

2019 - 2020

UNIVERSITY
CATALOG



COLUMBIA SOUTHERN UNIVERSITY

ColumbiaSouthern.edu » 800.977.8449

University Catalog | Effective July 1, 2019 through July 31, 2020

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Policy Disclaimer

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

Catalog Disclaimer

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

Catalog Effective Dates

July 1, 2019 through July 31, 2020

Terms

1B20 through 6B20

Academic Calendar

U.S. students must register by the end of the registration period. Students with APO/FPO addresses must register at least four weeks prior to the term start date in order to allow sufficient time for textbook delivery.

Track A

Semester	Term	Registration*	Start Date	Drop Date	End Date
Summer	1A20	05/15/19 to 07/16/19	07/31/19	08/06/19	09/24/19
Fall	2A20	07/17/19 to 09/17/19	10/02/19	10/08/19	11/26/19
Winter	3A20	09/18/20 to 11/19/19	12/04/19	12/10/19	02/11/20
Winter	4A20	11/20/19 to 02/04/20	02/19/20	02/25/20	04/14/20
Spring	5A20	02/05/20 to 04/07/20	04/22/20	04/28/20	06/16/20

Track B

Semester	Term	Registration*	Start Date	Drop Date	End Date
Summer	1B20	04/10/19 to 06/18/19	07/03/19	07/09/19	08/27/19
Fall	2B20	06/19/19 to 08/20/19	09/04/19	09/10/19	10/29/19
Fall	3B20	08/21/19 to 10/22/19	11/06/19	11/12/19	01/14/20
Winter	4B20	10/23/19 to 01/07/20	01/22/20	01/28/20	03/17/20
Spring	5B20	01/08/20 to 03/10/20	03/25/20	03/31/20	05/19/20
Spring	6B20	03/11/20 to 05/12/20	05/27/20	06/02/20	07/21/20

*Please note a late fee of \$50.00 will be due for enrollments received after Registration end date. Please refer to the CSU website for the current [Academic Calendar](#).

MESSAGE FROM THE PRESIDENT

Dear Future Knight,

I am honored that you are considering Columbia Southern University to be your educational partner.

CSU is different from other institutions for many reasons, but one of the things that really sets us apart is the emphasis that we place on building relationships with our students. We consider our students and alumni as members of the CSU family and we can't wait to welcome you into that group.

We strive to be sincere, compassionate and helpful in everything we do. If there is something you need, please don't hesitate to ask.

We know that going to college is a big decision and it may even be overwhelming at times. You will have support and encouragement every step of the way to accomplish this goal. Just ask any of our 54,000 CSU graduates. And just imagine how great you will feel when you finally hold that diploma in your hands.

You can succeed and you will. We believe in you.



Ken Styron
President

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I. GENERAL INFORMATION

About CSU

MISSION STATEMENT

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

CORE VALUES

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

Organizational Health

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

Humility

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

Exceptional Service

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

Flexibility

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

Excellence

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

Relationships

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

VISION

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

HISTORY

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

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

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

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

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

In 2003, CSU expanded its international offerings by being one of the first U.S. universities to offer a hybrid (online and classroom) degree program in Vietnam. The

opportunity to earn an MBA degree was offered in Hanoi and Ho Chi Minh City.

Between 2002 and 2004, CSU expanded its degree offerings to include associate degrees and six new bachelor degrees and launched the Learning Partnership program. The Learning Partnership program provides opportunities for businesses, municipalities, organizations and corporations to partner with CSU and receive benefits such as tuition discounts, application fee waivers, and later scholarship opportunities, for employees/members and their spouses and children.

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

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

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

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

In 2012, the corporate structure of the organization was changed so that a parent company, Columbia Southern Education Group, would own Columbia Southern University and Waldorf College. In 2014, CSU was named one of the Best Companies to Work for in Alabama by Business Alabama magazine.

In May 2018, CSU's Chief of Staff Ken Styron transitioned into the role of president when Robert Mayes, Jr., stepped down to focus on his role as CEO of Columbia Southern Education Group.

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

Accreditation

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

Distance Education Accrediting Commission (DEAC)

1101 17th Street NW, Suite 808
Washington, D.C. 20036
Phone: (202) 234-5100
Fax: (202) 332-1386

www.deac.org info@deac.org

Higher Education Related Membership

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

State Authorization and Licensure

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

NC-SARA

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

Higher Education Related Membership

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

The Crime Awareness and Campus Security Act of 1990

THE JEANNE CLERY DISCLOSURE COMPLIANCE STATEMENT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the federal law, originally known as the Campus Security Act, which requires colleges and universities across the United States to disclose information about crime on and around their campuses. Columbia Southern University's Annual Campus Security Report includes statistics for the previous three years concerning reported crimes that occurred on-campus, in certain off-campus buildings, property owned or controlled by CSU, and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. A link to a copy of the report is included below.

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

Student Records

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

Student Handbook

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

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

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

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

Gainful Employment Disclosure

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

Registering a Complaint with CSU

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

Registering a Complaint with External Agencies

Students are encouraged to proceed through the institution's complaint process before filing an external complaint. Students who wish to file a complaint with an agency, may review full contact and website information located on the CSU Website, www.columbiasouthern.edu/about-csu/accreditation-licensure/registering-a-complaint.

REGISTERING A COMPLAINT WITH THE ACCREDITING AGENCY

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

Distance Education Accrediting Commission (DEAC)

1101 17th Street NW, Suite 808

Washington, D.C. 20036

Phone: (202) 234-5100

Fax: (202) 332-1386

www.deac.org info@deac.org

To view the complaint process and form for DEAC, please visit <http://www.deac.org/Student-Center/Complaint-Process.aspx>

COMPLAINT CONTACT INFORMATION FOR STATE AGENCIES

In compliance with the U.S. Department of Education, under the provisions of section 668.43 (b), CSU provides its enrolled and prospective students with contact information for filing complaints with the relevant state official or agency that would handle a student's complaint, regardless of whether the state regulates the institution.

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

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

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

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

Title IX

EQUAL OPPORTUNITY, HARASSMENT, AND NONDISCRIMINATION POLICY

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

Our Title IX Coordinator oversees implementation of CSU's policy on equal opportunity, harassment, and nondiscrimination. He or She acts with independence and authority free of conflicts of interest. To raise any concern involving a conflict of interest by the Title IX Coordinator,

contact the University Chief of Staff (CoS) at ChiefofStaff@columbiasouthern.edu. To raise concerns regarding a potential conflict of interest with any other administrator involved in the resolution process, please contact the Title IX Coordinator at titleix@csegroup.com.

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

- If the discrimination or harassment occurs on campus, campus security should be contacted immediately at 251-981-3771 Ext. 1114.
- If the discrimination or harassment occurs at a CSU sanctioned event, the event coordinator or law enforcement should be contacted immediately.
- If the discrimination or harassment occurs in the classroom (including virtual classroom), the Title IX Coordinator should be contacted immediately.
- In situations where sexual violence has occurred, it is strongly recommended that the victim seek immediate medical attention.

To review the full Equal Opportunity, Harassment, and Nondiscrimination Policy, please visit

<http://www.columbiasouthern.edu/downloads/pdf/licensure/titleix.aspx>

Family Educational Rights & Privacy Act (FERPA)

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

For complete FERPA information, visit the CSU website

<http://www.columbiasouthern.edu/Consumer-Information/FERPA>.

Hours of Operation and Contact Information

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

Main Telephone Numbers 800.977.8449 251.981.3771

Main Fax Number 251.981.3815

BUSINESS HOURS (CST)

Main Office Hours

Monday-Thursday: 8AM to 5PM

Friday: 8AM to 3PM

Academic Advising and Student Support Center, and Admissions Hours

Monday-Thursday: 8AM to 6PM

Friday: 8AM to 5PM

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

Monday-Friday: 8AM to 5PM

Technical Support Hours

Monday-Friday: 8AM to 8PM

Saturday: 10AM to 7PM

Sunday: Closed

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

Sunday: 10AM to 7PM

Monday: 8AM to 11PM

Tuesday: 8AM to 11PM

CONTACT INFORMATION**Academic Advising and Student Support Center**students@columbiasouthern.edu

Phone: 877.323.4471

Fax: 251.224.0550

Admissionsadmissions@columbiasouthern.edu

Phone: 877.347.6050

Fax: 251.224.0540

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

Phone: 877.323.4474

Career Servicescareerservices@columbiasouthern.edu

Phone: 877.297.6192

Main Office Hours

Community and Alumni RelationsCSU-Community-Alumni-Relations@columbiasouthern.edu

Main Office Hours

Continuing EducationContinuingEd@columbiasouthern.edu

Phone: 800.313.1992 Main Office Hours

CSU Librarylibrary@columbiasouthern.edu

Phone: 877.268.8046

Main Office Hours

Live Chat: 24/7, 365 Days per Year

www.columbiasouthern.edu/library**Learning Partnerships**learningpartners@columbiasouthern.edu

Phone: 800.344.5021

Main Office Hours

Military Support Groupmilitarysupportgroup@columbiasouthern.edu

Phone: 888.643.8541

Office of Disability Servicesdisabilityservices@columbiasouthern.edu

Phone: 888.785.3005

Main Office Hours

Office of Financial Aidfinancialaid@columbiasouthern.edu

Phone: 877.316.8396

Fax: 251.224.0590

Office of the Registrarregistrar@columbiasouthern.edu

Phone: 877.316.0219

Fax: 251.224.0575

Student Accountsstudentaccounts@columbiasouthern.edu

Phone: 877.323.4472

Fax: 251.224.0570

Success Centerteamsucceed@columbiasouthern.edu

Phone: 877.875.0533

Main Office Hours

Technical Supporttechsupport@columbiasouthern.edu

877.399.1063

Current Hours of Operation and Contact Information may also be viewed on the University website:

<http://columbiasouthern.edu/about-csu/contact>**RESOURCES****CSU Website** <http://www.columbiasouthern.edu>**Blackboard Website** <http://online.columbiasouthern.edu>**Student Portal** <http://mycsu.columbiasouthern.edu>

2019 - 2020 OBSERVED HOLIDAYS

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

Independence Day — July 4, 2019

Labor Day — September 2, 2019

Veterans Day — November 11, 2019

Thanksgiving — November 27-29, 2019

Christmas — December 24-26, 2019

New Year's Day — January 1, 2020

Martin Luther King Jr. Day — January 20, 2020

Fat Tuesday (Mardi Gras) — February 25, 2020

Good Friday — April 10, 2020

Memorial Day — May 25, 2020

II. STUDENT RESOURCES

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

myCSU Student Portal

The myCSU Student Portal is the gateway to the University. The portal provides students with access to their information and resources at any time. Some of the main features available to students include the ability to:

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

Academic Advising and Student Support Center

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

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

The role of the Student Support Specialist is to serve as point of contact for general student inquiries. Specialists are able to provide assistance with a wide range of questions related to CSU policies, courses, graduation, and

much more. Student Support Specialists are available to assist students via telephone, email, and chat. Working with the Academic Advising and Student Support Center will help keep students on track to timely degree completion.

Bookstore Operations

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

Career Services

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

Community and Alumni Relations

The mission of the Community and Alumni Relations department is to promote and foster connectivity with students and alumni while encouraging professional development and career success, instilling pride and loyalty in their alma mater, through innovative engagement. Community and Alumni Relations provides support through the following:

- Connecting with students in clubs and organizations
- Assisting with career goals
- Planning social networking events for students
- Building a network of ambassadors to represent the university

Continuing Education

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

CSU Library

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

Helpdesk Technical Support

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

Military Support Group

Our Military Support Group can answer any questions students may have before enrolling in courses at CSU. Every day, the support group interacts with military members, who are pursuing academic and professional goals. The Military Support Group regularly fields questions regarding Veterans Affairs, military discounts, course structure, and degree programs. It is important to our team that service members receive the proper support and respect as they move forward in completing their degrees.

Students who wish to speak to military support representatives may contact 800-977-8449 ext. 6533 or send an email to:
militarysupportgroup@columbiasouthern.edu.

Office of Disability Services

Consistent with the mandates of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, the mission of the Office of Disability Services is to ensure an accessible learning experience in which students with disabilities have equal opportunity for participation in all programs, services, and activities. Individuals with disabilities who need to request accommodations or report an accessibility concern should contact the Office of Disability Services at
disabilityservices@columbiasouthern.edu or 888-785-3005.

For more information, please visit
<https://www.columbiasouthern.edu/support-services/office-of-disability-services>.

Office of Financial Aid

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

Office of the Registrar

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

Office of Student Resolution and Conduct

The Office of Student Resolution and Conduct (OSRC) exists to assist students in resolving issues related to their student experience through advocacy, communication, and administrative support to effectively enrich the student's learning experience at the University while augmenting a positive learning environment.

The OSRC team supports the student body through administration of student appeals, student complaints, and academic integrity issues and coordinates student conduct processes which allows for a fair, unbiased assessment. For students who remain dissatisfied, mediation can be provided as well as advisement regarding formal and administrative options for complaint resolution.

For more information on what services are available through the Office of Student Resolution and Conduct, please contact studentresolution@columbiasouthern.edu or visit <https://www.columbiasouthern.edu/support-services/student-resolution>.

Student Accounts

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

Math and Writing Centers

The Math and Writing Centers provide services to students that will aid in their success throughout their academic careers. The Math and Writing Centers have resources readily available for students, regardless of the degree they are seeking. They provide the following services:

- Academic support in the area of math and writing via phone and email
- Academic assistance referrals of professors and students

- Learning styles and study skills development that will enhance learning
- Learning and instructional resources such as individualized recorded lessons and interactive tutorials covering math, writing, APA, and basic course concepts
- Individualized math or writing sessions utilizing interactive technology

III. ADMISSIONS

Admission Requirements Policy

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

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

UNDERGRADUATE PROGRAMS

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

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

Conditional admission allows applicants who have self-certified graduation from an approved high school program or the equivalent on the CSU application for admission to enroll in a program for 12 semester hours pending the receipt of required admission documents. To learn about other conditional admission statuses please refer to the LifePace Learning Conditional Provisional Admission and Conditional Probation Admission policies further below. Homeschooled students must demonstrate successful completion of homeschooling at the secondary level as defined by state law in which the high school credential is

earned. A detailed guide for meeting the CSU admission requirements is available in the [CSU Homeschooled Admission Guidelines](#).

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

MASTER'S PROGRAMS

Applicants for admission must:

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

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

DOCTOR OF BUSINESS ADMINISTRATION

Applicants for admission must:

- Complete an application, which includes, but not limited to, a valid phone number, email, physical address, and Social Security Number (SSN), if applicable

- Possess an accredited baccalaureate degree and a master's of business administration, or a business related master's degree from a post-secondary institution recognized by the U.S. Department of Education or equivalent
- Have two years of business related professional experience post baccalaureate; and
- Meet all [Admission Documentation Guidelines](#)

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

Other General Requirements

STUDENT IDENTITY VERIFICATION

CSU must establish the identity of the student who registers in distance education programs to assure it is the same student who participates in and completes courses and receives academic credit. Applicants are required during the admission process to submit a color image of a valid government-issued photo ID, such as a state driver's license, state identification card, or U.S. passport. CSU reserves the right to require additional sources of identity verification, such as the following:

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

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

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

LIFEPACE LEARNING CONDITIONAL PROVISIONAL ADMISSION

These programs are designed for adult students with commitments, obligations, and schedules that require additional flexibility beyond that offered in standard cohort online programs with weekly deadlines. Because of the additional flexibility, these programs are not eligible for FSA, and students must be disciplined and committed to a rigorous study schedule to ensure successful course completion with the ten weeks allotted.

All students enrolling in these programs for the first time at CSU are admitted conditionally and in a provisional academic status for twelve (12) semester hours in undergraduate programs and six (6) semester hours in graduate programs to demonstrate successful academic progress. Upon continuation in the program beyond this period, the student may be admitted unconditionally into the declared academic degree program if all other admission and document requirements are met. Students enrolled in the doctoral program are not eligible for this online enrollment option.

DENIAL/CONDITIONAL PROBATION ADMISSION DECISION AND APPEAL

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

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

[Admission Decision Appeal Form](#)

Technical Requirements

Curricula at CSU is delivered completely online using the Blackboard learning management system. CSU students must have access to the Internet and an appropriate individual (non-shared) e-mail account in order to complete a program of study at CSU. If personal Internet service is unavailable, you are encouraged to contact local libraries,

schools or a public business to locate access to the Internet. The course syllabus, study guide, and examinations are all provided within the online course.

COMPUTER REQUIREMENTS

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

Admission Status Policy

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

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

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

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

TEMPORARY STATUS ENROLLMENT

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

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

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

Before enrolling under "Temporary" status, the student should make certain he or she meets the CSU Admission Requirements of a High School transcript or GED for Undergraduate Programs and an accredited Bachelor Degree for Graduate Programs. CSU only accepts transfer credit from institutions accredited by agencies that are recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA) or, for non-U.S. institutions, an accepted foreign equivalent that is listed in the International Handbook of Universities.

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

Admission Process

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

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

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

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

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

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

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

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

The CSU Admissions Department contacts you to finalize your enrollment and schedule your first advising session with your academic advisor, who serves as your main point of contact throughout your degree program. If you are unable to speak with the Admissions Department, your advisor will reach out to you directly, or you can call 877-323-4471 to set an appointment. This initial advising

session is an opportunity for your academic advisor to learn about you and your individual situation and goals, and to develop your educational pathway that will enable you to attain these goals. During this session, you and your advisor will work together to develop a course of action for degree completion. Your advisor also provides you with important tips for success throughout your journey at CSU. This is an important step, so be looking for the call – your advisor is ready to help!

**Understanding Degree Requirements
DEGREE PROGRAM REQUIREMENTS**

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

Curricula listed in the current catalog and on the University website reflect current program requirements. Students already evaluated and/or enrolled in a degree program should refer to their Comprehensive Degree Report to determine specific degree requirements as established at the time of evaluation. The catalog and website may continue to be referenced for the purposes of finding available courses, course descriptions, and other pertinent academic and specific policy information. (The Student Handbook should also be referenced for additional policy information.)

CHANGE IN DEGREE PROGRAM REQUIREMENTS

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

When a student elects to change their degree program, the student will be required to satisfy the current degree program requirements as outlined in the effective catalog. Students are encouraged to contact their academic advisors with questions regarding degree requirements or their Comprehensive Degree Report.

Online Learning Options

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

LIFEPACE LEARNING

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

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

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

TERM

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

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

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

VETERANS FLEXIBLE ENROLLMENT

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

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

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

Students are only eligible to enroll in this option through utilization of VA educational benefits. Students not meeting this qualification may enroll in Term or LifePace Learning. *The DBA program is not available to students using Veterans Advantage. DBA is only available through the Term learning option.*

Requesting a Transcript

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

Transfer Credit Policy

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

MAXIMUM ALLOWABLE TRANSFER LIMITS Undergraduate Degrees

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

Master's Degree

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

Doctoral Degrees (DBA)

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

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

SOURCES OF TRANSFER CREDIT

Academic Credit

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

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

Professional Licenses, Certificates, and Training Programs

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

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

Credit by Examination

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

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

TRANSFER CREDIT DECISION APPEAL

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

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

Returning Students

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

Upon submission of the Re-Enrollment Application, submittal of official transcripts not previously received by the University is required. Students may opt to use the Transcript Request Service for assistance in obtaining official documents. Students re-admitted to the University are subject to the current University Catalog, including academic policies and program requirements. Once all documentation is received by the University, an applicant

evaluation report is issued to the student. Students who are in receipt of an applicant evaluation report may register for courses. Students should seek academic advisement prior to enrolling.

Returning Graduates

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

IV. TUITION & FEES

Tuition Rates

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

Education Level	Cost Per Credit Hour
Undergraduate	\$230.00
Graduate†	\$315.00
Doctoral	\$375.00

Rates are per credit hour. Most courses are three (3) credit hours. Tuition and fees are payable in U.S. funds. Tuition Rates are subject to change. For the most current tuition information, please visit <https://www.columbiasouthern.edu/tuition-financing/tuition-financing>.

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

CSU Learning Partners receive a tuition discount that is applied to the full tuition rate.

Student Fees

Fees are charged when services are rendered. Fees and shipping & handling charges are non-refundable and are subject to change.

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

Additional Fees

Fee	Amount
Bachelor to Associate Degree Request	\$100
Change of Concentration	\$25
Change of Program	\$35
CSU Official Transcript	\$15
Degree to Certificate Request	\$50
In-Program Re-Evaluation	\$25
Priority Evaluation	\$25
Registration Fee (<i>One-Time Fee</i>)**	20%
Remote Proctor Now	\$19
Replacement Diploma/Certificate	\$25
Return Check	\$25
Subsequent Evaluations	\$35
Term Late Enrollment	\$50
Commencement Ceremony <i>Includes four (4) guests</i>	\$145
Additional Guests	\$25/person

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

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

Proctoring Fees

Fee to utilize Remote Proctor Now will be paid to Software Secure. Additional fees may apply for students utilizing the standard proctoring option.

Rush/Ancillary Fees

Additional fees apply for rush services and are sometimes subject to carrier rates.

Incomplete Course Fees

LifePace Learning	Amount
15 day	\$25
30 day	\$50
60 day	\$100
Term and Veterans Flexible Enrollment	
30 day	\$50
60 day	\$100

Automatic Credit Card Payment Plan

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

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

To be eligible for this plan, the student must:

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

Corporate Billing

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

Military Educational Benefits

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

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

- [Military Tuition Assistance](#)
- [Veterans Affairs Benefits](#)
- [DANTES Tuition Assistance](#)
- [VA Flex Payment Plan](#)

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

Pay As You Learn

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

Types of Federal Student Aid Available

To be eligible for Federal Student Aid, students must be admitted to the university. Federal Student Aid (FSA) offers federal grant and loan programs administered by the U.S. Department of Education. CSU participates in the following grant and loan programs:

FEDERAL GRANT PROGRAM

- Pell Grants

FEDERAL DIRECT LOAN PROGRAM

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

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

<https://www.columbiasouthern.edu/tuition-financing/federal-student-aid>.

Enrollment Status Requirements

TERM PROGRAMS

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

	Undergraduate (Associate & Bachelor Programs)	Graduate (MS & MBA Programs)	Doctor of Business Administration (DBA)
Full-Time	6 credits +	3 credits +	2 credits +*
Half-Time	3 credits	N/A	1 credit

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

Tuition Refund Policy

LIFEPACE LEARNING, TERM, AND VETERANS FLEXIBLE ENROLLMENT

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

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

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

Table 1 – Percent Return

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

*Percent return is effective after the timeframe.

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

Table 2 – Institutional Charges

CSU Institutional Charge	Amount
Tuition (3-credit undergraduate course)	\$690
One-time Registration Fee – 20%	\$138

Table 3 – Sample Refund Calculation

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

CSU Institutional Charge	Eligible Refund
Tuition (3-credit undergraduate course)	\$690

One-time Registration Fee	(\$138)
Net Remaining Tuition	\$552
Refund Percentage	80%
Eligible Refund	\$552 * 80% = \$441.60

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

State of California, Student Tuition Recovery Fund (STRF)

If you are a California resident, please review the following disclosure. The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
(916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were

enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Textbook and Course Material Policy

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

effective material to ensure a positive learning experience for students.

PRINTED TEXTBOOKS

Book Grant

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

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

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

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

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

Note: Textbooks may be in new or used condition.

Loan-a-Book

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

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

- The student returns the textbook postmarked within 30 days to have the charge reversed
- The student plans to retake the same course in the next consecutive term or enrollment period and submits an enrollment within 30 days. Students

enrolled in the Term or Veterans Flexible Enrollment learning option should return the textbook if the course is not available in the next consecutive term

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

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

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

Note: Textbooks may be in new or used condition.

eTextbooks

An eTextbook is an interactive, electronic version of the course textbook that can be accessed and downloaded on the course start date. eTextbooks are provided at no cost. Digitally stored eTextbooks may contain audio, video, and animations that enhance the student learning experience. A clickable table of contents allows students to quickly navigate to the desired page(s), highlight, and take notes directly within the eTextbook.

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

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

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

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

INTEGRATED LEARNING RESOURCES (ILR)

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

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

V. FINANCIAL ASSISTANCE

Types of Federal Student Aid Available

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

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

FEDERAL GRANT PROGRAMS

- Pell Grant

FEDERAL DIRECT LOAN PROGRAM

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

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

<https://www.columbiasouthern.edu/tuition-financing/federal-student-aid>.

Leave of Absence Policy

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

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

Important facts concerning a LOA:

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

MILITARY/SPECIAL SERVICES LEAVE OF ABSENCE PROVISION

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

A student should contact his or her Academic Advisor and the Office of Financial Aid to discuss potential academic

and financial implications prior to taking a LOA from his or her academic program.

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

Tuition Assistance/DANTES

Tuition assistance is available to active duty, active Guard/Reserve, and military and civilian personnel of the Army National Guard through the Defense Activity for Non-Traditional Education Support (DANTES). Tuition assistance covers the majority of tuition costs for most active duty service members. Each branch of service has established an annual cap for tuition assistance.

Check with your installation education center for more information concerning how to apply for tuition assistance. Reserve component members are also eligible for tuition assistance under this policy. However, each service component has established specific guidelines, limits, and policies for its 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 the website at <http://www.dantes.doded.mil>.

VA Benefits

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

MOST COMMONLY REQUIRED FORMS

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

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

GoArmyEd

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

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

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

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

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

FINANCIAL ASSISTANCE

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

Scholarships

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

Several scholarships are available such as:

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

Students should complete the online application for the scholarship he or she wishes to be considered for. Applying does not guarantee that a scholarship will be awarded.

Scholarships have varying deadlines and application requirements. Actual award criteria are established annually based on the availability of scholarship funds. For detailed information concerning CSU Scholarships visit

<http://www.columbiasouthern.edu/Tuition-Financing/Scholarships>.

CSU PARTNER SCHOLARSHIPS

Detailed information concerning CSU Partner Scholarships can be found at: [http://www.columbiasouthern.edu/](http://www.columbiasouthern.edu/Community/Partnerships/Scholarships)

[Community/Partnerships/Scholarships](http://www.columbiasouthern.edu/Community/Partnerships/Scholarships)

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

VI. ACADEMIC INFORMATION

Academic Year

The federal student academic year is defined as at least 30 weeks of instructional time. Within the weeks of the academic year, a full-time student is expected to complete at least 24 semester hours. The CSU academic year, for Pell purposes, is 36 weeks, during which a full-time student completes 24 semester hours. CSU uses the following determination to calculate grade level for loan purposes:

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

Degree Programs and Certificates

COLLEGE OF ARTS AND SCIENCES

» Associate of Arts in General Studies

Note: AA, General Studies degree is not eligible for Federal Student Aid.

» Bachelor of Science in Psychology

COLLEGE OF BUSINESS

» Associate of Science in Business

» Associate of Science in Health Information Science *Concentrations in*

- » Track I, Medical Coding Emphasis
- » Track II, General Curriculum Emphasis

» Bachelor of Science in Business Administration *Concentrations in*

- » General
- » Finance
- » Hospitality and Tourism
- » Human Resource Management
- » Information Technology
- » International Management
- » Management
- » Marketing

- » Project Management
- » Sport Management

» Bachelor of Science in Health Care Administration *Concentration in*

- » Emergency Medical Services Management

» Bachelor of Science in Human Resource Management

» Bachelor of Science in Organizational Leadership

» Master of Business Administration *Concentrations in*

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

» Master of Science in Organizational Leadership

» Master of Public Administration *Concentrations in*

- » General
- » Criminal Justice Administration
- » Emergency Services Management

» Master of Public Health *Concentrations in*

- » General
- » Community Health Education

» Doctor of Business Administration

- » Dissertation Option 1, Theoretical-Based Study
- » Dissertation Option 2, Project-Based Study

Certificate Options

Certificates are not eligible for Federal Student Aid.

» Undergraduate

- » Finance

- » Hospitality and Tourism
- » Human Resource Management
- » International Management
- » Management
- » Marketing
- » Project Management
- » Sport Management

» **Graduate**

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

COLLEGE OF SAFETY AND EMERGENCY SERVICES

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

» **Master of Science in Occupational Safety and Health**
Concentrations in

- » General
- » Environmental Management

Certificate Options

Certificates are not eligible for Federal Student Aid.

» **Undergraduate**

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

» **Graduate**

- » Environmental Management
- » Occupational Safety and Health

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

Courses

COURSE ENROLLMENT

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

COURSE STRUCTURE

CSU courses are developed by faculty and delivered to students through the Blackboard online learning management system. Students initiate access to their courses by entering an assigned individual user names and passwords. Entrance to the course automatically brings the student to the announcement page that contains important information from the professor. Courses contain

a variety of educational components that support the learning outcomes and successful completion of the course material. In addition to the syllabus, typical instruction, and assignments, students are provided with resources and materials pertaining to course and exam expectations.

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

COURSE PROFESSORS

Each course is taught by a qualified faculty member. The student should direct all course and grade related questions to the course professor. From the navigation menu, students can access their professors' names and contact information. The preferred contact method for all CSU faculty is email. All other questions can be directed to the CSU Student Services Department at students@columbiasouthern.edu.

Student Services works with students to identify their needs and collaborate with other departments as needed to provide solutions. This process provides a more convenient method of communication to allow flexibility of individuals' schedules.

COURSE SEQUENCE

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

EXAMINATIONS AND GRADES

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

scale is used to determine final course grades, which are recorded on the CSU transcript unless noted:

Grading	Quality Points per Credit Hour	
A	90-100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	59-0	0.00
W	Withdrawn	0.00
W/F	Withdraw/Fail	0.00
I	Incomplete	0.00
IP	In Progress	0.00
R	Retake	0.00
*DN	Dropped for Non-Attendance	0.00
DP	Dropped from Course	0.00
*DC	Institutional Drop	0.00

**Not recorded on the CSU transcript.*

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

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

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

Academic Integrity

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

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

Institutional Academic Progress Policy

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

- Good Standing
- Academic Probation
- Academic Suspension

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

GOOD STANDING (ACTIVE)

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

ACADEMIC PROBATION

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

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

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

If the GPA for the probationary period is 2.5 or higher for undergraduates or 3.5 or higher for graduates, but the

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

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

ACADEMIC SUSPENSION

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

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

Students who enroll in other colleges or universities while on academic suspension from CSU are not eligible for reinstatement to CSU until the cumulative grade point average from these other colleges and universities is 2.0 or higher for undergraduate or 3.0 or higher for graduate. Once reinstated, the student returns to probational status for a period of 12 semester hours. The student is expected to demonstrate academic progress while on probation.

ACADEMIC DISMISSAL

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

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

Inactive Status

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

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

Graduation Requirements Policy

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

UNDERGRADUATE REQUIREMENTS

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

GRADUATE REQUIREMENTS

Students enrolled in a master's program must complete a minimum of 36 semester hours. At least 50 percent of the courses that comprise the program must be completed with CSU, which is 18 semester hours (6 courses). Grades below a "C" are not considered passing in the graduate program, consequently, students may be required to repeat a course in which a "C" is earned if this grade results in a substandard cumulative GPA.

GRADUATION WITH HONORS

Students enrolled in baccalaureate degree programs who achieve high level of academic achievement may qualify for

honors if certain criteria is met. Honors are noted both on the students' diplomas and transcripts.

TYPES OF HONORS

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

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

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

QUALIFYING FOR HONORS

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

LETTER OF PENDING GRADUATION

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

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

Petition for Graduation

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

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

Refer to the [Student Handbook](#) for a list of degree conferral dates.

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

Diploma

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

Commencement Ceremony

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

Requesting a Transcript

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

Academic Program Improvement Policy

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

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

TEACH-OUT PLAN

The purpose of a teach-out plan is to provide eligible students who are enrolled in CSU programs scheduled for discontinuation the opportunity to complete the program before it is no longer available for enrollment registration. When a program is discontinued, a teach-out plan is administered to ensure eligible students receive the information and support services needed to complete the program within the established parameters of the teach-out plan. Eligible students are those who are actively enrolled or registered in the program scheduled for discontinuation.

The Office of the Registrar will notify students via email who are actively enrolled or registered in the program and include a reasonable registration schedule that will allow students to complete the program requirements before the program is no longer available for enrollment registration. This notification will include active students who may need to repeat program requirements. Students who are readmitted will be required to choose a different program upon readmission. Students who do not respond to the teach-out notification may be required to change programs once the program is discontinued.

VII. COLLEGE OF ARTS & SCIENCES

General Education

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

GENERAL EDUCATION COMPETENCIES

Communication

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

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

Critical Thinking

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

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

Information Literacy and Technology

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

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

Mathematics and Science

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

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

Social and Cultural Awareness

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

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

GENERAL EDUCATION CURRICULUM

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

Be sure to visit

<http://www.columbiasouthern.edu/Degree/GS-Courses>

for the most current list of available courses.

Course	Title	Semester Hours
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Humanities and Fine Arts

AL 2000	American Literature I	3
AL 2010	American Literature II	3
ART 1301	Art Appreciation I	3
ART 1302	Art Appreciation II	3
PHL 1010	Critical Thinking	3
PHL 2350	Philosophies of World Religions	3
SP 1010	Fundamentals of Speech Communication	3

Social and Behavioral Sciences

BBA 2401	Principles of Macroeconomics	3
BBA 2501	Principles of Microeconomics	3
PS 1010	American Government	3
PS 2000	Introduction to Political Science	3
PS 2010	American State and Local Politics	3
PSY 1010	General Psychology	3
SOC 1010	Introduction to Sociology	3
SOC 2010	Cultural Geography	3

Natural Sciences

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

Mathematics

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

History

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

English Composition

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

ASSOCIATE OF ARTS IN GENERAL STUDIES

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

Total Program Requirements	60
General Education Requirements	36
Electives	24

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

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

1. Apply the methods of specific quantitative and qualitative disciplines to the analysis of problems, information, and interpretation.
2. Analyze the individual’s role in different communities, including local, national, and global communities.
3. Communicate in genre appropriate to purpose and audience.
4. Evaluate evidence to construct creative and well-reasoned arguments or problem-solving strategies.

GENERAL EDUCATION REQUIREMENTS 36

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

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

ELECTIVES 24

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

BACHELOR OF SCIENCE IN PSYCHOLOGY

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

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

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

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

GENERAL EDUCATION REQUIREMENTS 36

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

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

MAJOR REQUIREMENTS 33

Major Requirements—Group A 18

Course	Title	Semester Hours
EH 3341	Technical Writing	3
PSY 1010	General Psychology	3
PSY 2010	Abnormal Psychology	3
PSY 3019	History and Systems of Psychology	3

PSY 3350	Theories of Personality	3
PSY 4501	Research Methods in Psychology	3

Major Requirements—Group B 6

Social, Cognitive, Developmental, and Experimental Psychology

Select 2 courses from the following.

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

Major Requirements—Group C..... 9

Applied Psychology

Select 3 courses from the following.

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

ELECTIVES 51

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

Students must take into consideration the 36-semester hour, upper-division requirement (3000-4000 level) when selecting courses. Each student is encouraged to speak with his or her Academic Advisor for more information.

Students Seeking Entrance into a Future Master’s Program

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

In order to ensure that the CSU degree program will qualify for entrance into the desired graduate program, CSU recommends consultation with any institutions in which a student may desire to transfer as well as a review of its

state requirements. To determine the best option, each student is encouraged to speak with his or her Academic Advisor.

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

Course	Title	Semester Hours
MAT 2301	Elementary Statistics	3
MAT 2302	Pre-Calculus	3

VIII. COLLEGE OF BUSINESS

ASSOCIATE OF SCIENCE IN BUSINESS

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

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

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

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

GENERAL EDUCATION REQUIREMENTS 21

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

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

MAJOR REQUIREMENTS 18

Select 6 courses from the following.

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

ELECTIVES 21

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

ASSOCIATE OF SCIENCE IN HEALTH INFORMATION SCIENCE

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

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

with sensitive healthcare information in an increasingly complex digital environment.

GENERAL EDUCATION REQUIREMENTS 21

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

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

MAJOR REQUIREMENTS 18

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

TRACK 21

Students must select one of the following tracks.

Track I – Medical Coding Emphasis

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

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

1. Perform insurance reimbursement tasks.
2. Code diagnoses and medical procedures using coding standards and guidelines.
3. Manage health information and medical claims.
4. Apply ethical standards used to safeguard protected health information.

Track I Requirements

Course	Title	Semester Hours
HTH 1305	Pharmacology	3
HTH 1306	Introduction to Health Care Statistics	3
HTH 2303	Pathophysiology	3
HTH 2307	ICD-10-CM	3
HTH 2308	Introduction to ICD-10-PCS	3

HTH 2309	Reimbursement Methodologies	3
HTH 2310	Introduction to Current Procedural Terminology	3

Track II – General Curriculum Emphasis

Designed for students to meet their specific educational goals and enhance their career opportunities by preparing students to become skilled healthcare paraprofessionals who work with sensitive healthcare information in an increasingly complex digital environment.

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

1. Apply ethical standards to working with health information.
2. Apply health information management technology best practices to the collection, maintenance, and transfer of medical records.
3. Conduct an information technology needs assessment of a healthcare organizational unit.
4. Execute the appropriate compliance and administrative standards in health information systems management.

Track II Requirements

To satisfy the general curriculum track requirements, students may select any courses not used to meet other program requirements. Each student is encouraged to speak with his or her Academic Advisor for more information.

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

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

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

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

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

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

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

GENERAL EDUCATION REQUIREMENTS 36

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

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

MAJOR REQUIREMENTS 36

Major Requirements—Group A 30

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

Major Requirements—Group B 6

The two courses listed below are recommended to satisfy the Group B Major Requirements for this degree program. Students may choose to work with an Academic Advisor to select two other eligible upper-level (3000-4000) courses that have not already been used to satisfy other requirements.

Course	Title	Semester Hours
BBA 3602	Principles of Management	3
BBA 3826	Managerial Decision Making	3

ELECTIVES 36

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

Students must take into consideration the 36-semester hour, upper-division requirement (3000-4000 level) when selecting courses. Each student is encouraged to speak with his or her Academic Advisor for more information.

CONCENTRATION 12

A concentration is a defined program of study that enables students to specialize in a related area in addition to a major area of study. Concentrations require a minimum of 12 semester hours and are recorded on the student’s transcript. In addition, the concentration completed by the student is listed on the graduation diploma. For example, if a student completes a marketing concentration, the diploma would indicate that he or she earned a Bachelor of Science in Business Administration with a concentration in Marketing.

The following concentrations are available for this degree.

General Concentration 12

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

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

Finance Concentration 12

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

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

1. Summarize the collaboration between financial institutions and individual businesses.

Select 4 courses from the following.

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

Hospitality and Tourism Concentration..... 12

This concentration is designed for individuals seeking entry into the hospitality and tourism industry and professionals currently in the hospitality and tourism industry who are seeking to enhance their skills and ability to advance into supervisory or management positions.

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

1. Apply best practices to hospitality management functions.
2. Apply best practices to tourism management functions.

Select 4 courses from the following.

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

Human Resource Management Concentration..... 12

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

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

1. Utilize human resource management best practices to evaluate staff performance according to job descriptions.

Select 4 courses from the following.

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

Information Technology Concentration 12

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

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

1. Apply basic functions of software applications.

Select 4 courses from the following.

Course	Title	Semester Hours
ITC 3001	Personal Computer Fundamentals	3
ITC 3450	Introduction to Data Communications	3
ITC 4010	System Analysis and Design	3
ITC 4150	Database Design and Implementation	3
ITC 4210	Programming Concepts and Problem Solving I	3
ITC 4230	Programming Concepts and Problem Solving II	3
ITC 4310	Web Design and Development	3

International Management Concentration 12

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

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

1. Analyze ethics and social responsibility in response to global management problems.

Select 4 courses from the following.

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

Management Concentration 12

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

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

1. Evaluate the decision-making process from a managerial perspective.

Select 4 courses from the following.

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

Marketing Concentration 12

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

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

1. Predict outcomes of marketplace research used in strategic planning.

Select 4 courses from the following.

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

Project Management Concentration 12

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

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

1. Analyze and plan for project constraints.
2. Recommend measures to prevent project risk.

Select 4 courses from the following.

Course	Title	Semester Hours
BBA 2026	Organizational Communication	3
BBA 2926	Introduction to Project Management	3
BBA 3626	Project Management Overview	3
BBA 3826	Managerial Decision Making	3
BBA 4126	Project Planning	3
BBA 4226	Risk Management	3
BBA 4326	Procurement and Contract Management	3

Sport Management Concentration 12

Provides students with the skills and knowledge necessary to succeed in sport management. Career opportunities include sport facilities managers, sport information directors, sport front office administrators, and sport communication relations directors.

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

1. Evaluate effective management and leadership practices related to the sport industry.

Select 4 courses from the following.

Course	Title	Semester Hours
BSM 2701	Sociology of Sport	3
BSM 2801	Sport Marketing	3
BSM 4001	Sport Facilities	3
BSM 4101	Sport Administration	3

BACHELOR OF SCIENCE IN HEALTH CARE ADMINISTRATION

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

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

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

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

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

GENERAL EDUCATION REQUIREMENTS 36

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

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

MAJOR REQUIREMENTS..... 36

Major Requirements—Group A 30

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

Major Requirements—Group B 6

The two courses listed below are recommended to satisfy the Group B Major Requirements for this degree program. Students may choose to work with an Academic Advisor to select two other eligible upper-level (3000-4000) courses that have not already been used to satisfy other requirements.

BBA 3651	Leadership	3
BHA 3202	Standards for Health Care Staff	3

ELECTIVES36-48

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

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

CONCENTRATION 12

Emergency Medical Services (EMS) Management Concentration..... 12

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

Students who complete this concentration should be able to pursue leadership roles in professions aligned to health care. The curricula and coursework are clearly defined and

challenging, focusing on principles of management, emergency response operations, and the planning and preparedness of emergency situations. Courses in this program encompass emergency management and preparedness, public health, public safety, injury prevention, legal, political and regulatory issues, and public health emergencies.

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

1. Examine current issues affecting EMS systems within communities.
2. Evaluate legal issues relative to EMS providers and organizations.

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

BACHELOR OF SCIENCE IN HUMAN RESOURCE MANAGEMENT

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

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

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

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

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

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

GENERAL EDUCATION REQUIREMENTS 36
Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements in each area below.

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

MAJOR REQUIREMENTS 36
Major Requirements—Group A 30

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

Major Requirements—Group B 6

The two courses listed below are recommended to satisfy the Group B Major Requirements for this degree program. Students may choose to work with an Academic Advisor to select two other eligible upper-level (3000-4000) courses that have not already been used to satisfy other requirements.

BHR 3551	Human Relations and Development	3
BHR 4501	International Human Resource Management	3

ELECTIVES 48
Students may select electives from courses not used to meet other requirements.

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

BACHELOR OF SCIENCE IN ORGANIZATIONAL LEADERSHIP

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

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

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

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

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

GENERAL EDUCATION REQUIREMENTS 36

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

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

MAJOR REQUIREMENTS 36

Major Requirements—Group A 30

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

Major Requirements—Group B 6

The two courses listed below are recommended to satisfy the Group B Major Requirements for this degree program. Students may choose to work with an Academic Advisor to select two other eligible upper-level (3000-4000) courses that have not already been used to satisfy other requirements.

BBA 3201	Principles of Marketing	3
BBA 3651	Leadership	3

ELECTIVES 48

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

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

MASTER OF BUSINESS ADMINISTRATION

Total Program Requirements	36
Major Requirements	24
Concentration	12

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

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

and theories aligned with organizational operations and business structures.

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

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

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

MAJOR REQUIREMENTS..... 24

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

CONCENTRATION 12

A concentration is a defined program of study that enables students to specialize in a related area in addition to a major area of study. Concentrations require a minimum of 12 semester hours and are recorded on the student’s transcript. In addition, the concentration completed by the student is listed on the graduation diploma. For example, if a student completes a marketing concentration, the diploma would indicate that he or she earned a Master of Business Administration with a concentration in Marketing.

The following concentrations are available for this degree.

General Concentration..... 12

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

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

Finance Concentration 12

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

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

1. Evaluate the financial health of a business.

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

Health Care Management Concentration..... 12

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

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

1. Analyze policies influencing health care programs.

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

Human Resource Management Concentration..... 12

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

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

1. Analyze trends in human resource training and development.

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

Marketing Concentration..... 12

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

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

1. Contrast different organizational forms that apply to different marketing strategies.
2. Apply different marketing strategies to fit organizational goals.

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

Project Management Concentration..... 12

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

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

1. Apply strategic techniques to develop effective products and systems.
2. Apply various project-planning techniques.

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

Public Administration Concentration 12

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

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

1. Develop public policy implementation strategies.

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

MASTER OF SCIENCE IN ORGANIZATIONAL LEADERSHIP

Total Program Requirements	36
Major Requirements	30
Electives	6

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

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

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

1. Analyze the impact of critical issues and emerging theories in leadership on the role of leadership in organizational performance.
2. Examine methods that foster employee motivation and morale in an environment affected by organizational change.
3. Analyze processes utilized to control and manage organizations.

- Evaluate legal aspects and communication strategies associated with leading a diverse workplace.

MAJOR REQUIREMENTS..... 30

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

ELECTIVES 6

Students may select electives from courses not used to meet other requirements. Each student is encouraged to speak with his or her Academic Advisor for more information.

MASTER OF PUBLIC ADMINISTRATION (MPA)

Total Program Requirements	36
Major Requirements	24
Concentration	12

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

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

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

MAJOR REQUIREMENTS..... 24

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

CONCENTRATION 12

A concentration is a defined program of study that enables students to specialize in a related area in addition to a major area of study. Concentrations require a minimum of 12 semester hours and are recorded on the student’s transcript. In addition, the concentration completed by the student is listed on the graduation diploma. For example, if a student completes an emergency services management concentration, the diploma would indicate that he or she earned a Master of Public Administration with a concentration in Emergency Services Management.

The following concentrations are available for this degree.

General Concentration..... 12

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

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

Criminal Justice Administration Concentration..... 12

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

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

- Explain how criminal justice theories and technologies affect the commission and solution of crime.
- Evaluate criminal justice strategies, policies, and procedures to determine best practices.

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

Emergency Services Management Concentration..... 12

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

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

1. Analyze the theoretical and practical concepts surrounding the disaster cycle within the emergency services field.

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

MASTER OF PUBLIC HEALTH (MPH)

Total Program Requirements	36
Major Requirements	24
Concentration	12

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

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

1. Analyze the etiology of major health problems in populations that affect the development and implementation public health programs.

2. Analyze factors that influence lifestyle choices and impact public health.
3. Interpret the statistical significance of epidemiological reports in public health studies.
4. Evaluate the impact of external affairs on health policy.

MAJOR REQUIREMENTS..... 24

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

CONCENTRATION 12

A concentration is a defined program of study that enables students to specialize in a related area in addition to a major area of study. Concentrations require a minimum of 12 semester hours and are recorded on the student’s transcript. In addition, the concentration completed by the student is listed on the graduation diploma. For example, if a student completes a community health education concentration, the diploma would indicate that he or she earned a Master of Public Health with a concentration in Community Health Education.

General Concentration..... 12

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

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

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

Community Health Education Concentration..... 12

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

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

1. Apply community health frameworks and policies to educate communities on behavioral changes that support health and wellness.
2. Create community health interventions that improve community health and reduce health disparities.

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

DOCTOR OF BUSINESS ADMINISTRATION

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

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

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

DOCTORAL DISSERTATION

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

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

MAJOR REQUIREMENTS

Course	Title	Semester Hours
DBA 7000	Doctoral Student Orientation	1
DBA 7035	Business, Government and Society	3
DBA 7180	Managerial Economics and Business Theory	3
DBA 7240	Doctoral Writing and Inquiry into Research	3
DBA 7310	Statistics for Business Decisions and Research	3
DBA 7420	Organizational Behavior and Comparative Management	3
DBA 7553	Human Resource Management	3
DBA 7632	Business Ethics and Corporate Responsibility	3
DBA 8149	Business Research Methods	3
DBA 8230	Marketing Research and Competitive Strategy	3
DBA 8341	Corporate Finance	3
DBA 8475	Operations and Supply Chain Management	3
DBA 8552	Management Accounting and Control Systems	3
DBA 8671	Technology and Innovation Management	3
DBA 8710	International Business and Global Strategy	3
DBA 8758	Negotiations and Business Strategy	3
DBA 9101	Comprehensive Examination	2

Option 1: Theoretical-Based Study

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

Option 2: Research Project-Based Study

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

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

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

Please refer to the [Student Handbook](#) for DBA Policies.

COLLEGE OF BUSINESS CERTIFICATES

A certificate is an educational program of study in a specific discipline created for those interested in expanding skills and knowledge for personal and/or professional development. Certificates are credit-based and taught by qualified faculty members. Certificates align with existing curricula and are offered at the undergraduate and graduate level. Certificates require a minimum of 12 semester hours and are recorded on the student’s transcript.

Note: Certificates are not eligible for Federal Student Aid.

UNDERGRADUATE CERTIFICATE OPTIONS

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

Finance Certificate..... 12

Designed to give students a basic understanding of financial theory and applications.

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

1. Apply financial theories to practical situations.

Select 4 courses from the following.

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

Hospitality and Tourism Certificate 12

Designed to give students a foundational knowledge of the tourism industry.

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

1. Examine best practices to support trends within the hospitality and tourism industry.

Select 4 courses from the following.

Course	Title	Semester Hours
BHM 3010	Introduction to Hospitality	3

BHM 3020	Introduction to Tourism	3
BHM 4100	Facilities Management and Design in Hospitality and Tourism	3
BHM 4300	Legal Aspects of Hospitality and Tourism	3
BHM 4400	Resort Management and Operation	3

Human Resource Management Certificate..... 12

Designed to give students the information necessary to understand the human resources industry.

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

1. Utilize human resource concepts to develop solutions within an organization.

Select 4 courses from the following.

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

International Management Certificate 12

Provides students with an understanding of global management issues.

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

1. Analyze management-related issues in response to global management problems.

Select 4 courses from the following.

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

Management Certificate 12

Gives students a broad foundation of business communications and project production in the field of management studies.

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

1. Apply foundational management principles to decision-making and product production.

Select 4 courses from the following.

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

Marketing Certificate 12

Develops the knowledge, analytical/research abilities, and strategic marketing skill set to excel in the marketing industry.

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

1. Develop marketing campaigns based upon organizational needs.

Select 4 courses from the following.

Course	Title	Semester Hours
ITC 4310	Web Design and Development	3
MAR 2251	Internet Marketing Principles	3
MAR 3211	Consumer Behavior	3
MAR 3231	Marketing Research	3
MAR 3271	Advertising	3

Project Management Certificate 12

Gives students the tools needed to integrate complex projects and achieve cost-effective results.

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

1. Evaluate the key objectives of project management.
2. Use project management tools to make decisions and plan projects.

Select 4 courses from the following.

Course	Title	Semester Hours
BBA 2026	Organizational Communication	3
BBA 2926	Introduction to Project Management	3
BBA 3626	Project Management Overview	3

BBA 3826	Managerial Decision Making	3
BBA 4126	Project Planning	3
BBA 4226	Risk Management	3
BBA 4326	Procurement and Contract Management	3

Sport Management Certificate 12

Develops skills and knowledge necessary to succeed in sport management.

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

1. Evaluate sport management theory and best practices within a sport organization.

Select 4 courses from the following.

Course	Title	Semester Hours
BSM 2701	Sociology of Sport	3
BSM 2801	Sport Marketing	3
BSM 4001	Sport Facilities	3
BSM 4101	Sport Administration	3

GRADUATE CERTIFICATE OPTIONS

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

Finance Certificate 12

Designed to give students a basic understanding of finance functions.

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

1. Apply financial concepts to decision-making in domestic and international organizations.

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

Health Care Management Certificate 12

Explores healthcare delivery in the United States.

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

1. Analyze legal issues in healthcare delivery
2. Evaluate managerial, organizational, and leadership concepts that impact healthcare managers.

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

Human Resource Management Certificate 12

Prepares students for management-level positions in the field of human resources.

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

1. Analyze trends in human resources training and development.

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

Marketing Certificate 12

Develops the research and strategic skills needed to excel in the marketing industry.

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

1. Utilize basic research designs to develop marketing strategies.

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

Project Management Certificate 12

Gives students the tools needed to develop strategies and manage complex projects.

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

1. Analyze the fundamentals of developing an effective project management team.
2. Lead projects that achieve organizational goals using project management tools.

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

Public Administration Certificate 12

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

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

1. Apply public theory policies to help solve public issues.

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

IX. COLLEGE OF SAFETY & EMERGENCY SERVICES

ASSOCIATE OF SCIENCE IN CRIMINAL JUSTICE

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

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

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

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

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

GENERAL EDUCATION REQUIREMENTS 21
Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements in each area below.

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

MAJOR REQUIREMENTS..... 18

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

ELECTIVES 21
Students may select electives from courses not used to meet other requirements.

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

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

ASSOCIATE OF SCIENCE IN FIRE SCIENCE

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

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

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

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

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

GENERAL EDUCATION REQUIREMENTS 21

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

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

MAJOR REQUIREMENTS..... 18

Course	Title	Semester Hours
FIR 2301	Principles of Fire and Emergency Services	3

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

ELECTIVES 21

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

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

ASSOCIATE OF SCIENCE IN OCCUPATIONAL SAFETY AND HEALTH

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

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

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

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

GENERAL EDUCATION REQUIREMENTS 21

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

Humanities and Fine Arts6
 Social and Behavioral Sciences / History3
 Natural Sciences6
 Mathematics3
 English Composition3

MAJOR REQUIREMENTS 18

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

ELECTIVES 21

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

BACHELOR OF SCIENCE IN CRIMINAL JUSTICE ADMINISTRATION

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

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

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

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

GENERAL EDUCATION REQUIREMENTS 36

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

Humanities and Fine Arts6
 Social and Behavioral Sciences9
 Natural Sciences6
 Mathematics3
 History6
 English Composition6

MAJOR REQUIREMENTS 36

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

ELECTIVES36-48

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

Students must take into consideration the 36-semester hour, upper-division requirement (3000-4000 level) when selecting courses. Each student is encouraged to speak with his or her Academic Advisor for more information.

CONCENTRATION 12

A concentration is a defined program of study that enables students to specialize in a related area in addition to a major area of study. Concentrations require a minimum of 12 semester hours and are recorded on the student’s transcript. In addition, the concentration completed by the student is listed on the graduation diploma. For example, if a student completes an arson investigation concentration, the diploma would indicate that he or she earned a Bachelor of Science in Criminal Justice Administration with a concentration in Arson Investigation.

Arson Investigation Concentration 12

Provides the academic foundation for technical and scientific skills required of highly-qualified investigators. Students acquire knowledge and experience from expert field practitioners on a variety of topics and skills in forensics, evidence collection, analysis, and fire behavior. Students who complete this concentration should be equipped to meet the requirements and demands of the fire investigation field.

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

1. Examine the chemistry of combustion and physical properties of fuel.
2. Analyze arson as a crime.

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

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

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

BACHELOR OF SCIENCE IN EMERGENCY MEDICAL SERVICES ADMINISTRATION

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

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

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

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

GENERAL EDUCATION REQUIREMENTS 36

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

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

MAJOR REQUIREMENTS 36

Course	Title	Semester Hours
EMS 3302	EMS Planning and Development	3
EMS 3303	EMS Operations and Personnel Management	3

EMS 3304 Foundations in EMS Education 3
 EMS 3305 Risk Management Practices in EMS 3
 EMS 3306 Emergency Medical Communications 3
 EMS 4301 Finance of EMS Systems 3
 EMS 4302 Leadership in EMS Systems 3
 EMS 4303 Legal, Political and Regulatory Environment of EMS 3
 EMS 4304 Community Risk Reduction in EMS 3
 EMS 4305 EMS Public Information and Community Relations 3
 EMS 4306 EMS Roles During Emergencies and Disasters 3
 EMS 4320 EMS System Design 3

ELECTIVES 48
 Students may select electives from courses not used to meet other requirements.

Students must take into consideration the 36-semester hour, upper-division requirement (3000-4000 level) when selecting courses. Each student is encouraged to speak with his or her Academic Advisor for more information.

BACHELOR OF SCIENCE IN ENVIRONMENTAL MANAGEMENT

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

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

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

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

GENERAL EDUCATION REQUIREMENTS 36
 Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements in each area below.

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

MAJOR REQUIREMENTS 36
Major Requirements—Group A 30

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

Major Requirements—Group B 6

The two courses listed below are recommended to satisfy the Group B Major Requirements for this degree program. Students may choose to work with an academic advisor to select two other eligible upper-level (3000-4000) courses that have not already been used to satisfy other requirements.

BOS 3001	Fundamentals of Occupational and Health	3
BOS 4010	Safety Supervisor	3

ELECTIVES 48
 Students may select electives from courses not used to meet other requirements.

Students must take into consideration the 36-semester hour, upper-division requirement (3000-4000 level) when selecting courses. Each student is encouraged to speak with his or her Academic Advisor for more information.

BACHELOR OF SCIENCE IN FIRE ADMINISTRATION

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

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

This program of study is recognized by the Fire and Emergency Services Higher Education (FESHE) through the U. S. Fire Administration’s National Fire Academy (NFA). Upon completion of the program, students should be able to do the following:

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

GENERAL EDUCATION REQUIREMENTS 36

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

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

MAJOR REQUIREMENTS..... 36

Course	Title	Semester Hours
FIR 2301	Principles of Fire and Emergency Services	3

FIR 2302	Principles of Fire and Emergency Services Safety and Survival	3
FIR 3301	Fire Behavior and Combustion	3
FIR 3302	Building Construction for Fire Protection	3
FIR 3303	Introduction to Fire Prevention	3
FIR 3305	Fire Protection Structures and Systems	3
FIR 3306	Fire Prevention Organization and 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	3
FIR 4308	Applications in Fire Research	3

ELECTIVES36-48

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

Students must take into consideration the 36-semester hour, upper-division requirement (3000-4000 level) when selecting courses. Each student is encouraged to speak with his or her Academic Advisor for more information.

CONCENTRATION 12

A concentration is a defined program of study that enables students to specialize in a related area in addition to a major area of study. Concentrations require a minimum of 12 semester hours and are recorded on the student’s transcript. In addition, the concentration completed by the student is listed on the graduation diploma. For example, if a student completes a fire investigation concentration, the diploma would indicate that he or she earned a Bachelor of Science in Fire Administration with a concentration in Fire Investigation.

Fire Investigation Concentration 12

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

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

1. Examine the chemistry of combustion and physical properties of fuel.
2. Analyze arson as a crime.

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

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

BACHELOR OF SCIENCE IN HOMELAND SECURITY

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

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

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

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

1. Analyze the historical impact of terrorism.
2. Assess Weapons of Mass Destruction (WMD) counterterrorism strategies.
3. Develop homeland security methodologies.

4. Prescribe tactical response options that align with available resources to determine jurisdictional procedures.

GENERAL EDUCATION REQUIREMENTS 36
Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements in each area below.

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

MAJOR REQUIREMENTS..... 36

Course	Title	Semester Hours
BCJ 2000	Introduction to Criminal Justice	3
HLS 4302	Cyber Security Management	3
HLS 4303	Critical Infrastructure Protection	3
HLS 2301	Introduction to Terrorism	3
HLS 3301	Weapons of Mass Destruction	3
HLS 3302	American Homeland Security	3
HLS 3303	Terrorism Response Operations	3
HLS 3304	Ethical and Legal Issues in HLS	3
HLS 3305	Disaster Planning and Management	3
HLS 3306	Homeland Security Technology	3
HLS 4301	Preparedness and Response Partners	3
HLS 4320	Homeland Security Capstone	3

ELECTIVES 48

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

Students must take into consideration the 36-semester hour, upper-division requirement (3000-4000 level) when selecting courses. Each student is encouraged to speak with his or her Academic Advisor for more information.

BACHELOR OF SCIENCE IN INFORMATION SYSTEMS AND CYBER SECURITY

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

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

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

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

1. Classify potential threats, risks, and weaknesses in the information technology infrastructure.
2. Interpret business and management theory and practices that help mitigate information systems security problems.
3. Recognize the application of security practices.
4. Analyze current legal requirements for information systems security.

GENERAL EDUCATION REQUIREMENTS 36

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

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

MAJOR REQUIREMENTS 36

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

ELECTIVES 36

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

Students must take into consideration the 36-semester hour, upper-division requirement (3000-4000 level) when selecting courses. Each student is encouraged to speak with his or her Academic Advisor for more information.

CONCENTRATION 12

A concentration is a defined program of study that enables students to specialize in a related area in addition to a major area of study. Concentrations require a minimum of 12 semester hours and are recorded on the student’s transcript. In addition, the concentration completed by the student is listed on the graduation diploma. For example, if a student completes a homeland security concentration, the diploma would indicate that he or she earned a Bachelor of Science in Information Systems Security with a concentration in Homeland Security.

The following concentrations are available for this degree.

General Concentration..... 12

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

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

Homeland Security Concentration 12

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

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

1. Analyze the historical impact of terrorism on current and future terrorism incidents.
2. Evaluate best practices that minimize potential vulnerabilities to critical infrastructure.

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

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

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

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

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

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

1. Identify components of computer-based information technology systems.
2. Explain the implementation process of design and development of information technology.
3. Apply decision-making skills concerning information technology issues using theory and practice.
4. Deliver information technology solutions to potential information technology-related problems.

GENERAL EDUCATION REQUIREMENTS 36

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

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

MAJOR REQUIREMENTS..... 36

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

ELECTIVES 48

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

Students must take into consideration the 36-semester hour, upper-division requirement (3000-4000 level) when selecting courses. Each student is encouraged to speak with his or her Academic Advisor for more information.

BACHELOR OF SCIENCE IN OCCUPATIONAL SAFETY AND HEALTH

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

The Bachelor of Science in Occupational Safety and Health degree program provides students with a flexible, relevant, and current curriculum that includes opportunities for students to demonstrate a depth and breadth of

knowledge in safety and health theory and technology necessary to function at the safety and health professional level in industry.

This degree program has been identified as Qualified Academic Program (QAP) by the Board of Certified Safety Professionals (BCSP). Individuals who graduate with a BS in the current program may apply to the BCSP for their Graduate Safety Practitioner (GSP) designation. This designation will allow graduates to obtain a waiver for the Associate Safety Professional (ASP) examination requirement in pursuit of their Certified Safety Professional (CSP) designation.

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

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

GENERAL EDUCATION REQUIREMENTS 36

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

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

MAJOR REQUIREMENTS 36

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

FIR 4311	Fire Prevention and Code Enforcement	3
OSH 4308	Advanced Concepts in ESH	3
BEM 4351	Environmental Technology	3

ELECTIVES36-48

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

Students must take into consideration the 36-semester hour, upper-division requirement (3000-4000 level) when selecting courses. Each student is encouraged to speak with his or her Academic Advisor for more information.

CONCENTRATION 12

A concentration is a defined program of study that enables students to specialize in a related area in addition to a major area of study. Concentrations require a minimum of 12 semester hours and are recorded on the student’s transcript. In addition, the concentration completed by the student is listed on the graduation diploma. For example, if a student completes a fire science concentration, the diploma would indicate that he or she earned a Bachelor of Science in Occupational Safety and Health with a concentration in Fire Science.

Fire Science Concentration 12

Provides occupational safety and health students with specialized curricula focused on fire-related theory and technology applicable for individuals who work or plan to work in fields or industries requiring specialized knowledge in fire-related hazards and prevention methods.

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

1. Interpret fire safety codes.
2. Examine fire prevention and protection technologies as they relate to industrial facilities.

Select 4 courses from the following.

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

MASTER OF SCIENCE IN CRIMINAL JUSTICE ADMINISTRATION

Total Program Requirements	36
Major Requirements	36

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

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

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

MAJOR REQUIREMENTS..... 36

Course	Title	Semester Hours
PUA 5305	Public Finance and Budgeting	3
MCJ 5078	Computer Applications for Criminal Justice Administration	3
MCJ 5135	Theory of Crime and Criminology	3
MCJ 5390	Critical Analysis of Criminal Justice Administration	3
MCJ 5460	Juvenile Justice Administration and Delinquency	3
MCJ 5532	Research Methods in Criminal Justice Administration	3
MCJ 6150	Training and Development in Criminal Justice	3
MCJ 6230	Constitutional Law for Criminal Justice	3
MCJ 6257	Criminal Courts and Professional Ethics	3
MCJ 6374	Special Topics in Criminology and Criminal Justice	3
MCJ 6453	Global Terrorism	3
MCJ 6530	Critical Analysis of Criminal Justice Public Policy	3

Massachusetts Civil Service Disclosure: Students and prospective students who reside in a city or county that uses Massachusetts Civil Service for promotion should contact the Civil Service to

determine eligibility to sit for promotional exams. Civil Service is a merit system under which state and municipal employees of police and fire departments may be hired and promoted.

MASTER OF SCIENCE IN EMERGENCY SERVICES MANAGEMENT

Total Program Requirements	36
Major Requirements	36

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

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

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

MAJOR REQUIREMENTS..... 36

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

MASTER OF SCIENCE IN OCCUPATIONAL SAFETY AND HEALTH

Total Program Requirements	36
Major Requirements	24
Concentration	12

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

This degree program has been identified as Qualified Academic Program (QAP) by the Board of Certified Safety Professionals (BCSP). Individuals who graduate with a MS in the current program may apply to the BCSP for their Graduate Safety Practitioner (GSP) designation. This designation will allow graduates to obtain a waiver for the Associate Safety Professional (ASP) examination requirement in pursuit of their Certified Safety Professional (CSP) designation.

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

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

MAJOR REQUIREMENTS 24

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

CONCENTRATIONS 12

A concentration is a defined program of study that enables students to specialize in a related area in addition to a

major area of study. Concentrations require a minimum of 12 semester hours and are recorded on the student’s transcript. In addition, the concentration completed by the student is listed on the graduation diploma. For example, if a student completes an environmental management concentration, the diploma would indicate that he or she earned a Master of Science in Occupational Safety and Health with a concentration in Environmental Management.

The following concentrations are available for this degree.

General Concentration 12

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

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

Environmental Management Concentration 12

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

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

1. Apply appropriate technologies in addressing complex environmental problems.

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

COLLEGE OF SAFETY AND EMERGENCY SERVICES CERTIFICATES

A certificate is an educational program of study in a specific discipline created for those interested in expanding skills and knowledge for personal and/or professional development. Certificates are credit-based and taught by qualified faculty members. Certificates align with existing curricula and are offered at the undergraduate and graduate level. Certificates require a minimum of 12 semester hours and are recorded on the student’s transcript.

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

UNDERGRADUATE CERTIFICATE OPTIONS

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

Environmental Management Certificate 12

Provides students with a choice of environmental management courses to align with their educational needs.

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

1. Apply key environmental concepts from the selected courses to their professional roles in industry.

Select 4 courses from the following.

Course	Title	Semester Hours
BEM 3001	Environmental Law	3
BEM 3101	Assessing Environmental Science	3
BEM 3201	Environmental Assessment	3
BEM 3501	Air Quality	3
BEM 3601	Waste Management	3
BEM 3701	Hazardous Waste Management	3
BEM 4001	Pollution Prevention	3
BEM 4301	Environmental Strategies	3
BEM 4351	Environmental Technology	3

Fire Science Certificate 12

Analyzes the administrative and operational aspects of the fire service.

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

1. Evaluate industry-standard, administrative techniques in fire service settings.

2. Analyze effective fire prevention methods utilized in fire science organizations and the community.

Select 4 courses from the following.

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

Information Technology Certificate 12

Provides fundamental knowledge and practical application in information technology.

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

1. Use basic functions of software applications.

Select 4 courses from the following.

Course	Title	Semester Hours
ITC 3001	Personal Computer Fundamentals	3
ITC 3450	Introduction to Data Communications	3
ITC 4010	System Analysis and Design	3
ITC 4150	Database Design and Implementation	3
ITC 4210	Programming Concepts and Problem Solving I	3
ITC 4230	Programming Concepts and Problem Solving II	3
ITC 4310	Web Design and Development	3

Occupational Safety and Health Certificate 12

Provides students with a choice of occupational safety and health courses to align with their educational needs.

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

1. Apply key occupational safety and health concepts from the selected courses to their professional roles in industry.

Select 4 courses from the following.

Course	Title	Semester Hours
BOS 3001	Fundamentals of Occupational Safety and Health	3
BOS 3125	Hazardous Materials Management	3

BOS 3301	Fleet Safety	3
BOS 3401	Construction Safety	3
BOS 3525	Legal Aspects of Safety and Health	3
BOS 3640	Interactions of Hazardous Materials	3
BOS 3651	Total Environmental, Health and Safety Management	3
BOS 3701	Industrial Ergonomics	3
BOS 4010	Safety Supervisor	3
BOS 4025	OSHA Standards	3
BOS 4201	Toxicology	3
BOS 4301	Industrial Hygiene	3
BOS 4601	Accident Investigation	3

Select 4 courses from the following.

Course	Title	Semester Hours
MOS 5101	Safety and Accident Prevention	3
MOS 5201	Safety Engineering	3
MOS 5301	Fire Protection Technology	3
MOS 5425	Advanced Toxicology	3
MOS 5525	Integrated Safety Management Systems	3
MOS 6301	Advanced Industrial Hygiene	3
MOS 6625	System Safety Engineering	3
MOS 6701	Advanced Ergonomics	3
MOS 6801	Emergency Management	3

GRADUATE CERTIFICATE OPTIONS

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

Environmental Management Certificate..... 12

Provides students with advanced coursework in environmental management.

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

1. Apply advanced environmental concepts related to waste management, pollution prevention, and air quality to their professional roles in industry.

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

Occupational Safety and Health Certificate..... 12

Provides flexible, specialized training to supplement planning, analysis, and decision-making skills for occupational safety and health managers. Upon completion of the certificate, students should be able to do the following:

1. Apply advanced occupational safety and health concepts in the workplace related to accident prevention and control.

X. COURSE DESCRIPTIONS

AL 2000 American Literature I

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

Prerequisite— EH 1020 or equivalent

AL 2010 American Literature II

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

Prerequisite—EH 1020 or equivalent

ART 1301 Art Appreciation I

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

ART 1302 Art Appreciation II

Provides a firm foundation and exploration of art through past and present art concepts, conventions, and functions in the expression of cultural, political, and personal views of the world around us.

BBA 2010 Introduction to Business

Presents the fundamentals of business principles and practices. Business strategies emphasized are decision-making and planning, teamwork, technology, and communication. Topics include analysis of the business environment, starting a new business, managing business and employees, marketing, accounting, and finance.

BBA 2026 Organizational Communication

Examines the communication process as it pertains to modern organizations from the perspectives of various organizational members. Topics include elements of the communication process, responsibilities of communicators at various levels, methods of verbal and nonverbal communication in organizations, factors that affect

intercultural communication, role of organizational culture, and strategies to manage conflict.

BBA 2150 Business Mathematics

Presents mathematics utilized in modern business. Students demonstrate basic mathematical operations, equations and percentages, then progress to business-related math where they examine mathematics as it is applied to such varied areas as business and retail operations and financial management. Students also demonstrate procedures to calculate and distribute profit and loss, calculate retail markup and markdown, compute simple and compound interest, compute the maturity value of a bank loan, and calculate the value of annuity funds.

BBA 2201 Principles of Accounting I

Provides an introduction to business accounting. Topics include accounting concepts and principles, financial statements, internal control design, and accounting for partnerships. Students demonstrate knowledge and comprehension of the foundational theories and methodological tools utilized in accounting. Theoretical constructs are applied to solve real-world accounting applications.

BBA 2301 Principles of Accounting II

Examines topics of corporate accounting and financial statements, long-term liabilities, cash flow and financial statement analysis, managerial accounting, budgeting, and using financial data to make business decisions. Students acquire and demonstrate knowledge and comprehension of the advanced foundational theories and methodological tools utilized in accounting. The usefulness of theoretical constructs are applied to solve real-world accounting applications.

Prerequisite—BBA 2201 or equivalent

BBA 2401 Principles of Macroeconomics

Surveys important macroeconomic concepts such as Gross Domestic Product (GDP), unemployment, and inflation. Students learn how to determine the overall levels of output, unemployment and prices. Students examine the concepts of scarcity and opportunity cost, explore the

framework of supply and demand, and review factors that impact the overall economic activity and macroeconomic stability. Finally, students are introduced to selected topics related to international trade and finance and investigate government fiscal and monetary policy and their influence on the level of economic activity.

BBA 2501 Principles of Microeconomics

Introduces economic theory and practice, specifically the economic system of supply and demand. Includes the effect this system has on business and individuals, especially in the making of decisions. Analyzes the foundations of economic reasoning and central key terms, laws, and concepts of economic analysis and understanding.

BBA 2551 Intercultural Management

Presents an overview of the impact of culture on international business. Review of intercultural skills needed to develop successful management strategies across cultures. Emphasis is placed on assessing the environment, ethics and social responsibility, communication skills, and formulating business strategies.

BBA 2926 Introduction to Project Management

Explores the history and development of project management and the project management process framework. This course provides an overview of the five project management process groups, including initiating, planning, executing, controlling and monitoring, and closing.

BBA 3201 Principles of Marketing

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

BBA 3210 Business Law

Provides an introduction to three major disciplines: law, ethics, and business legal organizations. Students gain knowledge of contracts, the Uniform Commercial Code, administrative regulations, dispute resolutions modalities, and international business law. Ethical business behaviors are stressed throughout the course as well. Students are provided suggested guidelines for being both successful and ethical. Business legal organizations are also explored, providing students a broad overview of shareholder protections, tax implications, and management styles.

BBA 3221 Sales Management

Presents a contemporary, practical approach to managing sales. Emphasis is placed on the sales manager as a strategic partner to the business, including an evaluation of leadership, technology, motivation techniques, and ethical concerns that assist in the creation of effective, personal selling processes.

BBA 3301 Financial Management

Bridges financial management with corporate finance. Students apply financial data for use in decision-making by applying financial theory to problems faced by commercial enterprises. Introduces students to basic financial theory, financial forecasting, time value of money techniques, and risk analysis. Other areas covered involve analyzing financial statements with ratios, valuing securities, capital budgeting, and calculating weighted average cost of capital.

BBA 3331 Introduction to E-Commerce

Provides an overview of how firms compete in today's environment with a focus on strategic choices and the infrastructures affecting e-commerce including technology, capital, media, and public policy. The strategy formulation process is covered by focusing on its six interrelated decision areas: market opportunity analysis, business models, customer interface, market communications, implementation, and metrics. In addition, the course investigates the four infrastructures affecting the strategy process: technology, media, capital, and public policy.

BBA 3361 Professionalism in the Workplace

Presents an overview of the challenges associated with workplace expectations regarding business etiquette, appropriate use of technology, and proper attire. The course is designed to assist students in gaining knowledge of how to appropriately communicate with others and how to effectively deal with conflict, teamwork, and accountability in a fair and ethical manner. The basic skills necessary for obtaining a job and achieving success in today's challenging economy and increasingly competitive work environment are enhanced through this course.

BBA 3391 Information Technology Cost Analysis

Provides an in-depth study of the economic issues facing technology-driven companies. Analyzes properties of the Internet that impact traditional and online businesses. Competitive and macro environments affecting Internet firms and the role of the general manager in creating and maintaining a competitive advantage are presented.

BBA 3451 Organizational Theory and Behavior

Presents basic knowledge of organizational theory, human motivation, emotional intelligence, and workplace behaviors in order to analyze and determine the best methods for improving organizational behavior and related skill sets. This course focuses on the development of organizational theory and behavior and includes the study of a wide range of personality, workplace behavior, and related theories. Knowledge gained is intended for professional and personal application.

BBA 3551 Information Systems Management

Provides a comprehensive overview of the management of information systems and the combination of hardware, software, and people vital to the successful business operation. The strategic role of information systems is examined, as well as the characteristics of computer systems, software applications, programming languages, and relational databases.

BBA 3602 Principles of Management

Presents the dynamics involved in managing organizations within the construct of today's global environment. The course provides students with an opportunity to study and discuss the functions and elements of management. Topics include the principles of management as they pertain to leadership, strategic decision-making, motivation, goal-framing effects, organizational design and change, perceptions, high-performance teams, and group behavior.

BBA 3620 Managerial Accounting

Introduces 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 2150 or equivalent

BBA 3626 Project Management Overview

Presents an introduction to modern project management practices and techniques. Examines current terminology, definitions, and conventions along with the different objectives, roles, and responsibilities of individual project team members.

BBA 3651 Leadership

Presents the importance of leadership in conjunction with various leadership traits, styles, and qualities. Enhances the importance of having a vision, the motivation to lead, social motives in the workplace, levels of morality and values, and the significance of empowerment for effective leadership. Topics include situational leadership, organizational climate, moral dilemmas, personal integrity, servant leadership, participative management, human relations,

high-performance teams, diversity, cultural and interpersonal differences, workplace stress, performance management, and organizational change.

BBA 3826 Managerial Decision-Making

Investigates the theory of decision-making, including the process of rational decision-making and the various problems associated with making rational decisions. Ethics and fairness in decision-making are highlighted as well as the various ways to improve decision-making, both as an individual and as a member of a group.

BBA 4126 Project Planning

Provides the tools to understand, design, and apply systematic project management organization and administration. In addition to learning how to satisfy customer needs, this course will assist students in applying budgeting concepts, managing production time, investing resources, and creating performance specifications designed within defined requirements.

BBA 4201 Financial Institutions

Presents the importance of financial markets and institutions in a global society. Illustrates how financial institutions work for both businesses and the consumer. Broad coverage of different financial institutions within the context of a global society is presented. Includes the role of financial markets in society, financial transactions in a global society, and the commercial banking system.

BBA 4226 Risk Management

Provides a study of problem solving from managerial, consumer, and societal perspectives. Emphasizes the business managerial aspects of risk management and insurance, as well as the numerous consumer applications of the concept of risk management and insurance transaction.

BBA 4301 International Finance

Investigates financial management from a globalized world perspective through trends and integration of new approaches in international finance. The scope and content establishes the theoretical foundations of international financial decision-making and the extensive applications of theory to financial practice. The main objective is to develop critical-thinking skills regarding the theory and practice of international financial management.

BBA 4326 Procurement and Contract Management

Investigates contracts as a means for individuals and businesses to sell and otherwise transfer property, services, and other rights. Students examine the actions companies utilize to build successful partnerships, to manage

expectations, and to build trust between organizations. Topics also covered are the contract management process, roles and responsibilities of team members, contracts and legal issues, e-procurement, and contracting methods.

BBA 4351 International Economics

Analyzes contemporary topics in international economics involving international trade, international finance, open market macroeconomics, international trade blocks, labor migration, and capital flows, including those resulting from operations of multinational firms.

Prerequisite — BBA 2401

BBA 4426 International Management

Presents a study of the challenges that confront managers of organizations and individuals in global settings. Special focus is placed on benefits of diversity derived from interactions between different cultures. The course also covers an overview of markets, governments, and organizations as well as a general overview of the concepts of internationalization in contemporary business.

BBA 4446 International Legal Operations

Examines the role of international and comparative law, including the laws governing multinational enterprises; foreign investment; money and banking; and sales of goods, services, labor, intellectual property, transportation, financing, taxation; and dispute settlement. Reviews the most important international organizations, from the Bank of International Settlements to the World Trade Organization.

BBA 4653 International Trade

Provides a solid background of the key factors that influence international trade and the manner in which economic policy affects both trade flow and the nature of economic activity. Relationships between trade and growth, effects of labor and capital movements between countries, and the key factors that influence relative costs between countries are also examined.

BBA 4751 Business Ethics

Provides an introduction to business ethics and applies various philosophical ethical doctrines, including relativism, virtue ethics, and utilitarianism to contemporary business practices. Corporate social responsibility, corporate culture, and their impact are analyzed. Philosophical ethical concepts are reviewed with reference to the applicable legal landscape in which businesses operate, including employment, workplace monitoring, accounting and financial reporting, and product liability.

BBA 4851 Production Management

Examines the production of goods and services in an efficient and effective business operation. The course also addresses the management of resources, the distribution of goods and services to customers, and the analysis of queue systems.

BBA 4951 Business Policy and Strategy

Examines strategic management activities and benefits, including a practical, integrative model of the strategic-management process and the important relationship between business ethics and strategic management.

BCJ 2000 Introduction to Criminal Justice

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

BCJ 2001 Theory and Practices of Law Enforcement

Presents students with the historical development of law enforcement organization, administration, and systems of local, state, and federal policing with an emphasis on theories as they relate to practices.

BCJ 2002 Theory and Practice of Corrections

Provides a historical overview of theory and practices of convicted offenders with an emphasis on U.S. corrections, including institutional procedures, relevant technological innovations in security, and future innovation impact.

BCJ 2201 Juvenile Delinquency

Provides a historical overview of the juvenile justice system that includes a comparison between the juvenile and adult courts, options for juvenile diversion, criminological theories and their explanation of juvenile delinquency, juvenile justice in international communities, and intervention strategies to deter and prevent juvenile delinquency in America.

Prerequisite—BCJ 2000 or equivalent

BCJ 2501 Criminology

Explores crime and crime causation theories, including traditional and modern approaches, emerging technological innovations, and social policy.

BCJ 3150 Probation and Parole

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

BCJ 3301 Judicial Process

Provides students with an overview of the criminal justice system and its processes. It examines the courtroom work group, the trial process, and challenges to the process. It also provides an overview of the juvenile court system.

BCJ 3450 Introduction to Court Security

Examines court security in and around our nation's court facilities. Explores how present court security methods involve more than physical structures and high-tech security equipment designed to protect the court. Evaluates the motivations and tactics used by perpetrators of courthouse violence and the best means by which these actions might be prevented.

BCJ 3451 Protecting Court Personnel

Describes strategies and methods for proper protection of judicial personnel as they perform their public charge.

BCJ 3452 Physical Security

Introduces the student to the history and evolution of physical security with an emphasis on crime prevention through environmental design (CPTED). This course also examines the physical security planning process and those who should be involved in site selection and development of public spaces. In addition, this course investigates the role of security planning for information systems and critical infrastructure.

BCJ 3453 Court Security Supervision

Provides an overview of the concepts and key components of the role of criminal justice supervisors and middle managers. Students study interpersonal skills, techniques for working well with others, communication, problem-solving, time management, the hiring process, motivation, and morale.

BCJ 3601 Criminal Law

Provides a study of the nature and foundations of U.S. criminal law. Students focus on evolution of statutory crimes in the United States, analysis of contemporary federal and statutory offenses, criminal conduct, criminal responsibility, criminal defenses, criminal liability, and elements of the crime.

Prerequisite—BCJ 3301 or equivalent

BCJ 3701 Criminal Investigation

Presents a study of the development of the investigative procedures and techniques from early practices to modern-day forensic science capabilities with an emphasis on leadership, investigation, and case preparations.

BCJ 3801 Criminal Evidence and Legal Issues

Presents an examination of the laws governing proof of facts evidence presentation in trials and common law. Students study practical application of the rules of criminal procedure in respect to evidence, burden of proof, presumptions, judicial notice, and the basic functions of courts as the third facet of the criminal justice system.

Prerequisite- BCJ 2000, BCJ 3701 or equivalent

BCJ 3950 Constitutional Law for Criminal Justice

Presents an overview of the principles and practical analysis of significant case law applicable to the U.S. Constitution, emphasizing search and seizure, arrest, civil rights, related amendments, due process, and the judicial system.

BCJ 4001 Procedures in the Justice System

Focuses on U.S. Supreme Court interpretations of the U.S. Constitution with respect to rights of the accused. Students discuss Supreme Court decisions and identify the impact on the criminal justice system as well as study a historical overview of the procedures involved in moving a suspect through the criminal justice system.

BCJ 4101 Police and Community Relations

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 2501 or equivalent

BCJ 4201 Race and Ethnic Relations

Provides insight for the direction and improvement of criminal justice programs by creating a mutually beneficial atmosphere between all races and ethnicities and the criminal justice system. Students address solutions to historical issues such as racial profiling, ethnic prejudices, and other areas of concern.

Prerequisite—BCJ 2000 or equivalent

BCJ 4301 Management and Supervision in Criminal Justice

Presents an overview of supervisor and middle management roles in criminal justice agencies with an emphasis on the importance of inter-personal skills and co-worker relations as well as the positive and negative aspects of various leadership styles.

Prerequisite—BCJ 2000, BCJ 2001, BCJ 2002 or equivalent

BCJ 4601 Criminal Justice Current Topics

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

Prerequisite—BCJ 2000 or equivalent

BCJ 4701 Criminal Justice Organization and Administration

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

BEM 3001 Environmental Law

Studies environmental law related to pollutants and governmental regulations that examines the American legal system, Environmental Protection Agency, and other agencies that regulate environmental policy.

BEM 3101 Assessing Environmental Science

Examines major environmental issues using balanced scientific and social perspectives. Features an 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

Surveys environmental assessment in America that reviews the historical context, the regulatory framework, and the environmental site assessment process.

BEM 3501 Air Quality

Considers the science and management practices associated with modern air quality control systems. Emphasis is placed on the regulatory and technological management practices employed in achieving air quality goals and health protection concerns.

BEM 3601 Waste Management

Examines 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

Introduces hazardous waste management issues, programs, regulations, hazards, identification,

characterization, storage, disposal, and treatment options in the corporate, industrial, and municipal settings.

BEM 4001 Pollution Prevention

Reviews the foundation in pollution prevention concepts and methods. Specific topics covered are improved manufacturing operations, life-cycle assessment, design considerations, economics, sustainability issues, fugitive emissions, and material and resource conservation.

BEM 4301 Environmental Strategies

Analyzes 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

Examines the basic principles of environmental technology with emphasis given to the application of these basic principles in alleviating environmental problems related to water supply, waste management, and pollution control.

BHA 3002 Health Care Management

Introduces the field of modern healthcare management through a systematic analysis of the important areas of concern to the healthcare manager. Topics covered include the planning process and how planning is used in healthcare administration; the organizing process and job design; supporting and implementing decisions; building the quality of clinical service; and providing human resources and plant services.

BHA 3202 Standards for Health Care Staff

Equips students with the knowledge of the traits and professional standards that are required to be a successful member of the healthcare industry. Topics discussed include work ethic, professional traits, teamwork, cultural competence, communication, morals, and career development.

BHA 3401 Health Unit Coordination

Prepares students for future healthcare management roles across a variety of disciplines. Emphasizes the practical aspects of key theoretical concepts through case studies, examples, and exercises based on real-world healthcare scenarios.

BHA 3501 Community Health

Provides practical guidance in the areas of community health, health education, and health promotion. This course also covers information about the design, development, and evaluation of programs in the

community. Consideration is given to racial, ethnic, socio-economic, political, and residential patterns of health and the impact that each has on community health.

BHA 3801 Critical Issues in Health Care

Provides an overview of the nature of the healthcare system, factors influencing the distribution of health care, and 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 principles commonly encountered in healthcare organizations. This course introduces the basic concepts of managerial financial functions, processes, financial reports, and factors affecting the financial aspects of providing healthcare services in today's dynamic and competitive environment.

BHA 4053 Financial Management in Health Care Organizations

Introduces key aspects of financial management for today's healthcare organizations, addressing diverse factors that impact the provision of medical services in our dynamic and competitive environment. Students will gain knowledge and skills in the various types of healthcare budgeting and financial reporting, applying these skills through practical case scenarios and problem-solving activities.

BHA 4101 Quantitative Methods of Health Care

Explores the need for and use of quantitative methods in the healthcare environment. Quantitative analysis provides a proven mathematical format for healthcare leaders to make the practical decisions necessary to provide care for the burgeoning number of patients while balancing financing options and restraints.

BHA 4201 Health Care Law

Provides background and legal principles for problems concerning our healthcare delivery system. Focus is placed on professional regulation and the managed care and hospital certification programs that impact professional practice. The course is designed to prepare clinical and administrative healthcare personnel for the challenges of understanding today's important issues, from handling patient records and avoiding malpractice, to addressing topics of abortion, AIDS, and the right to die.

BHM 3010 Introduction to Hospitality

Introduces 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 the study of basic management skills and concepts, leadership, marketing, planning, and fundamentals of operation in the hospitality and tourism context.

BHM 3020 Introduction to Tourism

Explores hospitality and tourism from a business context. Focus is on the forces and trends shaping the tourism industry, including the role of travel agents, important transportation modes, use of technology and communication systems, accommodation types, destinations and attractions management, food and beverage operations, and the diversity of this international industry.

BHM 4100 Facilities Management and Design in Hospitality and Tourism

Examines hospitality property management and design. Includes all of the primary facility systems such as water and wastewater, electrical, HVAC, lighting, laundry, solid waste management, telecommunications, food service, energy management, and safety and security.

BHM 4300 Legal Aspects of Hospitality and Tourism

Provides an overview of federal, state, and local laws that are applicable to the hospitality industry. The primary focus of this course is the effect of federal laws and regulations on hiring, firing, employment conditions, and the day-to-day business operations in a hospitality environment.

BHM 4400 Resort Management and Operations

Presents the resort industry and the unique issues and problems of resort management and operations. Provides an overview of technology used in the resort industry as well as career paths and market trends. Examines the challenging requirements for hiring and managing of seasonal, talent-specific, and remote employees.

BHR 3301 Compensation and Benefits

Presents the dynamics involved in compensating employees for services rendered in a modern organization. This course focuses on the critical tools and techniques of job analysis, job descriptions, job evaluation, pay surveys, pay administration, and required benefits.

BHR 3352 Human Resource Management

Provides a management-oriented exploration of human resource management, structure, functional applications, and labor management relations. Focus is placed on

managers and leaders within organizations and their responsibility to optimize performance and make decisions based on ethical criteria.

BHR 3551 Human Relations and Development

Examines interpersonal relations within organizations and provides methods for improvement of interpersonal skills. Methods to enhance teamwork are explored along with experimental activities and case studies.

BHR 3565 Employment Law

Provides a working knowledge of federal legislation and regulations affecting employers. Introduces a simple approach to employment law with a foundation of legal principles explained in the layperson's language. A consistent theme of the course is employer awareness of protected classes.

BHR 4350 Collective Bargaining

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, National Labor Relations Board (NLRB) rulings, and changes in the environment of union and management relations are covered throughout the course. The course also covers the latest decisions and rulings, as well as analysis of what these changes mean in the workplace.

BHR 4501 International Human Resources Management

Examines three broad areas of international human resource management by examining human behavior within organizations from an international perspective, by comparing and analyzing HRM systems in various countries and regions of the world, and by focusing on key aspects of HRM systems in multinational firms.

BHR 4601 Staffing Organizations

Prepares all current and future managers with the necessary tools needed to identify, attract, select, and retain talent. Provides a study of external influences, support activities, staffing specific activities, and the staffing system management process. Real-world examples are utilized with special emphasis on staffing models, the labor market and unions, employment law, job analysis and planning, recruitment tools, and strategic staffing decision-making.

BHR 4680 Training and Development

Provides an organizational development model in human resource management to prepare professionals to train and develop people throughout the career continuum in the international arena. Presents an overview of mentoring

and coaching, the role of team leaders and managers in performance appraisals, and orientation programs.

BIO 1030 General Biology I

Introduces all major areas of general biology. The relevance and contribution of this discipline to business, health care, policy creation, and other sciences are highlighted in this course.

BIO 1040 General Biology II

Highlights the relevance and contribution of this discipline to business, health care, policy creation, and other sciences.

Prerequisite—BIO 1030 or equivalent

BIO 1100 Non-Majors Biology

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

BIO 1302 Ecology and the Environment

Introduces basic ecological concepts and their relevance to human impacts on natural systems. Students explore ecosystem structure and function, population ecology, and current environmental issues related to sustainability and the use of natural resources.

BOS 3001 Fundamentals of Occupational Safety and Health

Provides an overview of key issues and practices related to the occupational safety and health (OSH) profession. Examines the legal aspects of OSH in the United States, the origin and application of OSH-related consensus standards, hazard identification and control, and tools necessary for successful management of OSH-related efforts.

BOS 3125 Hazardous Materials Management

Reviews principles and best practices related to management of hazardous materials and wastes in the workplace. Covers Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), and Department of Transportation (DOT) requirements regarding labeling, handling, and transportation of hazardous materials as well as hazard communication and training in the workplace. Hazardous material spill response is also discussed.

BOS 3301 Fleet Safety

Provides a comprehensive study of motor fleet safety and instructional programs. Focus areas include accident prevention, security, job safety analysis, school bus safety,

shipping and storage of hazardous materials, driver selection and training, vehicle inspection, and considerations for a small fleet.

BOS 3401 Construction Safety

Explores regulations and safety practices related to the construction industry. Particular consideration is given to the prevention of fatalities and serious injury common to this industry sector.

BOS 3525 Legal Aspects of Safety and Health

Examines the Occupational Safety and Health (OSH) Act and the authority of the Occupational Safety and Health Administration (OSHA). This course includes a review of employers' legal responsibilities and proactive measures to ensure compliance with the OSH legal and regulatory framework in America.

BOS 3551 Environmental Issues

Examines 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

Analyzes how hazardous materials escalate an incident or emergency event. Examination of the basic fundamental concepts common to hazardous chemicals with an emphasis on how some key elements, compounds, and mixtures are inherently dangerous.

Prerequisite—CHM 1030 or equivalent

BOS 3651 Total Environmental, Health and Safety Management

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

Prerequisite—BOS 3001 or equivalent

BOS 3701 Industrial Ergonomics

Reviews the principles and practices of ergonomics as it applies to the industrial environment. Demonstrates how to collect data on users and operators and how to convert the data to good workplace design.

Prerequisite BIO 1100 and PHS 1110 or equivalent

BOS 3751 Training and Development

Explores various training requirements specified by safety and health standard-setting organizations. This course also

includes consideration of training theory and training management techniques to include an evaluation of best practices.

BOS 4010 Safety Supervisor

Explores 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

Examines 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

Explores the basic principles associated with the toxic effects of chemicals on the living organism while examining the regulatory aspects and applications of toxicology in the workplace. Among the topics covered are the potential adverse effects of drugs, pesticides, food additives, and industrial chemicals.

Prerequisite—BIO 1100 and CHM 1030 or equivalent

BOS 4301 Industrial Hygiene

Introduces the basic concepts of industrial hygiene from a technical level. Focuses on the areas typically encompassed by industrial hygiene and highlights the importance of the industrial hygienist in protecting employee safety and health.

Prerequisite—MAT 1302, BIO 1100 and CHM 1030 or equivalent

BOS 4520 Risk Management

Examines risk management principles in the context of safety and health management. Strategies and tactics for reducing workplace hazards are presented through a review of best practices and principles balanced by an organization's use of opportunistic and speculative risks.

BOS 4601 Accident Investigation

Provides a study of integrating accident or near-miss investigations as an effective, practical, and a profitable management tool. This course incorporates systematic, procedural, determinative, and corrective applications for investigative accident management.

BOS 4725 Process Safety Management

Discusses the major components that contribute to an effective process safety management program. Topics

include methods to measuring performance, facilitating metrics, integrating regulatory requirements, and establishing and maintaining a safety culture.

BSL 4000 Managing Diversity in Organizations

Presents the personal and organizational implications of increasing workforce diversity. Explores the complex dynamics of ethnic, racial, and gender diversity in organizations as seen from the vantage point of social science and organizational studies. Examines the managerial implications of increasing cultural diversity in organizations and the orientations to diversity adopted by organizations, the correlates of these approaches, and the possibilities for organizational change.

BSL 4040 Communication Skills for Leaders

Provides a study of approaches and skills needed for communication and leadership in the workplace. Explores communication methods for working with teams, cultures, social media, genders, and generations. Reviews communication and presentations skills with an emphasis on speaking and writing professionally.

BSL 4060 Team Building and Leadership

Examines high performance skills, innovation, management, and effective development of cross-cultural teams in relation to leadership. Analysis of leadership styles in both social and professional situations, the importance of making wise business decisions within a team-based environment, and overcoming unhealthy agreements are covered. This course examines of leaders' communication styles, leadership power, situational leadership, creativity and leadership, resolving conflict, teamwork, motivation, coaching skills, emotional intelligence, and the impact of leaders on organizational decision-making.

BSL 4080 Creative Thinking and Problem Solving

Presents an in-depth study of creative thinking and problem-solving techniques that are essential for organizational leaders. Causal, deductive, and inductive arguments are described as well as the use of persuasion. Moral, legal, and aesthetic reasoning are also covered.

BSL 4160 Negotiation/Conflict Resolution

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

BSM 2701 Sociology of Sport

Provides an analysis of the ways sociology can be used to study sport in society. Focus is placed on sports principles,

concepts, and strategies related to behaviors as they occur in social and cultural contexts. Concepts, theories, and research are used as tools for students to examine sports as a part of culture and for effective management of sport organizations.

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 4001 Sport Facilities

Provides students with an understanding of the complexity involved in the planning and design of recreation and sport facilities. Sport facility management also includes staff management, facility marketing, revenue stream development, development of ancillary areas, and facility scheduling and operating.

BSM 4101 Sport Administration

Studies the principles of efficient management and leadership concepts as applicable to the sport industry. Focuses on principles and techniques of management relating to programs, facilities, special events, and personnel. Topics include key personnel issues in sport management situations; ethics, law, and governance in sport management; the role of the marketing process in sport administration; and economics, accounting, and budgeting.

CHE 6301 Foundations and Methods in Community Health

Presents an introduction to community health within the public health environment. Students develop an understanding of historical and theoretical foundations of community health and major societal health concerns, explore community health models and programs used to address these concerns, and examine racial/ethnic, cultural, socioeconomic, and related determinants of community health.

CHE 6303 Strategies of Health Promotion

Covers the principles and practices of public health promotion and education, including historical origins; professional responsibilities; ethics; health behavior and learning theories; models for planning, implementing, and evaluating programs; health literacy; public health advocacy; and the development, selection, and

implementation of effective instructional materials, methods, and interventions.

CHE 6304 Health Program Planning, Implementation, and Assessment

Examines and discusses models and processes to plan and evaluate public health interventions. Students develop practical skills in applying health education development and evaluation issues in the areas of needs assessment, program planning, and evaluation by reading and discussing literature in the field.

CHE 6305 Issues and Trends in Community Health

Synthesizes health promotion theory content and practice to provide the foundation for exploration of community health and education topics. Students complete a written project that demonstrates students' mastery and integration of all their previous learning in public health courses. The project provides opportunities for the student to engage in critical analysis and exploration of multiple issues, including social and environmental factors related to the professional role, function, and trends in public health.

Prerequisite—PUH 5301 or equivalent

CHE 6306 Community Health Interventions

Explores the concepts and theories related to health program planning. Topics include needs analysis, planning design, equipment, and implementation of health programs.

CHE 6307 Diversity in Health Education

Examines the cultural forces that influence public health and the health of communities. Emphasis is placed on the study and evaluation of cultural diversity and cultural competence. Health disparities are also explored in this course.

CHM 1030 General Chemistry I

Introduces core chemical concepts to help the student acquire a long-term, meaningful understanding of the basic principles and relevant connections to those principles operating in everyday life.

Prerequisite—MAT 1302 or equivalent

CHM 1040 General Chemistry II

Explores topics such as the mole concept and stoichiometry, gaseous state and chemical bonding, acids and bases, and chemical equilibrium.

Prerequisite—CHM 1030 or equivalent

CM 1010 Professional Communication

Teaches a variety of contemporary communication skills necessary for professional communication, to include

fundamental writing, messaging, and reporting skills with a focus on information literacy techniques and technology.

CMJ 3307 Victimology

Examines trends and patterns of victimization through history. Students explore victim rights, fair treatment, empowerment, and compensation. Focus is given to society's response to victims and their problems as well as victimization by the justice system.

CMJ 3308 Mental Illness and Crime

Emphasizes the dynamics behind the correlation of crime and mental illness. With the growing population of those with mental illness within the system, this course is relevant to law enforcement, corrections, and courts personnel as well as all other aspects of the criminal justice system. Students explore the myths and realities regarding specific disorders encountered within the field.

CS 1010 Computer Essentials

Explores computer literacy topics in a very basic, hands-on environment. Presents the fundamentals of computer hardware and software, the Internet, operating systems, and current application software within Microsoft Office Suite.

CYB 4301 Cyber Security and Crime

Introduces the types of security crime, breaches, fraud, and network penetrations. Students learn procedures for preventing intrusions, fraud, and computer crime. Legal impacts for cybersecurity crimes are discussed and evaluated.

CYB 4302 Cyber Warfare and Application

Provides knowledge of intrusion detection applications, security tasks, networks activity, and prevention and social engineering techniques. Students are provided with hands on exercises for intrusion detection systems, scanning applications, and social engineering practices.

CYB 4303 Critical Infrastructure Protection in Cybersecurity

Provides an opportunity to assess current programs and their adequacy to protect information systems and technology. This assessment includes industry standards, governmental efforts, and interrelationships of information systems and technology to other types of critical infrastructure. By utilizing current best practices, students determine these programs' effectiveness and propose possible future measures for development. Students also gain hands-on exercises with implementing network policies, access protection, virtualization, and network protocols.

CYB 4304 Cyber Security Law and Policy

Provides a framework for the regulations and policies intended to protect assets from cyber-attacks. Students practice security information gathering and create security plans to reduce potential attacks. Students also develop security procedures and processes for responding to security breaches and assessing risk for information assets.

DBA 7000 Doctoral Student Orientation

Provides an orientation to doctoral-level study in business. The orientation provides an overview of areas related to doctoral studies, including time and organizational management skills, writing skills, and research skills. Successful completion of this course is a prerequisite for coursework in the doctoral program.

DBA 7035 Business, Government and Society

Examines the complex interface between public and private business sectors and explores the role of business administration in contemporary society through examination of theoretical foundations, ethical dilemmas, and political environments within historical and global comparative contexts. Learners engage in intensive readings of scholarly works within the discipline foundation and collateral contemporary works that span the public, private, and independent sectors. Learners explore advanced analytical and strategic business skills related to government regulation, politics, ethics, and corporate social responsibility. Specific subject areas include conceptual analysis and critique of bureaucracy; the development of management theory and subsequent application to the public and private sectors; organizational design, behavior and change; decision-making models and group dynamics; administrative leadership; and the legal foundation of business administration.

Prerequisite—DBA 7000

DBA 7180 Managerial Economics and Business Theory

Provides a cross-functional framework for analyzing organizational problems, examines economic research, and applies research inferences to decision-making. Integrates the topics of strategy and organizational architecture to explore the theory of business and environmental management. Investigates corporate policy, finance, accounting, marketing, information systems, operations, compensation, and human resources, and focuses on the interrelationships and coordination needs to do business. Explores the theoretical roots of competing policy options and assesses implications of business decisions and various regulations as they affect the productivity and overall performance of the private sector.

Prerequisite—DBA 7000

DBA 7240 Doctoral Writing and Inquiry into Research

Examines the basic principles and techniques of doctoral scholarship and offers an overview of the development of theory and research logic. Explores the relationship between theoretical and empirical constructs and provides a wide variety of specific research methodologies, including the scholarly publication process. Learners study the principles of the scientific method and research design techniques common to qualitative, quantitative, and mixed methods research, including sampling methods and data collection techniques. Material includes an examination of various research methods including electronic searches and retrieval methods. Students critically review research papers and articles and are introduced to the writing techniques necessary to produce expository and analytical papers to the standards of publishable work.

Prerequisite—DBA 7000

DBA 7310 Statistics for Business Decisions and Research

Emphasizes practicality and flexibility in utilizing statistical methods to augment business decision-making. A practical approach is adopted that prepares students to identify the correct method, calculate the statistics, and properly interpret the results to solve a business question.

Prerequisite—DBA 7000

DBA 7420 Organizational Behavior and Comparative Management

Provides a comparative study of organizational theory and behavior with attention to both historical and contemporary contexts. Combines a critical review and analysis of current theory and research on complex organizational structures, processes, and performance applications. Topics include classical management theory, human relations perspectives, institutional theory, comparative organizational designs, change processes, and organizational-environmental interaction.

Prerequisite—DBA 7000

DBA 7553 Human Resource Management

Provides an introduction to theoretical, applied, and professional issues associated with the management of human resources within organizations. The course seeks to familiarize students with facets of the human resource management function and to explore a range of theoretical and applied perspectives on how human resource management impacts performance at both the organizational and individual levels.

Prerequisite—DBA 7000

DBA 7632 Business Ethics and Corporate Responsibility

Explores the growing academic literature in business ethics and provides students an opportunity to investigate ethical issues using their field of specialty as context. Different theories and frameworks for investigating issues are discussed and applied to a range of issues, both domestic and international. An evaluation of the institutions that structure the interaction of corporations and individuals in the conduct of business is explored. Issues include corruption in host countries, management of values in modern corporations, ethical status of the corporation, financial transactions, and gender discrimination in the context of cultural differences. Exposes business practices and economic assumptions and brings contemporary challenges to the level of professional standards. The course also examines corporate decision-making structures and the interface between ethical theory and business practice.

Prerequisite—DBA 7000

DBA 8149 Business Research Methods

Provides an overview of research design that consists of understanding the preliminary considerations that go into selecting a qualitative, quantitative, or mixed methods research design, which include philosophical worldviews, use of literature and theory, ethical issues, and writing strategies. The processes related to each approach, which includes writing an introduction, specifying a purpose statement, and developing research questions and/or hypotheses as well as the general procedures for quantitative, qualitative, and mixed methods studies are presented.

Prerequisite—DBA 7000

DBA 8230 Marketing Research and Competitive Strategy

Presents a comprehensive analysis of the principles and practices of marketing research with balanced coverage of qualitative and quantitative materials. Emphasizes emerging trends in marketing research, ethical and global implications, and the continuing integration of new technologies. Integrates ethics in marketing research and features case analyses and company profiles. Incorporates case studies, SPSS, and other statistical packages to provide students with experience navigating statistical software tools and interpreting marketing research data and output.

Prerequisite—DBA 7000

DBA 8341 Corporate Finance

Examines corporate finance and provides a comprehensive exploration of the theoretical and empirical literature on corporate financial policies and strategies. Corporate

financial policies and strategies are studied, including managerial decisions regarding the issuance and retirement of debt, equity securities, and overall capital structure of organizations. Topics covered include governance and ownership structures; contracting between a firm and its management, creditors, and other stakeholders; dividends and stock repurchases; mergers, acquisitions, takeovers, buyouts, equity carve-outs, and spin-offs; financial distress and its resolution; risk management; and the design of securities.

Prerequisite—DBA 7000

DBA 8475 Operations and Supply Chain Management

Explores the fundamental issues and recent developments in operations management, including manufacturing and service management, supply chain management, and project and systems management. Learners investigate the role of operations and supply chain management and the interactions of these business activities with other functional areas within the firm. In addition, students examine contemporary issues related to total quality management, just-in-time systems, supply and value chains, reengineering, and other business improvement processes. Case methods and review and analysis of pertinent scholarly and practitioner research are used to enhance the learning experience and assist students to develop a framework for understanding, analyzing, and addressing operations and supply chain management issues.

Prerequisite—DBA 7000

DBA 8552 Management Accounting and Control Systems

Addresses the complex and multi-dimensional subject of management control systems. Extending from management accounting, this course creates a framework for considering management control issues. Presents the needed technical subject content and summaries of relevant research literature. Case studies that reflect the complexity of managerial challenges when using management control systems are utilized. The use and effects of financial controls, including a discussion of effective and counterproductive controls, are covered as well.

Prerequisite—DBA 7000

DBA 8671 Technology and Innovation Management

Provides an integrated, strategic view of management of technology. Focusing on theory and practice, the course addresses the contemporary challenges of globalization, time compression, and technology integration that general managers face today. Explores several strategic approaches

for dealing with these challenges, from both managerial and economic perspectives. Concepts presented are valuable for chief technology officers, directors of technology, chief information officers, and management personnel in R&D, product development, and operations.

Prerequisite—DBA 7000

DBA 8710 International Business and Global Strategy

Examines the theory and practice of developing and implementing strategies for gaining competitive advantage in the global business environment. Students review the theoretical body of knowledge in the fields of strategic management and international business. Learners consider a variety of empirical approaches used to research the international competitive strategy process to include exploration of the accelerating globalization of industries, regionalization of competition, and the institutional contexts that both facilitate and impede the formation and implementation of global strategies. In addition, students consider such emerging topics as organizational change, competitive dynamics, development of firm resources and capabilities, sustainable competitive advantage, regional approaches to competitive strategy, and the formation of new organizational forms such as strategic alliances and inter-firm networks.

Prerequisite—DBA 7000

DBA 8758 Negotiations and Business Strategy

Provides a theoretical approach to negotiations and business strategy by examining persuasion, communication, power, game, and trust theories. Examines the increasingly complex nature of business negotiations. Market forces have shifted business strategies from a personal relationship model to a process-oriented and analytical one, resulting in a new approach to negotiating. Focuses on understanding and applying a strategic 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.

Prerequisite—DBA 7000

DBA 9101 Comprehensive Examination

Establishes that a doctoral candidate has acquired the essential knowledge and skills covered in each of the courses, not including dissertation courses, leading to the Doctor of Business Administration degree. Proficiency is demonstrated through an essay response to questions that cover the essential content of each course in the doctoral program.

Prerequisite— DBA 7000, 7035, 7180, 7240, 7310, 7420, 7553, 7632, 8149, 8230, 8341, 8475, 8552, 8671, 8710, 8758

DBA 9307 – DBA 9330 Dissertation Research Courses

Presents the milestones necessary to complete the dissertation or research project. The milestones begin with the concept paper and culminate with the defense of the dissertation or research project.

Prerequisite—DBA 9101

Note: Doctoral students will complete DBA 9307 through DBA 9310. Additional Dissertation Research project courses may be required to complete all milestones in the program. Doctoral Research courses will continue in sequential order, as needed, beginning with DBA 9311 and so forth until the study is approved for defense.

DBA 9410 Dissertation Defense (1 Semester Hour)

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

DBA 9510 Project Defense (1 Semester Hour)

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

EH 1010 English Composition I

Introduces the basic concepts and requirements of college-level writing. This course provides students with the opportunity to implement effective communication skills via the written word.

EH 1020 English Composition II

Provides an advanced introduction to the basic concepts and requirements of college-level writing. The course includes additional skills, methods, and techniques to improve and polish the student's completed written documents.

Prerequisite— EH 1010 or equivalent

EH 3341 Technical Writing

Provides a study of the process of technical writing and written communication. Students review various formats and writing purposes as well as produce technical and business-related documents. Prerequisite— EH 1020 or equivalent

EMG 3302 Disaster Response and Recovery Management

Provides students with an in-depth understanding of the last two phases in the disaster cycle-response and recovery. Planned efficiency and effectiveness in true

disaster situations are emphasized. Topics covered include a comprehensive overview of the emergency management principles, unified and collaborative management of disasters, restoration of community functions after a disaster, and systematic planning for communitywide recovery.

EMG 3303 Special Operations

Provides an overview of special operations in emergency management (EM). The emergency management field is ever changing and requires integration of operations that traditionally have not been considered core EM functions. These functions include integration with the intelligence community, joint information centers, pre-planned special events, critical infrastructure protection, and inter- and intra-state mutual aid. This course explores these and other critical special operations that EM communities undertake.

EMG 3304 Emergency Management in Terrorism

Addresses emergency management of terrorism in terms of preparedness, incident response, and safe approaches to mitigation. Some of the key topics presented in the course include terrorism throughout world history, risks and hazards at the terrorism scene, preservation of evidence at the terrorism scene, risk assessment procedures and processes, key management roles and responsibilities, and recognition of explosive substances and devices.

EMG 6305 Emergency Management Leadership and Decision Making

Reviews the history, evolution and theoretical concepts, and technologies used in emergency planning and management. Students differentiate disasters and hazards and apply knowledge of the four-stage response to disaster preparedness, emergency planning, mitigation response, and recovery. Students demonstrate comprehension of theory and practice in the public sector by writing up a final emergency management policy.

EMS 3301 EMS Management

Introduces the core functions of the emergency medical services (EMS) administrator and concepts associated with the administration of an EMS service. Areas of study include a broad overview of key elements including strategic planning, customer service, marketing, quality management, and data collection. Essential knowledge relevant to all aspects of the EMS profession is introduced, and assignments are provided to allow for application of these concepts.

EMS 3302 EMS Planning and Development

Presents an overview of emergency medical services (EMS) system design and development. A history of EMS in the

areas of public and private services is examined, along with a comparison of service delivery, strategic planning, and model system development and implementation, as well as their impact on emergency healthcare delivery.

EMS 3303 EMS Operations and Personnel Management

Explores relationships of culture in recruitment, management, and retention of emergency medical services (EMS) personnel. Also examines the influence of effective personnel management on staffing and operational success for the EMS agency. Key areas of investigation include researching applicable human resources or personnel laws and regulations as well as ensuring that processes are in place for educating supervisory staff and employees, including how to monitor for compliance. Primary administrative functions include conducting employee performance reviews, developing personnel schedules, and investigating complaints.

EMS 3304 Foundations in EMS Education

Provides a foundational understanding of emergency medical services (EMS) education for the EMS manager. General concepts such as learning styles and barriers to learning are discussed. Other course components include developing instructional goals and outcomes, curriculum and lesson plans, and various forms of learning aids, including how technology enhances the learning process. Finally, this course also reviews education evaluation tool development, concepts of program administration, and legal aspects of instruction.

EMS 3305 Risk Management Practices in EMS

Examines issues related to reduction or prevention of risk associated with the administration of an emergency medical services (EMS). Areas of concern are related to human resource management, workplace safety, personnel safety, vehicle operations, and clinical proficiency. Current practices support a culture of safety with an emphasis on provider health and wellness, and system accountability as evidenced by strategic implementation of programs aimed at improving awareness of risk related issues, including promoting ownership for achieving organizational goals related to risk management.

EMS 3306 Emergency Medical Communications

Provides an analysis of fundamental concepts and methodologies related to emergency medical services (EMS) communication. Topics discussed are communication responsibilities, components of public safety communication, communication centers in EMS organizations, mobile communication, and the role of the communications center in system status management.

EMS 4301 Finance of EMS Systems

Introduces various financial issues and models related to provision of emergency medical services (EMS). Not all services are the same in regards to ownership, management, and profit status. Local, state, and national regulations regarding reimbursement for EMS services may vary, and administrators must understand how these factors influence the financial strength of the organization. This course evaluates current reimbursement strategies for Medicare, Medicaid, and private insurances. Exploration of the potential impact of healthcare reform on current strategy is conducted to determine how EMS reimbursement could be affected by changes in policy that are directed at other providers.

EMS 4302 Leadership in EMS Systems

Provides students with knowledge, tools, and skills that will be needed to assume a leadership role in emergency medical services (EMS). Career advancement from field staff or lower-level supervisor requires transitioning from simple supervisory techniques to developing leadership qualities that will enable the individual to manage from a leadership position. Techniques that encourage motivation and teamwork are essential for organizational growth. Students learn how to apply basic leadership principles in organizational settings, assess leadership styles, and develop strategies to become leaders in EMS.

EMS 4303 Legal, Political and Regulatory Environment of EMS

Identifies the key points of the legal, political, and regulatory environment associated with the administration and workings of a modern emergency medical service (EMS). The importance of the collective body of laws and regulations are examined as it relates to EMS. This course focuses on the mechanics of the legal system, specific laws directly related to the provision and management of EMS, due process and disciplinary procedures for EMS personnel issues, the importance of quality documentation, and the study of specific acts of federal legislation such as the Emergency Medical Treatment and Labor Act (EMTALA), Health Insurance Portability and Accountability Act (HIPAA), and Consolidated Omnibus Budget Reconciliation Act (COBRA).

EMS 4304 Community Risk Reduction in EMS

Focuses on strategies capable of being incorporated into the emergency medical service (EMS) system as part of community relations efforts and education of the community through events and home-based instruction. Managers should work diligently to engage staff in prevention and wellness initiatives as opposed to limiting activities to emergency response. In addition, the EMS

system should be part of the community and work as a partner to improve the community's overall health and safety. Explores methods used to reduce community-based risk of mortality related to preventable injuries, to reduce inappropriate use of emergency resources, and to promote community health strategies.

EMS 4305 EMS Public Information and Community Relations

Introduces issues related to addressing events with the media. As media attempt to obtain varying types of information, the emergency medical services (EMS) manager must ensure that the department has a media relations policy, identify who in the organization may disclose or discuss information to the media, and ensure ethical, legal, and organizational standards are maintained when doing so. Addresses routine interactions and major incidents that may attract media attention. Highlights ethical as well as legal issues that may arise as a result of communicating with the media.

EMS 4306 EMS Roles During Emergencies and Disasters

Highlights proper planning and response of emergency medical services (EMS) to public emergencies and crisis situations. Reviews some of the primary types of emergencies the EMS leader should be aware of in order to meet legal, political, or regulatory guidelines relevant to the role of the organization in the community. Focus is placed on participation in community-wide planning, the development of effective systems and operational plans, and a multi-professional approach to emergency and disaster response.

EMS 4307 Research for the EMS Professional

Introduces the EMS administrator to the fundamentals and importance of research for the EMS professional. As the EMS profession takes on new directions under healthcare reform, at no other time has the need for research specific to this profession been more critical. Accordingly, the goals of the course include understanding not only the research process, but also how to critically review findings and apply solutions to real problems. Students discuss the relevance of research for the EMS profession, both in the clinical and administrative setting, review current research, and develop a research proposal on an issue of his or her choice.

EMS 4308 Mobile Integrated Health Care

Explores adaptations to the existing model of care that will be more suitable for emergency medical services (EMS) organizations under healthcare reform. Provides an overview of how mobile integrated health systems can

contribute improved patient outcomes, patient satisfaction, and integrate more seamlessly in the healthcare continuum. Additional topics include conducting community needs assessments, engaging stakeholders, and performance measurements for programs.

EMS 4320 EMS System Design

Incorporates key elements of system design for emergency medical services (EMS) to facilitate preparation of a program proposal. Students discuss how various components of program development contribute to an eventual success of their proposals. Students incorporate academic and professional research into a final proposal that synthesizes program outcomes and may be used for future contributions or implementation in EMS.

FIR 2301 Principles of Fire and Emergency Services

Provides an overview to fire protection and emergency services. Topics of interest are career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; and Life Safety Initiatives.

FIR 2302 Principles of Fire and Emergency Services Safety and Survival

Introduces the basic principles and history related to the national firefighter Life Safety Initiatives, focusing on the need for cultural and behavioral change throughout the emergency services.

FIR 3301 Fire Behavior and Combustion

Provides an understanding of the basic principles of fire chemistry, the process of fire combustion, fire behavior and examination of the effects of fire behavior on the safety of individual firefighters. The course also categorizes the components of fire and explains the physical and chemical properties of fire.

FIR 3302 Building Construction for Fire Protection

Provides an overview of building construction, building types, designs of structures, and building construction in relation to firefighting.

FIR 3303 Introduction to Fire Prevention

Provides fundamental knowledge relating to the field of fire prevention. Topics include the history and philosophy of fire prevention, organization and operations of a fire

prevention bureau, use and application of codes and standards, plans review, fire inspections, fire and life safety education, and fire investigation.

FIR 3304 Fire Protection Hydraulics and Water Supply

Supports a foundation of theoretical knowledge in order to understand the use of water in fire protection. Students learn how to apply hydraulic principles to analyze and solve water supply problems.

FIR 3305 Fire Protection Structure and Systems

Provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, water supply for fire protection, and portable fire extinguishers.

FIR 3306 Fire Prevention Organization and Management

Examines the factors that shape fire risk and the tools for fire prevention, including risk reduction education, codes and standards, inspection and plans review, fire investigation, research, master planning, various types of influences, and strategies.

FIR 3307 Community Risk Reduction for Fire and Emergency Services

Provides an overview of the comprehensive approach to fire prevention within the community. Covers strategic planning and community programs as they relate to fire safety prevention and terrorist incidents. Explores the plan review process, code development, code enforcement, fire investigation, and evaluating prevention programs.

FIR 3311 Legal Aspects of Emergency Services

Addresses the federal, state, and local laws that regulate emergency services and includes a review of national standards, regulations, and consensus standards.

FIR 3312 Fire Ground Tactics I

Examines strategies and tactics from the incident commander's viewpoint. Students are challenged with decision-making through a variety of occupancies as they utilize basic firefighting procedures and considerations from today's fire service. In addition, scenarios and other assessments utilize simulation software to connect scenarios and decision-making to the students' communities and departments.

FIR 4301 Political and Legal Foundations of Fire Protection

Examines the legal aspects of fire service and the political and social impacts of legal issues. Includes a review of the American legal system and in-depth coverage of legal and

political issues involving employment and personnel matters.

FIR 4302 Fire Service Personnel Management

Examines relationships and issues in personnel administration and human resource development within the context of fire-related organizations, including personnel management, organizational development, productivity, recruitment and selection, performance management systems, discipline, and collective bargaining.

FIR 4303 Fire and Emergency Services Administration

Provides a progressive primer for students who want more knowledge about fire and emergency services administration. The course demonstrates the importance of the following skills necessary to manage and lead a fire and emergency services department through the challenges and changes of the 21st century: persuasion and influence, accountable budgeting, anticipation of challenges, the need for change, and using specific management tools for analyzing and solving problems.

FIR 4304 Fire Dynamics

Examines the underlying principles involved in structural fire protection systems, building furnishings, and fire protection systems, including water-based fire suppression systems, fire alarm and detection systems, special hazard suppression systems, and smoke management systems.

FIR 4305 Fire Analysis and Investigation

Examines the dynamics of ignition, flame spread, and room fire growth. Explores all phases of fire and explosion investigation, financial management, and other fire department functions related to incendiary fire analysis and investigation.

FIR 4306 Human Behavior in Fire

Explores human behavior as it relates to fire and mass casualties, while also addressing a historical review of human behavior in fire, building design, fire department operations, and evacuation procedures involving specific groups, such as large populations and persons with disabilities. Students also 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

Examines tools and techniques of rational decision-making in fire and emergency services agencies, including data

collection, statistics, probability, decision analysis, utility modeling, resource allocation, and cost-benefit analysis.

FIR 4308 Applications in Fire Research

Provides a framework for conducting and evaluating independent research in the fire service by examining the basic principles and methodology for analyzing current fire-related research.

FIR 4309 Industrial Fire Protection

Promotes the applied knowledge of fire prevention and fire protection within business and industrial environments. Included is an awareness of hazards such as smoking, housekeeping, electrical hazards, flammable materials, combustible liquids, flammable gases, welding, and cutting.

FIR 4311 Fire Prevention and Code Enforcement

Focuses on fire prevention through inspection, code enforcement, and 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 comprehensive look at the skills necessary to successfully manage an emergency incident. Using nationally accepted standards, students analyze and apply the strategic considerations necessary to be successful on the fire ground. In addition, students gain valuable knowledge of the National Incident Management System (NIMS) as well as how to employ the Incident Command System (ICS) on the fire ground.

FIR 4313 Terrorism Incident Management and Emergency Procedures

Examines the philosophies and tactics of terrorist groups, and discusses emerging terrorism trends. Also covers the study of terrorism methodology, terrorist incident response, and managing the consequences of terrorist events.

FIR 4314 Crime Scene, Forensics, and Evidence Collection

Explores the analytical and systematic approach relating to fire scene investigations involving crime scenes, accidental causes, and the collection of evidence. The role of evolving technologies used for fire scene investigations is studied with emphasis on the use of forensic science in reconstructing an incident. The modern fire investigator must be able to justify the validity and reliability of his or her findings against peer review. This course prepares students for contemporary methods of fire investigations.

FIR 4315 Fire Investigation Technician

Develops and enhances the fire investigation technician's ability to conduct reliable fire investigations. Focuses on the relationship between the National Fire Protection Association (NFPA) 921 and NFPA 1033, the identification of fire patterns, methods of evidence collection, documenting the fire scene, and utilizing the scientific method of fire investigation.

FRN 4301 Principles of Digital Forensics

Investigates digital forensics procedures and legal aspects. Students learn how to perform digital information gathering and understand legal sanctions for electronic crimes.

FRN 4302 Digital Forensics Applications

Focuses on using applications and analysis to examine digital data from networks, computers, media, databases, websites, and mobile devices. Students provide recommendations based on analysis findings.

HCA 1301 Basic Medical Terminology

Provides students with fundamental skills in understanding how to use prefixes, suffixes, and root words to develop medical terms. Students become familiar with the spelling and definition of common medical terms related to major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities.

HCA 3304 Principles of Epidemiology

Examines the genetic and environmental determinants and distribution patterns of disease among human populations. Methods for developing and testing approaches for disease prevention and control are also discussed.

HCA 3308 Health Information Principles and Practice

Provides an overview of health information management (HIM) and HIM principles, policies and procedures including health data content, collection, quality, registries, access, and retention. Examines the use of technology in warehousing and mining, communicating, and safeguarding healthcare data as well as EHR and PHR. The benefits and challenges of healthcare information systems and the future of health information management systems are discussed.

HCA 3310 Health Care Marketing

Provides a background in the principles and concepts of marketing and instructs students on the importance of marketing in the healthcare sector. Topics discussed include healthcare marketing trends, consumer decision-making, ethical and legal considerations in healthcare

marketing, and strategies for marketing in health care. Discusses how marketing in the healthcare sector contrasts with marketing in other sectors.

HCA 4303 Comparative Health Systems

Examines the structure of the major healthcare systems in the United States in a comparative analysis with other countries, focusing on financing, reimbursement, delivery systems, and adoption of new technologies. Students study the relative roles of private sector and public sector insurance and providers; the effect of system design on cost, quality, efficiency, access to primary and specialty care; and equity of medical services.
Prerequisite—BHA 3002 or equivalent

HCA 4304 Project Management for Health Professionals

Reviews the principles of project management, reengineering, and work redesign. Students focus on developing strategies necessary to initiate, plan, implement, and disseminate the results of a health-science project.

HCA 4305 Long-Term Care Management

Reviews the wide variety of healthcare facilities and services outside the hospital environment along with the management of organizations that deliver healthcare services such as nursing homes, assisted living facilities, adult daycare, home health, housing, and wellness. Introduces ethical and quality of care issues in long-term care, the role of technology in long-term care, and marketing and leadership responsibilities. Examines current and future trends of long-term care management.

HCA 4307 Health Care Quality Management

Examines the history and scope of healthcare quality movement efforts in the United States. Methods of assessing quality and techniques for process improvement are addressed as well as opportunities for preventing adverse events. Quality improvement tools such as Lean Six Sigma, constraints theory, and other key approaches are reviewed with an emphasis on developing, executing, and reporting the outcomes of quality improvement initiatives in health care.

HCA 4308 Research Methods for Health Professionals

Focuses on basic concepts of statistics such as measures of central tendency and variability; concepts of test validity, reliability, and objectivity; and basic techniques used in inferential statistics. Also examines the basic components required for designing, conducting, and interpreting health-related research. Topics discussed include research design,

methodologies, observational studies, experimental and quasi-experimental design, inherent biases, ethical considerations, the use of primary and secondary data, and statistical techniques.

HCA 4320 Development and Strategic Planning in Health Care

Promotes understanding of the dynamics of strategic planning for medical organizations of all kinds through an integrated capstone course. Students cultivate skills in environmental assessment, diagnose organizational problems, identify opportunities for improvement, formulate and select strategic alternatives, and create strategic management action plans for effective implementation. Leadership for effective planning in healthcare organizations is emphasized.

HLS 2301 Introduction to Terrorism

Examines the various types of terrorism and known terrorist groups deemed to be a probable threat against the citizens of the United States and explores various techniques and resources designed to counter terrorist threats in the United States.

HLS 3301 Weapons of Mass Destruction

Provides an overview of a broad range of topics concerning the use of weapons of mass destruction (WMD), including nuclear, chemical, and biological weapons, development, and terrorist use. The course context is structured to discuss the threat of WMD due to terrorism and rogue states' development of WMD. The goal of the course is to inform the background history and technical concerns as well as how to deal with these concerns in the future.

HLS 3302 American Homeland Security

Evaluates the development of American Homeland Security from various perspectives to include historic, current, legal basis, organizational development, and best practices.

HLS 3303 Terrorism Response Operations

Examines various tactical response options with emphasis on pre-incident preparedness, mitigation actions, and use of protocols within the National Incident Management System framework.

HLS 3304 Ethical and Legal Issues in Homeland Security

Highlights major ethical and legal issues of homeland security and develops methods for addressing them. Includes content on rights of privacy, the Patriot Act, and Title 18 of the United States Code.

HLS 3305 Disaster Planning and Management

Examines the actions needed and the personnel involved in disaster planning, preparedness, response, and recovery with specific reference to terrorism incidents.

HLS 3306 Homeland Security Technology

Contrasts various homeland security technology options with emphasis on prevention, protection, mitigation, interdiction/intervention, inspection, detection, and response technologies as they relate to domestic homeland security and first responders operations. Examines terrorists' use of technology and how the evolution of technology has changed terrorist attacks.

HLS 4301 Preparedness and Response Partners

Examines the diversity of homeland security partners, their capabilities, strengths, and improvement areas in terms of collaborative preparedness and response.

HLS 4302 Cyber Security Management

Provides an overview of cybersecurity and how best to respond to cyberterrorism and cybercrime. Students learn how to implement cybersecurity awareness into all levels of disaster management. Students are also exposed to cybersecurity awareness, cyber infrastructure impact awareness, communication, deterrence, response, and recovery factors related to cyber infrastructure. Students explore cyber laws, regulations, and ethics and create a cybersecurity strategy by evaluating threats and using risk assessments for critical infrastructure.

HLS 4303 Critical Infrastructure Protection

Analyzes threats to critical infrastructure from an "all-hazards" perspective and examines the full range of natural, technological, and man-made disasters and their impact on our nation's critical infrastructure. Students develop risk and threat assessments, safety plans, and strategies for critical infrastructure protection. Finally, students identify the processes for implementing training, education, exercises, and evaluations to ensure infrastructure security.

HLS 4320 Homeland Security Capstone

Provides an opportunity for students to demonstrate integrative knowledge and comprehension of the concepts they have learned by completing each of the previous HLS required core courses. Students develop a final project based on a real-world problem in homeland security by applying the knowledge and tools learned throughout the course and the homeland security program.

HTH 1301 Medical Law and Ethics

Introduces the key principles governing release of information and confidentiality of patient information. An overview of healthcare delivery systems and the roles of healthcare professionals is also presented. Other topics include confidentiality; release of information; legislative process; the court system; legal vocabulary; record retention guidelines; patient rights/advocacy; advance directives; and ethics.

HTH 1304 Health Information Technology and Systems

Introduces students to the basic concepts of health information management in the healthcare setting. Historical and current record-keeping practices will be explored as well as a basic overview of healthcare delivery systems. The definition of, standards for, and development of both paper and electronic health records as to content, format, evaluation, and completion are discussed. Numbering and filing systems, registries, indexes, forms, and screen design and data exchange are addressed. Other topics include data sets, storage, retrieval, use, and structure of healthcare data; record assembly and analysis; chart location; master patient index; physician documentation and release of information; the role of accrediting and regulatory agencies; facility and staff organization; legal and ethical issues; and the transition to an electronic patient record.

HTH 1305 Pharmacology

Provides the general principles and concepts of pharmacology. Explores the indications, dosages/strengths, dosage calculations/measurements, and precautions/contraindications that may be associated with specific drugs or drug classes as well as mechanisms of drug administration and therapeutic management of patients with specific disease states, medical processes, health conditions, or considered as special patient populations.

HTH 1306 Introduction to Health Care Statistics

Introduces students to basic statistical principles and calculations as applied in the healthcare environment. Focuses on procedures for collecting and reporting vital statistics and basic quality control population statistics. In addition, students learn the fundamentals of displaying statistical information using a variety of graphs and charts.

HTH 2303 Pathophysiology

Provides education on the general mechanisms of disease processes and health problems including inflammation, degeneration, immunity, congenital, hereditary, neoplasia,

and diseases caused by deficiencies or excesses. The most commonly occurring diseases of body systems are surveyed.

Prerequisite—HTH 2306 and HCA 1301 or equivalent

HTH 2304 Introduction to Health Information Management

Introduces health information management principles, policies, and procedures including health data content, coding and reimbursement, integrity, registries, access, and retention as well as the integration of technology in health care. Historical and current recordkeeping practices are explored as well as a basic overview of healthcare delivery systems. Ambulatory care, long-term care, mental health, and acute care health records are introduced. Forms design, filing methods, and types of numbering systems are covered. Other topics include the role of accrediting and regulatory agencies, facility and staff organization, health record content, record management, the transition to an electronic patient record, and future trends in health information.

HTH 2305 Health Information Documentation Management

Provides a foundation regarding documentation requirements for complete and accurate health records as required by licensing, accrediting, and regulatory agencies; skills in data collection tools, data quality assessment and integrity; healthcare data sets and standards; medical terminology; principles and guidelines for using International Classification of Disease (ICD-9-CM or ICD-10-CM); and primary and secondary healthcare data sources.

HTH 2306 Medical Linguistics and Anatomy

Introduces basic concepts of human anatomy and physiology. The topics covered include, medical language, organization of the body, review of the cells, tissues, and membranes of the body. The body systems covered include skeletal, muscular, integumentary, cardiovascular, lymphatic, immune, respiratory, nervous, sensory, endocrine, gastrointestinal, urinary, and reproductive.

HTH 2307 ICD-10-CM

Presents an overview of International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM). Emphasis is placed on the principles, theories, concepts and applications required to code diseases and procedures using the ICD-10-CM classification system. Chapter specific guidelines are considered, and students are given an opportunity to practice coding in a variety of medical scenarios.

HTH 2308 Introduction to ICD-10-PCS

Prepares students to utilize the ICD-10-PCS format to build procedure codes. Students are introduced to the code components and guidelines and are trained in applying coding procedures.

HTH 2309 Reimbursement Methodologies

Introduces the student to different health insurances, managed care plans, and reimbursement methods. Students become familiar with the health insurance industry, physicians' office billing practices, legal and regulatory issues, and proper billing codes assignment to complete claim forms. Eligibility requirements, claims processing and adjudication, collection, and computerized patient accounting procedures are also emphasized.

HTH 2310 Introduction to Current Procedural Terminology

Focuses on the conventions and guidelines of the Current Procedural Terminology (CPT) coding system. An overview of coding and guidelines, coding conventions, evaluation and management services, medicine used in CPT and for the Health Care Procedural Coding System (HCPCS). Students will practice applying all CPT and HCPCS codes that relate to the outpatient setting.

HY 1010 Western Civilization I

Traces the history of Western civilization, examining developments in Western thought and culture from the earliest recorded civilizations to the 18th century.

HY 1020 Western Civilization II

Traces the history of Western civilization, examining developments in Western thought and culture from the 18th century through the 21st century.

HY 1110 American History I

Explores the social, political, and economic history of the United States from pre-Columbian discovery through the conclusion of post-Civil War Reconstruction.

HY 1120 American History II

Explores the social, political, and economic history of the United States from the advent of the Gilded Age to the early 21st century.

HY 2000 American Military History I

Examines the American military's evolution from its infancy as colonial militia groups to 1918 as the United States was on the brink of reaching world power status.

HY 2020 American Military History II

Explores United States military history from 1918 to the war on terror.

ITC 3001 Personal Computer Fundamentals

Examines the fundamentals of personal computers with an emphasis on current application software. Provides an overview of personal computers, operating systems, and Internet technologies. Includes extensive and valuable hands-on experience using several applications in the Microsoft Office Suite.

ITC 3302 Human Computer Interaction

Presents an interaction between modern compute interfaces and system users. Students will examine user diversity and its impact on design of user interfaces. Techniques for task analysis, prototyping, and usability testing are also covered. Emphasis is placed on the integration of human-computer interaction principles into the system development life cycle. Theories, principles, and guidelines for interface development and testing are applied through the design and development of prototypes for various types of user interfaces.

ITC 3306 Operating Systems

Introduces both theoretical and technical aspects of several current operating systems. Areas covered within this course are operating system installation, configuration, use, and maintenance. Network, device, and file system topics are included.

ITC 3307 Maintaining Microcomputer Systems II

Develops the skills required to install and configure PC operating systems as well as configuring common features (e.g., network connectivity, email) for Android and Apple iOS mobile operating systems.

Prerequisite — ITC 3840 or equivalent

ITC 3308 Cloud Computing

Explores cloud computing fundamentals that pertain to both technology and business considerations. Topics covered are cloud services, cloud architectures, cloud backup and storage, sharing of digital media, cloud-based applications, mobile systems, virtualization, and cloud security and management. This course prepares students to sit for the CompTIA Cloud Essentials Certification.

Prerequisite— ITC 3001 or equivalent

ITC 3309 Introduction to Mobile Technology

Covers key trends and issues of a mobile environment as well as recent developments in mobile computing. Topics include mobile evolution, social networking, mobile

strategy, management, and security. This course provides a baseline level of knowledge for success in industry and a basic foundational knowledge for mobile certifications.

ITC 3450 Introduction to Data Communications

Examines data communications fundamentals, including the transmission and reception of data signals, networking and network architecture, and communications protocols. Provides a baseline level of knowledge for success in industry and preparation for networking certifications, including the Network+, Microsoft Certified Systems Administrator (MCSA), Microsoft Certified Systems Engineer (MCSE), Certified Novell Administrator (CNA), and Cisco Certified Network Associate (CCNA) designations.

Prerequisite— ITC 3001 or equivalent

ITC 3840 Maintaining Microcomputer Systems I

Examines microcomputer hardware and peripheral installation, maintenance, and troubleshooting, including networking and security considerations. Material covered prepares students for additional study in networking and information security or support technician positions. This course requires a PC with Windows as it assists with preparing students to sit for the A+ exam.

ITC 4010 System Analysis and Design

Explores structured systems analysis and design terminology and techniques. Presents a foundation in systems design and documentation necessary for effective communication and career advancement for all technology professionals.

Prerequisite— ITC 3001 or equivalent

ITC 4150 Database Design and Implementation

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

Prerequisite — ITC 3001 or equivalent

ITC 4175 Database Implementation and Management

Provides a continued study of databases with a focus on implementation and management. Provides hands-on experience using current database applications and Structured Query Language (SQL). Includes coverage of database administration and management issues and techniques.

Prerequisite — ITC 4150 or equivalent

ITC 4210 Programming Concepts and Problem Solving I

Presents an introduction to solving computer-programming problems using Visual Basic. Includes principles that translate easily to many other modern programming languages. Focuses on user interfaces, program structure, language syntax, and implementation details. Requires Microsoft Visual Basic.

Prerequisite—ITC 4010 or equivalent

ITC 4230 Programming Concepts and Problem Solving II

Provides an advanced study of programming-related problem solving using Visual Basic. Covers object-oriented concepts such as classes, reusability, and encapsulation.

Prerequisite—ITC 4210 or equivalent

ITC 4310 Web Design and Development

Presents web design principles and techniques coupled with practical experience in the design and creation of websites. Includes coverage of the latest tools, trends, and issues relating to computers and technology.

ITC 4312 Data Analytics

Introduces students to the use of business intelligence (BI) and big analytics to support decision-making. This course includes theoretical and practical topics surrounding data and data mining, data warehousing, and analytics. New and emerging technologies are presented, and students will gain meaningful information in the use of data analysis tools.

ITC 4313 IT Ethics and Professionalism

Educates existing and future business managers and IT professionals on the tremendous impact ethical issues have on the use of information technology (IT) in the modern business world. This course includes studies of professional codes of ethical conduct, philosophy of ethics, risk analysis, liability, responsibility, security, privacy, intellectual property, the Internet, and various laws that affect an information technology infrastructure.

ITC 4390 Internet and Network Security

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

Prerequisite— ITC 3450 or equivalent

ITC 4453 IT Infrastructure Management

Presents a comprehensive study of current technology management trends and tools. Includes coverage of varying

types, sizes, and levels with an emphasis on larger organizations and systems.

ITC 4760 Information Technology Evaluation and Implementation I

Results in the completion and delivery of the first phases of a faculty-approved information technology (IT) project management plan through a capstone project course. This course includes readings in project management, development of a project management plan, and the practical application of project management software.
Prerequisite— ITC 4010, ITC 4150, ITC 4210 or equivalent

ITC 4780 Information Technology Evaluation and Implementation II

Focuses on a capstone project resulting in the completion and delivery of the final phases of a faculty-approved information technology (IT) project management plan, continued from the prerequisite course ITC 4760. This course includes additional readings in project management, advanced topics of project and process management, and additional practice with project management software and tools.

Prerequisite—ITC 4760 or equivalent

LSS 1300 Learning Strategies for Success

Introduces the skill set needed to succeed in online courses. It provides opportunities for learners to write effective college papers, use the CSU online library, and develop strategies that enhance career planning.

MAR 2251 Internet Marketing Principles

Presents the conceptual and practical knowledge needed to comprehend the implications of the Internet for business. Guides learners through the concepts, trends, and characteristics of doing business online to provide the ability to develop and implement effective strategies for digital business.

MAR 3211 Consumer Behavior

Investigates consumer behavior as the study of people and the products that shape their identities. Presents personal and professional relevance to consumer behavior, including psychological, social, economic, and political foundations in consumer activities. Learners analyze buying behavior by exploring the products, services, and consumption activities from a multicultural perspective, which contributes to the broader social world.

MAR 3231 Marketing Research

Introduces the marketing research process. Exploration of the many ways that marketing researchers gather information and utilize technology and the Internet in

marketing research. Global marketing research is explored in detail and includes ethical, social, political, and legal implications to research activities.

MAR 3271 Advertising

Focuses on the importance of how businesses integrate marketing communications into their business models and how advertising is produced and transmitted using traditional and new media channels. Learners explore the global effects of marketing and advertising on business, industry, and national economies as well as the strategic function of advertising within the broader context of business and marketing.

MAT 0390 Intermediate Algebra

Explores the basic fundamentals of college-level mathematics.

Note: This course is for institutional credit only and will not be used in meeting degree requirements. This course will not substitute for any general studies requirement.

MAT 1301 Liberal Arts Math

Introduces non-technical applications of mathematics in the modern world. Cultivates an appreciation of the significance of mathematics in daily life and develops students' mathematical reasoning. Subjects include quantitative information in real-world situations, geometry, statistics, and probability.

MAT 1302 Algebra I

Presents a variety of fundamental algebraic topics including linear and quadratic equations, equations of lines, polynomials, rational expressions, systems of equations, and radical expressions. Students entering this course should be proficient in pre-algebra concepts.

MAT 1303 Algebra II

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

Prerequisite—MAT 1302 or equivalent

MAT 1304 Finite Math

Surveys mathematical analysis techniques used in work and everyday-life situations. Topics include an introduction of linear functions, matrices, logic, mathematics of finance, probability, and counting techniques along with their applications.

MAT 2301 Elementary Statistics

Introduces the basic principles and issues relevant to the understanding of data sources and research. Students gain

an overview of the basic concepts of statistics by exploring the world of descriptive statistics, probability, and inferential statistics.

Prerequisite—MAT 1302 or equivalent

MAT 2302 Pre-Calculus

Explores in-depth, pre-calculus mathematics. Topics include functions and their graphs, a study of polynomials and rational functions, exponential and logarithmic functions, conics, and an introduction to calculus.

Prerequisite—MAT 1302 or equivalent

MAT 2303 Calculus

Examines the basics of calculus. Topics include the differential calculus computations and applications to graphing and finding maxima-minima, the integral calculus substitution and applications to area and probability, and the Fundamental Theorem of Calculus.

Prerequisite—MAT 2302 or equivalent

MBA 5101 Strategic Management and Business Policy

Examines both contemporary and traditional management approaches to determine strategic direction and business policy. Topics include the development of corporate governance; the roles and responsibilities of boards of directors; and the benefits of using strategic planning processes, including formulation, implementation, evaluation, and a comparison of various strategic planning models.

MBA 5401 Management Information Systems

Considers the theory and practice of management information systems, including information requirements analysis, design methodology, and system implementation considerations. Topics include new technology convergence, management of disrupted technology, technology impacts, and business continuity planning.

MBA 5501 Advanced Marketing

Provides 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

Introduces both the theory and practice of using quantitative and qualitative research methodological approaches to solve problems, leverage opportunities, and help achieve organizational goals. Applied research methods are illustrated, including surveys, interviews focus groups, case studies, observations, and experimentation.

Contemporary and actionable statistical procedures as well as data analysis tools are examined. Best practices for presentation of research results also are appraised.

MBA 5841 Strategic Marketing

Presents an overview of marketing management with an emphasis placed on enabling the marketing manager to create strategies that “fit” the product/service to the organization’s distinctive competencies and its target market. Develops decision-making skills in marketing and provides an overview of the strategic marketing management process. Reviews the different methods used to address and exemplify the many issues and problems that are involved in creating and implementing the marketing strategy.

MBA 5851 Marketing Research

Introduces students to the marketing research process and the importance of market research within an organization. The course includes an exploration of the methodologies that market researchers use to compile and analyze information through the use of statistical tools. Ethical aspects of market research are also be examined.

MBA 5861 New Product Marketing

Explores several new product subject areas including marketing, branding, creative design, and management issues related to new product marketing. Designed for students interested in brand management and positioning in the context of both small entrepreneurial firms and large corporations. Explores the challenges faced by marketers, business managers, and consultants in bringing a new technology to the market.

MBA 5871 Business-to-Business Marketing

Provides a presentation of strategic marketing and business policies with an application of the business-to-business platform. Focus is placed on the organizational buyer and the need for a relationship based buying structure. Concepts include the foundations of e-commerce, retailing and advertising, market research, various marketing strategies and implementation of such strategies, and the management of business marketing channels.

MBA 6001 Organizational Research and Theory

Examines 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

Applies economic theory to managerial decision-making. Topics include demand analysis and estimation, analysis of cost and production, profit maximization under different market structures, optimal pricing, and decision-making under uncertainty.

MBA 6081 Corporate Finance

Presents the fundamentals of corporate finance management, emphasizing the development of tools of analysis necessary to assess a company's financial health and value; allocate financial resources; determine cost of capital; and assess investment and business opportunities, risk-return relationships, and working capital management.

MBA 6151 Operations Research

Examines 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 the interface between nation states and the firms conducting foreign business activities.

MBA 6631 Intercultural Management

Provides a comparative study of the multicultural, intercultural, and diversity dynamics of conducting domestic and international business. Focus is on the unique intercultural and multicultural problems, characteristics, opportunities, and demands faced by firms in both local and domestic businesses and the individuals engaged in its corresponding intercultural and multicultural communications, negotiations, integration, and unique transactions across value systems of various nations.

MBA 6641 International Economics

Presents a study of trade and international economics. Considers comparative advantage, production factors, and how growth is influenced by trade and various alternative trade theories. Analysis of trade restrictions and the effect of trade on environment and political policies.

MBA 6651 International Finance

Presents a study of economics in the international context of foreign exchange and currency markets and their impact on international economics. The interrelationship of exchange rates and economics factors are also discussed. *Prerequisite— MBA 6081 or equivalent*

MBA 6871 Public Finance and Legislative Procedures

Examines public funding structures and explores the politics and legislative and executive powers impacting public finance. Explores national, state, and local government roles in allocations and competition for resources.

MBA 6931 Project Management Strategy and Tactics

Introduces the methodologies and technologies that assist project managers in the coordination of projects from inception through completion. Instructs learners to satisfy customer needs, apply budgeting concepts, manage production time, invest resources, and create performance specifications designed with defined requirements. Provides tools to understand, design, and apply systematic project management organization and administration.

MBA 6941 Managing Project Teams

Analyzes the diverse sectors of project management leadership, team activity, and range of organizations and topics related to project teams. Project teams are comprised of multiple job sectors and divisions. The roles of project team members are explored from project creation to completion, while managing team conflict, motivation, individual and group behavior, and strategic completion of work assignments.

MBA 6951 Managing Complex Projects

Provides a comprehensive study of the project management process and the complexities of project management from a systems perspective. Includes the systematic approach to planning activities, controlling and closing project integration management, project scope management, project time management, project cost management, project quality management, project communication management, project risk management, and project human resources management. Prepares students to plan, control, and perform projects within the modern workplace by presenting requisite processes and techniques.

MBA 6961 Project Management

A comprehensive study of the skills of problem solving and decision-making that 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 students to the concepts of information system fundamentals, systems analysis and design methods, database design and modeling, structured query language, crime analysis and geographic information systems, and computer law.

MCJ 5135 Theory of Crime and Criminology

Examines historical explanations of crime and criminal behavior and addresses the social impact of crime, crime prevention, and research into current issues.

MCJ 5390 Critical Analysis of Criminal Justice Administration

Presents an overview of criminal justice administration theories, research methodologies, and technologies that impact criminal justice administrations (law enforcement, courts, and corrections). Examines principles of administration, including organizational structure, function, and the processes of criminal justice systems.

MCJ 5460 Juvenile Justice Administration and Delinquency

Explores the nature and extent of delinquency and subsequent policy applications from theoretical and administrative approaches as well as current research into juvenile deviant and delinquent behavior.

MCJ 5532 Research Methods in Criminal Justice Administration

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

MCJ 6150 Training and Development in Criminal Justice

Presents the organizational development model in human resources management, covering concepts, processes, and practices of employee success and demonstrating methodologies applicable to the goals and objectives of criminal justice organizations.

MCJ 6230 Constitutional Law for Criminal Justice

Explores constitutional law and its impact on contemporary America, including constitutional rights and potential civil liability in the workplace.

MCJ 6257 Criminal Courts and Professional Ethics

Examines the various roles of criminal justice professionals and proper procedures of evidence collection and processing within the legal system. Students explore ethical dilemmas and major ethical challenges throughout the criminal justice system.

MCJ 6374 Special Topics in Criminology and Criminal Justice

Introduces contemporary issues in criminology and criminal justice, developed around the writings of leading criminal justice researchers and specialists while exploring the current issues surrounding cybercrime and cyberterrorism. Students study criminal justice agencies, institutions, processes, strategies, threats, and personnel working with cybercrimes as well as the impact of globalization as it relates to cybercrime and terrorism.

MCJ 6453 Global Terrorism

Presents the evolution of new laws that create a cooperative environment coordinating training and action measures between local, state, and federal agencies in an effort to singularly respond to and prevent terrorist threats and incidents.

MCJ 6530 Critical Analysis of Criminal Justice Public Policy

Examines all aspects of the criminal justice system from an organizational perspective, evaluates criminal justice agencies and organizations in the larger environmental context. Includes analysis of external organizations, public interest, and state and national policy and explores the changing and expanding role of the criminal justice system.

MEE 5801 Industrial and Hazardous Waste Management

Examines solid and hazardous wastes and how such wastes are managed in modern society. Topics covered are the generation, treatment, and disposal of wastes generated by the non-commercial and industrial segments of society.

MEE 5901 Advanced Solid Waste Management

Presents 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

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

MEE 6501 Advanced Air Quality Control

Explores an in-depth study of advanced air quality control science and management practices. Addresses health effects, environmental impacts, monitoring, modeling, and treatment.

MHA 5001 Healthcare Financial Management

Focuses on various aspects of financial management, including theory, terminology, and finance techniques used in healthcare organizations. An emphasis is placed on external financial options, cost accounting, and how change and innovation drive the organization. Students will learn how to use financial data to make decisions in strategic planning regarding the organization's short-term and long-term future.

MHA 5101 Legal Foundations of Health Care

Provides an analysis of the legal aspects of healthcare delivery and the impact on healthcare institutions. Students examine tort law, professional liability, cost controls, liability insurance, antitrust, and healthcare access.

MHA 5201 Health Resources and Policy Analysis

Analyzes public policies impacting healthcare programs, services, organizations, and program accessibility to citizens. Explores health policy generation, legislation, and implementation.

MHA 6501 Advanced Healthcare Management

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

MHR 6401 Employment Law

Examines laws and regulations impacting rights and responsibilities within the employee and employer relationship. Topics include common law principles, discrimination, wage and hour law, National Labor Relations Act and other labor and employment laws. Focus is on federal laws governing employment.

MHR 6451 Human Resource Management Methods

Examines personnel administration for line supervisors and managers and integrates a systems approach to government regulation of employment, employment laws, conflict resolution, and performance-based personnel management.

MHR 6551 Training and Development

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

MHR 6751 Labor Relations and Collective Bargaining

Explores labor relations, contract negotiation, administration, bargaining units, and decision-making processes. Examines the social, political, and economic impacts of collective bargaining and challenges to the administration of a collectively established relationship.

MHR 6901 Compensation Management

Presents fundamental concepts, issues, and techniques associated with designing, managing, and evaluating compensation and benefits programs for increased organizational performance and competitive staffing.

MHS 5201 Weapons of Mass Destruction

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

MOS 5101 Safety and Accident Prevention

Analyzes the theories and principles of occupational safety and health (OSH) and their practical applications in the workplace. Focus is placed on the evaluation and control of workplace safety hazards.

MOS 5201 Safety Engineering

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

Prerequisite— MOS 5101 or equivalent

MOS 5301 Fire Protection Technology

Introduces 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

Presents advanced concepts 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— MOS 6301 or equivalent

MOS 5525 Integrated Safety Management Systems

Provides a comprehensive, comparative review of environmental safety and health systems-based management standards established by organizations such as the American National Standards Institute (ANSI) and the International Standards Organization (ISO) with an emphasis on shared management systems foundations that have been demonstrated to lead to organizational success.

MOS 5640 Advanced Interactions of Hazardous Materials

Presents an advanced examination of how emergency incidents are developed or impacted by hazardous materials using the fundamental concepts of organic and inorganic chemistry understandable to all emergency services personnel. Shows how key elements and compounds undergo important changes during a hazardous materials incident.

MOS 6301 Advanced Industrial Hygiene

Examines advanced practical theory as it applies to the classical industrial hygiene field. Reviews an array of investigative, scientific, engineering, organizational, and social skills that are necessary to effectively control occupational and environmental health hazards.

MOS 6625 System Safety Engineering

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

Prerequisite—MOS 5201 or equivalent

MOS 6701 Advanced Ergonomics

Presents a comprehensive study of ergonomics and ergonomic principles with particular attention given to ergonomic development in the workplace. Design and evaluation of ergonomic systems and ergonomic program design and development are given special attention.

MOS 6801 Emergency Management

Focuses on the evolution of emergency management and the role of the federal government over the last 110 years. Students investigate Hurricane Katrina to identify the breakdown of response efforts that resulted in the reconstruction of federal policies and procedures. Finally, students study major disasters since Hurricane Katrina to assess present and future government response capabilities to a major disaster.

MSE 5101 Legal Aspects of Emergency Services Management

Explores the basic principles and terms of law in relation to the field of emergency management and various legal actions against people or organizations charged with emergency services management duties. Contains court cases, statutes, and regulations that have an impact on emergency service organizations.

MSE 5201 Advanced Fire Administration

Analyzes the fire service operations within emergency management (EM). Students examine the role that the fire service has within the emergency management field and how senior emergency management officials manage the operational component of a rescue department during an emergency.

MSE 5301 Interagency Disaster Management

Focuses on interagency cooperation for complex crises and domestic emergencies. Reviews the coordinating mechanisms and planning tools within the disaster response community for enhanced interagency response operations. Particular attention is paid to lessons from post 9/11 and Hurricane Katrina.

MSE 6201 Homeland Security

Presents a comprehensive examination of homeland security, terrorism, domestic security, emergency preparedness, and border and transportation security. Provides a definitive overview of our nation's critical homeland security issues focusing on analysis, insight, and practical recommendations.

MSE 6301 Risk Management

Provides a comprehensive foundation on the background, components, and systems involved in the management of disasters and other man-made or natural emergencies. Examples focus on the U.S. domestic system of emergency management.

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

Presents a critical look at emergency services management interactions in major historical natural catastrophes, man-made disasters, or terrorist incidents through the lessons learned from case study evaluation.

MSL 5080 Methods of Analysis for Business Operations

Examines quantitative analysis techniques in strategic business decision-making and the management of production and service operations. Introduces tools such as forecasting, decision analysis simulation, linear programming, and project management. These quantitative techniques assist managerial decision-making in finance, marketing, quality assurance, service, and human resources.

MSL 5100 Applied Research Project

Emphasizes the application of knowledge and analytical skills to solve appropriate business problems or opportunities. Integrated comprehensive analyses, strategy formulations, and strategic implementation plans are examined.

MSL 5200 Crisis Communication Management

Emphasizes that managers must be in a position to communicate effectively during crisis situations. Knowledge and specific skills are presented in this course to assist managers with effective communication during stressful or emergency situations.

MSL 6000 Psychological Foundations of Leadership

Presents the basic concepts, theories, and research regarding psychological issues related to organizational behavior and leadership. Includes the nature of leadership, leadership behavior, and specific psychological traits of ordinary individuals in leadership roles.

MSL 6040 Current Issues in Leadership

Examines critical issues in leadership, using a case analysis method. Explores the role of leadership in current business organizations. Serves as the capstone course for the Master of Science in Organizational Leadership curriculum and includes a significant writing component.

OSH 3303 Applied Safety Science

Provides an overview of key science-related topics that are fundamental to the fields of environmental management and occupational safety and health. Examines the fundamental concepts of classical physics and chemistry with an emphasis on the application of force and

movement and key inorganic and organic chemistry concepts commonly encountered by the environmental and safety professional.

OSH 3306 Workers' Compensation

Examines the fundamentals of workers' compensation including the history and legal aspects of state workers' compensation systems, workers' rights, claims management, reporting and recording requirements, and various types of coverage available to employers.

OSH 4308 Advanced Concepts in Environmental Safety Management

Provides a comprehensive overview of the occupational safety and health field of study to include the application of quantitative problem solving related to workplace safety and health. Prepares students for the Associate Safety Professional (ASP) and Certified Safety Professional (CSP) exams.

Prerequisite—MAT 1302, BIO 1100, CHM 1030, and PHS 1110 or equivalent

OSH 4309 Lean Safety Management and Sustainability

Investigates safety management from the viewpoint of continual improvement using lean management techniques. Introduces techniques commonly utilized in quality management, such as Kaizen events, 5S, and Six Sigma techniques to safety and health management systems.

PHL 1010 Critical Thinking

Explores different methods of enhancing the quality of learning and life by systematically improving an individual's way of thinking.

PHL 2350 Philosophies of World Religions

Explores the histories, ideas, beliefs, and characteristic practices of the world's major religions.

PHS 1110 Principles of Classical Physical Science

Provides fundamental concepts of classical physics with minimized computation in a conceptual and practical manner intended for non-science major students. Main topics covered are Newtonian mechanics, properties of matter and energy, and basic ideas of thermodynamics.

PHS 1120 Principles of Modern Physical Science

Explores fundamental concepts of modern physics with minimized computation. Main topics covered are properties of light and sound, electromagnetism, and theories of relativity by Einstein.

PS 1010 American Government

Examines government and politics in America by focusing on the origins, entities, processes, and functions of our political system and the influential role of interest groups and the media.

PS 2000 Introduction to Political Science

Introduces the key concepts, theories, philosophies, and ideologies of political science and explores the subfields of international relations and foreign policy while examining the various players and their roles. Students discover how the many components of political science are vital in understanding modern society and war.

PS 2010 American State and Local Politics

Introduces components and processes inherent to state and local government in the United States. Acquaints students with the structures and functions of state and local governments as well as the methods and motivations behind political decisions.

PSY 1010 General Psychology

Surveys the principles, theories, and methods of psychology as a basis for the understanding of human behavior and mental processes.

PSY 2010 Abnormal Psychology

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

Prerequisite—PSY 1010 or equivalent

PSY 3019 History and Systems of Psychology

Explores the historical, philosophical, and scientific roots of modern psychology, including the people, cultural aspects, and events that shaped the evolution of psychology.

Prerequisite—PSY 1010 or equivalent

PSY 3140 Social Psychology

Examines how an individual's mental life and behavior are shaped by interactions with other people. Specific topics include aggression, attitudes, social influence, stereotypes, and group processes.

Prerequisite—PSY 1010 or equivalent

PSY 3150 Developmental Psychology

Surveys human development across the life span with emphasis on psychosocial, physical, emotional, and cognitive changes.

Prerequisite—PSY 1010 or equivalent

PSY 3307 Forensic Psychology

Introduces criminal behavior from a psychological perspective. Students explore the role of the forensic

psychologist, review various psychological theories of criminal behavior, analyze different crimes from a psychological perspective, and examine current research in the field. Students also learn about how psychologists intersect with law enforcement and the U.S. criminal justice system as well as how psychological treatment efforts can aid in the rehabilitation of the offender.

Prerequisite—PSY 1010 or equivalent

PSY 3350 Theories of Personality

Analyzes the major theories and systems of personality and introduces research methods in personality.

Prerequisite—PSY 1010 or equivalent

PSY 3380 Psychology of Learning

Introduction to the branch of psychology that addresses how people and animals learn and how their behaviors are changed as a result of this learning.

Prerequisite—PSY 1010 or equivalent

PSY 3505 Psychology of Adjustment

Examines human adjustments to life events and the changing requirements of the environment. Some of the topics covered in this class include self-understanding, stress coping techniques, and different stages of life. Classic and contemporary theories and research are discussed.

Prerequisite—PSY 1010 or equivalent

PSY 4021 Physiological Psychology

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

Prerequisite—BIO 1030 and PSY 1010 or equivalent

PSY 4460 Cognitive Psychology

Examines how the mind and brain operate from a psychological and physiological perspective, including cognitive development across the life span, the human memory, and the cognitive processes.

Prerequisite—PSY 1010 or equivalent

PSY 4501 Research Methods in Psychology

Introduces research methods in psychology. The primary emphasis is on behavioral research, but the approach can be applied in other fields as the broad basis of scientific thinking.

Prerequisite—PSY 1010 and MAT 1302 or equivalent

PSY 4560 Psychological Assessment

Examines the fundamental principles in the development and use of psychological tests. The course explores a variety of psychological tests, including objective and

subjective personality tests, intelligence and achievement tests, neuropsychological tests, and other tests used in special settings.

Prerequisite—PSY 1010 or equivalent

PSY 4620 Health Psychology

Surveys health psychology and behavioral medicine. Examines the science that connects behavior to health in a biopsychosocial model, including the psychological processes and relationships between health and human behavior. Current research into the prevention, treatment, and causes of health-related disorders is also examined.

Prerequisite—PSY 1010 or equivalent

PSY 4680 Industrial Organizational Psychology

Provides an analytical understanding of industrial/organizational (I/O) psychology, one of the major applied areas of psychology. Examines the diverse field that addresses the human side of organizations.

Prerequisite—PSY 1010 or equivalent

PUA 5301 Administration of Public Institutions

Focuses on the evolution of the ontological (view of reality) and epistemological (view of knowledge derivation) theoretical foundations that undergird the multidisciplinary applied field of public administration research and practice. Students engage in critical thinking and decision-making in the application of public administration theoretical knowledge to the processes of solving real-world problems facing the field of public administration demonstrated in written evaluation briefings using both analysis and synthesis.

PUA 5302 Public Administration Ethics

Focuses on 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 of ethical theories such as utilitarianism, deontology, and social constructivism, and through analysis, engage in critical thinking and problem solving for comprehension of real problems facing public managers.

PUA 5303 Organizational Theory

Presents the foundational theories of both organizational theory and organizational behavior in the public administration context. Students evaluate the usefulness and applicability of various organizational, theoretical, and behavioral-based theoretical constructs to specific public sector organization/agency case study scenarios. Students apply theory to practice in solving case study problems,

using appropriate and applicable theories from the body of literature addressing organizational theory and behavior in the context of public service.

PUA 5304 Quantitative Research Methods

Examines applied research, quantitative research, and qualitative research designs and methodologies that are applicable to the public workplace. Outlines each step in the research process for the public sector professional.

PUA 5305 Public Finance and Budgeting

Presents the foundational theories and methodological tools used in public finance and budgeting. Students apply their knowledge to make use of finance and budgeting methodological tools, such as cost-benefit and cost-effectiveness analysis in the application of finance and budgetary theory to practice. Students also create and oversee public sector fiscal processes. Students evaluate a budget and identify important budget items that public managers must consider in preparation and presentation of a budget. The usefulness of finance and budgeting theoretical constructs and methodological tools are applied to solve real-world public finance and budgetary case studies.

Prerequisite—PUA 5301 or equivalent

PUA 5306 Public Policy

Provides a critical overview of the public policy process and effects on public, nonprofit, and private organizations. Students identify the steps in the public policy and analysis process, including problem identification, policy formation, and implementation, as well as evaluate techniques within various public sectors and nonprofit organization environments. Students implement successful strategies using case analysis and demonstrate understanding of the policy steps as students apply them to a public policy moving through their state, city, or county legislature or policy regulation within the public agency.

PUA 5307 Strategic Planning

Provides an in-depth examination of strategic planning in the public and nonprofit sectors. Highlights how the lack of strategic planning has negatively impacted the efficiency and effectiveness of public and nonprofit agencies historically. In addition, the course presents real-world applicable strategies and techniques that can empower public and nonprofit agencies to craft strategic plans that will help ensure their health and success during an era of cutback management, reduced budgets and revenues, and increased citizen and stakeholder demand.

Prerequisite—PUA 5301, PUA 5302, PUA 5303, and PUA 5304 or equivalent

PUA 5308 MPA Seminar

Meets the critical thinking, written, and presentation outcomes of the MPA program. Students demonstrate integrative knowledge and comprehension of the theoretical constructs and methodological tools that they have learned in each of the previous MPA core courses. Students apply theory to practice and evaluate the usefulness of technology and e-government, e-learning, and e-training in a public sector context. Students develop a final project based on current and near future technological innovation and evaluate the usefulness of the technological innovation to enhancing the service provision of a governmental or nonprofit organization or agency.

Prerequisite - PUA 5301, PUA 5302, PUA 5303, PUA 5304, PUA 5305, PUA 5306, and PUA 5307 or equivalent

PUA 6304 Local Government

Examines the evolution of mission-based, philanthropic organizations and the practices of local government that work with nonprofit organizations to accomplish the public service mission. Students gain the practical knowledge to lead a nonprofit organization and effectively manage the legal, contractual, political, socio-cultural and financial factors that affect nonprofit processes. Students interested in local nonprofit careers will find applicable strategies for communication and implementation of the nonprofit mission and goals internally among staff and externally to policy makers, grantors, and stakeholder groups in the local community.

PUH 5301 Public Health Concepts

Introduces students to the major public health disciplines, including community health, environmental health, health administration, biostatistics, epidemiology, population health, and disease prevention and control. Includes information on how these functions interact to provide society with the health safeguards in effort to achieve population health.

PUH 5302 Applied Biostatistics

Presents the application of quantitative methods utilized by public health professionals in order to solve health-based problems. Students study the use of probability, descriptive statistics, inferential statistics, and nonparametric tests as they pertain to health research. Students also study the fundamental concepts of biostatistics as it applies to peer-reviewed, public health publications.

PUH 5303 Concepts of Epidemiology

Introduces students to epidemiology, the scientific discipline studying the etiology for developmental defects, diseases, disorders, and injuries occurring in human populations. Focuses on assessment of the nature and

scope of public health problems, considering morbidity and mortality impacts in communities. It emphasizes the evaluation of clinical and public health interventions that are designed to address these problems. In short, epidemiology focuses on the cause and treatment of human health problems. Epidemiology is a foundational course in the Master of Public Health program at CSU.

PUH 5304 Principles of Health Behavior

Examines the psycho-social, behavioral, and educational principles that determine health behavior. Theoretical models synthesizing these principles are examined. The course also presents ethical principles of professional and personal concern to health educators.

PUH 5305 Concepts of Environmental Health

Introduces the major topic areas of environmental health. Examines sources, routes, media, and public health outcomes associated with biological, chemical, and physical agents in the environment and how these agents affect human disease, water and air quality, food safety, and land resources in the community. This course also explores the genetic, physiological, and psychosocial factors that influence environmentally compromised public health outcomes. Students use theories and methods presented in the course to assess current solutions and consider new solutions to environmental threats and public health hazards.

PUH 5306 Public Health in Genetics

Focuses on public health genetics and public health implications of advances in genetic science for preventing disease and for protecting and improving the health of the population. Centers on identifying how genetic and environmental factors work together in determining disease susceptibility in individuals and populations.

Prerequisite- PUH 5301 or equivalent

PUH 5307 Grant Writing in Public Health

Addresses skills and techniques necessary for writing successful public health grant proposals and provides a general overview of the grant-seeking process. Students learn the different types of grant proposals and examine types of projects that generally receive funding, sources that can be used to identify prospective funders, and the essential components of a well-written grant. In addition, students build grant writing and reviewing skills by designing a grant proposal and using a real-life scenario that needs a statement, a project that will address that need, clear goals and objectives for that project, a realistic grant budget, and an evaluation tool that could be used to measure outcomes for the project.

PUH 6301 Public Health Research

Introduces research design methodology. The class prepares students for formulating questions that can be translated into research designs. Students follow the steps of the research process from the specification of the original idea to the reporting of the results of the study. A variety of research approaches are covered including program evaluation, meta-analytic designs, non-experimental observational research, survey research, and experimental designs. Students study classic research literature and design their own research projects.

PUH 6302 Law and Ethics in Public Health

Reviews the conceptual foundations of health law, ethics and human rights, and issues relating to these fields. Topics covered include how government public health policy can conflict with the rights of individuals and businesses.

PUH 6303 Public Health Administration

Presents an overview of preventative methods and public accountability regarding public health. An exploration of the organizational structure of public health at the local, state, and national levels; involvement of local, state and federal government in public health; management of public health resources, including human resources; identification of relationship of public health alliances such as public health officials with managed care; and the future of public health in the United States. In addition, students engage in an investigation of current public health issues and efforts to ameliorate public health concerns with an emphasis on preventive approaches.

PUH 6304 Public Health Policy and Management

Provides an overview on management processes/roles of public health professionals, health service organizations, policy issues and resource utilization/control, human resources management, and public health trends.

PUH 6305 Problem Solving in Public Health

Illustrates the problem-solving process in public health. Students define problems in public health, measure the magnitude of problems, understand the key determinant of problems in public health, develop conceptual frameworks, and develop intervention and prevention strategies. Students also discuss barriers to intervention and prevention strategies and evaluation, and develop a communication strategy.

SEC 3301 Security Application Development

Introduces best practices for securing applications, networks, and databases. Students learn how organizations protect assets from unauthorized access. Students start the

initial phase of building applications while documenting security procedures.

SEC 3302 Advanced IS Security

Provides an understanding of intrusion detection practices for organization security. Students become aware of procedures for maintaining information assurance. Students analyze data traffic to determine anomalies or dangers.

SEC 4301 IS Disaster Recovery

Presents disaster recovery and business continuity practices for IS environments. Students develop business continuity documentation and assessments to plan for potential operational recoveries.

SEC 4302 Planning and Audits

Prepares for information systems planning and audits with security as the focus. Students learn how to perform planning to secure information systems deployments and conduct audits on existing information systems to discover potential weakness and opportunities.

SEC 4303 IS Security Policy

Provides an introduction and overview to information security policies. Students are introduced to organizational and sociological challenges in general policy implementation and provided a focused dialogue on information security specific policies within the context of different organizations. The class discusses the entire lifecycle of policy creation and enactment and presents the students with issue specific policies in different environments of security.

SEC 4320 IS Security Capstone

Focuses on a final project encompassing all information systems, information systems security, and concentration courses. Students apply knowledge learned from database management, programming, web development, and systems analysis. The project requires students to develop an application by planning development, analyzing security risk, determining budgets for security activities, and evaluating overall health of the application. Projects are identified based on concentration tracks.

Prerequisite - FRN 4301, FRN 4302, SEC 3301, SEC 3302, SEC 4301, SEC 4302, and SEC 4303 or equivalent

SOC 1010 Introduction to Sociology

Provides an in-depth study of the basic concepts of sociology. Specific attention is given to culture characteristics, societal changes, inequalities in social classes, and how they relate to different groups in society.

SOC 2010 Cultural Geography

Investigates societal events and trends using geographical concepts to cultivate a better understanding of the interdependence of places and cultures in a globalizing world. Key topics include globalization, cultural diversity, urbanization, population dynamics, economic disparity and development, geopolitics, sustainability, and the environment.

SP 1010 Fundamentals of Speech Communication

Presents and practices the basic principles of oral communication delivery in small groups and medium and large audiences through a variety of online meeting platforms with an emphasis on research, preparation, delivery, and audience awareness.

XI. CONTINUING EDUCATION

The Continuing Education Department at Columbia Southern University is committed to a program of public service, outreach and continuing education in order to enhance the intellectual capital of those who desire lifelong learning and development.

Continuing Education Services

CSU offers the following services.

- Online CEU Courses
- Training Events, Workshops, and Conferences
- Conference Management Services
- CEU Provider Service

Online CEU Courses

The Continuing Education Department at CSU offers a variety of online CEU courses covering many topics that allow students the opportunity to enhance their current careers or provide relevant training. A list of available courses students can enroll in can be viewed at

www.ColumbiaSouthern.edu/ContinuingEd.

Training Events, Workshops, and Conferences

CSU's Department of Continuing Education offers courses in a variety of formats including on-site training and webinars. Continuing Education Units (CEUs) are awarded for eligible classes. A full list of events can be found at

www.ColumbiaSouthern.edu/ContinuingEd.

Conference Management Services

A variety of conference management services are available to parties seeking assistance with coordinating a conference and/or event. Services include:

- Planning, research and logistics
- Registration hosting and coordination
- Marketing and communication
- Venue selection and coordination
- Vendor registration and coordination
- On-site logistics and coordination

- Speaker selection and coordination
- Evaluation and awarding of CEUs

CEU Provider Service

Organizations who would like to offer CEUs for their programs can apply to have CSU evaluate their program and award CEUs. A member of the Department of Continuing Education will guide you through the application and approval process.

There is a fee of \$25 per participant who is awarded CEUs. This fee is the responsibility of the requesting organization or student and is paid to CSU prior to delivery of the CEU certificate. Learning Partners qualify for a discounted rate of \$20 per participant who is awarded CEUs.

For more information, please contact the Department of Continuing Education at ContinuingEd@ColumbiaSouthern.edu or visit us online at www.ColumbiaSouthern.edu/ContinuingEd.

XII. ALLIANCES AND PARTNERSHIPS

Alliances

The Business Development (BD) and Military Initiatives (MI) Department collaboratively builds relationships with Fortune Companies, Associations, and Federal agencies to include the Department of Defense and Homeland Security, to promote both universities under the Columbia Southern Education Group umbrella. The Business Development Department builds relationship alliances with Associations, Fortune 100, Fortune 500, and Global 1000 industry leaders to promote workforce development training through educational benefits. Business Development builds alliances via tuition discounts, customized scholarships, and training evaluations to support corporate diversity and inclusion programs as well as recruitment and retention. The BD Manager and Account Executive provide professional services to over 30 alliance members and more than 15,000 employer groups. Military Initiatives provides financial readiness training to the Army's over 250 financial readiness counselors to ensure they maintain their professional accreditation. Additionally, the MI Manager provides oversight for the Department of the Army's only Career Resource Center located at Fort Bragg NC. This Center's "Hire, Train, and Employ" concept enables transitioning service members, soldiers in transition, and military spouses the opportunity to gain specific workforce development skills from the over 26 companies inclusive in the Army's Career Skills Program. In 2018, the Center played an instrumental role in over 1,700 individuals gaining full-time employment.

Learning Partnerships

With more than 3,000 Learning Partners across the nation, CSU has already provided training and education to thousands. These Learning Partners include municipalities, corporations, police departments, fire departments, health and safety entities, as well as healthcare organizations. The exclusive Learning Partner benefits include 10% tuition discounts, waiver of application fee, exclusive scholarships, and partnership administration. Not only are these benefits available to our partners' employees, but they are also available to the employees' spouses and children. CSU Learning Partners sign a non-binding, non-exclusive

agreement that allows the partnership to begin. There is no cost to become a Learning Partner with CSU and there are other possible opportunities available to the new partner such as job posting on the CSU Career Quest for those partners looking for qualified employees. Our CSU Representatives can also make visits to the Learning Partner for employee benefits fairs and other information sharing. We value our CSU Learning Partners and consider them part of the CSU family.

Visit our website at

<https://www.columbiasouthern.edu/tuition-financing/partnerships> for more information about our

Learning partnerships and a listing of our current partners.

University Academic Partnerships

At CSU, we are committed to providing our students with resources that will enhance their educational experiences.

Our partnerships with the following universities help us fulfill this commitment by offering CSU students a larger selection of degree programs from which to choose. These university partners may offer additional benefits to CSU students, alumni, faculty, and staff, including acceptance of transfer credit, tuition discounts, admission application fee waivers, and access to advising and other services.

WALDORF UNIVERSITY

CSU students can transfer credit earned in a CSU undergraduate program into a bachelor's degree in business administration, organizational leadership, psychology, criminal justice administration or fire science administration at Waldorf University.

Waldorf University and CSU are sister institutions, both owned by Columbia Southern Education Group, Inc. (CSEG). Each school operates independently with separate governance and accreditation.

CAPELLA UNIVERSITY

CSU undergraduate and graduate students are eligible to transfer into Capella undergraduate and graduate degree

programs. Transfer opportunities for CSU students into Capella include undergraduate, graduate and doctoral programs. Transfer courses must be equivalent to courses offered at Capella. Benefits include a 10 percent tuition discount, no admission application fee, and access to advising and other services.

ALABAMA FIRE COLLEGE

Alabama Fire College graduates are given advanced entrance into CSU's BS, Fire Science program. CSU accepts courses completed at the Alabama Fire College for equivalent CSU major courses or electives.

SOUTHERN ARKANSAS UNIVERSITY TECH

Southern Arkansas University students earning an associate degree have a transfer pathway into CSU degree programs including business administration, criminal justice, environmental management, fire administration and information technology.

HONOLULU COMMUNITY COLLEGE

Students earning an associate degree in occupational and environmental safety management are eligible for transfer into CSU's BS, Occupational Safety and Health.

NORTHCENTRAL UNIVERSITY

CSU MBA and MS graduates are eligible for admission into Northcentral University doctorate programs. CSU graduates will also receive a 10 percent discount on tuition.

SULLIVAN UNIVERSITY

CSU undergraduate and graduate students are eligible to transfer into Sullivan University programs at the undergraduate and graduate (master's) level. Prospective Sullivan University students will need to meet all required admission requirements and transfer credit policies.

XIII. BOARD OF TRUSTEES

Columbia Southern University is governed by a nine to fifteen member Board of Trustees (herein, Board), which establishes the mission and determines the general policies and affairs of the University. The Articles of Incorporation and the By-laws of Columbia Southern University clearly define the powers, duties, and responsibilities of the Board.

The Board is responsible for appointing the President, establishing broad institutional goals and plans, approving earned degrees, approval of all governmental and private financial aid programs, review and approval of the annual operational and capital expenditures budget, 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 customs require the Board to act upon. The Board 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.

Major General Byron Bagby US Army (Retired), Managing Partner, BMB Solutions, LLC - Alexandria, VA

Mr. Dennis Cariello Shareholder, Hogan, Marren, Babbo & Rose, Ltd - Westfield, NJ

Dr. Cheryl Carpenter-Davis Vice President of Academic Affairs, Cleveland University - Kansas City

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Dr. Gery C. Hohanadel Vice President of Academic Affairs (Retired), Cleveland University - Lenexa, KS

Vice Admiral Gerald L. Hoewing US Navy (Retired) Education and Defense Consultant - The Villages, FL

Edward P. Meehan Arcady Bay Partners, Founder - Aldie, VA

Dr. Jesse Smith Jones County Junior College, President - Ellisville, MS

Chantell Cooley Columbia Southern Education Group Senior Vice President - Elberta, AL

Minnie Mayes Columbia Southern University, Co-Founder - Elberta, AL

Robert Mayes Columbia Southern Education Group Chief Executive Officer - Elberta, AL

XIV. ADMINISTRATION

SENIOR EXECUTIVES

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President

Barry Goldstein, Ph.D.

Provost and Chief Academic Officer

Pat Troup, B.S., C.P.A.

Chief Financial Officer

Scott Oswald

Chief Information Officer

Eric McHaney, M.S.

Chief Marketing Officer

Chelsea Hoffman, M.B.A.

Chief of Staff

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Janell Gibson, M.S.

Vice Provost for Academic and Student Affairs

Joe Manjone, Ed.D.

Assistant Provost, Special Programs

Sue S. Butts, SPHR, SHRM-SCP

Vice President, Human Resources

Rick Cooper

Vice President, Business Development and Military Initiatives

Misti Kill, Ph.D.

Dean, College of Safety and Emergency Services and Assistant Provost

Elwin Jones, Ph.D.

Dean, College of Business and Assistant Provost

Sonya Rogers, Ed.D.

Dean, College of Arts and Sciences and Assistant Provost

Khalilah Burton, M.S.

Assistant Provost, Institutional Effectiveness and Accreditation

Edward Witherington

Associate Vice President, Business Intelligence

Caroline Walters, M.S.

Associate Vice President, University Relations

ACADEMIC LEADERSHIP

Freda Braddock, Ed.D.

Academic Program Director, Behavioral Sciences & Orientation

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Joyvina Evans, Ph.D.

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Sancho Manzano, Ph.D.

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Tamara Mouras, Ph.D.

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Renee H. Reynolds, Ph.D.

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Scott Rounds, D.M.

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Vicki Barnes, P.H.R.

Director, Community and Alumni Relations

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Danielle Burge

Director, Human Resources

Aaron Collins, B.S.

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Nickie Cooper, M.B.A.

Director, Continuing Education

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Rachel Farris, M.A.

Registrar

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Director, Instructional Design and Technology

Pam Gough

Director, Technical Support

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John Hope, Ph.D.

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Reference and Embedded Librarian

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Associate Vice President

GOVERNMENTAL AFFAIRS**Joe Wilkins, Ph.D.**

Director

XV. FACULTY

Columbia Southern University's (CSU's) qualified and experienced faculty members deliver diverse and dynamic online instruction to students throughout each course. Faculty members are dedicated to their professions and incorporate real-world experiences to teach course concepts and theories.

Students are assigned an instructor for each course and will benefit from individual assessment feedback and class discussions. CSU faculty create an environment for learning and a positive student experience.

In addition, faculty members are a trusted source for academic achievement and integrity during a student's program. Faculty are available to answer questions and provide a timely response within 48 hours of student communication.

The CSU website is updated regularly. For a current list of faculty, please visit the following college pages:

[College of Arts and Sciences](#) | [College of Business](#) | [College of Safety and Emergency Services](#)

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Social Sciences

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Jesse Chupp, Ph.D.
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History
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Non Profit Management
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University of Alabama

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