsible position within the world of business. The program refines a student's commitment to personal values, leadership development, ethical and moral excellence as well as professional competence. Graduates will have acquired skills in decision making, problem solving, in addition to fundamental business and management procedures.

BSBA Total Program Requirements *120*
    General Studies Requirements.................................... 36
    General Studies Electives 24
    Major Requirements... 36
    BSBA Electives.. 12
    Concentration Requirements..................................... 12

General Studies Requirements   36

Course	Title	Semester Hours
Humanities and Fine Arts *9*		

Select a minimum of 3 courses from this area.
LSS 1300 may be required. Please consult your advisor.

Social and Behavioral Sciences.. *9*
Select a minimum of 3 courses from this area to include:

BBA 2401	Principles of Macroeconomics	3
BBA 3602	Principles of Management	3

Natural Sciences... *3*
Select a minimum of 1 course from this area.

Mathematics *3*
Select a minimum of 1 course from this area.

History *6*
Select a minimum of 2 courses from this area

English Composition *6*

EH 1010	English Composition I	
EH 1020	English Composition II **	

General Studies Electives   24

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

BSBA Requirements   36

Major Requirements—Group A

Course	Title	Semester Hours
BBA 2010	Introduction to Business	3
BBA 3651	Leadership	3
BBA 3201	Principles of Marketing	3
BBA 2201	Principles of Accounting I	3
BHR 3352	Human Resource Management	3
BBA 3210	Business Law	3

**Each of these courses requires a prerequisite. Please review the course descriptions and objectives for each course at www.columbiasouthern.edu/degree to determine the prerequisite requirement.

BBA 4751	Business Ethics	3
BBA 3551	Information Systems Management	3
BBA 3301	Financial Management	3
BBA 4951	Business Policy and Strategy	3

Major Requirements—Group B   *6*
Select 2 Courses
Select any two 3000 level business administration courses that have not already been used to satisfy other requirements.

BSBA Electives   12

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

Students must take into consideration the 36 semester hour upper division requirement when selecting courses. Please consult your advisor for more information.

BSBA Concentrations   12

Business Administration Concentrations
Concentrations enable students to specialize in a business related area. This allows students to meet their educational goals and enhance their career opportunities. Students must complete four of the courses listed for that specialization.

The concentration completed by the student is listed on the graduation diploma. For example, if you chose marketing as an area in which you wish to concentrate, your diploma would indicate that you earned a Bachelor of Science in Business Administration with a concentration in marketing.

Concentrations Include: Finance; Hospitality and Tourism; Human Resource Management; Information Technology; International Management; Management; Marketing; Project Management and Sport Management.

A concentration can be earned by taking a minimum of 4 courses in that specialized area.

BSBA/Finance

Graduates of the BSBA Finance concentration will have gained the knowledge to make financial related decisions effectively. They will also have gained the knowledge to assist their organizations in obtaining, administering, and managing funds wisely.

BSBA Finance Concentration Courses   *12*
A minimum of 4 courses from the following must be completed

Course	Title	Semester Hours
BBA 2501	Principles of Microeconomics	3
BBA 2301	Principles of Accounting II **	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

BSBA/Hospitality and Tourism

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

BSBA/Hospitality and Tourism Concentration   *12*
A minimum of 4 courses from the following must be completed.

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

BSBA/Human Resource Management

The BSBA concentration in Human Resource Management has been structured to equip students with the skills and knowledge of real world training necessary to maximize the efforts and productivity of personnel.

BSBA/Human Resource Management Concentration   *12*
A minimum of 4 courses from the following must be completed.

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

BSBA/Information Technology

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

BSBA/Information Technology Concentration   *12*
A minimum of 4 courses from the following must be completed.

Course	Title	Semester Hours
ITC 3001	Personal Computer Fundamentals	3
ITC 3450	Introduction to Data Communications	3
ITC 4010	System Analysis and Design	3

**Requires a prerequisite.

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

BSBA/International Management

The BSBA concentration in International Management equips students to meet the business challenges of global competition and foreign markets. This program is designed to enable managers to focus on those global imperatives that will affect how successful business is to be done on the world state. Graduates will have acquired skills in decision making, problem solving, and leadership in addition to fundamental business and management procedures.

BSBA/International Management Concentration   *12*

A minimum of 4 courses from the following must be completed.

Course	Title	Semester Hours
BBA 2551	Inter-Cultural Management	3
BBA 4653	International Trade	3
BBA 4301	International Finance	3
BBA 4351	International Economics	3
BBA 4426	International Management	3
BBA 4446	International Legal Operations	3
BHR 4501	International Human Resource Management	3

BSBA/Management

The concentration in Management emphasizes the development of leadership and decision making skills. Its goal is to provide students with the knowledge and skills necessary to function effectively in management positions. The program focuses on key aspects of management and prepares graduates for leadership roles in business, industry, government or social service. Students are exposed to a broad foundation of business communications and project production in the field of management studies.

BSBA/Management Concentration   *12*

A minimum of 4 courses from the following must be completed.

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

BSBA/Marketing

Today's businesses seek creative, highly educated marketing specialists who understand the changing global economy. Successful marketers anticipate consumer needs, translate those needs into products and services, and create campaigns to sell their products for a profit. The BSBA concentration in Marketing provides the avenue for students to develop the knowledge, analytical skills, and creativity needed to excel in this exciting field.

BSBA/Marketing Concentration   *12*

A minimum of 4 courses from the following must be completed.

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

BSBA/Project Management

Effective project managers get the job done on time and within budget while meeting exact specifications. CSU's Bachelor of Science in Business Administration with a concentration in Project Management is designed for professionals who seek to enhance their ability to motivate people, integrate complex projects, and achieve cost-effective results. The program refines a student's commitment to personal values and moral excellence as well as professional competence.

BSBA/Project Management Concentration   *12*

A minimum of 4 courses from the following must be completed.

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

BSBA/Sport Management

The Bachelor of Science in Business Administration with a concentration in Sports Management 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.

BSBA/Sport Management Concentration   *12*

A minimum of 4 courses from the following must be completed.

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

Other business courses that can be utilized for electives:

Any course not previously selected in the 3000–4000 level may be used to satisfy elective requirements.

Bachelor of Science in Health Care Administration

BS Health Care Administration
Total Program Requirements 120
General Studies Requirements 36
General Studies Electives 24
Major Requirements..36
Major Electives.. 24

The Bachelor of Science (BS) in Health Care Administration provides students with a foundation of knowledge regarding the health care industry. The program prepares students to apply knowledge in a professionally, competent manner to advance in the field of health care as a leader or administrator. Emphasis is placed on building strong communication skills and organizational competence in managing and developing professional standards, procedures, and policies for various institutional health care activities. These leaders should be well organized and attentive to detail. The BS in Health Care Administration does not offer a clinical or infield experience component. Its purpose is to provide a broad educational background to those already working in the health care field.

General Studies Requirements   36

Course	Title	Credit Hours

Humanities and Fine Arts *9*
Select a minimum of 3 courses from this area.
LSS 1300 may be required. Please consult your advisor.

Social and Behavioral Sciences.. *9*
Select a minimum of 1 additional course from this area.
BBA 2401   Principles of Macroeconomics

Natural Sciences.. *3*
Select a minimum of 1 course from this area.

Mathematics *3*
Select a minimum of 1 course from this area.

History *6*
Select a minimum of 2 courses from this area.

English Composition *6*
EH 1010   English Composition I
EH 1020   English Composition II **

General Studies Electives   24

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

Health Care Administration Requirements   36

Major Requirements—Group A   *30*
Select 10 courses listed below

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

Major Requirements—Group B   *6*
Select 2 Courses from the list below or any 3000-4000 level business or BOS course, or approved transfer course credit within major.

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

Health Care Administration Electives and Concentrations   24

Professional Electives *12–24*
SStudents may select professional electives from courses not used to meet other requirements.

Students must take into consideration the 36 semester hour upper division requirement when selecting courses. Please consult your advisor for more information.

Bachelor of Science in Health Care Administration Concentration in Emergency Medical Services Management Courses   12

The Bachelor of Science (BS) in Health Care Administration, Concentration in Emergency Medical Services (EMS) Management provides students with a foundation of knowledge regarding the health care industry. The EMS Concentration will prepare students for the growing field of Emergency Medical Services through academics, research, and leadership. It is designated for EMTs, Firefighters, First Responders, or any other emergency personnel that wishes to expand their knowledge and skills related to the field of Emergency Medical Services. Graduates of this program will be able to pursue professions aligned to health care serving leadership roles as initial supervisors, mid-level managers and administrators. The curricula and coursework is 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, special operations, disaster planning, disaster mitigation, hazard management, terrorism, structural failures, information systems, and legal issues.

Select 4 courses listed below

Course	Title	Credit Hours
EMS 3301	Emergency Medical Services Management	3
EMS 4301	Special Operations	3
EMS 4302	Disaster Response and Recovery Management	3
EMS 4303	Emergency Management in Terrorism	3

**Each of these courses requires a prerequisite. Please review the course descriptions and objectives for each course at www.columbiasouthern.edu/degree to determine the prerequisite requirement.

Bachelor of Science in Human Resource Management

BS Human Resource Management
Total Program Requirements *120*
    General Studies Requirements 36
    General Studies Electives 24
    Major Requirements 36
    Major Electives 24

Leading organizations are placing more emphasis on human capital development and the leadership initiatives produced by human resource management teams to deliver, develop, and retain employees as the most crucial and competitive factor in business today. The Bachelor of Science in Human Resource Management prepares students for positions in human resource department leadership, to establish and advance organizational policies and guidelines, and to utilize the tools and techniques for developing transformational work environments. The BS in Human Resource Management program prepares graduates to become influential business leaders equipped with the ability to identify, analyze, and solve complex human resource and management issues.

General Studies Requirements   36

Course	Title	Semester Hours

Humanities and Fine Arts *9*
Select a minimum of 3 courses from this area.
LSS 1300 may be required. Please consult your advisor.

Social and Behavioral Sciences *9*
Select a minimum of 3 courses from this area to include:
BBA 2401   Principles of Macroeconomics
BBA 2501   Principles of Microeconomics

Natural Sciences *3*
Select a minimum of 1 course from this area.

Mathematics *3*
Select a minimum of 1 course from this area.

History *6*
Select a minimum of 2 courses from this area.

English Composition *6*
EH 1010   English Composition I
EH 1020   English Composition II **

General Studies Electives   24

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

Human Resource Management Requirements   36

Major Requirements—Group A		*30*
Course	Title	Semester Hours
BHR 3565	Employment Law	3
BBA 2026	Organizational Communications	3
BBA 3602	Principles of Management	3
BHR 3352	Human Resource Management	3
BBA 2551	Intercultural Management	3
BBA 3551	Information Systems Management	3
BHR 3301	Compensation and Benefits	3
BBA 3651	Leadership	3
BHR 4350	Collective Bargaining	3
BHR 4680	Training and Development	3

Major Requirements—Group B
Select 2 Courses below or any 3000-4000 level HR or business course

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

Human Resource Management Electives   24

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

Students must take into consideration the 36 semester hour upper division requirement when selecting courses. Please consult your advisor for more information.

Bachelor of Science in Information Technology

BS Information Technology
Total Program Requirements *120*
    General Studies Requirements 36
    General Studies Electives 24
    Major Requirements 36
    Major Electives 24

The Bachelor of Science in Information Technology is designed for individuals who wish to integrate the different disciplines of information technology within a business applications context. The program is concerned with the development, maintenance, management, and study of computer-based information technology systems in organizations. The BS in Information Technology program includes development of skills in the application of recordable information and knowledge, and the services and technologies to facilitate their management and use. Courses cover the key concepts of information technology, information systems management, and interpersonal and organizational communications. Graduates of this program will be able to create, maintain, and provide information technology and business related solutions in banking, government, academia, legal and judicial systems, the military, or any entry-level management position.

**Each of these courses requires a prerequisite. Please review the course descriptions and objectives for each course at www.columbiasouthern.edu/degree to determine the prerequisite requirement.

General Studies Requirements 36

Course	Title	Semester Hours
Humanities and Fine Arts		*9*

Select a minimum of 3 courses from this area to include:
EH 3341   Technical Writing **
LSS 1300 may be required. Please consult your advisor.

Social and Behavioral Sciences.. *6*
Select a minimum of 2 courses from this area.

Natural Sciences.. *6*
Select a minimum of 2 courses from this area.

Mathematics *3*
Must be MA 1140 Finite Math or Higher.

History *6*
Select a minimum of 2 courses from this area.

English Composition *6*
EH 1010   English Composition I
EH 1020   English Composition II **

General Studies Electives 24

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

Information Technology Requirements 36

Select 10 Courses Below

Course	Title	Semester Hours
ITC 3001	Personal Computer Fundamentals	3
BBA 3331	Introduction to E-Commerce	3
BBA 3551	Information Systems Management	3
ITC 3450	Introduction to Data Communication	3
ITC 3840	Maintaining Microcomputer Systems	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 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

Information Technology Electives 24

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

Students must take into consideration the 36 semester hour upper division requirement when selecting courses. Please consult your advisor for more information.

The following courses area available as professional electives for Information Technology students:

ITC 4175	Database Implementation and Management	3
ITC 4230	Programming Concepts and Problem Solving II **	3
ITC 4453	IT Infrastructure Management	3
BBA 3391	Information Technology Cost Analysis	3
BBA 4951	Business Policy and Strategy	3

Bachelor of Science in Organizational Leadership

BS Organizational Leadership
Total Program Requirements **120**
   General Studies Requirements 36
   General Studies Electives 24
   Major Requirements.. 36
   Major Electives.. 24

The Bachelor of Science in Organizational Leadership is designed to introduce students to 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. Topics covered include 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 profit, not-for-profit, service, or manufacturing environments.

General Studies Requirements 36

Course	Title	Semester Hours
Humanities and Fine Arts *9*		

Select a minimum of 3 courses from this area.
LSS 1300 may be required. Please consult your advisor.

Social and Behavioral Sciences.. *9*
Select a minimum of 3 courses from this area to include:
PSY 1010   General Psychology

Natural Sciences.. *3*
Select a minimum of 1 course from this area.

Mathematics *3*
Select a minimum of 1 course from this area to include:
MA 2023   Elementary Statistics

History *6*
Select a minimum of 2 courses from this area.

English Composition *6*
EH 1010   English Composition I
EH 1020   English Composition II **

**Each of these courses requires a prerequisite. Please review the course descriptions and objectives for each course at www.columbiasouthern.edu/degree to determine the prerequisite requirement.

General Studies Electives   24

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

Organizational Leadership Requirements   36

Major Requirements—Group A *30*
Select 10 Courses below

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

Major Requirements—Group B   6
Select 2 Courses below

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

Organizational Leadership Electives   24

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

Students must take into consideration the 36 semester hour upper division requirement when selecting courses. Please consult your advisor for more information.

Master of Business Administration

MBA Total Program Requirements *37*
MBA Requirements.. 24
LSS 5100 Learning Strategies for
Success in Graduate Programs...................................... 1
Concentration... 12

With a focus on practical content, an application of research skills to business, and job-related behaviors critical for success in today's competitive business world, the Master of Business Administration is designed to help propel students' careers toward top management positions in the ever-evolving business climate.

MBA Core Courses   25

Course	Title	Semester Hours
LSS 5100	Learning Strategies for Success in Graduate Programs	1
MHR 6451	Human Resource Management Methods	3
MBA 5501	Advanced Marketing	3
MBA 6001	Organizational Research and Theory	3
MBA 6601	International Business	3
MBA 5401	Management Information Systems	3
MBA 6301	Business Ethics	3
MBA 5101	Strategic Management & Business Policy	3
MBA 5652	Research Methods	3

MBA Concentration Courses   12

General Program (concentration)
The Master of Business Administration is designed to help propel students' careers toward top management positions in the ever-evolving business climate. A focus is made on practical content, research skills, and job-related behaviors critical for success in today's competitive business world.

MBA/Finance
With a focus on practical content, research skills, and job-related behaviors critical for success in today's competitive business world, the Master of Business Administration with a concentration in Finance is designed to help students gain the skills needed to assist their organizations in obtaining, administering, and managing funds.

MBA/Finance Concentration		12
Course	**Title**	**Semester Hours**
MBA 6081	Corporate Finance	3
MBA 6641	International Economics	3
MBA 6651	International Finance	3
MBA 6841	Public Budgeting	3

MBA/Health Care Management
The Master of Business Administration in Health Care Management program prepares students for senior level positions in the field of health care leadership. The program enables managers and business leaders to focus on the managerial skills and business knowledge necessary to successfully direct health care organizations and health care professionals in the ever-changing health care industry.

MBA/Health Care Management Concentration		*12*
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

MBA/Human Resource Management
The Master of Business Administration in Human Resource Management prepares students for management level positions in the field of human resources. The program enables managers and business leaders to focus on the managerial skills and business knowledge needed to manage human resource functions including employee recruitment, selection, retention, development, and compensation.

MBA/Human Resource Management Concentration   *12*

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

MBA/Marketing

The Master of Business Administration in Marketing prepares students for management level positions in the field of marketing. The program enables managers and business leaders to focus on the managerial skills and business knowledge that are necessary to successfully 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. The intended student learning outcomes are listed below:

MBA/Marketing Concentration   *12*

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

MBA/Project Management

With a focus on practical content, research skills, and job-related behaviors critical for success in today's competitive business world, the Master of Business Administration is designed to help propel students' careers toward top management positions in the ever-changing business world. The Master of Business Administration in Project Management is designed for individuals 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

MBA/Public Administration

With a focus on practical content, research skills, and job-related behaviors critical for success in today's competitive business world, the Master of Business Administration degree is designed to help propel students' careers toward top management positions in the ever-changing business world. The Public Administration concentration is designed to prepare students with the leadership, policy, research, marketing, finance, and budgeting knowledge they need to succeed in today's competitive business environment.

MBA/Public Administration Concentration   *12*

Course	Title	Semester Hours
MBA 6841	Public Budgeting	3
MBA 6851	Administration of Public Institutions	3
MBA 6861	Public Policies	3
MBA 6871	Public Finance & Legislative Procedures	3

Master of Public Administration (MPA)

MPA Total Program Requirements *37*
    Major Core Requirements.. 24
    LSS 5100 Learning Strategies for Success
    in Graduate Programs 1
    MPA Concentration Courses 12

The Master of Public Administration (MPA) Degree Program is designed to provide students with the knowledge and skills to build strong healthy communities and work effectively and efficiently with private partners and not-for-profit and public sector organizations. The primary purpose of the MPA Program is to prepare graduates for career advancement in public service through student-centered education and real-world case learning that empowers students to problem-solve and appropriately respond with strategic plans in justice administration, and emergency disaster situations.

Major Core Requirements   25

Course	Title	Semester Hours
LSS 5100	Learning Strategies for Success in Graduate Programs	1
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

MPA Concentration Courses   12

Courses must be taken from the list below to satisfy the Master of Public Administration concentration requirements in Emergency Services Management or Criminal Justice Administration

MPA General Concentration

Students may take any graduate level course to satisfy general concentration requirements, excluding the following:

Course	Title	Semester Hours
MBA 6841	Public Budgeting	
MBA 6851	Administration of Public Institutions	
MBA 6861	Public Policies	
MBA 6871	Public Finance and Legislative Procedures	

MPA/Emergency Services Management Concentration   *12*

The MPA EMG concentration is for public managers interested in working as emergency disaster planners or managers that require a graduate degree. Students gain skills for effective and ethical management-level decision-making as emergency public managers. The MPA EMG concentration prepares managers to respond to problems inherent in public organizations that managers face in order to address and minimize risk to responders and the public.

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

MPA/Criminal Justice Administration Concentration **12**

The MPA CJA concentration is 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. The MPA CJA concentration 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 6230	Constitutional Law for Criminal Justice	3
MCJ 5390	Critical Analysis of Criminal Justice Administration	3
MCJ 6530	Critical Analysis of Criminal Justice Public Policy	3

Master of Science in Organizational Leadership

MS Organizational Leadership
Total Program Requirements **37**

Major Requirements.. 30
LSS 5100 Learning Strategies for Success
in Graduate Programs 1
Electives.. 6

With a focus on current and emerging leadership theories, best practices, skills, and tools used to enable organizational innovation, creativity, and change in complex work environments, the Master of Science in Organizational Leadership is designed to prepare graduate students to assume leadership roles in business, educational, governmental, military, and not-for-profit organizations.

Major Requirements 31

Course	Title	Semester Hours
LSS 5100	Learning Strategies for Success in Graduate Programs	1
MBA 6301	Business Ethics	3
MBA 6631	Intercultural Management	3
MHR 6551	Training and Development	3

MBA 5841	Strategic Marketing	3
MBA 5101	Strategic Management and Business Policy	3
MBA 6941	Managing Project Teams	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

Select two of the following courses. Students may also select any MBA or MOS course.

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

College of Business Certificate Programs

Columbia Southern University's certificate programs are designed to serve the need of matriculated and non-matriculated students interested in developing specific skills and knowledge for personal and/or professional development in their field of study. Certificate programs are usually credit based, taught by regular, adjunct or visiting faculty, depending on the skill, experience, licensing, or certificate required. Certificates normally align with existing curricula. Certificate programs are offered at the Graduate or Undergraduate level. The program aligns experts in the field who may not otherwise be able to engage with students creating relationships that benefit students, the University and the profession in which the certificates are offered.

Undergraduate Certificate Programs

Students complete four courses (12 semester hours) within a concentration to earn a Certificate at the bachelor level. For example, a student enrolled in the Certificate in Management program would complete four courses from the BSBA-Management concentration.

Graduate Certificate Programs

Students select four courses (12 semester hours) from a graduate concentration to earn a graduate level certificate in the concentration area.

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

Undergraduate Certificate Programs

Finance Program

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

Hospitality and Tourism Program

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

Human Resource Management Program

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

Information Technology Program

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

International Management Program

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

Management Program

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

Marketing Program

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

Project Management Program

BBA 3626	Project Management Overview
BBA 2026	Organizational Communications
BBA 4126	Project Planning
BBA 2926	Cost and Scheduling Basics

BBA 3826	Managerial Decision Making
BBA 4226	Risk Management
BBA 4326	Procurement and Contract Management

Sport Management Program

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 & Risk Management

Graduate Certificate Programs

Finance Program

MBA 6081	Corporate Finance
MBA 6641	International Economics
MBA 6651	International Finance
MBA 6841	Public Budgeting

Health Care Management Program

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

Human Resource Management Program

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

Graduate Certificate Marketing Program

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

Public Administration Program

MBA 6841	Public Budgeting
MBA 6851	Administration of Public Institutions
MBA 6861	Public Policies
MBA 6871	Public Finances & Legislative Procedures

Project Management Program

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

Note: *Certificate programs are not eligible for Federal Student Aid. Students desiring to use Federal Student Aid will need to select an eligible program.*

Doctor of Business Administration

The Doctor of Business Administration is designed to present new knowledge in expanding and advancing the professional development of practicing managers and professionals in business. Topics include management science and human resource management with an emphasis on critical thinking and research methods in international business, finance and economics.

Doctoral Dissertation

Doctoral Students are required to complete a dissertation that will be approved by and defended before a dissertation committee. The defense may take place "at a distance" and no degree shall be awarded without majority of committee approval. CSU will assist students in the dissemination and publication of their research. Information regarding this capstone doctoral requirement is published in the Dissertation Handbook.

Graduates will successfully complete 61 semester hours outlined below

Required DBA Courses

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 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

Option 1: Dissertation

Course	Title	Hours
DBA 9101	Comprehensive Exams	2
DBA 9306 A	Dissertation—Concept Paper	3
DBA 9306 B	Dissertation—Methodology /Ethics	3
DBA 9306 C	Dissertation—Proposal	3
DBA 9306 D	Dissertation—Manuscript	3
DBA 9410	Dissertation—Defense	1

Option 2: Research Project

Course	Title	Hours
DBA 8800	Organizational Psychology	3
DBA 9201	Comprehensive Review	2
DBA 9406 A	Project—Concept Paper	3
DBA 9406 B	Project—Methodology/Ethics	3
DBA 9406 D	Project—Report	3
DBA 9510	Project—Defense	1

VII

Safety & Emergency Services

Associate of Applied Science
in Criminal Justice

Associate of Applied Science
in Fire Science

Associate of Applied Science in
Occupational Safety and Health

Bachelor of Science in
Criminal Justice Administration

Bachelor of Science in
Environmental Management

Bachelor of Science in Fire Administration

Bachelor of Science in
Occupational Safety and Health
Concentration in
  Fire Science

Master of Science in
Criminal Justice Administration

Master of Science in Occupational
Safety and Health
Concentration in
  Environmental Management

Master of Science in
Emergency Services Management

College of Safety and Emergency Services
Certificate Programs*

* This program is not eligible for Federal Student Aid.

Associate of Applied Science in Criminal Justice

AAS Criminal Justice Total Program Requirements 60
General Studies Requirements......................................21
Technical Courses.. 18
Electives..21

The Associate of Applied Science Degree in Criminal Justice prepares entry-level professionals from diverse backgrounds in the theoretical foundations, knowledge, skills, and practices of criminal justice operations. This study enables students to develop rational decisions and informed responses to challenges facing law enforcement, corrections, and court operations as well as criminology characteristics of juvenile delinquency and the influence on criminal justice policies and procedures. Additionally this study provides students with a working comprehension of Constitutional and criminal law in contrast to judicial process. Students completing this program will be 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.

General Studies Requirements 21

Course	Title	Semester Hours
Humanities/Fine Arts/Communications............................. 6		

Select a minimum of 2 courses from these areas to include:
LSS 1300 may be required. Please consult your advisor.

History/Social and Behavioral Sciences 3
Select a minimum of 1 course from these areas.

English Composition 3
Select a minimum of 1 course from this area.

Natural Sciences/Mathematics and Computer Science......... 9
Select a minimum of 3 courses from these areas to include a minimum of 3 semester hours in Mathematics.

Criminal Justice Technical Courses 18

Course	Title	Semester Hours
BCJ 2001	Theory & Practices of Law Enforcement	3
BCJ 2002	Theory & Practices of Corrections	3
BCJ 2201	Juvenile Delinquency	3
BCJ 2501	Criminology	3
BCJ 3601	Criminal Law	3
BCJ 3301	Judicial Process	3

Criminal Justice Electives 21

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

The following courses area available as professional electives for Criminal Justice students:

BCJ 2000	Introduction to Criminal Justice	3
BCJ 3701	Criminal Investigation	3
BCJ 3801	Criminal Evidence and Legal Issues	3
BCJ 3950	Constitutional Law for Criminal Justice	3
BCJ 4385	Workplace Security	3

Associate of Applied Science in Fire Science

AAS Fire Science Total Program Requirements 60
General Studies Requirements......................................21
Technical Courses.. 18
Electives..21

The Associate of Applied Science Degree in Fire Science presents the basic theoretical foundations for leadership in fire service organizations, establishing a foundation upon which to build a career in Fire Science. Extending from a comprehensive curriculum of fire prevention and fire protection, the A.A.S. in Fire Science program takes a multi-professional approach to policy integration and academic preparation in specialized fire service equipment and apparatus applications. Students earning an Associate's degree in Fire Science will embark on an educational path of professional development to become leaders in the profession.

General Studies Requirements 21

Course	Title	Semester Hours
Humanities/Fine Arts/Communications............................. 6		

Select a minimum of 2 courses from these areas to include:
LSS 1300 may be required. Please consult your advisor.

History/Social and Behavioral Sciences 3
Select a minimum of 1 course from these areas.

English Composition 3
Select a minimum of 1 course from this area.

Natural Sciences/Mathematics and Computer Science......... 9
Select a minimum of 3 courses from these areas to include a minimum of 3 semester hours in Mathematics.

Fire Science Technical Courses 18

Course	Title	Semester Hours
FIR 2301	Principles of Fire and Emergency Services	3
FIR 3303	Fire Prevention	3
FIR 3301	Fire Behavior & Combustion	3
FIR 3302	Building Construction for Fire Protection	3
FIR 3305	Fire Protection Structures & Systems	3
FIR 3304	Fire Protection Hydraulics & Water Supply	3

Fire Science Electives — 21

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

Associate of Applied Science in Occupational Safety and Health

AAS Occupational Safety and Health
Total Program Requirements *60*
General Studies Requirements.....................................21
Technical Courses... 18
Electives..21

The Associate of Applied Science in Occupational Safety and Health (AAS, OS&H) introduces the student to the fundamental practices and understanding of the principles in the field relating to the safety and health of people, the protection of the environment and protection of property. The program introduces the intellectual knowledge and technical skills necessary to advance in this field through both organizational advancement and professional certification. Students completing this program will begin to acquire the ability to work with other professionals and disciplines in solving complex problems common to the corporate, governmental or the industrial workplace. Completion of the AAS, OS&H allows the student to move into the Bachelor of Science Program with a greater degree of freedom to take more elective, or Group B, courses that will enhance the student's effectiveness and knowledge within the field.

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).

General Studies Requirements — 21

Course	Title	Semester Hours
Humanities/Fine Arts/Communications............................. *6*		

Select a minimum of 2 courses from these areas to include:
LSS 1300 may be required. Please consult your advisor.

History/Social and Behavioral Sciences *3*
Select a minimum of 1 course from these areas.

English Composition *3*
Select a minimum of 1 course from this area.

Natural Sciences/Mathematics and Computer Science......... *9*
Select a minimum of 3 courses from these areas to include a minimum of 3 semester hours in Mathematics.

Occupational Safety and Health Technical Courses — 18

Course	Title	Semester Hours
BOS 3001	Fundamentals of OSH	3
BOS 3125	Hazardous Materials Management	3
FIR 3303	Fire Prevention	3
BOS 3401	Construction Safety	3

BOS 3525	Legal Aspects of Safety and Health	3
BOS 3640	Interactions of Hazardous Materials	3

Occupational Safety and Health Electives — 21

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

Bachelor of Science in Criminal Justice Administration

BS Criminal Justice Administration
Total Program Requirements *120*
General Studies Requirements 36
General Studies Electives 24
Major Requirements.. 36
Major Electives... 24

The Bachelor of Science Degree in Criminal Justice Administration 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. This 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.

General Studies Requirements — 36

Course	Title	Semester Hours
Humanities and Fine Arts *9*		

Select a minimum of 3 courses from this area to include:
EH 3341   Technical Writing **
LSS 1300 may be required. Please consult your advisor.

Social and Behavioral Sciences.. *9*
Select a minimum of 3 courses from this area to include:
BCJ 2201   Juvenile Delinquency
BCJ 2501   Criminology

Natural Sciences.. *3*
Select a minimum of 1 course from this area.

Mathematics *3*
Select a minimum of 1 course from this area.

History *6*
Select a minimum of 2 courses from this area.

English Composition *6*
EH 1010   English Composition I
EH 1020   English Composition II **

General Studies Electives 24

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

Criminal Justice Administration Requirements 36

Major Requirements—Group A 30

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

Major Requirements—Group B

Select 2 Courses Below		6
BCJ 4385	Workplace Security	3
BBA 3651	Leadership	3
BCJ 4001	Procedures in the Justice System	3
BCJ 4201	Race and Ethnic Relations	3
BCJ 4601	Criminal Justice Current Topics	3
FIR 4313	Terrorism Incident Management & Emergency Procedures	3
BCJ 2000	Introduction to Criminal Justice	3
BCJ 3150	Probation & Parole	3

Criminal Justice Administration Requirements 24

Professional Electives

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

Students must take into consideration the 36 semester hour upper division requirement when selecting courses. Please consult your advisor for more information.

Bachelor of Science in Environmental Management

BS Environmental Management
Total Program Requirements 120

General Studies Requirements 36
General Studies Electives 24
Major Requirements... 36
Major Electives... 24

The Bachelor of Science Degree in Environmental Management provides students with a foundation in federal EPA and state environmental rules and regulations. In addition, students are presented concepts reviewing environmental principles, resource use and protection. Students enrolled in this program will be introduced to the practical skills related to industrial waste, solid waste and hazardous waste management along with the appropriate techniques, technology and measures for minimizing air, soil and water pollution. The BS in Environmental Management program prepares students for employment in the corporate, industrial, consulting, or regulatory environmental compliance, control, or remediation professions.

General Studies Requirements 36

Course	Title	Semester Hours
Humanities and Fine Arts		9

Select a minimum of 3 courses from this area to include:
LSS 1300 may be required. Please consult your advisor.

Social and Behavioral Sciences... 6
Select a minimum of 2 courses from this area.

Natural Sciences... 6
Select a minimum of 2 courses from this area.

Mathematics 3
MA 1140   Finite Math or Higher Level

History 6
Select a minimum of 2 courses from this area.

English Composition 6
EH 1010   English Composition I
EH 1020   English Composition II **

General Studies Electives 24

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

Environmental Management Requirements 36

Major Requirements—Group A 30

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

Major Requirements—Group B 6

Select 2 courses from the list below or any
two 3000 to 4000 BEM, FIR, or OSH Courses

BEM 4301	Environmental Strategies	3
BOS 3651	Total Environmental, Health & Safety Management	3
BEM 4351	Environmental Technology	3
FIR 4313	Terrorism Incident Management & Emergency Procedures	3

BOS 4025	OSHA Standards	3
BOS 4520	Risk Management	3
BOS 4301	Industrial Hygiene	3
BBA 3651	Leadership	3
BOS 3751	Training and Development	3

Professional Electives   24

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

Students must take into consideration the 36 semester hour upper division requirement when selecting courses. Please consult your advisor for more information.

Bachelor of Science in Fire Administration

BS Fire Science Total Program Requirements 120

The Bachelor of Science Degree in Fire Administration presents the academic foundations for leadership and administration of fire service organizations. The curriculum contains FESHE modeled curriculum providing a 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. Students earning a bachelor's degree in Fire Administration will embark on an educational path of professional development to become leaders in the profession.

General Studies Requirements   36

Course	Title	Semester Hours

Humanities and Fine Arts 6
Select a minimum of 2 courses from this area to include:
LSS 1300 may be required. Please consult your advisor.

Social and Behavioral Sciences.. 9
Select a minimum of 2 courses from these areas to include:
PS 2010   American State & Local Politics

Natural Sciences.. 6
Select a minimum of 2 courses from this area.

Mathematics 3
Select a minimum of 1 course from this area.

History 6
Select a minimum of 2 courses from this area.

English Composition 6
EH 1010   English Composition I
EH 1020   English Composition II **

General Studies Electives   24

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

Fire Science 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	Fire Prevention	
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

Fire Administration Electives   24
Professional Electives
Students may select professional electives from courses not used to meet other requirements.

Students must take into consideration the 36 semester hour upper division requirement when selecting courses. Please consult your advisor for more information.

The following courses area available as professional electives for Fire Administration students:

Suggested Electives

FIR 3304	Fire Protection Hydraulics & Water Supply	3
FIR 3308	Fire Department Safety Officer	3
FIR 3309	Principles of Fire and Emergency Services Administration	3
FIR 3311	Legal Aspects of Fire Protection	3
BOS 3125	Hazardous Materials Management	3
BOS 3640	Interaction with Hazardous Materials	3
FIR 4304	Fire Dynamics	3
FIR 4305	Fire Investigation and Analysis	3
FIR 4306	Human Behavior in Fire	3
FIR 4307	Analytical Approaches to Public Fire Protection	3
FIR 4309	Industrial Fire Protection	3
FIR 4310	Fire Department Health and Safety	3
FIR 4311	Fire Prevention and Code Enforcement	3
FIR 4312	Management of Fire Incident Command Systems	3
FIR 4313	Terrorism Incident Management and Emergency Procedures	3
BOS 4520	Risk Management	3

**Requires a prerequisite. Please review the course descriptions and objectives for each course at www.columbiasouthern.edu/degree to determine the prerequisite requirement.

Bachelor of Science in Occupational Safety and Health

BS Occupational Safety and Health
Total Program Requirements 120
    General Studies Requirements 36
    General Studies Electives 24
    Major Requirements... 36
    Major Electives.. 24

The Bachelor of Science in Occupational Safety and Health introduces the student to methods and skills necessary to develop a critical and practical understanding in the safety and health of people, the protection of the environment and protection of property. Through a comprehensive study of industry specific theories and scientific concepts, the student will be equipped to formulate informed, legally viable and ethical decisions in the performance of their professional duties. Students completing this program will be taught the ability to work with other professionals and disciplines in solving complex problems common to the corporate, governmental or the industrial workplace.

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).

General Studies Requirements   36

Course	Title	Semester Hours

Humanities and Fine Arts 9
Select a minimum of 3 courses from this area to include:
EH 3341   Technical Writing **
LSS 1300 may be required. Please consult your advisor.

Social and Behavioral Sciences....................................... 6
Select a minimum of 2 courses from this area.

Natural Sciences.. 6
Select a minimum of 2 courses from this area.

Mathematics 3
Must be MA 1140 Finite Math or Higher.

History 6
Select a minimum of 2 courses from this area.

English Composition 6
EH 1010   English Composition I
EH 1020   English Composition II **

General Studies Electives   24

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

Occupational Safety and Health Requirements   36

Major Requirements—Group A   *30*

Course	Title	Semester Hours
BOS 3001	Fundamentals of OSH	3
BOS 3525	Legal Aspects of Safety and Health	3
BOS 3401	Construction Safety	3
BOS 3701	Industrial Ergonomics	3
BOS 3640	Interactions of Hazardous Materials	3
BOS 3651	Total Environmental, Health, and Safety Management	3
FIR 3303	Fire Prevention	3
BOS 4025	OSHA Standards	3
BOS 4301	Industrial Hygiene	3
BOS 4201	Toxicology	3

Major Requirements—Group B   *6*
Select 2 Courses Listed Below

Course	Title	Semester Hours
BOS 3125	Hazardous Materials Management	3
BOS 4601	Accident Investigation	3
BOS 4520	Risk Management	3
BOS 4010	Safety Supervisor	3
BBA 3651	Leadership	3
BOS 3301	Fleet Safety	3
BOS 3751	Training and Development	3

Occupational Safety and Health Electives   24

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

Students must take into consideration the 36 semester hour upper division requirement when selecting courses. Please consult your advisor for more information.

BOS/Concentration Courses in Fire Science   *12*
A Minimum of 4 Courses Must Be Completed

Course	Title	Semester Hours
FIR 2301	Principles of Fire and Emergency Services	3
FIR 3309	Principles of Fire and Emergency Services Administration	3
FIR 3311	Legal Aspects of Fire Protection	3
FIR 4311	Fire Prevention & Code Enforcement	3
FIR 4312	Management of Fire Incident Command Systems	3
FIR 4305	Fire Investigation & Analysis	3
FIR 4313	Terrorism Incident Management & Emergency Procedures	3

** Each of these courses requires a prerequisite. Please review the course descriptions and objectives for each course at www.columbiasouthern.edu/degree to determine the prerequisite requirement.

Master of Science in Criminal Justice Administration

Total Program Requirements   ***37***

     Core Courses…………………………………………36

     LSS 5100 Learning Strategies for Success
     in Graduate Programs 1

The Master of Science Degree in Criminal Justice Administration design provides post-baccalaureate education to criminal justice professionals from various backgrounds enhancing their ability to analyze, comprehend, and resolve complex problems confronting the criminal justice system in a diverse community today. Court operations, corrections facilities, and law enforcement agencies actively encourage officers and other personnel to pursue criminal justice degrees as a means of gaining advanced training, improved salaries, and prestige in the field. Increasingly, federal, state, and local criminal justice operations employing criminal justice personnel, including law enforcement officers, corrections officers, and court personnel require college degrees as a condition of employment with promotion into higher-ranking leadership positions depending upon advanced degrees. This program promotes a commitment to continued scholarship and service among graduates as professional members of the Criminal Justice System thereby enhancing professionalism in a diverse community.

Core Courses

Course	Title	Semester Hours
LSS 5100	Strategies for Learning Success in Graduate Programs	1
MCJ 5135	Theory of Crime and Criminology	3
MCJ 5078	Computer Applications for Criminal Justice Administration	3
MCJ 5390	Critical Analysis of Criminal Justice Administration	3
MCJ 5460	Juvenile Justice Administration and Delinquency	3
MCJ 5532	Research Methods in Criminal Justice Administration	3
MCJ 6150	Training and Development in Criminal Justice	3
MCJ 6230	Constitutional Law for Criminal Justice	3
MCJ 6257	Criminal Courts and Professional Ethics	3
MBA 6841	Public Budgeting	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

Master of Science in Emergency Services Management

Total Program Requirements ***37***

     Core Courses…………………………………………36

     LSS 5100 Learning Strategies for Success
     in Graduate Programs 1

The Master of Science in Emergency Services Management emphasizes the development of managerial skills and a comprehensive foundation on the background, components, and systems involved in the management of disasters and other man-made or natural emergencies. The program is directed across the broad spectrum of professionals from criminal justice, homeland security, fire science, occupational safety & health and environmental management who require these leadership skills when faced with the management of natural or man-made disasters and catastrophes.

Emergency Services Management Requirements   37

Course	Title	Semester Hours
LSS 5100	Learning Strategies for Success in Graduate Programs	1
MOS 6801	Emergency Management	3
MSE 6201	Homeland Security	3
MCJ 6374	Special Topics in Criminology & Criminal Justice	3
MCJ 6453	Global Terrorism	3
MSE 5201	Advanced Fire Administration	3
MOS 5425	Advanced Toxicology	3
MSE 6301	Risk Management	3
MSE 5101	Legal Aspects of Emergency Services Management	3
MHS 5201	Weapons of Mass Destruction & Terrorism	3
MSE 5301	Interagency Disaster Management	3
MOS 5640	Advanced Interactions of Hazardous Materials	3
MSE 6701	Case Studies in Natural and Man Made Disasters	3

Master of Science in Occupational Safety and Health

MS Occupational Safety and Health
Total Program Requirements   37

     Occupational Safety and Health Requirements 24

     LSS 5100 Strategies for Learning
     Success in Graduate Programs 1

     Concentration 12

The Master of Science in Occupational Safety and Health program is designed to equip mid-career environmental, health, and safety professionals seeking to expand their management

options across a wide range of manufacturing, consulting, governmental, or corporate interests. In the public and private sectors, the need for and benefits of occupational safety and health is an everyday part of life.

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).

Occupational Safety and Health Requirements   37

Major Requirements.. 25

Course	Title	Semester Hours
LSS 5100	Learning Strategies for Success in Graduate Programs	1
MOS 5101	Safety and Accident Prevention	3
MOS 5201	Safety Engineering	3
MHR 6551	Training and Development	3
MOS 6701	Advanced Ergonomics	3
MBA 5652	Research Methods	3
MOS 6301	Advanced Industrial Hygiene	3
MOS 5301	Fire Protection Technology	3

Students may select either the Occupational Safety and Health or the Environmental Management concentration.

Occupational Safety and Health Concentrations

General Concentration Courses.. 12

Course	Title	Semester Hours
MOS 5525	ISO 14000	3
MBA 6301	Business Ethics	3
MOS 6625	System Safety Engineering	3
MOS 6801	Emergency Management	3

Environmental Management Concentration Courses 12

The Master of Science in Occupational Safety and Health with an Environmental Management concentration is designed to equip leaders, executives, and managers with the skills and knowledge necessary to create environmentally and economically sustainable organizations. With increases in consumption of global natural resources, businesses and governments must address environmental, safety, and health issues. In both the public and private sectors, the need for and benefits of environmental health protection and occupational safety and health are key in passing on sustainable ecosystems to future generations.

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 Certificate Programs

Columbia Southern University's certificate programs are designed to serve the need of matriculated and non-matriculated students interested in developing specific skills and knowledge for personal and/or professional development in their field of study. Certificate programs are usually credit based, taught by regular, adjunct or visiting faculty, depending on the skill, experience, licensing, or certificate required. Certificates normally align with existing curricula. Certificate programs are offered at the Graduate or Undergraduate level. The program aligns experts in the field who may not otherwise be able to engage with students, creating relationships that benefit students, the University and the profession in which the certificates are offered.

Undergraduate Certificate Programs

Students complete four courses (12 semester hours) within a concentration to earn a Certificate at the bachelor level.

Graduate Certificate Programs

Students select four courses (12 semester hours) from a graduate concentration to earn a graduate level certificate in the concentration area.

Certificate Course

A one course certificate is available to enhance the skills and provide the knowledge graduates need to successfully develop, administer, and evaluate occupational safety & health programs. Students are trained not only to recognize occupational hazards, but also to assess their effect on health and to recommend remedial action. Students will examine workplace regulations affecting the industrial hygienist, and will become well versed with enforcement procedures and processes in occupational law and policy development.

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

Undergraduate Certificate Programs

Fire Science Program

FIR 2301	Principles of Fire and Emergency Services
FIR 3309	Principles of Fire & Emergency Service Administration
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

Environmental Management Program

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

Occupational Safety and Health Program

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 Programs

Environmental Management Program

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

Occupational Safety and Health Program

MOS 5101	Safety and Accident Prevention
MOS 5201	Safety Engineering
MOS 5301	Fire Protection Technology
MOS 5425	Advanced Toxicology
MOS 5525	ISO 14000
MOS 6301	Advanced Industrial Hygiene
MOS 6625	System Safety Engineering
MOS 6701	Advanced Ergonomics
MOS 6801	Emergency Management

Certificate Course

Industrial Hygiene Management Certificate
Topics within this certificate include:
- Introduction to Industrial Hygiene
- Toxicology Review
- Occupational Health Standards
- Airborne Hazards
- Sampling for Airborne Contaminants
- Indoor Air Quality
- Controlling Airborne Hazards
- Occupational Skin Disorders
- Occupational Noise Exposure
- Ionizing and Nonionizing Radiation
- Ergonomics and Temperature Extremes
- Selection and Use of Personal Protective Equipment

National Sheriffs' Association Center for Court Security and Jail Operations at CSU

Certificate in Court Security Operations
Earn a National Sheriffs' Association (NSA) Certificate along with 12 college credit hours from Columbia Southern University (CSU) upon successful completion of the following four court security courses. These courses can also be used as electives in any CSU associates or bachelor's degree program.

BCJ 3450	Introduction to Court Security
BCJ 3451	Protecting Court Personnel
BCJ 3452	Physical Security
BCJ 3453	Court Security Supervision

Certificate in Jail Operations
Earn a National Sheriffs' Association (NSA) Certificate of Completion along with one college credit hour from Columbia Southern University (CSU) with successful completion of any of the three available online jail management courses listed below. Complete all three jail management courses and receive credit for the CSU BCJ 2002 Theory and Practices of Corrections course.

CJC 2050	Jail Operations
CJC 2051	Jail Management Supervisor
CJC 2052	Jail Evacuation

Jail Manager Development
Filled with interactive video and engaging online jail training, the Jail Management Development (JMD) curriculum is designed specifically for sheriffs, jail administrators and supervisors. Critically operational and highly litigious courses include liability management, correctional law, personnel management and jail operations. Students earn a National Sheriffs' Association Certificate of Completion with the fulfillment of any of these courses.

Through the online training, jail administrators and supervisors will receive training to assist them in making their jails safer, more secure and protect against liability and adverse publicity.

VIII
Tuition & Fees

Tuition Rates

Tuition	Per Credit Hour
Undergraduate	$200.00
Graduate†	$265.00
Doctorate	$300.00

† The tuition rate for graduate courses per-credit hour is $250 for all active-duty members of the military (not applicable for learning partners). The lower rate is offered to keep the tuition rate at the DoD cap of $250. CSU Learning Partner tuition discount will be applied to the full tuition rate.

Student Fees

Fees are charged when services are rendered.

Fee   Amount

Fees are charged when services are rendered.

Application Fee - Domestic $0
Application Fee - International $0
Online Library Fee (One-Time Fee)..................................$20
DBA Online Library Fee (One-Time Fee)........................$50
Graduation Fee.. $75
DBA Dissertation Fee* $1200
DBA Research Project Fee**... $900

Optional Fees

Priority Evaluation Fee $25
Transcript Request Service Fee...$0
Change of Degree Program / Concentration Fee............. $25
In-Program Re-Evaluation Fee... $25
Bachelor to Associates Degree Request...........................$100
Term Late Enrollment Fee $50
Return Check Fee $25
Remote Proctor Now***..$20
Official CSU Transcript..$10
Late Payment Fee... $15
Change of Payment Plan Fee..$50

Incomplete Course Fee

Per-Course Programs

    15 days.. $25
    30 days $50
    60 days..$100

Term Programs

    45 days..$50

All fees are nonrefundable.

Payment Options

1. **Full Payment**
   Tuition may be paid by check, money order, or credit card.

2. **Automatic Credit Card Payment Plan**
   Tuition may be split over two payments and automatically charged to a credit card. Half of the tuition due is charged to a credit card upon enrollment and the other half is charged to the same credit card after four weeks.

   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).

3. **Military Tuition Assistance**
   Tuition assistance is available for all active and some retired military personnel through TA, DANTES, or VA benefits. Students using VA benefits must enroll in the Term system.

4. **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.

5. **Corporate Direct Billing**
   Tuition is billed to the corporation responsible for funding an employee's tuition. Approved company or gov- ernment vouchers or purchase orders must accompany Enrollment Agreements.

6. **Federal Financial Aid/Loans**
   Federal Financial Aid, also known as Federal Student Aid, offers grant and loan programs administered by the U.S. Department of Education. CSU participates in the following grant and loan programs available through Federal Student Aid.

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* Dissertation fee to be paid in equal increments of $300 upon enrolling in DBA 9306A, DBA 9306B, DBA 9306C, and DBA 9306D
** DBA Research Project fee to be paid in equal increments of $300 upon enrolling in DBA 9406A, DBA 9406B, and DBA 9406D
*** Fee to participate in will be made to Software Secure

Federal Grants
    Pell Grants—*Undergraduate Students Only*
Federal Loans
    Direct Stafford Loans
    Direct PLUS Loans for Parents—*Undergraduate Students Only*
    Direct PLUS Loans—*Graduate Students Only*

Tuition Refund and Withdrawal Policy

Per-Course

Students who wish to drop/withdraw from a course or withdraw from their program should complete the Course Drop/Withdrawal Form located in the myCSU Student Portal. Alternatively, students may withdraw in any manner by contacting the Office of the Registrar by phone, email, chat, or fax. Any refunds due will be issued within 30 business days. If CSU is notified of cancellation no later than the second day of the course (one day after the course start date) or within five calendar days of submitting/signing the enrollment agreement, which ever is later, a full refund of tuition will be issued (also see CSU Book Grant policy below). All students withdrawing after the second day of the course enrollment will be charged a 20% 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.

- 1st week: 80%
- 2nd week: 60%
- 3rd week: 40%
- 4th week: 20%
- 5th week: 0%

Students are not permitted to withdraw from a course after the original end date.

Term Enrollment

Students who wish to drop/withdraw from a course or withdraw from their program should complete the Course Drop/Withdrawal Form located in the Columbia Southern University (CSU) Student Center. Alternatively, students may withdraw in any manner by contacting the CSU Student Services Department by phone, email, chat, or fax. Any refunds due will be issued within 30 business days. Tuition refunds for course withdrawals are based on the term enrollment tuition refund policy. All students who drop/withdraw from a course after the drop date will be charged a 20 percent registration fee (maximum of $200 per degree program). The remaining tuition will be refunded based on the term start date and the tuition percentage amounts listed below.

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

Students are not permitted to withdraw from a course after the term end date.

Textbook Policy

Textbooks are provided for all programs at no cost through the Columbia Southern University Book Grant or Loan-a-Book. The University will determine whether the Book Grant or Loan-a-Book will be utilized. Books may be in new or used condition and may be in print or electronic format.

Book Grant

The Book Grant provides textbooks at no cost. Textbooks are not required to be returned with the Book Grant; however, students must meet course completion requirements. Successful course completion is defined as earning a passing grade or not dropping/withdrawing from the course in which the textbook was granted. When a student drops, withdraws, is institutionally withdrawn, or fails a course, a charge for the textbook and shipping will be posted to the student's account. The student may return the text postmarked within 30 days to have the charge reversed. The charge will be based on the retail textbook price listed at the CSU website or 70% if student was issued a used textbook. Additionally, $12 shipping for each course will be charged. Alternatively, the student may re-enroll in the same course for the next consecutive term or enrollment period and indicate on the course re-take form that the previously provided text will be used. As long as the next course enrollment is submitted within 30 days of the course failure or drop/withdrawal, the text and shipping charges will be reversed. Students enrolled in Term Enrollment Programs or Flexible Enrollment Programs for Veterans should return the text if the course is not available in the next consecutive term.
Students not successfully completing a course should access the Textbook Return Form in the myCSU Student Portal and enclose with the returned text. Students who return textbooks without the proper paper work to identify themselves will not receive credit for the return. Students who do not return the text and do not pay the text charge, may not be allowed to enroll in future courses.

Loan-a-Book

Loan-a-Book provides textbooks for select courses, at no cost. Textbooks are required to be returned to Columbia Southern University through the provided return label, upon course completion. Students will be provided detailed textbook return instructions via e-mail. Alternatively, the student may re-enroll in the same course for the next consecutive term or enrollment period and indicate on the course re-take form that the previously provided text will be used. Textbooks not returned will be charged to the student's account. The charge will be based on the retail textbook price listed at the CSU website or 70% if student was issued a used textbook. Additionally, $12 shipping for each course will be charged.

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 standard Loan-a-Book. Textbooks not returned will be charged to the student's account.

Iowa State Refund Policy

The Iowa State Refund Policy applies when students who are residents of Iowa drop or are administratively dropped from a course or the institution and is calculated as follows:

Remaining # of scheduled school days (up to 60% of the total scheduled school days)

Divided by

The total number of scheduled school days (up to 60% of the total scheduled school days)

Multiplied by 90% of the charged tuition

Maryland State Refund Policy

The Maryland State Refund Policy applies when students who are residents of Maryland drop or are administratively dropped from a course or the institution.

Tuition Due Student:

Proportion of Total Course, Program, or Term Completed as of Date of Withdrawal or Termination   *Tuition Refund*

Less than 10%..90% Refund
10% up to but not including 20%......................80% Refund
20% up to but not including 30% ....60% Refund
30% up to but not including 40% ....40% Refund
40% up to but not including 60% ....20% Refund
More than 60% .... No Refund

IX

Financial Assistance

Types of Federal Student Aid Available

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

Federal Student Aid (FSA), also known as Federal Financial Aid, offers grant and loan programs administered by the U.S. Department of Education. CSU participates in the following grants and loans available through Federal Student Aid:

Federal Grant Programs
   • *Pell Grant—Undergraduate Students Only*

Federal Loan Programs
   • *Direct Stafford Loans*

   Direct Subsidized Loans

   Direct Unsubsidized Loans

   • *Direct PLUS Loans for Parents—Undergraduate Students Only*

   • *Direct PLUS Loans—Graduate Students Only*

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 term enrollment programs 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 their academic program and upon return a student will 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 will be 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 3 weeks prior to the start of the term a student will be unable to attend. A temporary LOA from the university will only be granted to a student planning to return to their academic program at the end of the LOA. In addition, for 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. Doctoral students who are enrolled in term enrollment programs may request to take a LOA for one term only within a 12 month period not to exceed three terms during their academic program. Doctoral students who are enrolled in Per-course enrollment programs may request to take a LOA for one enrollment period within a 12 month period not to exceed three enrollment periods during their academic program. A student may return from a LOA early and resume enrollment in the next available term or enrollment period.

Important facts concerning a Leave of Absence:
   • For purposes of Title IV a student will be considered withdrawn from the University while on a LOA; therefore federal student loans are not eligible for an in-school deferment;
   • A student will not be eligible to receive federal student aid while on a LOA;
   • A student who fails to return from a LOA will be required to reapply for admissions to the University after a period of 12 months of inactivity in their academic program.

Military/Special Services Leave of Absence Provision

Undergraduate, Graduate and Doctoral 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 their 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.

Students should contact their Academic Advisor and the Office of Financial Aid to discuss potential academic and financial implications prior to taking a LOA from their academic program.

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 will cover 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 their 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 Flexible Enrollment Programs for Veterans. Tuition is due at the time of registration and benefits will be paid directly to the student by VA. 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 will help 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 list of forms, students that have been discharged will 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 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 enrollment using FSA. Students will not be allowed to switch between Track A and B and must remain on one track throughout their program.

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

Please complete the online application for the scholarship you wish 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.

CSU Partner Scholarships

- National Volunteer Fire Council (NVFC) members
- National Sheriff's Association (NSA) members

Detailed information concerning Scholarship Programs and CSU Partner Scholarships can be found at: http://www.columbiasouthern.edu/scholarships.

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

X Alliances

Learning Partnerships

CSU currently has more than 2,000 Learning Partnerships with corporations, municipalities, police and fire organizations all over the world. Partner benefits range from tuition discounts to application fee waivers which also extend to the spouses and children of employees. Other advantages include promotion of the organization on the CSU website, in marketing materials, and at conferences and speaking engagements.

Abbreviated Listing of CSU Learning Partners

Delta Airlines
National Sheriffs' Association
New York Fire Department
United States Postal Service
Birmingham Police Department
City of Anaheim, CA
Chicago Fire Department
Air Force Sergeants Association
Saginaw County Sheriff's Office
St. Louis Fire Department
Metropolitan Nashville Police Department
Toyota Motor Sales
Baltimore City Fire Department
Gwinnett County, GA
American Jail Association
City of Knoxville, TN
Tampa Fire Rescue
Federal Protective Service
Tennessee Firemen's Association
Winnebago
International Union of Police Associations
Orange County Fire Authority, CA

Visit our website at www.columbiasouthern.edu/partners for a complete list of CSU Learning Partners.

University Alliances

At CSU, we are committed to providing our students with resources that will enhance their educational experience. Our partnerships with the following universities help us fulfill this commitment by offering CSU students a larger selection of degree programs to choose from. 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 College

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 College.

Waldorf College and CSU are sister institutions, both owned by Columbia Southern Education Group, Inc (CSEG). Both schools operate independently with separate governance and accreditation.

The University of North Alabama

The University of North Alabama (UNA) offers the UNA DVD/ Online MBA program to CSU students and alumni. MBA concentrations are available in management, new venture management, information technology, marketing and international business through UNA.

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 allowed advanced entrance into Columbia Southern University's BS in Fire Science program. Columbia Southern University now accepts courses completed at the Alabama Fire College for equivalent CSU major courses or electives.

Eastern Iowa Community College District

Eastern Iowa Community College students enrolled in Health Safety and Environmental Technology are granted entrance into the Columbia Southern University occupational health and safety and environmental management programs.

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.

South Central College

South Central College (SCC) students enrolled in the SCC Occupational Safety and Management Program can utilize the credit earned toward CSU's Bachelor of Science in Occupational Health and Safety program. SCC graduates and employees, including spouses and children, will also receive a 10 percent tuition discount.

Trinidad State Junior College

Trinidad State Junior College (TSJC) students enrolled in the Occupational Safety and Health program can utilize the credit earned toward CSU's Bachelor of Science in Occupational Safety and Health.

For a complete and up-to-date listing, please visit the CSU website.

XI

Course Descriptions

Unless otherwise noted, all courses are 3 semester hours.

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: Composition II or equivalent

AL 2010 American Literature II

Surveys the emergence of modern American literature from the latter half of the 19th century through the social challenges experienced in the 20th century before and after World Wars I & II, and into the postmodern era that ushered in the 21st century.

Prerequisite—EH 1020: Composition II or equivalent

AR 1010 Art Appreciation

Provides a firm foundation of art appreciation based on the comprehension of basic artistic concepts including the formal elements and the principles of design through the study of the history of Western art from Prehistory to 15th-century Italy.

AST 2200 Explorations in Astronomy

Reviews the history of astronomy and the development of astronomical thought leading to the birth of modern astronomy and its most recent developments.

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

An in-depth study of the communication process as it pertains to modern organizations. Topics include communication responsibilities of managers, strategies involved in the communication process, methods of verbal and nonverbal communication in organizations, intercultural and international factors in the communication process, and conflict management.

BBA 2150 Business Mathematics

Presents various ways in which mathematics is utilized in a modern business. Develops basic mathematical operations, equations and percentages, then moves on to business-related math where learners examine mathematics as it is applied to such varied areas as business and retail operations and financial management. Demonstrates 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

An introduction to accounting information for financial reports, including accounting concepts, analysis, interpretation of financial reports, with an emphasis on the operating and financial activities. Measures income and expense, working capital and investments in calculating performances and making business decisions. Emphasis is on corporations and fund-flow.

BBA 2301 Principles of Accounting II

Focuses on corporate accounting. Discusses how corporations are structured and formed, with an emphasis on corporate characteristics. Stocks, bonds, notes, purchase investments, and analysis of financial statements are included, as well as an in-depth look at managerial accounting. Statements of cash flow, budgets, and budget management are also examined.

Prerequisite—BBA 2201, Principles of Accounting I or equivalent

BBA 2401 Principles of Macroeconomics

Provides an understanding of macroeconomics as one of the most relevant and interesting subjects to study. Explains how public policy is formed and encourages a greater appreciation for how a modern economy functions. Economics is also emphasized as a practical tool for managerial decision-making.

BBA 2501 Principles of Microeconomics

Introduces economic theory and practice, specifically the economic system of supply and demand. Includes the affect 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

Overview of the issues presented by U.S. population diversity. Review of the practical management functions necessary to develop global vision and management skills. Emphasis is placed on workplace issues related to employee diversity in terms of gender, race/ethnicity, socioeconomic class, and cultural background.

BBA 2651   Leadership

Presents principles of leadership and provides the information necessary to assess leadership styles in both social and work situations, and within a team-based environment. Topics include leadership communication styles, the power of leaders, situational leadership, creativity and leadership, teamwork, motivation, coaching skills, emotional intelligence, and the impact of leaders on organizational decision-making.

BBA 2926   Introduction to Project Management

This course explores the history and development of project management and general aspects of project management from the point of view of the project management process framework. This course will provide an overview of the five project management process groups and the nine knowledge areas.

BBA 3201   Principles of Marketing

Introduction to the functions of marketing, building on the influence of social, economic, ethical, legal, and technological forces on marketing activities, and marketing in a socially responsible way around the globe. Features real-world examples that show concepts in action and how marketers address today's marketing challenges.

BBA 3210   Business Law

Provides an analysis of business law and management skills. Learners gain knowledge of how public policy is formed and encourages a greater appreciation for modern organizational decision theory. Includes the study of general legal terms and applications utilized in managerial decision making. Explores the execution of contracts and the consequences of illegal agreements.

BBA 3221   Sales Management

A comprehensive, practical approach to sales management. Emphasis is placed on managing strategic account relationships, team development, diversity in the work force, sales force automation, and ethical issues. Explains various motivation techniques, leadership style and conflict management practices to create managerial decision making techniques in a variety of sales environments.

BBA 3241   Marketing Problems & Strategies

An overview of the strategic decision-making approach as applied to marketing management. Provides valuable insight into the application of a strategic decision making approach including the role that marketing plays in strategy development, market analysis techniques, and methods for developing, deploying, and controlling strategic marketing programs.

BBA 3301   Financial Management

Provides an analytical understanding of financial management, and builds upon the fundamental principles of elementary accounting, economic principles, and the interrelationships underlying the techniques and data through which financial decisions are based. Students are presented with a cohesive, interrelated set of content, which merges fundamental principles into problem-solution techniques. Topics include financial analysis and planning, time value of money, and basic security valuation.

Prerequisite— BBA 2150 Business Mathematics or equivalent

BBA 3331   Introduction to E-Commerce

A comprehensive 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, as well as the four infrastructures affecting the strategy process: technology, media, capital, and public policy.

BBA 3351   E-Commerce & Knowledge Management

Examination of the concept of knowledge and knowledge management life cycle. Overview of e-business and technical aspects of knowledge management.

BBA 3361   Online Communication & Behavior

An overview of the challenges and key concepts of communicating electronically in the new millennium. Addresses performance issues concerning proper etiquette, style, usage, tactics, and strategies for using it as a communication medium. Provides foundational knowledge for those who use e-mail as a communication tool in the workplace.

BBA 3371   Technology In Customer Relations

This course is an in-depth study of the management of customer relationships through technology and digital communication. Particular topics for the course include customer needs and behavior, formulating strategy, market segmentation, positioning, the introduction of new products, communication and selling. The course utilizes a case study approach in order to incorporate application and practice to theoretical bases.

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 & Behavior

A basic grounding in the principles of managing organizations and methods for improving management skills through knowledge of organizational behavior. Stresses the development of job-relevant skills and covers a wide range of behaviors. Areas of study can be applied to daily life.

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

A comprehensive knowledge and understanding of the dynamics involved in managing modern organizations. The history of management and its impact on the modern manager will be explored. The functions and elements of management will be examined.

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 2201 Principles of Accounting 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

An overview of 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 with learning how to apply budgeting concepts, manage production time, invest resources, and create performance specifications designed within defined requirements.

BBA 4201   Financial Institutions

Presentation of 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 in 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 both 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

Explores the newfound importance and excitement of international financial management and highlights the new approaches in this field. Covers the theoretical foundations of international financial decisions, and the extensive applications of the 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 & Contract Management

Investigates contracts as a means for individuals and businesses to sell and otherwise transfer property, services, and other rights. Examines the actions winning companies are utilizing to build successful partnerships, manage expectations, and build trust between organizations. Also investigates 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.

BBA 4426   International Management

A study of the challenges that confront the managers of organizations and individuals in global settings. Special focus on benefits from diversity that exist across international cultures, markets, economics, governments, and organizations. A general overview of the process and effect 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 disputer 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 flows 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. Part philosophy and part business, explores a wide array of ethical issues arising in contemporary business life. Major theoretical perspectives and concepts are presented. Corporate social responsibility is examined, as environmental responsibilities, global ethics, and regulation concerns in an era of increasing globalization are also explored.

BBA 4851   Production Management

An overview of production of goods and services in an efficient and effective business operation. Addresses the management of resources, the distribution of goods and services to customers, and the analysis of queue systems.

BBA 4951   Business Policy & Strategy

An overview of strategic management. A practical, integrative model of the strategic-management process is introduced. Basic activities and terms in strategic management are defined, and the benefits of strategic management are presented. Important relationships between business ethics and strategic management are discussed.

BCJ 2000   Introduction to Criminal Justice

Examines the past, present, and future of the American criminal justice system with emphasis on the court system and changing philosophies of the American correctional system.

BCJ 2001   Theory & Practices of Law Enforcement

Presents 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 & 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 American juvenile justice system from the development of the juvenile court, juvenile jurisdiction, and patterns of delinquency, including gangs, training schools, probation, aftercare, family, school, and related factors as well as intervention strategies.

Prerequisite— BCJ 2000, BCJ 2001, & BCJ 2002

BCJ 2501   Criminology

Explores the study of crime and crime causation theories, including traditional and modern approaches and emerging technological innovations as well as social policy.

Prerequisite— BCJ 2000, BCJ 2001, & BCJ 2002

BCJ 3150   Probation & Parole

Examines American probation and parole operations in relationship to state and federal systems. Students study jurisdiction issues, history, the relationship between theory and practice, and contemporary issues confronting probation and parole in America.

Prerequisite—BCJ 2002, Theory and Practices of Corrections

BCJ 3301   Judicial Process

Examines the American judiciary in relationship to state and federal criminal justice systems, including court structure, jurisdiction, judge selection, and judicial discretion as well as contemporary issues confronting federal, state, and local courts.

Prerequisite—BCJ 2000, BCJ 2001, BCJ 2002, BCJ 3450, BCJ 3451, BCJ 3452, & BCJ 3453

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 2000

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.

Prerequisite— BCJ 2000 & BCJ 3601

BCJ 3801   Criminal Evidence & Legal Issues

Examines the laws governing proof of facts involving 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 basic functions of courts as the third facet of the criminal justice system.

Prerequisite— BCJ 2000 and BCJ 3701

BCJ 3950   Constitutional Law for Criminal Justice

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.

Prerequisite— BCJ 2000 & BCJ 3601

BCJ 4001   Procedures in the Justice System

Focuses on U.S. Supreme Court interpretations of the U.S. Constitution in 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.

Prerequisite— BCJ 2000 & BCJ 3301

BCJ 4101   Police & Community Relations

Examines 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 4201   Race & Ethnic Relations

Provides insight to the direction and improvement of criminal justice programs facilitating the creation of a mutually beneficial atmosphere between all races and ethnicity 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

BCJ 4301   Supervision of Criminal Justice Personnel

An overview of supervisor and middle management roles in criminal justice agencies with 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 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.

Prerequisite—BCJ 2000

BCJ 4601   Criminal Justice Current Topics

A study of major aspects of the criminal justice system and providing an assessment of current issues such as globalization and advances in technology. Students analyze contemporary issues such as drug abuse, gang cultures, sex crimes, cyber crimes, community policing, juvenile crimes, prison and jail privatization, and community corrections challenges.

Prerequisite— BCJ 2000

BCJ 4701   Criminal Justice Organization & Administration

Defines and analyzes criminal justice system organizations including human resources planning and management, research studies, environmental factors, centralized authority, and other issues.

Prerequisite—BCJ 2000

BEM 3001   Environmental Law

Study of environmental law through an understanding of pollutants and governmental regulations. Examines the American Legal System, Environmental Protection Agency, and other agencies that regulate environmental policy.

BEM 3101   Assessing Environmental Science

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

Analysis of environmental due diligence issues surrounding environmental assessments. Includes a study of site identification, site evaluation, historical perspectives, real estate transactions, and federal, state and local regulatory agency interactions.

BEM 3501   Air Quality

A comprehensive overview of air quality in regards to 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

Introduction to hazardous waste management issues, programs, regulations, hazards, identification, characterization, storage, disposal, and treatment options. Includes relevant methods associated with hazardous wastes in the corporate, industrial, or municipal setting.

BEM 4001   Pollution Prevention

Review of the foundations in pollution prevention concepts and methods. Provides specific information on 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

Practical examination of the basic principles of environmental technology. Emphasis is given to the application of these basic principles in alleviating environmental problems related to water supply, waste management, and pollution control.

BEM 4501   Hazardous Waste Regulation

Addresses hazardous waste concerns and the formulation of sound decisions regarding proper TSD options, reporting releases, and handling extremely hazardous substances and materials.

BHA 3002   Health Care Management

Introduction to the field of modern health care management through a systematic analysis of the important areas of concern to the health care manager. Topics covered include the planning process and how planning is used in health care 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

Introduces the present health care system. Provides standards for health care organizations, such as corporate compliance and professionalism.

BHA 3401   Health Unit Coordination

Prepares students for future health care 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 health care scenarios.

BHA 3501   Community Health

Provides practical guidance for the student of community health, health education or health promotion about the design, development, and evaluation of programs in the community.

BHA 3801   Critical Issues in Health Care

An overview of the nature of the health care 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, urbanization, social stress, and mental illness are covered.

BHA 4001   Budgeting in Health Care

Provides an overview of financial management in health care organizations. The subject matter covers the many considerations and factors affecting the financial aspects of providing health care in today's dynamic and competitive environment.

BHA 4053   Financial Management in Health Care Administration

Introduces many financial management aspects in health care organizations by covering many considerations and factors affecting the financial aspects of providing health care in today's dynamic and competitive environment. Students learn the different types of budgets and how they are utilized.

BHA 4101   Quantitative Methods of Health Care

Explores the need for and use of quantitative methods in the health care environment. Quantitative analysis provides a proven mathematical format for health care 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 health care delivery system. Focuses on professional regulation and the managed care and hospital certification programs that impact professional practice. Designed to prepare clinical and administrative health care personnel for the challenges of understanding today's important issues—from handling patient records and avoiding malpractice to abortion, AIDS, and the right to die.

BHM 3010   Introduction into Hospitality

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

Exploration of hospitality and tourism from a business context. Focuses on the business issues of tourism, taking into account the roles of travel agents, the importance of transportation modes, differing accommodation types, destinations and attractions management, food and beverage operations, and the diversity of this worldwide industry.

BHM 3890   Accounting for Hospitality & Tourism

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 & Design in Hospitality & Tourism

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 & Tourism

Overview of federal, state, and local laws that apply to the hospitality industry. Focuses on how Federal Law affects hiring, firing, employment conditions, and the day-to-day operations of a business in the hospitality industry.

BHM 4400   Resort Management & Operations

Presentation of the resort industry and the unique issues and problems of resort management and operations. Includes activity programming, guest safety and security, and corporate and meeting planning. Examines the hiring and management of seasonal employees.

BHM 4680   Marketing for Hospitality & Tourism

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 & Benefits

Provides comprehensive knowledge and understanding of the dynamics involved in compensating employees for services rendered in a modern organization. Focuses on the critical tools and techniques of job analysis, job descriptions, job evaluation, pay surveys, pay structures, and pay administration.

BHR 3352   Human Resource Management

Provides a management-oriented exploration of human resource management, structure, functional applications, and labor management relations. Focuses on managers and leaders within organizations and their responsibility to optimize performance and make decisions based on ethical criteria.

BHR 3551　Human Relations & 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

Examines 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, NLRB rulings, and changes in the environment of union and management relations are covered throughout the course. Includes the latest decisions and rulings, as well as analysis of what these changes mean in the workplace.

BHR 4501　International Human Resource 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

Provides a study with regard to external influences, support activities, staffing specific activities, and the staffing system management process. Specific areas covered in the course include staffing models, the labor market and unions, employment law, job analysis and planning, sources of recruitment and selection, and staffing decision-making.

BHR 4680　Training & 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　Biology I

Introduces all major areas of general biology. Highlights the relevance and contribution of this discipline to business, health care, policy creation, and other sciences.

BIO 1040　Biology II

Introduces all major areas of general biology as a continuation of Biology I. Highlights the relevance and contribution of this discipline to business, health care, policy creation, and other sciences.

Prerequisite—BIO 1030: Biology I

BIO 1100　Non-Majors Biology

Study of the principles of biology including the scientific method, cell theory, cellular process, theories of heredity and evolutionary theory, ecology, human physiology, and a survey of the diversity of organisms.

BOS 3001　Fundamentals of Occupational Safety & Health

Overview of regulations and issues in the occupational safety and health profession. Examines the underlying cause mechanisms of health and safety hazards, along with recordkeeping standards and analysis of injury and illness statistics.

BOS 3125　Hazardous Materials Management

Study of information needed by responders to HAZMAT incidents as required by OSHA and recommended by NFPA. Assesses the three levels of training: First Responder Awareness Level, First Responder Operational Level, and Hazardous Material Technician.

BOS 3301　Fleet Safety

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 among others.

BOS 3401　Construction Safety

Exploration of the OSHA regulations and related safety practices governing the construction industry. Provides an analysis of the high incident/accident rates in the construction industry and how it contributed to the passage of the OSH Act in 1970. Practical examples of how to apply on-the-job construction safety and health programs and policies are presented.

BOS 3525　Legal Aspects of Safety & Health

A comprehensive study of the Occupational Safety and Health (OSH) Act and the authority of the Occupational Safety and Health Administration (OSHA). Review of employer's legal responsibilities and proactive measures to ensure compliance with OSHA's General Duty Clause.

BOS 3551　Environmental Issues

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

BOS 3651　Total Environmental, Health & Safety Management

A comprehensive study of the essential component needed in developing an effective safety management system. Examines the cultural aspects of integrating total safety management into all levels of an operation.

BOS 3701　Industrial Ergonomics

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.

BOS 3751   Training & Development

Practical examination of organizational development models in human resource management. Designed for training and development organizational leaders who are focused on continually improving human and organizational performance.

BOS 3851   Safety Project Management

Analysis and discussion of the particular discipline imposed by project management practices, providing relief to the new project manager who is overwhelmed by the new level of responsibility. The text's practical, day-to-day approach explains in simple, achievable methods, and the challenges real project managers face daily.

BOS 4010   Safety Supervisor

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

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—MA 1150, BIO 1030 and BIO 1040 or BIO 1100

BOS 4301   Industrial Hygiene

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—CHM 1030; MA 1150

BOS 4520   Risk Management

Examination of risk management principles in the context of safety and health management. Means to implement risk management systems are presented through a review of best practices principles balanced by the organizations taking opportunistic and speculative risks.

BOS 4601   Accident Investigation

Study of integrating accident or near miss investigations as an effective, practical, and even a profitable, management tool. 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 by providing methods to measure performance, facilitate metrics, integrate various roles of an organization into a process safety program, meet regulatory requirements, and not only establish, but maintain a safety culture.

BSL 4000   Managing Diversity in Organizations

Presentation of the personal and organizational implications of increasing workforce diversity. Exploration of the complex dynamics of ethnic, racial, and gender diversity in organizations as seen from the vantage point of social science and organizational studies. Examination of 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

Study of the importance of professionalism in all types of communications, with emphasis on writing and presentation skills. Exploration of the factors contributing to group effectiveness; how to communicate effectively, regardless of the medium or situation; and to the development of skills in working effectively as a member of a group or project team.

BSL 4060   Team Building & Leadership

Review of important issues relating to leadership. Analysis and discussion of leadership styles in both social and work situations and how to use this information when making business decisions within a team-based environment. Includes leadership communication styles, the power of leaders, situational leadership, creativity and leadership, teamwork, motivation, coaching skills, emotional intelligence, and the impact of leaders on organizational decision-making.

BSL 4080   Creative Thinking & 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 ethical reasoning are also covered.

BSL 4160   Negotiation/Conflict Resolution

Studies the development of the communication and management skills essential for successfully resolving conflict situations involving labor and management practices. The structural dysfunction of organizations is explored.

BSM 2701   Sociology of Sport

Analysis and discussion 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 Fund Raising

Discusses the theory and practice of fundraising in sports related fields and provides specific, helpful ideas and plans for conducting fundraising activities in sports business. Combines the fundraising theory and practical advices so learners can organize and develop fundraising plans.

BSM 4001   Sport Facilities

Examines the planning and design process as applied to all types of recreation and sport facilities. Includes the exploration of common facility components, playing fields and courts, history of the CFE and facility design standards, site selection and development phases, facilities planning for safety and risk management, and development of ancillary areas.

BSM 4101   Sport Administration

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. Includes 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

Explains the financial history and record of a publicly traded corporation, analyzes balance sheets, income statements, pro forma budgets, and numerous other financial statements and records. Analysis and discussion of the unique qualities that makes sport financing different from other types of financial management.

BSM 4301   Sport Legal Liability & Risk Management

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.

CHM 1030   General Chemistry I

Introduction of 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—MA 1150: Algebra I or equivalent

CHM 1040   General Chemistry II

Completes the overview of chemistry. Topics covered include mole concept and stoichiometry; gaseous state and chemical bonding; acids and bases; and chemical equilibrium.

Prerequisite—MA 1150: Algebra I or equivalent and CHM 1030: General Chemistry I

CM   1010   Business Communication

Fundamentals of effective oral and written communication unique to business and technology. Teaches the skills necessary for effective business communication, including the writing of business memos; letters and reports; and career, oral and global communications.

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. Does not require a PC with Windows. Does require Microsoft Office. Contact your instructor BEFORE purchasing or loading any software.

DBA 7000   Doctoral Student Orientation

Consists of four parts: review questions on the contents of the Doctoral Student Handbook, writing skills, critical thinking skills, and computer capability. Successful completion of this course is part of the admission requirements to the doctoral program.

Prerequisite—To have been accepted into the DBA program

DBA 7035   Business, Government & 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. Case studies are provided for practical understanding of the techniques for managing business relations at the local, state, federal, and multinational levels. 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—To have been accepted into the DBA program.

DBA 7180   Managerial Economics & 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—To have been accepted into the DBA program.

DBA 7240   Doctoral Writing & 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 both qualitative and quantitative research, including sampling methods and data collection techniques. Material includes examination of various research methods including electronic searches and retrieval methods. Students learn to critically read research papers and articles, and are introduced to the writing techniques necessary to produce expository and analytical papers to the standards of publishable work.

DBA 7310   Statistics for Business Decisions & Research

Emphasizes practicality and flexibility in its approach to augmenting 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 the question at hand. Interpretation is stressed by providing students with MS Excel spreadsheets that allow for what-if analyses. By changing input parameters, students can see for themselves how statistics works. Flexibility is offered in the course by providing students with alternative solution techniques.

DBA 7420   Organizational Behavior & 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.

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.

DBA 7632   Business Ethics & 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 will be 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 and 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.

DBA 8149   Business Research Methods

Investigates several research methods applicable to business, including survey design; experimental design; statistical analysis of survey and experimental data; multivariate statistical analysis including analysis of variance, multiple regression, the general linear model, factor analysis, and other methods; time series analysis; and other topics. Students will learn how to interpret statistical results contained in scholarly papers and articles, and will learn how to apply these methods using statistical software through hands-on analysis of research data sets. Provides examination of contemporary approaches to qualitative analysis in business to include practice using such qualitative research techniques as open-ended interviewing, focus groups, and the case study approach.

DBA 8230   Marketing Research & Competitive Strategy

Presents a comprehensive analysis of the principles and practices of marketing research with balanced coverage of qualitative and quantitative materials. Examines from a manager's perspective, emphasizes emerging trends in marketing research, including ethical and global implications, as well as the continuing integration of new technologies. Integrates ethics in marketing research, and features case analysis and company profiles. Incorporates case studies and other statistical packages to provide students with experience navigating statistical software tools and interpreting marketing research data and output.

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 the firm's overall capital structure. Topics covered include: the firm's 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.

DBA 8475   Operations & Supply Chain Management

Explores the fundamental issues and recent developments in operations management, including manufacturing and service 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.

DBA 8552 Management Accounting & 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. Students will develop their skills of applying course materials to specific decision making situations. Extensive case studies, reflecting the complexity of managerial challenges when using management control systems are also covered. The use and effects of financial controls, including a discussion of effective and counterproductive controls is covered.

DBA 8671 Technology & Innovation Management

Provides an integrated, strategic view of management of technology. Focusing on theory and practice, the course addresses the contemporary challenges general managers face today; e.g., globalization, time compression, and technology integration. Explores several strategic approaches for dealing with these challenges, both from a managerial and from an economic viewpoint. Concepts presented will be especially valuable for chief technology officers, directors of technology, chief information officers, and management personnel in R&D, product development, and operations.

DBA 8710 International Business & Global Strategy

Examines the theory and practice of developing and implementing strategies for gaining competitive advantage in the global business environment. Students master 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 strategies globally. 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.

DBA 8758 Negotiations & Business Strategy

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 negotiation 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. Provides a theoretical approach to negotiations and business strategy by examining persuasion, communication, power, game, and trust theories.

Prerequisite—Graduate level course in business strategy.

DBA 8800 Organizational Psychology

Provides an analytical understanding of organizational psychology, one of the major applied areas of psychology. Topics include an introduction to the discipline and research methods in organizational psychology; assessment of jobs, performance, and people; selecting and training employees; discussion of the individual and the organization; and the social context of work.

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—Successful completion of all course work leading to the Degree of Doctor of Business Administration, not including dissertation work, with a GPA of 3.0 or higher.

DBA 9201 Comprehensive Review

Establishes that a doctoral candidate has acquired the essential knowledge and skills covered in each of the courses, not including doctoral project 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—Successful completion of all course work leading to the Degree of Doctor of Business Administration, not including project work, with a Grade Point Average of 3.0 or higher.

DBA 9306 A Dissertation-Concept Paper

Presents the procedures necessary to prepare a dissertation concept paper. The concept paper is the first in a sequence of dissertation documents including preparation of the concept, methodology, the proposal, and the manuscript. Prerequisite—Successful completion of DBA 9101, Comprehensive Examination.

DBA 9306 B Dissertation-Methodology/Ethics

Presents the procedures necessary to prepare a methodology/ethics paper. The methodology/ethics paper is the second in a sequence of dissertation documents including preparation of the concept, methodology/ethics, proposal, and the manuscript.

Prerequisite—Successful completion of DBA 9306A, Dissertation-Concept Paper.

DBA 9306 C Dissertation-Proposal

Presents the procedures necessary to prepare a proposal. The proposal is the third in a sequence of dissertation documents including preparation of the concept, methodology/ethics, proposal, and the manuscript.

Prerequisite—Successful completion of 9306B, Dissertation-Methodology/Ethics

DBA 9306 D Dissertation—Manuscript

Presents the procedures necessary to prepare a manuscript. The manuscript is the fourth in a sequence of dissertation documents including preparation of the concept, methodology/ethics, proposal, and the manuscript.

Prerequisite—Successful completion of DBA 9306C, Dissertation-Proposal

COURSE DESCRIPTIONS

DBA 9406 A Project Concept Paper

Presents the procedures necessary to prepare a doctoral project concept paper. The concept paper is the first in a sequence of three doctoral project documents, including: the concept paper, the methodology/ethics paper, and the project report.

Prerequisite—DBA 9201 Comprehensive Review.

DBA 9406 B Project Methodology/Ethics

Presents the procedures necessary to prepare a methodology/ethics paper. The methodology/ethics paper is the second in a sequence of three research project documents to include the concept paper, the methodology/ethics paper, and the research report.

Prerequisite—Successful completion of DBA 9406A, Project Concept Paper

DBA 9406 D Project Report

Presents the procedures necessary to prepare a project report. The project report is the third in a sequence of three research project documents to include the concept paper, the methodology/ethics paper, and the research report.

Prerequisite—DBA 9406B

DBA 9410 Dissertation Defense

Presents the procedures necessary to orally defend the dissertation. Successful completion of the dissertation defense signifies completion of the doctoral program.

Prerequisite—DBA 9306D, Dissertation Manuscript

DBA 9510 Project Defense

Presents the procedures necessary to orally defend the project report. Successful completion of the project report defense signifies completion of the doctoral program.

Prerequisite—DBA 9406D, Project Report

DIR 3500 Directed Studies

This course combines the Alan Brunacini Fire-Rescue Leadership Institute with an investigation of research in leadership and ethics in the fire service. The Institute introduces the Chief Officer to an array of case studies and personal experiences by some of our nation's fire service leaders. Roundtable discussions and presentations led by America's most renowned Fire Chief, Alan Brunacini, are designed to prepare individuals for their journey through fire and rescue leadership. Individuals in Chief or Company Officer positions will benefit greatly from the years of experience through Chief Brunacini and his team.

EH 1010 English Composition I

Introduction to the basic concepts and requirements of college- level writing. Provides students with the ability to implement effective communication skills via the written word.

EH 1020 English Composition II

Advanced introduction to the basic concepts and requirements of college-level writing. Presents additional skills, methods, and techniques to improve and polish the student's completed written documents.

Prerequisite—EH 1010: English Composition I or Equivalent.

EH 1030 Foundations of Research Writing

EH1030 is a supplemental course for students demonstrating additional need in the area of research paper development. The course will help students walk through the process of developing an APA formatted research paper in a logically incremental way. Students will develop background knowledge in research principles, academic integrity, and APA format. Direct instruction will help students learn the most effective ways to develop a research paper in an efficient manner. As a result, the application of these skills will result in the ability to write a research paper in appropriate APA format.

EH 3341 Technical Writing

Study of the process of technical writing and written communication. Students review various formats and writing purposes and produce technical and business-related documents.

EH 1020: English Composition II or equivalent

ES 1010 Earth Science

Study of the scientific principles that influence our planet, its rocks, mountains, atmosphere, and oceans.

FIR 2301 Introduction to Fire Protection

Provides a comprehensive overview of fire protection, career opportunities in fire protection and related fields, fire loss analysis, and an orientation to the philosophy and history of fire protection and fire services.

FIR 2302 Principles of Fire and Emergency Services Safety and Survival

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior 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

Overview of building construction, building types, designs of structures, and a knowledge of building construction in relation to firefighting.

FIR 3303 Introduction to Fire Prevention

Opportunity to study the fundamentals and latest information on fire prevention practices and procedures. Addresses both the public and organizational responsibilities for fire safety and prevention.

FIR 3304 Fire Protection Hydraulics and Water Supply

Provides a foundational understanding of the use of water in fire protection, and applies hydraulic principles to analyze and solve water supply problems.

FIR 3305   Fire Protection Systems

This course 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.

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, 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 it relates to fire safety prevention and terrorist incidents. Explores the plan review process, code development, code enforcement, fire investigation, and evaluating prevention programs.

FIR 3308   Fire Department Safety Officer

This course examines laws, regulations, and standards that affect safe operations, employee safety, and healthy work environments.

FIR 3309   Principles of Fire and Emergency Services Administration

Deals with organization and management of a fire department and the relationship of government agencies to fire service. Emphasizes fire service leadership from the perspective of the company officer.

FIR 3311   Legal Aspects of Fire Protection

Introduction to the basic principles and terms of law, discusses various legal actions against people or organizations charged with fire protection duties, comprehend various statutes, regulations, and cases that are the framework of the law.

FIR 4301   Political and Legal Foundations of Fire Protection

This course examines the legal aspects of fire service and the political and social impacts of legal issues. This course includes a review of the American legal system and in-depth coverage of legal and political issues involving employment and personnel matter, and the political process with regard to the fire service.

FIR 4302   Fire Service Personnel Management

This course 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

This course is designed to be 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

This course 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   Incendiary 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

This course 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 will also examine 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

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

This course examines the basic principles and methodology for analyzing current fire-related research. The course provides a framework for conducting and evaluating independent research in the fire service.

FIR 4309   Industrial Fire Protection

Examines fire prevention and protection within business and industrial environments. Exploration of the control of hazards including smoking, housekeeping, electrical, flammable and combustible liquids, flammable gases, welding, and cutting.

FIR 4310   Fire Department Health and Safety

In-depth study of basic concepts of occupational health and safety as it relates to emergency service organizations.

FIR 4311   Fire Prevention and Code Enforcement

Focus 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

Provides a management-oriented focus that progresses from pre-incident preparation to systematically managing an incident. Applies the concepts involved in the development and deployment of an on-scene strategic or tactical plan.

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.

HY   1010   Western Civilization I

Explores the history of Western Civilization. Examines the social and cultural as well as political contexts out of which the West developed.

HY   1020   Western Civilization II

Continues exploring the history of Western Civilization begun in Western Civilization I. Examines developments in Western thought and culture from the 18th century through the 21st century.

HY   1110   American History I

Surveys United States history from European discovery through the Colonial, Revolutionary, Early National and Antebellum periods, concluding with the Civil War.

HY   1120   American History II

Surveys United States history following the Civil War through 2008, concluding with a discussion of the American people in the 21st century.

HY   2000   American Military History I

Examines the history of the American military from its infancy as unorganized colonial militia groups to an Army of a country on the brink of reaching world power status in 1898.

HY   2020   American Military History II

Continuation of American Military History I beginning with 1898 and concludes with discussion of America's military role in the war against terror.

IHMC   Industrial Hygiene Management Certificate

This undergraduate course provides an introduction to the practice of industrial hygiene. It covers the history, regulations and the basic principles involved. A practical understanding of industrial hygiene standards, and measurements enforced by the federal Occupational Safety and Health Administration, (OSHA) as well as sources of recommended standards and practices are emphasized. Students are introduced to topics, material, and computations concerning appropriate toxicology and occupational health and safety standards. In addition, airborne contaminants and indoor air quality are examined. Discussion of noise and radiation exposures, as well as ergonomic issues and the effects of temperature extremes are analyzed. The use of proper personal protective equipment is presented and discussed.

ITC 3001   Personal Computer Fundamentals

Fundamentals of personal computers are examined with an emphasis on current application software. Provides an overview of personal computers, the Windows operating system, 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. Does require Microsoft Office Professional 2010. Contact your instructor BEFORE purchasing or loading any software.

ITC 3450   Introduction to Data Communication

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+, MCSA, MCSE, CNA and CCNA designations.

ITC 3840   Maintaining Microcomputer Systems

Students will examine 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. Provides exposure to the material covered on the A+ certification exam.

ITC 4010   System Analysis & 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.

ITC 4150   Database Design & Implementation

Comprehensive coverage of database systems design, development, and implementation. Demonstrates tools and techniques necessary in creating data-models and subsequent database designs. Provides hands-on experience using diagramming tools.

ITC 4175   Database Implementation & Management

Continued study of databases with a focus on implementation and management. Provides hands-on experience using current database applications and SQL. Includes coverage of database administration and management issues and techniques. Prerequisite—ITC 4150 Database Design and Implementation.

ITC 4210   Programming Concepts & Problem Solving I

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. See the course syllabus for specific details.

ITC 4230   Programming Concepts & Problem Solving II

Advanced study of programming-related problem solving using Visual Basic. Covers object-oriented concepts such as classes, reusability, and encapsulation. Requires Visual Basic. See the course syllabus for specific details.

Prerequisite—ITC 4210 Programming Concepts and Problem Solving I

ITC 4310   Web Design & Development

Analysis and discussion of Web design principles and techniques with hands-on practice creating web pages using HTML. Includes coverage of the latest web building trends and issues. Culminates in a course work which requires programming in HTML.

ITC 4390 Internet & Network Security

Practical examination of information security fundamentals. Includes security planning, technologies, and personnel issues. Covers material helpful in the preparation for the Security+ certification exam.

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 and how they leverage technology to maintain a competitive advantage.

ITC 4760 Information Technology Evaluation & Implementation I

Capstone project course resulting in the completion and delivery of the first phases of a faculty approved project. Includes readings in project management and practice with project management software.

Prerequisite—Completion of all required courses except ITC 4780

ITC 4780 Information Technology Evaluation & Implementation II

Capstone project course resulting in the completion and delivery of the final phases of a faculty approved project continued from ITC 4760. Includes additional readings in project management and practice with project management software.

Prerequisite—ITC 4760 Information Technology Evaluation and Implementation I.

MA 1100 Basic Mathematical Fundamentals

Explores the basic fundamentals of college-level mathematics. MA 1140 Finite Math overview of topics in finite mathematics together with their applications for the analysis involving real life situations. All operations can be performed by hand, but a TI-83 or TI-84 calculator is highly recommended.

MA 1150 Algebra I

Presents substantive skills in quantitative and abstract reasoning in the use of mathematics as a computational and analytical tool.

MA 1170 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—MA 1150: Algebra I or equivalent.

MA 2023 Elementary Statistics

Provides 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—MA 1150: Algebra I or equivalent.

MA 2051 Precalculus

Explores in-depth, precalculus 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—MA 1170: Algebra II or equivalent.

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. Analyzing buying behavior, learners explore the products, services, and consumption activities which contribute to the broader social world from a multi-cultural perspective.

MAR 3231 Marketing Research

Introduction to 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

An integrative course of study which prepares for gathering and analyzing primary and secondary research data, and computing and evaluating the potential of alternative courses of action. Learners explore the global effects of marketing and advertising on business, industry, and national economies, and 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. Defines an 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. Provides more strategic integration of ideas, technology, and media into market planning. Explores a wide range of direct marketing initiatives to sell products and services globally.

MBA 5101   Strategic Management & Business Policy

Presents an integrative analysis and case studies on the process of developing and managing business strategies.
Topics include development of corporate goals and objectives, competitive analysis, business model examination, and organizational systems design for plan implementation.

MBA 5401   Management Information Systems

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

Research methods with emphasis on the nature of research, problem identification and formulation, methods of observation and data collection, analysis and interpretation, research communications, and project development.

MBA 5841   Strategic Marketing

Overview of marketing or 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. Development of decision-making skills in marketing and provides an overview of the strategic marketing management process. Different methods are used to address and exemplify the many issues and problems that are involved in creating and implementing the marketing strategy.

MBA 5851   Marketing Research

Introduction to 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 the ethical, social, political, and legal implications to research activities.

MBA 5861   New Product Marketing

Exploration of several new product subject areas including marketing, technical, creative design, and management issues related to new product marketing. Designed for students interested in working in environments impacted by high technology innovations, both in the context of small entrepreneurial firms and large established companies. Explores the challenges faced by marketers, business managers, and consultants in bringing a new technology to the market.

MBA 5871   Business to Business Marketing

Presentation of strategic marketing and business policies. A foundation is established for better understanding of organizations, and to assist students in viewing organizations as a continuously evolving entity. 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 & Theory

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

Review of managerial economics and problems encountered in firm management. Examines changing economic environment, business trends and fluctuations, and introduces forecasting techniques.

MBA 6081   Corporate Finance

Introduction to standard techniques and recent advances in a practical and intuitive way. Although a strong background in financial management is not required, a rudimentary idea of financial statements and serious curiosity about the world of financial corporations is useful. Emphasis throughout is on the managerial implications of financial analysis.

MBA 6151   Operations Research

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 6621   International Legal Environment

Investigates international legal, political, and social institutions impacting business activity. Provides a comparative study of government regulations, ethics, and corporate governance and explores landmark judicial decisions and business cases.

MBA 6631   Intercultural Management

Comparative study of the cultural aspects of conducting international business and overview of the issues presented by population diversity in the United States. Focus on the unique problems, characteristics, and demands that face firms and individuals engaged in intercultural communications, negotiations, intercultural integration, and unique habits and customs of various nations.

MBA 6641   International Economics

Study of trade and international economics and considers comparative advantage and production factors. Examines trade and international economics and considers comparative advantage. Considers 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

Opportunity to study economics in the international context in the areas of foreign exchange and currency markets are explored for their impact on international economics, and the interrelationship of exchange rates and economics factors are discussed.

Prerequisite—MBA 6641 International Economics

MBA 6841   Public Budgeting

Introduction to governmental and non-profit accounting, reporting, and auditing that continue to evolve rapidly. Moreover, the ever-increasing scrutiny and accountability to which governments and non-profit organizations are being subjected by others, including Congress, practitioners, investors and creditors, standards setters, and academicians, clearly signal that their accounting, reporting, and auditing concepts, standards, and practices are in constant change.

MBA 6851   Administration of Public Institutions

Analysis of public institution structures and policy processes within government and nonprofit agencies. Concepts, issues, and problems confronted in the public sector and nonprofit organizations are explored to include personnel, budgeting, leadership, planning, and decision-making.

MBA 6861   Public Policies

Examines public policy, policy formulation, implementation strategies, and analysis techniques within various public sector and nonprofit organization environments.

MBA 6871   Public Finance & 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 & Tactics

Introduction to the methodologies and technologies that will assist project managers coordinate 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

Analysis and discussion of the diverse sectors of project management leadership and team activity, as well as a wide range of organizations and topics related to project teams. Project teams are comprised of multiple job sectors and divisions. Explores project team members 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

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
Introduces popular personal computer applications and provides an overview of the Windows operating system. Covers Windows and the applications in the Microsoft Office Suite including: Word, PowerPoint, Excel, and Access through numerous hands-on assignments. Introduces the Internet for criminal justice related research.

MCJ 5135   Theory of Crime & 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

Overviews of organizational theory and principles of administration provide 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 & 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

Examines research and methodology specifically designed for criminal justice applications as tools to develop and implement basic research.

MCJ 6150   Training & 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 a critical analysis of constitutional law as it relates to the criminal justice profession. Students study and comprehend definitions of detention, arrest, search and seizure, interrogations, confessions, self-incrimination, due process, and the right to counsel. Students also study and comprehend applicable criminal and civil liabilities and constitutional rights in the workplace.

MCJ 6257   Criminal Courts & 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 & 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, state and national policy, and explores the changing and expanding role of the criminal justice system.

MEE 5801   Industrial & Hazardous Waste Management

In-depth study of solid and hazardous wastes generated by industrial and other activities. Includes insights on the complex social, legal, political, and ethical issues associated with waste management.

MEE 5901   Advanced Solid Waste Management

Opportunity to study 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

In-depth study of advanced pollution prevention practices and the preparation of a pollution prevention management plan. Emphasizes methodologies that achieve environmental compliance through less expensive pollution control methods.

MEE 6501   Advanced Air Quality Control

In-depth study of advanced air quality control science and management practices. Addresses the atmosphere as a dynamic system and examines how to integrate the effects of pollutants and toxicants upon its future long-term health and viability.

MHA 5001   Health Care Financial Management

Utilizes standard financial tools to manage health care 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

This course provides an analysis of the legal aspects of health care delivery and the impact on health care institutions. Students will examine tort law, professional liability, cost controls, liability insurance, antitrust, and health care access.

MHA 5201   Health Resources & Policy Analysis

Analysis of public policies impacting health care programs, services, organizations, and program accessibility to citizens. Explores health policy generation, legislation, and implementation.

MHA 6501   Advanced Health Care Management

Explores administrative practice in health care with emphasis on long-term and acute care services, and health care structures, systems, and managerial processes. Topics include operations, planning, marketing, human resources, finance, productivity and control, and 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 & Development

Study of current trends in human resource training and development with application to diverse organization environments and labor practices.

MHR 6751   Labor Relations & Collective Bargaining

Explores labor relations, contract negotiation and administration, and bargaining unit decision making processes. Examines social, political, and economic impact of collective bargaining and challenges to 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 & Terrorism

Presents a balanced approach and detailed description of the security environment while illuminating the multidimensional nature of WMD and terrorism. Explores technical aspects of threats, terrorist capabilities, and risk assessments that form the basis for making strategic decisions.

MOS 5101   Safety & Accident Prevention

Analysis and discussion of theories and principles of OSHA and their practical uses in the workplace. Non-engineering based methods are used to facilitate student understanding.

Prerequisite—This course is designed to complement MOS 5201, Safety Engineering, and it is recommended MOS 5101 and MOS 5201 be taken sequentially.

MOS 5201   Safety Engineering

Study of providing practical input about design ergonomics, desired safety features, and human factors. Examines how the OSH professional works with the designer to ensure the appropriate product, facility, or equipment needed for a project.

Prerequisite—MA 1150 & MOS 5101

MOS 5301   Fire Protection Technology

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

Advanced understanding 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 1030, BIO 1040 or BIO 1100, and CHM 1030

MOS 5525   ISO 14000

A comprehensive study of the International Organization for Standardization (ISO) 14000 series on Environmental Management. Assesses the requirements to implement an Environmental Management System (EMS) and emphasizes the value of beyond compliance environmental S&H management systems in well managed organizations.

MOS 5640   Advanced Interactions of Hazardous Materials

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

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 health hazards.

Prerequisite—CHM 1030 & MA 1150

MOS 6625   System Safety Engineering

Advance study of system safety programs with an emphasis on risk control. Addresses basic and essential information about the identification, evaluation, analysis, and control of hazards in components, systems, subsystems, processes, and facilities.

Prerequisite—MA 1150

MOS 6701   Advanced Ergonomics

Comprehensive study of ergonomics and ergonomic principles with particular attention given to ergonomic development in the workplace. Design and evaluation of ergonomic systems and specific contents of ergonomic program design and development are given special attention.

MOS 6801   Emergency Management

Addresses emergency planning and management from a facility level. Provides a basis for systematically identifying and evaluating the hazards that create the potential for disaster, along with guidelines for mitigating and minimizing the impact of those events.

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

Explores fire service leadership issues on management, human resources, equipment, operations, fire prevention, loss change, ethics, and the roles and responsibilities of a Fire Chief.

MSE 5301   Interagency Disaster Management

Focuses on interagency cooperation for complex crises and 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

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

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 with supporting learning experiences from international incidents.

MSE 6701   Case Studies in Natural Catastrophes & Man-Made Disasters

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

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

Application of knowledge and analytical skills to solve appropriate business problems or opportunities. Student conducts an applied research project on a single business entity. This provides the opportunity to create an integrated comprehensive analysis, strategy formulation, and strategic implementation plan that addresses the student's chosen business opportunity or problem.

MSL 5200   Crisis Communication Management

Stresses 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

Review of 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.

MUS 1010   Introduction to Music Appreciation

Concise survey of music history from the Middle Ages to the present. Through guided listening, students identify style periods and genres that are particular to each period.

LSS 1300   Learning Strategies for Success

This course 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.

LSS 5100   Learning Strategies for Success in Graduate Programs

Provides a foundation of knowledge on the CSU learning environment. This orientation presents online learning tips, Blackboard, the myCSU Student Portal, and the CSU Online Library to help students successfully study online. A brief review on essay writing is covered; as essay writing will play an important role in a graduate student's experience.

PHL 1010   Critical Thinking

Introduces the art of devising ways to improve the quality of learning and life by systematically improving the thinking that underlies them.

PHL 2350   Philosophies of World Religions

Introduction to the histories, basic philosophies, and characteristic practices of the world's major religions.

PHS 1110   Principles of Classical Physical Science

Provides a foundation in science and creates context for a variety of aspects of daily life ranging from American jurisprudence to technological advancement to modern management practice. Classical Physical Sciences is a stand-alone course in a two-course offering in the physical sciences.

PHS 1120   Principles of Modern Physical Science

Reviews the structure of the atom, the structure of the nucleus, and the basics of chemistry. Continues with a phenomenological survey of the solar systems, stars, and galaxies. Principles of Modern Physical Sciences is a stand-alone course in a two-course offering in the physical sciences.

PS 1010   American Government

In-depth study of American government and politics focusing on a balanced, unbiased, and up-to-date introduction to constitutional, governmental, political, social, and economic structures and processes.

PS 2000   Introduction to Political Science

Introduces the major concepts and themes of political science by examining the fundamental principles, concepts, and methods of the discipline, and the basic political processes and institutions of organized political systems.

PS 2010   American State & Local Politics

Introduction to state and local governments in the United States. Acquaints students with the structures and functions of state and local level governments and how political decisions are made at these levels.

PSY 1010   General Psychology

Presents psychology as a science. Reviews a diverse discipline with a concern for research, theory, gender, and cross-cultural issues.

PSY 2010   Abnormal Psychology

Explores the definition of abnormal behavior and causes, classifications, and assessments for psychological disorders.

Prerequisite—PSY 1010: General Psychology or equivalent

PSY 3019   History & Systems of Psychology

Explores the philosophical and scientific antecedents to modern psychology, the history of psychology as an independent discipline in the 19th century, and the development of psychology in the 20th century.

Prerequisite—PSY 1010: General Psychology or equivalent

PSY 3140   Social Psychology

Study of the social factors influencing individual behavior. Examines the constructs of socialization, social influence and conformity, social interaction, decision making, and attitudes and opinions.

Prerequisite—PSY 1010: General Psychology or equivalent

PSY 3150   Developmental Psychology

Broad overview of human development across the life-span with emphasis on psychosocial, physical, emotional, and cognitive changes.

Prerequisite—PSY 1010: General Psychology or equivalent

PSY 3350   Theories of Personality

Critical analysis of major theories and systems of personality and introduces research methods in personality.

Prerequisite—PSY 1010: General Psychology 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: General Psychology or equivalent.

PSY 3505   Psychology of Adjustment

Examines human adjustments and the resulting forms of behavior. Explores various methods used by individuals when adjusting to the changing requirements of the environment.

Prerequisite—PSY 1010: General Psychology or equivalent.

PSY 4021   Physiological Psychology

Examines the physiological correlations of behavior. Explores current problems, theories, and techniques in physiological psychology with emphasis on central nervous system mechanisms.

Prerequisite—BIO 1030: Biology I and BIO 1040: Biology II or equivalent & PSY 1010: General Psychology

PSY 4460   Cognitive Psychology

Study of human intellectual functioning and development from infancy to adulthood. Provides a comprehensive study of our cognitive processes.

Prerequisite—PSY 1010: General Psychology or equivalent

PSY 4501   Research Methods in Psychology

Introduction to 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: General Psychology or equivalent

PSY 4560   Psychological Assessment

Overview of the field of psychological testing and the fundamental principles and procedures applicable to all types of psychological tests. Explores various types of psychological testing.

Prerequisite—PSY 1010: General Psychology or equivalent

PSY 4620   Health Psychology

Surveys health psychology and behavioral medicine. Examines the science that connects behavior to health, including the psychological processes and the relationships between health and human behavior.

Prerequisite—PSY 1010: General Psychology or equivalent

PSY 4680   Industrial Organizational Psychology

Provides an analytical understanding of industrial/organization (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: General Psychology or equivalent

PUA 5301   Administration of Public Institutions

The Administration of Public Institutions course 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 will demonstrate both knowledge and comprehension of the history and evolution of contemporary public administration theories from the multidisciplinary field of research and practice. Students will engage in critical thinking and decision making in the application of public administration theoretical knowledge and comprehension 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

The Public Administration Ethics course focus is meta-ethics, normative ethics, and applied ethics theory in the context of the multidisciplinary applied field of public administration and policy research and practice. Students demonstrate knowledge and comprehension 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. Students write up their analysis and synthesis in support of an ethical decision and judgments from readings. Students will evaluate a public agency Code of Ethics for analysis and presentation to support comprehension. Ethical case studies are useful for application of ethical constructs and written evaluations include recommendations for administrative, managerial, and leadership responsive action.

PUA 5303   Organizational Theory

Students will demonstrate knowledge and comprehension of the foundational theories of both organizational theory and organizational behavior in the public administration context. Students will evaluate the usefulness and applicability of various organizational, theoretical, and behavioral based theoretical constructs to specific public sector organization/agency case study scenarios. Students will 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.

COURSE DESCRIPTIONS

PUA 5304   Quantitative Research Methods

Students will demonstrate both knowledge and comprehension of applied research, quantitative research, and qualitative research designs and methodologies that are applicable to the public workplace.   Students learn how to conduct research, and an outline is provided for each step in the process. Statistical software, Microsoft Excel (or similar), is used to demonstrate the various techniques used to analyze data, and Microsoft PowerPoint (or similar) helps to demonstrate a method for presenting a research project and finding

PUA 5305   Public Finance and Budgeting

Students will demonstrate both knowledge and comprehension of the foundational theories and methodological tools used in public finance and budgeting. Students will apply their knowledge and comprehension and 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 will evaluate a real 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 will be applied to solve real world public finance and budgetary case studies.

PUA 5306   Public Policy

The Public Policy Analysis course 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. This course allows students to 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

The purpose of this course is to provide students with an in-depth examination of strategic planning in the public and nonprofit sectors. The course will highlight how the lack of strategic planning has negatively impacted the efficiency and effectiveness of public and nonprofit agencies historically. In addition, the course will present 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.

PUA 5308   MPA Seminar

This course meets the critical thinking, written, and presentation outcomes of the MPA program. Students will demonstrate integrative knowledge and comprehension of the theoretical constructs and methodological tools that they have learned in each of the previous CSU MPA core courses. Students will apply theory to practice and evaluate the usefulness of technology and e-government, e-learning, and e-training in a public sector context. Students will develop a final project based in 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.

SOC 1010   Introduction to Sociology

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

Surveys current issues and developing trends in social and cultural structures and regions across the globe. Explores social phenomena in geographical settings and fostering understanding of the interdependence of places, regions, and cultures in a globalizing world.

SP   1010   Speech Communication

Presents the basic principles of speechmaking and opportunities for students to develop their own skills. With the assistance of the course text, this course demonstrates the principles of public speaking in action. Course requires students have the equipment needed to record and submit a speech. The three speeches can be submitted through MySpeechLab, Skype, and DVD.

XII
Board of Trustees

Columbia Southern University is governed by an eight to fifteen member Board of Trustees, which establishes the mission of the University and determine 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 operation 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.

Chantell Cooley, *Columbia Southern University, Vice President*
Gulf Shores, AL

Dr. Michael Hillyard, *Independent Consultant*
Jacksonville, FL

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Dr. John Thornell, *University of North Alabama, Vice President of Academic Affairs and Provost*
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XIV
Administration

Executive Staff

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Tara Collins
Executive Assistant to the President

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Provost and Chief Academic Officer

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Vice President of Admissions, Marketing & Outreach

Ken Styron, M.B.A.
Chief Information Officer

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Jeffrey Barksdale, Ph.D.
Vice President of Academic Affairs

Kent Kelso, Ph.D.
Vice President of Student Affairs

Kathy Cole, M.S.
Associate Vice President of Admissions, Marketing and Outreach

Deans

John Hope, Ph.D.
Dean of Instructional Design & Course Maintenance

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Dean of Academic Services

Program Directors

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Program Director, Occupational Health & Safety/Environmental Management

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Program Director, General Education

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Program Director, Public Administration

Sonia Heywood, D.B.A.
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Program Director, Health Care Administration

Misti Kill, Ph.D.
Program Director, Emergency Services

Evelyn Knowles, Ph.D.
Program Director, Orientation & Professional Studies

Keith Mishne, M.B.A.
Program Director, Vietnam

Ann Nelson, Ph.D.
Program Director, Doctoral Program

Keith Padgett, M.S., EFO, CFO
Program Director, Fire Science

Debra Reisert, D.B.A.
Program Director, Undergraduate Business

Joseph Saitta, CHPP
Program Director, Criminal Justice

Directors

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Director of Licensure & State Authorization

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Director of Bookstore Operations

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Director of Community Relations & Events

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Director of Student Services & Retention

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Director of Corporate Outreach

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Director of Institutional Research

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Director of Curriculum Planning & Outcomes Assessment

Lille Cannon, Ph.D.
Director of Business Development

Heather Cole
Project Director/Student Affairs

Tammy Comalander, B.B.A.
Director of Financial Aid

Ron Dennis, B.S., EFO
Director of Training & Professional Development

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Director of Learning Resources

Karl Hoffmann, B.S.
Director of Military Outreach

Brenda Holland
Director of Student Accounts

John Hargadon, M.B.A.
Director of Academic Advising Center

Doug Marker, MBA/MHA
Director of Project Management IT

Mona McPherson, M.S.
Director of Quality Assurance &
Internal Reporting

Scott Oswald
Director of Software Development

Blaine Snyder
Director of Maintenance

Wendy Troup, M.Ed.
Director of Success Center & Disability
Services

Beau Vignes, B.F.A.
Director of Marketing

Library Resources

Melody Hainsworth, Ph.D.
Virtual Librarian

Controller

Craig Taylor

Liaison

Joe Wilkins, Ph.D., *Governmental Affairs Liaison/*
Professor of History

XIV

Faculty

Columbia Southern University (CSU) has assembled a diverse, experienced, and qualified group of faculty that are available to students throughout each course.

The 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 your program. The faculty are available to answer questions upon request and provide a timely response.

A complete list of faculty and the degree granting institution is available below and is updated regularly on the CSU website.

College of Arts and Sciences

Lilia Anand, M.A.
History
University of Oregon

Lane Andrew, Ph.D.
Mathematics
University of Northern Colorado

Jennifer Appelt, M.A.
English
Adult and Continuing Education
University of Kentucky
Morehead State University

Laurie Arnold, Ph.D.
History
Arizona State University

David Auchter, Ph.D.
English
University of Houston

Amal Bassa, M.S.
Chemistry
George Washington University
Carl Beekman, Ph.D.
Multi-Cultural Education
Union Institute

Tracie Bernard, M.Ed.
Curriculum and Instruction
University of Louisiana

Torrey Berry, M.A.
Education Administration
University of South Alabama

Christopher Blackburn, Ph.D.
History
Auburn University

Christopher Bloss, Ph.D.
English/Creative Writing
University of South Dakota

Antonio Borrello, Ph.D.
Psychology
Capella University

Freda Braddock, Ed.D.
Curriculum and Instruction
Liberty University

Kenneth Bridges, Ph.D.
History
University of North Texas

Marcia Brown, M.S.
Agency Counseling
University of Nebraska

Douglas Brtek, M.A.
Instructional Technology and Adult Learning
Bellevue University

Jeanne Bruce, Ed.D., Ed.S.
Administration and Supervision
Instructional Leadership
Tennessee State University
Tennessee Tech University

Deborah Busby, M.A.
English
Northern Arizona University

Wayne Butts, M.Div.
Divinity Master
Asbury Theological Seminary

Ronatta Carter-McCants, Ph.D.
Education
Capella University

Elizabeth Childs, Ed.D.
Educational Leadership
Argosy University

Tod Childs, Ed.D., Ph.D.
School Counseling
Education Leadership
Argosy University

Thomas Cochran, M.A.
Biology/Ecology
University of North Texas

Marsha Coker, Ed.D.
Sports Management
United States Sports Academy

Brian Collier, Ph.D.
History

Arizona State University

Erica Cooper, Ph.D.
Communication Studies
Indiana University

Carolyn Corliss, Ed.D.
Adult Education
Auburn University

Karen Costa, M.Ed.
Higher Education
University of Massachusetts-Amherst

Catherine Croston, M.A.
English/Creative Writing
University of South Alabama

Matthew Crozier, M.S.
Education
Walden University

Barbara Daniel, Ph.D.
Communication Research and Theory
Florida State University

Linda Dean, M.Ed.
Child Development and Family
University of Cincinnati

Sherry DelCastillo, M.A.
Counseling and Guidance
Louisiana Tech University

Nathalie Dodson, M.S.
Mathematics
University of West Florida

Damian Dressick, Ph.D.
English
University of Southern Mississippi

John Driscoll, M.E.
School Counseling
University of South Alabama

Rebecca Dunlap, M.S.
Biology
University of North Texas

Linda Eckert, M.S.
Curriculum and Instruction
Purdue University

Regina Edziyie, Ph.D.
Environmental Science
University of North Texas

Robert Elsbury, M.A.
Effective Teaching
Drake University

Laruth Ensley, Ed.S.
Educational Leadership
George Washington University

Louis Ephraim, M.A.
Mathematics
University of Miami

Janice Evans, MLA
Liberal Arts/English
Spring Hill College

Clarice Ferolito, M.A.
Mathematics
Boston College

Heather Ferragut, M.A., MNM
Sociology
Management
Sam Houston State University
Regis University

Melissa Findley, M.S.
Guidance/Counseling
East Texas State University

Robert Finger, MAT, MLA
Social Science/History
Spring Hill College

James Fisher, Ph.D.
Leadership
Southern Baptist Seminary

Benita Fox, M.A.
History
University of West Florida

Traci Frees, M.A.
Communication
Auburn University

Jerri Gerlach, M.A., M.Ed.
History
Curriculum and Instruction
Texas Woman's University
Tennessee State University

Chenee Gilbert, Ed.D.
Organizational Leadership
Nova Southeastern University

Deborah Gilbert, Ed.D.
Educational Leadership
Nova Southeastern University

Matthew Golden, M.A.
Organizational Psychology
Teacher's College, Columbia University

Anthony Gole, M.A.
History
University of Washington

Jennifer Gordon, Ed.S.
Media and Technology
University of West Georgia

Nichole Gotschall, MAT
History
University of West Alabama

Robin Greene, M.Ed.
Technology in Education Concepts
Strayer University

Mari Hadley, Ph.D.
Higher Education
Walden University

Larry Hansen, M.Ed., M.Ed.
Counseling/Human Relations
Educational Leadership
Northern Arizona University

Anne Harris, M.A.
Sociology
Texas Southern University

Justin Harrison, Ph.D.
Philosophy
Loyola University at Chicago

Wesley Hatcher, MAT, J.D.
History
Professional Law
University of West Alabama
Mississippi College

Heidi Hawkes, Ph.D.
Christian Education
St. Andrew's Theological College and Seminary

Jan Hinnen, M.D.
Medicine
University of Alabama

Julie Hirschboeck, M.A.
English
Minnesota State University

Nancy Hixson, M.Ed.
Elementary Education
University of South Alabama

Kimberly Hudson-Smith, Ed.S.
Curriculum and Instructional Management
Nova Southeastern University

Todd Hughes, Ph.D.
Philosophy
University of Wisconsin-Madison

Patrick Imsand, M.M.
Music Performance
University of South Carolina

Shumon Islam, M.S.
Instructional Design and Development
University of South Alabama

Rachael Ivie, M.Ed.
Curriculum and Instruction
University of West Florida

Ulaunda Ivy, MSCE
Counseling/Psychology
University of West Alabama

Tracy Jessop, Ed.D.
Educational Leadership & Policy Analysis
University of Missouri – Columbia

Sanita Jetton, MFA
Painting
Fontbonne University

Debbie Jimerson, MAT
History
University of West Alabama

Rachel Jolley, Ph.D.
Forest Ecology
Auburn University

Miyoka Jones, Ed.S.
Instructional Leadership
Tennessee Tech University

Raymond Kenyon, M.A.
Counseling Psychology
Ball State University

Evelyn Knowles, Ph.D.
Adult Learning and Higher Education Administration
University of Oklahoma

Kimberly Langham, M.Ed.
Elementary Education
University of South Alabama

Namhyung Lee, Ph.D.
Physics
Tufts University

Brett Legault, M.A.
Math
Lesley University

Elizabeth Legault, M.A.
Education
Salem State University

Bethany Lohr, Ph.D.
Psychology
University of Georgia

Pamela Loyd, Ph.D.
Adult Education
Capella University

Erin Lynch, M.Ed.
Education
Vanderbilt University

Melissa Madden, MBA
Business
Columbia Southern University

Skipper Malcom, M.Ed.
Elementary Education
University of South Alabama

Amanda Manjone, M.Ed.
Special Education with Certification
East Stroudsburg University

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 Composition and Literature
University of Texas at Arlington

James Meyers, Psy.D.
Clinical Psychology
Florida Institute of Technology

Michael Miller, Ed.D
Educational Leadership
Argosy Leadership

Halima Mohammed, M.A.
Media & Communication Studies
Florida State University

Sheana Mullen, M.S.
Math Education
Troy University

Katherine Nelson-Born, Ph.D.
English
Georgia State University

Mary O'Brien, MLA
Liberal Arts
St. Thomas University

Paula O'Hearn, M.Ed.
Elementary Education
University of South Alabama

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